

WOOD COUNTY EDUCATIONAL SERVICE CENTER
Regular Governing Board Meeting Minutes
January 28, 2020

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 4:00 p.m. with the following members present: Ms. Judith **Hines**, Mr. Joe **Long** and Ms. Judith **Paredes**. Also present: Ms. Gina **Fernbaugh**, Treasurer, Mr. Mark **North**, Superintendent.

Absent:

None

Staff Members Present

Kyle **Clark**, Prevention Education Director
 Susan **Spencer**, Community Learning Centers Director
 Milan **Karna**, Prevention Education Program Manager
 Rachel **Smith**, Education Liaison

Visitors Present –

Marie **Baird Thomas** – Sentinel Tribune
 Julie **Hines**

Featured Program

Susan Spencer, Director, and Rachel Smith, Education Liaison of the Community Learning Centers gave a power point presentation on the new Maumee Makers CLC site at Union Elementary in Maumee. This is the first year for this program.

Director Reports:

Kyle Clark, Prevention Education Director, reported the following:

- Drug Free grant was renewed for another 5 years
- Have applied or will be applying for additional grants, such as the Trauma Based grant and the Mentoring grant.
- Results of the WCADAMHS survey will be released during a coalition meeting at the ESC on February 14th at 8:30 a.m.

Approval of Agenda

Ms. Hines moved and Ms. Paredes seconded the motion to approve the Agenda.

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

Approval of the Minutes

Ms. Paredes moved and Ms. Hines seconded the motion to approve the following minutes:
 Regular Board Meeting – November 26, 2019

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

REPORTS OF THE TREASURER

Approval of Cash Reconciliation Reports- The Cash Reconciliation Reports for the November & December were provided to each Board member. Members had the opportunity to ask questions or make comments regarding the reports. Mr. Long moved and Ms. Hines Seconded the motion to approve the Cash Reconciliation reports for the months of November & December 2019:

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

Approval of Bills – Upon the recommendation of the Treasurer, Ms. Paredes moved and Ms. Hines seconded the motion to approve the Bills for the month of November & December 2019:

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

Approval of Investment Transaction Ledgers – Upon the recommendation of the Treasurer, Ms. Hines moved and Ms. Paredes seconded the motion to approve the Investment Transaction Ledgers for the months of November & December 2019:

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

Approval of Financial Reports– Upon the recommendation of the Treasurer, Ms. Hines moved and Ms. Paredes seconded the motion to approve the following Financial Reports for the months of November & December 2019:

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

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

Fiscal Year 2020 Service Agreements:

- Bowling Green C.S.D. – ATOD On-Site services
- Eastwood L.S.D – Alternative School 2nd semester services
- Maumee C.S.D. – CLC Maumee MAKERS Intervention services
- Rossford E.V.S.D – Alternative School 2nd semester services

Fiscal Year 2021 Service Agreements:

- North Baltimore L.S.D. – Consortium services
- North Baltimore L.S.D. – Specialized services
- Rossford E.V.S.D – Specialized services
- Rossford E.V.S.D – Consortium services

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

Approval of Donation -- Upon the recommendation of the Treasurer, Mr. Long moved and Ms. Hines seconded the motion to approve the following Donation:

\$4,000	Owens Faculty Association To benefit the MD classrooms
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Roll Call: Yeas: Ms. Hines, Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried

Approval of Resolution Authorizing Contracts with E-Rate Vendors – Upon the recommendation of the Treasurer, Ms. Paredes moved and Ms. Hines seconded the motion to approve the Resolution Authorizing Contracts with E-Rate Vendors:

Whereas, the Governing Board is desirous of facilitating the efficient selection of appropriate and qualified E-Rate vendors for technical services and/or equipment for the Districts:

Be it resolved, as follows:

That the Superintendent and Treasurer are authorized and directed to execute service agreements contracts with selected and qualified E-Rate vendors who will provide services and/or materials that are specified in Schools and Libraries Universal Services Form 470 as filed by the Governing Board in FY'20.

