

WOOD COUNTY EDUCATIONAL SERVICE CENTER
Regular Governing Board Meeting Minutes
January 23, 2024

The regular session of the Wood County Educational Service Center Governing Board Meeting was called to order by Governing Board President, Mr. Timothy **Smith** at 3:50 p.m. with the following members present: Mr. Joe **Long** and Ms. Judy **Paredes**. Also present: Mr. Brad **McCracken**, Treasurer and Mark **North**, Superintendent.

Absent:

Judy **Hines**, Board Member
 Kathy **Limes**, Board Member

Staff Members Present

N/A

Visitors Present

N/A

Director Report/Featured Program

N/A

Public Participation

N/A

Approval of Agenda

Mr. Long moved and Ms. Paredes seconded the motion to approve the board agenda.

Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The chair declared the motion carried.

Approval of the Minutes

Ms. Paredes moved and Mr. Long seconded the motion to approve the following minutes:

- Regular Board Meeting – December 8, 2023
- Regular Board Meeting – December 22, 2023

Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.

REPORTS OF THE TREASURER

Approval of Cash Reconciliation Report – The Cash Reconciliation Report for the previous month was provided to each Board member. Members had the opportunity to ask questions &/or make comments regarding the report.

Mr. Long moved and Ms. Paredes seconded the motion to approve the Cash Reconciliation report for the month of December, 2023:

Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.

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Approval of Financial Report – The Financial Report for the previous month was provided to each Board member. Members had the opportunity to ask questions &/or make comments regarding the report.

Ms. Paredes moved and Mr. Long seconded the motion to approve the Financial Report for the month of December, 2023:

Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.

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Approval of Bills – Upon the recommendation of the Treasurer, Mr. Long moved and Ms. Paredes seconded the motion to approve the Bills for December, 2023:

Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.

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Approval of Investment Transaction Ledger – Upon the recommendation of the Treasurer, Mr. Long moved and Ms. Paredes seconded the motion to approve the Investment Transaction Ledger for the month of December, 2023:

Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.

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Approval of Deposit of JUUL Settlement Check – Upon recommendation of the Treasurer, Ms. Paredes moved and Mr. Long seconded the motion to approve the deposit of the JUUL settlement check (\$7,632.69) to the General Building Fund.

Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.

Approval of Deposit of Apple Device Performance Settlement Check – Upon recommendation of the Treasurer, Ms. Paredes moved and Mr. Long seconded the motion to approve the deposit of the Apple device performance settlement check (\$92.17) to the General Fund.

Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.

Approval of Transfer of Fund – Upon recommendation of the Treasurer, Mr. Long moved and Ms. Paredes seconded the motion to approve the following Transfer of Funds:

- Transfer the final balance of the Wood County Academy (WCA) account (total of \$109,269.53) to account #014-9000 (\$54,634.76) and account #14-9900 (\$54,634.77).
- Transfer \$6,246.50 of ADAMHS JDC Prevention Funds from FY23 to FY24, rather than return the unused funds per ADAMHS (\$6,246.50 from account #019-9623 to account #019-9624).

Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The chair declared the motion carried.

Approval of FY24 Expected Revenues & Appropriation – Upon recommendation of the Treasurer, Ms. Paredes moved and Mr. Long seconded the motion to approve the following FY24 Expected Revenues & Appropriation:

Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.

Approval of Mileage Reimbursement Rate – Upon recommendation of the Treasurer, Ms. Paredes moved and Mr. Long seconded the motion to approve the IRS Mileage Reimbursement Rate of 67¢ for all employee and board mileage expense, effective January 1, 2024.

Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.

Approval of Then & Now for Procure Software Service Agreement – Upon recommendation of the Treasurer, Mr. Long moved and Ms. Paredes seconded the motion to approve the following then & now invoice for Procure Software Services Agreement in excess for \$6,000:

Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.

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Approval of Fixed Asset Disposals – Upon recommendation of the Treasurer, Ms. Paredes moved and Mr. Long seconded the motion to approve the following Fixed Asset Disposals:

Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The chair declared the motion carried.

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SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS TO BOARD

Approval of WCESC Service Agreements with Agencies & School Districts – Upon recommendation of the Treasurer, Ms. Paredes moved and Mr. Long seconded the motion to approve the following Service Agreements with School Districts:

Fiscal Year 2024:

- Genoa Local S.D. – Paraprofessional Student Attendant Services
- McComb Local S.D. – Paraprofessional Student Attendant Services
- Northwood Local S.D. – Prevention Education On-Site Services
- Penta Career Center – Occupational Therapy Services (.40 FTE)
- Perrysburg E.V. Schools – Student Services Support Specialist

Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.

