

**WOOD COUNTY EDUCATIONAL SERVICE CENTER**  
**Regular Governing Board Meeting Minutes**  
**July 23, 2019**

The regular session of the Wood County Educational Service Center Governing Board Meeting was called to order by Governing Board President, Ms. **Kathy Limes**, at 4:00 p.m. with the following members present: Ms. Judith **Hines**, Mr. Joe **Long**, Ms. Judy **Paredes** and Mr. Timothy **Smith**. 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

**Visitors Present –**

Marie Thomas – Sentinel Tribune

**Approval of the Minutes**

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

Regular Board Meeting – June 25, 2019

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

**REPORTS OF THE TREASURER**

**Approval of Cash Reconciliation Reports-** 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. Ms. Paredes moved and Mr. Smith Seconded the motion to approve the Cash Reconciliation report for the month of June 2019:

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

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**Approval of Financial Reports** – Upon the recommendation of the Treasurer, Mr. Smith moved and Ms. Hines seconded the motion to approve the Financial Reports for the month of June 2019:

*Roll Call: Yeas: Ms. Hines, Ms. Limes, 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 Mr. Smith seconded the motion to approve the Bills for the month of June 2019:

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

**Approval of Investment Transaction Ledger** – Upon the recommendation of the Treasurer, Ms. Hines moved and Ms. Paredes seconded the motion to approve the Investment Transaction Ledger for the month of June 2019:

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

**Approval of Service Agreements with Agencies & School Districts** – Upon the recommendation of the Treasurer, Mr. Smith moved and Mr. Long seconded the motion to approve the following Service Agreements for Fiscal Year 2020:

2019-2020 School Year

- Benton-Carroll Salem Local S.D. – Paraprofessional Services
- Elmwood Local S.D. – PBIS Support Funding
- Genoa Local S.D. – Extended School Year Tutoring Services
- Lake Local S.D. – Occupational Therapy Services
- Lake Local S.D. – PBIS Support Funding
- Northwood Local S.D. – PBIS Support Funding

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

**Approval of Grants** – Upon the recommendation of the Treasurer, Ms. Hines moved and Ms. Paredes seconded the motion to approve the following grants:

Title I-D FY'20 Fund 572-9020	\$151,303.52
21'st Century NB/NW – Year 3 of 5 Fund 599-9320	\$200,000.00

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

**Approval of Renewal of Insurance** – Upon recommendation from the Treasurer, Mr. Long moved and Ms. Hines seconded the approval of the following insurance coverage effective July 1, 2019 through June 30, 2020:

<b><u>Excess Crime Coverage</u></b>	\$1,756
• \$650,000 Employee Theft	
• \$150,000 Forgery & Altercation	
• \$150,000 Computer Fraud	
• \$650,000 Funds Transfer Fraud	
• \$ 10,000 Theft of Monies & Securities	
• \$ 25,000 Social Engineering Fraud	

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

**SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS TO BOARD**

**Policies/Contracts**

**Approval of Wood County Family and Children First Council Contribution** – Upon the recommendation of the Superintendent, Ms. Paredes moved and Ms. Hines the approval of the Wood County Family and Children First Council Contribution:

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

**Approval of Salary Schedule** – Upon recommendation of the Superintendent, Mr. Smith moved and Ms. Limes seconded the motion for the approval of the following CLC Program Quality Supervisor & CLC Program Administrator Salary Schedule:

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

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## Staff Personnel

### **Recommendations Pertaining to Abolishment's, Resignations, Retirements, LOAs, RIFs, and**

**Terminations:** - Upon the recommendation of the Superintendent, Ms. Hines moved and Mr. Long 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:**