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

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

Special Revenue Fund	\$	93,407.47
Total:	\$	93,407.47

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

Approval of Grant – Upon recommendation of the Treasurer, Mr. Long moved and Ms. Hines seconded the motion to approve the following grant, and to appropriate funds to this grant:

Amount	Grant Title	Beginning Date	Ending Date	Fund/Spec
\$ 125,000.00	Drug Free Communities FY 20 – 24	12/31/19	12/30/24	599-9620

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

Approval of New Fund – Upon the recommendation of the Treasurer, Mr. Long moved and Ms. Hines seconded the motion to approve the following fund to be used to account for financial activity of Workers’ Compensation, and to appropriate funds to this account:

022-9220	Workers’ Compensation	\$3,902
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Roll Call: Yeas: Ms. Hines, Mr. Long, Ms. Paredes, and Mr. Smith. The Chair declared the motion carried.

Approval of Public Records Training Designee – Upon the recommendation of the Treasurer, Ms. Hines moved and Ms. Paredes seconded the motion to appoint Alicia Leslie, Executive Secretary to the Superintendent as the Public Records Training Designee and to attend H.B.9 Public Records Training.

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

SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS TO BOARD

Policies

Recommendation Pertaining to Approval of First Reading of Board Policies – Upon the recommendation of the Superintendent, Mr. Long moved and Ms. Paredes seconded the first reading of the following Board Policies:

BDDDB	Agenda Format
BDDC	Agenda Preparation and Dissemination
BDDH	Public Participation at Governing Board Meetings
KD	Public Participation at Governing Board Meetings

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

Mr. Long requested that a consent agenda be considered by the Board. Mr. Smith stated that a committee will be formed to review a consent agenda.

Recommendation Pertaining to Memberships – Upon the Recommendation of the Superintendent, Ms. Paredes moved, and Ms. Hines seconded the motion to approve the following memberships for calendar year 2020:

- **Wood County Economic Development Commission -- \$500**
- **OSBA Membership -- \$3,269**
- **OSBA School Management News -- \$150**
- **Bowling Green Community Development Foundation -- \$750**

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

Recommendation Pertaining to OSBA Legal Assistance Consultant Service – Upon the recommendation of the Superintendent, Mr. Long moved and Ms. Paredes seconded the motion to approve the OSBA Legal Assistance Consultant Service for the period of January 1 – December 31, 2020 in the amount of \$250.

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

Recommendation Pertaining to CLC Class fees – Upon the recommendation of the Superintendent, Mr. Long moved and Ms. Paredes seconded the motion to approve the following CLC Class Fees beginning with the start of the CLC summer programs:

Before/After School STARS	\$4.25 p/hr.
Summer STARS	\$25.00 p/day

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

Recommendation Pertaining to Non-Salary Schedule Staff for 2020-2021 – Upon the recommendation of the Superintendent, Ms. Paredes moved and Ms. Hines seconded the motion to approve the following non-salary schedule staff for the 2020-2021 school year:

ATOD Prevention Education Director.....	2.25%
ATOD Prevention Administrative Assistant	2.25%
ATOD Prevention Specialists – Salaried	2.25%
ATOD Prevention Specialists – Hourly.....	2.25%
ATOD Prevention Education Program Manager	2.25%
ATOD Prevention Specialist Liaison	2.25%
ATOD Prevention Specialist – JDC (Kipplen).....	0%
DFC Grant Program Coordinator	2.25%
Parent Mentors	2.25%
YEP Community Outreach/Case Manager.....	2.25%
YEP Specialist.....	2.25%
BG Middle School Secretary.....	2.25%
EL School Psychologist (12 month).....	2.25%
EW Intervention Consultant	2.25%
EW Project Success Coordinator	2.25%
EW Secretary of Special Ed	2.25%
LK Nurse	2.75%
NB School Psychologist (10 month).....	2.25%
NWOET Director.....	0%
NWOET Associate Director of PD	0%
Penta Testing Coordinator.....	2.25%

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

Recommendation Pertaining to Salary Schedules for 2020-2021 – Upon the recommendation of the Superintendent, Ms. Hines moved and Ms. Paredes seconded the motion to approve the following salary schedules for 2020-2020 School year:

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

Recommendation Pertaining to Evaluation Service Agreement – Upon the recommendation of the Superintendent, Ms. Paredes moved, and Mr. Long seconded the motion to approve the following service agreement between Bill Ivoska and Wood County Educational Service Center effective January 28, 2020 through December 30, 2020 in the amount of \$11,500.

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

Recommendation Pertaining to Sponsorship for Wood County Youth Olympics – Upon the recommendation of the Superintendent, Mr. Long moved and Ms. Hines seconded the motion to approve the Sponsorship for Wood County Youth Olympics in the amount of \$500.