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Recommendation Pertaining to Lease Agreement with Wood County Board of DD – Upon the recommendation of the Superintendent, Mr. Long moved and Ms. Paredes seconded the motion to approve the following lease agreement between the Wood County Educational Service Center and the Wood County Board of DD regarding property at 909 Klotz Rd., Bowling Green, in the amount of \$6,000 (\$1,000 per month, January 1, 2024 – June 30, 2024):

Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.

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Recommendation Pertaining to Fox36 Agreement – Upon the recommendation of the Superintendent, Mr. Long moved and Ms. Paredes seconded the motion to approve the following agreement with Wood County Educational Service Center (Prevention Coalition) and Fox36 for OTT Youth Alcohol Prevention Campaign advertising effective February & March 2024 in the amount of \$7,000:

Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.

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Recommendation Pertaining to Memberships – Upon the recommendation of the Superintendent, Ms. Paredes moved and Mr. Long seconded the motion to approve the following memberships for CY24:

- North Baltimore Chamber of Commerce in the amount of \$200
- Toledo Metropolitan Area Council of Governments Commission in the amount of \$688

Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.

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Recommendation Pertaining to Pay Raises for the 2024-2025 School Year – Upon the recommendation of the Superintendent, Ms. Paredes moved and Mr. Long seconded the motion to approve an across-the-board 2.4% pay raise for WCESC employees for the 2024-2025 school year.

Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.

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Approval of License Agreement with Neola, Inc. – Upon recommendation of the Superintendent, Mr. Long moved and Ms. Paredes seconded the motion to approve the following License Agreement with Neola, Inc. for writing, maintaining and publishing of WCESC Board Policies at a cost of \$16,150:

Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.

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Staff Personnel

Recommendations Pertaining to Abolishments, Resignations, Retirements, LOAs, RIFs, and Terminations – Upon the recommendation of the Superintendent, Mr. Long moved and Ms. Paredes seconded the motion to approve the following Abolishments, Resignations, Retirements, LOAs, RIFs, and Terminations:

Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.

Resignations:

Sydney **Crews**, Seasonal Program Assistant-CLC, effective 12/22/2023
 Corinna **Elling**, Para/Educational Aide, effective 1/27/2024
 Anna **Martin**, Seasonal Program Assistant-CLC, effective 1/20/2024
 Karli **Penrod**, Para/Educational Aide, effective 12/28/2023
 Melissa **Reynolds**, Para/Educational Aid, effective 1/3/2024
 Jenna **Rode**, Seasonal Program Assistant-CLC, effective 12/12/2023
 Laurel **Springer**, Seasonal Program Assistant-CLC, effective 1/5/2024
 Teresa **VanVranken**, Seasonal Program Assistant-CLC, effective 1/5/2024
 Megan **Wagenblast**, Seasonal Program Assistant-CLC, effective 12/21/2023

Unpaid Leave of Absence

Joelle **Wilson**, Para/Educational Aide, effective 2/7/2024-3/1/2024

Approval of Employment of Classified Personnel – Upon the recommendation of the Superintendent, Ms. Paredes moved and Mr. Long seconded the motion to approve the employment of the following Classified Personnel:

Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.

New Hires 2023-2024 School Year

Bridget **Carpenter**, Educational Aide/Para, 6.75 hrs. p/day,
 5 days p/wk., 87 days, UPK4/0, effective 1/16/2024-5/23/2024
 Cheryl **Fix**, Child Care/Grandparents Night, As needed (15 hrs. Max),
 N/A, effective 1/11/2024-6/30/2024
 Lucas **Hill**, District Sub, As needed, UPK4/0,
 effective 1/8/2024-5/23/2024
 Brittany **Martin**, Educational Aide/Para, 6.75 hrs. p/day,
 5 days p/wk., 100 days, P-D/3, effective 1/3/2024-5/24/2024
 Daisey **Morris**, Para/Student Attendant, 7.5 hrs. p/day,
 5 days p/wk., 105 days, PWL/2, effective 1/3/2024-5/30/2024
 Brianna **Murphy**, Para/Student Attendant, 6.75 hrs. p/day,
 5 days p/wk., 91 days, PMD/3, effective 1/16/2024-5/24/2024
 Brittany **Parsons**, Unit Para, 6.75 hrs. p/day, 5 days p/wk., 107 days,
 UP/0, effective 12/7/2023-5/23/2024

Mary **Roberts**, District Sub, As needed, UPK4/0,
effective 1/15/2024-5/23/2024

Noah **Taylor**, Para/Student Attendant, 6.75 hrs. p/day,
5 days p/wk., 97 days, PED/1, effective 1/3/2024-5/23/2024

Seasonal New Hires 8/13/2023-5/18/2024

Sarah **Berry**, Seasonal Program Assistant-CLC, As needed,
CLC/PA/0, effective 1/8/2024-5/18/2024