**Julianna Constantino**, PATHE paraprofessional, effective 6/1/19

**Nicholas Donaldson**, EA Tech Assistant, effective 08/01/20

**Hannah Feffer**, CLC Program Quality Coordinator, effective 08/01/2019

**Logan Fuller**, NW Paraprofessional, effective 08/05/2019

**Emilee Grothouse**, Seasonal Program Assistant, effective 08/05/2019

**Deanne Joseph**, Seasonal Program Assistant, effective 05/11/2019

**Carlena Oakley**, PB Paraprofessional, effective 08/05/2019

**Kayla Mahler**, Lake Paraprofessional, effective 08/05/2019

**Annie Nelson**, CLC Program Supervisor, effective 08/01/2019

**Carlos Olivarez**, CLC site Coordinator, effective 08/17/2019

**Jeffrey Totten**, JDC Intervention Specialist, effective 08/05/2019

**Hannah Weber**, Senior Team Leader, effective 08/03/2019

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

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

**New Hires 2019-2020 School Year**

**DaQuain Butler**, Para/Educational Aide, effective 08/12/2019  
6.75 hrs. p/day, 5 days p/wk, 192 days, A/N/4

**Melissa Eiden**, Para/Student Attendant, effective 08/15/2019,  
6.75 hrs. p/day, 5 days per/wk., 191 days, A/N/1

**Dan Horner**, Para/educational aide, effective 08/12/2019  
6.75 hrs. p/day, 5 days per/wk., 192 days, A/N/3

**Courtney Jablonski**, Para/Student Attendant, effective 08/15/2019,  
6.75 hrs. p/day, 5 days per/wk., 191 days, A/N/6

**Rehires 2019-2020 School Year**

**Hannah Feffer**, CLC Program Quality Supervisor, effective  
08/01/2019, 8 hrs. p/day, 5 days p/wk, 262 days, CLC/PQS/PA/0

**Christina Knowlton**, Para/educational aide, effective 08/12/2019,  
6.5 hrs. p/day, 4 days per/wk, 150 days, A/N/12

**Annie Nelson**, CLC Program Administrator, effective 08/01/2019  
8 hrs. p/day, 5 days p/wk, 262 days, CLC/PQS/PA/0

**WIOA/TANF New Hires 2019-2020 School Year**

**Elvia Black**, TANF Student Worker, 8 hrs. p/day, As needed,  
effective 07/15/2019 – 06/30/2020

**Danielle Gueli**, WIOA Student Worker, 8 hrs p/day, As needed  
effective 07/01/2019 –6/30/2020

**Paul Somerville**, WIOA Student Worker, 5 hrs. p/day, As needed,  
effective 07/08/19 – 06/30/2020

**Brittni Spencer-Hamilton**, TANF Student Worker, 8 hrs. p/day,  
As needed, effective 07/08/2019- 06/30/2020

**Seasonal NWOET New Hires 08/19/19-12/20/19**

**Olivia Martin**, NWOET Receptionist, effective 08/19/2019,  
NWOET/SW/2

**Michael Riojas**, NWOET Tech, effective 08/19/2019,  
NWOET/SW/2

**Seasonal CLC New Hires 06/19/19-08/17/2019**

**Cassidy Hiser**, CLC Seasonal Program Assistant, effective 07/10/2019, 5 hrs. p/day, 5 days p/wk, as needed, CLC/PA/0

**James Runyon**, CLC Seasonal Program Assistant, effective 06/19/2019, 5 hrs. p/day, 5 days p/wk, as needed, CLC/PA/4

**Summer 2019 Supplementals**

**Amy Hagele**, Unit Para Extra Curricular/Transportation, effective 06/01/2019-10/01/2019, Max 30 hrs.

**Lisa Stewart**, Unit Para, Max 20 hrs. effective 06/01/2019-08/31/2019, UP/0

**Supplementals 2019-2020 School Year**

**Bill Hamilton**, Prevention Education Extra Hours, effective 07/01/2019 – 06/30/2020, 100 hrs. Max

**Leslie Head**, YEP Program Coordinator, effective 08/01/2019 – 07/31/2020, 262 days

**Leslie Head**, Credit Recovery Liaison, effective 08/01/2019 – 07/31/2020, 262 days

**Jeanine Lindquist**, YMHFA Trainer, as needed, effective 08/01/2019-09/13/2019

**Jeanine Lindquist**, OTI Prevention Specialist, effective 06/01/2020 – 06/30/2020, as needed

**Jane Lingenfelder**, Prevention Specialist GBG, effective 07/29/2019 – 07/31/2019, As needed, Max 24 hrs.

**Linda Logue**, Prevention Specialist Extra Hours, effective 07/01/2019 – 06/30/2020, 100 hrs. Max

**Hannah Madaras**, YMHFA extra hours, 8 hrs. p/day, 40 hrs. Max, as needed, effective 07/21/19-07/25/2019

**Hannah Madaras**, Prevention Education Extra Hours, effective 07/01/2019-06/30/2020, 100 hrs Max

**Hannah Madaras**, JDC Prevention Specialist, effective 07/01/2019 – 06/30/2020, As needed

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### **Supplementals 2019-2020 School Year Continued**