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

Staff Personnel

Recommendations Pertaining to Abolishment's, Resignations, Retirements, LOAs, RIFs, and Terminations: - Upon the recommendation of the Superintendent, Ms. Paredes moved and Ms. Hines seconded the motion to approve the following, LOA, Resignations & Terminations:

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

Resignations:

Joy **Campbell**, CLC Senior Team Leader, effective 01/18/2020
 Martha **Foltz**, Preschool Evaluation Supplemental, effective 10/18/19
 Kelly **Kaufman**, CLC Seasonal Program Assistant, effective 01/30/2020
 Kathy **Keel**, Paraprofessional & supplementals, effective 02/01/2020
 Misty **Lovejoy**, NWOET Receptionist, effective 04/17/19
 Ruth **Martinez Olmos**, Paraprofessional, effective 12/14/19
 Mikayla **Mueller**, Seasonal CLC Program Assistant, effective 11/26/19
 Michael **Riojas**, NWOET Tech, effective 12/10/19
 Madison **Spangenberg**, Seasonal CLC Program Assistant, 01/18/2020
 Vanessa **Turner**, Paraprofessional, effective 1/3/2020

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

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

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

New Hires 2019-2020 School Year

Polly **Emch**, Para/Educational Aide, 6.75 hrs. p/day,
4 days p/wk., 82 days, A/N/4, effective 01/06/2020
Andrea **Evans**, Para/Student Attendant, 6.75 hrs. p/day,
5 days p/wk., 111 days, A/N/3, effective 12/11/19
Stephanie **Gabel**, Para/Educational Aide, 6.75 hrs. p/day,
5 days p/wk., 91 days, A/N/11, effective 01/15/2020
Corden **Hussey**, Payroll & Accounting Assistant, 7.5 hrs. p/day,
5 days p/wk., 112 days, Fiscal/5 +12%, effective 1/27/2020
Ashley **Sautter**, Para/Educational Aide, 6.75 hrs. p/day,
5 days p/wk., 84 days, A/N/0, effective 01/27/2020
Bree **Savidge**, Unit Para, 6.5 hrs. p/day, 5 days p/wk.,
85 days, UP/0, effective 01/16/2020
Jennifer **Tobar**, Para/Educational Aide, 6.75 hrs. p/day,
5 days p/wk., 88 days, A/N/5, effective 01/21/2020
Nicholas **Young**, Unit Para, 6.5 hrs. p/day, 5 days p/wk.,
76 days, UP/0, effective 01/27/2020

New Hires Student Workers 2019-2020 School Year

James **Paige**, TANF Student Worker, 8 hrs. p/day, as needed,
Effective 12/04/2019

Seasonal New Hires 8/19/19 – 05/09/2020

Adam **Bialecki**, Seasonal CLC Program Assistant, 5 hrs. p/day,
5 days p/wk., as needed, effective 01/27/2020, CLC/PA/0
Hope **Brown**, Seasonal CLC Program Assistant, 5 hrs. p/day,
5 days p/wk., as needed, effective 01/17/2020, CLC/PA/0
Katelyn **Brown**, Seasonal CLC Program Assistant, 5 hrs. p/day,
5 days p/wk., as needed, effective 10/17/19, CLC/PA/0
Sophia **Cook**, Seasonal CLC Program Assistant, 5 hrs. p/day,
5 days p/wk., as needed, effective 01/17/2020, CLC/PA/0
Madison **Duling**, Seasonal CLC Program Assistant, 5 hrs. p/day,
5 days p/wk., as needed, effective 12/20/2019, CLC/PA/0

Seasonal New Hires 8/19/19 – 05/09/2020 Continued

Noah **Fidler**, Seasonal CLC Program Assistant, 5 hrs. p/day, 5 days p/wk., as needed, effective 01/17/2020, CLC/PA/0
 Zoe **Oswald**, Seasonal CLC Program Assistant, 5 hrs. p/day, 5 days p/wk., as needed, effective 01/17/2020, CLC/PA/0
 Anthony **Parker**, Seasonal CLC Program Assistant, 5 hrs. p/day, 5 days p/wk., as needed, effective 01/21/2020, CLC/PA/0
 Jacob **Porter**, Seasonal CLC Program Assistant, 5 hrs. p/day, 5 days p/wk., as needed, effective 01/21/2020 CLC/PA/0
 Amy **Reshni**, Seasonal CLC Program Assistant, 5 hrs. p/day, 5 days p/wk., as needed, effective 01/21/2020, CLC/PA/0