Sinjin **Estrell**, Seasonal Program Assistant-CLC, As needed,
CLC/PA/0, effective 12/7/2023-5/18/2024

Maria **Holderbaum**, Seasonal Program Assistant-CLC, As needed,
CLC/PA/0, effective 1/12/2024-5/18/2024

Kaylen **Jackson**, Seasonal Program Assistant-CLC, As needed,
CLC/PA/0, effective 12/13/2023-5/18/2024

Constance **Sanders**, Seasonal Program Assistant-CLC, As needed,
CLC/PA/3, effective 12/6/2023-5/18/2024

Changes 2023-2024 School Year

Tina **Elsass**, From District Sub, As needed, To Para/Educational Aide,
6.75 hrs. p/day, 5 days p/wk, UPK4/0, effective 1/15/2024

Morgan **Hollandsworth**, Administrative Support Specialist-CLC, from
CLC/ADSS/1, \$15,168 To CLC/ADSS/2, effective 1/15/2024

Hannah **Jaqua**, Seasonal Program Assistant-CLC,
From CLC/PA/0, \$11.49 p/hr., To CLC/PA/3, effective 1/8/2024

Fatima **Jarouche**, Para/Educational Aide, From 5.75 hrs. p/day,
4 days p/wk., \$15,588 To 3.5 hrs. p/day, 4 days p/wk., effective 1/3/2024

Wyatt **Sanders**, Para/Student Attendant, From 6.75 hrs. p/day,
5 days p/wk., \$21,368, To As needed, effective 1/3/2024

Supplementals 2023-2024 School Year

Shanna **Gerken**, Secretary-Extra Hours, As needed, N/A,
effective 2/5/2024-6/30/2024

Kennedi **Priest**, Child Care/Grandparents Night, As needed
(15 hrs. Max), N/A, effective 12/1/2023 – 6/30/2024

Janet **Smith**, Para/Educational Aide – Extra Curricular Support,
As needed, UP/0, effective 8/15/2023-5/25/2024

Ryan **Tracy**, Secretary – Extra Hours (Substitutes), As needed,
N/A, effective 1/31/2024-6/30/2024

Volunteers

Dr. Andrew **Hershberger**
Todd **Cramer (OPES 2.0)**

Mr. Long noted the outstanding services provided by Dr. Hershberger.

Approval of Employment of Certified Personnel – Upon the recommendation of the Superintendent, Ms. Paredes moved and Mr. Long seconded the motion to approve the employment of the following Certified Personnel:

Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.

New Hires 2023-2024 School Year

Kyle **Kanuckel**, Intervention Specialist, 7 hrs. p/day, 2 days p/wk.,
effective 1/8/2024-5/19/2024

Supplementals 2023-2024 ESY

Kelly Heintz, MD Teacher 7-12 – Extra Hours, As needed (10 hrs. Max),
effective 7/1/2024-8/30/2024

Recommendation Pertaining to Substitutes – Upon the recommendation of the Superintendent, Ms. Paredes moved and Mr. Long seconded the motion to approve the following new Substitutes for the 23-24 school year:

Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.

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Recommendation Pertaining to Non-Renewals for the 2024-2025 School Year – Upon the recommendation of the Treasurer, Ms. Paredes moved and Mr. Long seconded the motion to approve the following non-renewals for 2024-2025, effective July 1, 2024:

Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.

Laurie Haar, Fiscal Data Specialist
 Tammy Hefflinger, Administrative Assistant

Governing Board Updates:

Penta Career Center Report: Judith Paredes reported that the following items are being discussed:

- Penta’s Director of Criminal Justice was asked by Honor Flight to nominate 6 students to participate as chaperones. It was a wonderful experience.
- Two culinary students competed for scholarships. One got a \$15,000 and the other a \$22,000 scholarship award. Also achieved 6 FCCLA state officers.
- Walleye Night is March 1st (STEAM Night). Robotics projects will be on display.
- Aspire Program supervisor updated the board. They are the 4th largest program in the state.
- 1082 committed enrollment for next school year.

Legislative Liaison Report: N/A

Student Achievement Liaison Report: N/A

Executive Session

The Board went into Executive Session at 5:10p.m. A motion was made by Mr. Long and seconded by Ms. Paredes to discuss personnel. Mr. North was invited into the session. The Board came out of Executive Session at 5:17p.m. No action taken.

Adjournment

Motion by Mr. Long and Ms. Paredes seconded by to adjourn the meeting at 5:17 p.m.

Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.

ATTEST:

 Timothy Smith, President

 Brad McCracken, Treasurer/CFO

The next regular Board meeting on February 27, 2024 will be at 3:00 p.m. with Student of the Month Recognition following at 4:00 p.m.