**Sue Nagy**, Prevention Specialist GBG, effective 07/29/2019 – 07/31/2019, As needed, 24 hrs. Max

**Melissa Notestine**, Prevention Education Extra Hours, effective 07/01/2019- 06/30/2020, 100 hrs. Max

**Felicia Otte**, YMHFA Trainer, as needed, effective 08/01/2019 – 09/13/2019

**Felicia Otte**, Prevention Specialist Extra Hours, effective 07/01/2019- 06/30/2020, 100 hrs. Max

**Greg VanVorhis**, Prevention Specialist Extra Hours, effective 07/01/2019 – 06/30/2020, 100 hrs. Max

**Michelle Von Lehmden**, YMHFA Trainer, effective 09/15/2019 – 06/30/2020, 32 hrs. Max

### **Changes 2019-2020 School Year**

**Lisa Conklin**, Para/Educational Aide, From 6.5 hrs. p/day, 4 days per/wk, \$14,138 To 3.5 hrs. p/day, 4 days per/wk, \$7,613 effective 08/12/2019

**Gertrude Fails**, Para/Educational Aide, From 2.75 p/day, 4 days per/wk, \$5,684 To 3 hrs. p/day, 4 days per/wk, \$6,201

**Tammy Hefflinger**, From Administrative Assistant Project Aware To Administrative Assistant YEP, effective 9/23/19

**Naomi Stickle**, Secretary Extra Hours, From 08/01/2019 – 6/30/2020 To 07/01/2019 -6/30/2020, Secy/28, Max 40 hrs. per year

**Michelle VonLehmden**, PAX GRG- Prevention Specialist from \$24.75 To \$25.21, effective 07/01/2019

**Tricia Young**, From Unit Para,UP/3, \$17.57 p/hr., 185 days, \$21,128 To Para/Educational Aide, A/N/7, \$13.78 p/hr., 182 days, \$16,302, effective 08/01/2019

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

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

**New Hire 2018-2019 School Year**

**Rachel Hetrick**, CLC Summer Tutor, effective 06/13/2019 – 06/30/2019, 4 hrs. p/day, 3 days p/wk, As needed, CLC/TU/B/150/0

**New Hires 2019-2020 School Year**

**Joe Nauman**, Intervention Specialist, effective 08/12/2019, 7 hrs. p/day, 5 days p/wk., 185 days, ED/B/0

**Delores Perkins**, Intervention Specialist, effective 08/08/2019, 7 hrs. p/day, 5 days p/wk, 185 days, M/10

**Rehire 2019-2020 School Year**

**Rachel Hetrick**, CLC Summer Tutor, effective 07/01/2019 – 06/30/2020, 4 hrs. p/day, 3 days p/wk, As needed CLC/TU/B/150/0

**Supplementals 2019-2020 School Year**

**Cheryl Grote**, LPDC Representative, effective 08/01/2019 – 06/05/2020, Max 4 meetings

**Cheryl Grote**, LPDC Chairman, effective 08/01/2019 – 06/05/2020

**Amy McAnally**, LPDC Representative, effective 08/01/2019 – 06/05/2020, Max 4 meetings

**Jera Shehorn**, Nurse Consultant, effective 08/15/2019 – 06/01/2020

**Joe Taylor**, LPDC Representative, effective 08/01/2019 – 06/05/2020, Max 4 meetings

**Changes 2019-2020 School Year**

**Susan Shaffer**, From 1 yr. Teachers Limited, Start day 08/12/2019  
To 1 yr. Administrative Contract, Start day 08/01/2019

**Approval of Substitute Personnel** - Upon the recommendation of the Superintendent, Mr. Long moved and Mr. Smith seconded the motion to approve the following substitute list:

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

## **Governing Board Updates**

### **Superintendent's Report:**

- Informed the Board that WCADAMHS will be sponsoring the ESC website. Their logo will be on the bottom of every page of the ESC website.
- Gave a presentation to the Board on the new ESC website that was recently launched on July 1<sup>st</sup>.

### **Director Reports:**

**Kyle Clark, Prevention Educational Director**, reported the following:

- Distributed a new Prevention Education flyer that was recently created.
- Milan Karna and Kyle Clark presented testimony at the senate hearing on prevention funding.
- Many prevention staff members will be working at the Wood County Fair and the Pemberville Fair, distributing materials and answering questions.

**Susan Spencer, Community Learning Centers Director**, reported the following:

- The CLC summer students attended the Toledo Botanical Gardens on a recent field trip.
- Pilkington Company donated \$1000 to support the CLC programs.
- Presented a Media Release on eight area organizations that received top OSBA honors for their support of the Wood County Educational Service Center.

### **Penta Career Center Report – July 9, 2019**

**Judith Paredes** – No Report

### **Legislative Report**

**Joe Long** – No Report

### **Adjournment**

Motion by Ms. Hines and Seconded by Ms. Paredes to adjourn the meeting at 4:48 p.m.

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

ATTEST:

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Kathy Limes, President

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Gina R. Fernbaugh, Treasurer/CFO