Supplementals 2019-2020 School Year

Marjorie **Harris**, Paraprofessional Training, effective 12/1/19 – 12/31/19, as needed, Max 3 hrs., A/N/9
 Marion **Hill**, HPI Unit Bus Ride, effective 12/01/19 – 06/01/2020, as needed, Max 25 hrs., UP/0
 Susan **Hottinger**, Unit Para Training, effective 11/1/19 – 11/27/19, as needed, Max 3 hrs., UP/1
 Kathy **Keel**, Unit Para Training, effective 11/1/19 – 12/31/19, as needed Max 3 hrs., UP/4
 Brittany **Mihlbauer**, Paraprofessional training, effective 11/1/19- 11/30/2019, as needed, Max 3 hrs., A/N/6
 Nikki **Wright**, Unit Paraprofessional Training, effective 12/1/19 – 12/31/19, as needed, Max 3 hrs., UP/4

Changes 2019-2020 School Year

Cassidy **Eblen**, From CLC Seasonal Program Assistant, 5 hrs. p/day, p/wk., as needed, CLC/PA/0, \$10.53 p/hr. To CLC Seasonal Program Assistant, 5 hrs. p/day, 5 days p/wk., as needed, CLC/PA/3, effective 01/06/2020
 Caylee **Hewitt**, From Unit Para, 6.75 hrs. p/day, 5 days p/wk., 182 days, UP/4, \$22,236 To Unit Para, 6.5 hrs. p/day, 5 days p/wk., 185 days, Effective 12/20/2019
 Milan **Karna**, From Prevention Education Program Manager, 8 hrs. p/day, 5 days p/wk., To Drug Free Community Grant Program Coordinator, 8 hrs. p/day, 5 days p/wk., effective 12/31/19

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: Ms. Hines, Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.

Summer New Hire 2020

Kyle **Kanuckel**, JRC Summer School Teacher, 7 hrs. p/day,
4 days p/wk., 35 days, effective 06/01/2020

NWOET Rehire 1/6/2020 – 5/19/2020

Judith **Tucker**, NWOET Professional Trainer II, as needed,
Max 15 hrs., effective 1/6/2020, NWOET/ProfTrainerII/0

Summer 2020 Supplementals

Cheryl **Grote**, Summer School Teacher, effective 06/01/2020-
07/31/2020, 7 hrs. p/day, 4 days p/wk., 35 days,

Diana **Neuman**, Summer School Teacher, effective 06/01/2020 –
07/31/2020, 7 hrs p/days, 4 days p/wk., 35 days

PATHe Observation Student

Jalynn Dukes

Approval of Substitute Personnel - Upon the recommendation of the Superintendent, Ms. Paredes moved and Ms. Hines seconded the motion to approve the following substitute list:

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

Governing Board Updates

Superintendent's Report:

- Recognized the Board with a plaque and WCESC pin for Board Recognition month
- Distributed a rough draft WCESC pamphlet
- Will be holding a Lunch & Learn session on influenza on January 30th at the ESC from 12 – 1 p.m.

Penta Career Center Report –

Judith Paredes – reported the following:

- Ken Sutter was elected President and Judy Sanders Vice President.
- Dr. Robert Faulkenstein was hired as the new Assistant Superintendent and will begin at Penta after spring break.
- Michael Harrigan was appointed Assistant Director, effective July 1, 2020.
- For the second year, Penta will host the Regional Skills USA competition on February 14th from 7:30 – 3 p.m. The awards ceremony will be held at the Cedar Creek Church in order to accommodate everyone.

Legislative Report

Joe Long – No report

Executive Session

Motion by Mr. Smith, seconded by Mr. Long to move into executive session to discuss compensation of an employee at 5:04 p.m., inviting only the Board.

Board came out of Executive Session at 5:15 p.m. & voted to end Executive Session.

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

Superintendent Compensation

Ms. Paredes moved and Ms. Hines seconded the motion to give Mark North a 3% raise and increase vacation days to 25, retroactive to August 1, 2019.

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

Adjournment

Motion by Mr. Long and Seconded by Ms. Paredes to adjourn the meeting at 5:25 p.m.

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

ATTEST:

Timothy Smith, President

Gina R. Fernbaugh, Treasurer/CFO