

**WOOD COUNTY EDUCATIONAL SERVICE CENTER
Regular Governing Board Meeting Minutes
November 28, 2023**

The regular session of the Wood County Educational Service Center Governing Board Meeting was called to order by Governing Board President, Ms. Kathy **Limes** @ 3:02 p.m. with the following members present: Mr. Joe **Long**, Ms. Judy **Paredes** and Mr. Timothy **Smith**. Also present: Mark **North**, Superintendent, Brad **McCracken**, Treasurer.

Absent:

Ms. Judith **Hines**

Visitors Present

N/A

Director Report/Featured Program

Hannah Feffer, Director of Community Learning Centers (CLC): There are 230 students in the morning and 402 afternoon students registered at the 4 sites. A fourth 21st Century Grant was added for serving North Baltimore. Bowling Green sites were condensed from 3 to one with 75-80 students being served. This is a great savings to the CLC. Eastwood and Elmwood are not meeting the 40% free & reduced threshold when reviewed. Elmwood is choosing to close and Eastwood is agreeing to pay a contractual amount to remain open. 25-30 students attend the Rossford MS/HS program.

Public Participation

Kris Eridon, a resident of Bowling Green attend the meeting.

Approval of Agenda

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

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

Approval of the Minutes

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

- Regular Board Meeting – October 24, 2023

Roll Call: Yeas: Ms. Limes, 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. Smith moved and Ms. Paredes seconded the motion to approve the following Cash Reconciliation report for the month of October, 2023:

Roll Call: Yeas: Ms. Limes, 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.

Mr. Smith moved and Ms. Paredes seconded the motion to approve the following Financial Report for the month of October, 2023:

Roll Call: Yeas: Ms. Limes, 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 following Bills for October 2023:

Roll Call: Yeas: Ms. Limes, 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. Smith moved and Ms. Limes seconded the motion to approve the following Investment Transaction Ledger for the month of October, 2023:

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

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

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

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Approval of Board Member Mileage Reimbursement – Upon recommendation of the Treasurer, Mr. Smith, moved and Ms. Limes seconded the motion to approve mileage reimbursement for Board members, beginning January 1, 2024. Mileage will be based on the IRS rate in effect at the time of the meeting.

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

Approval of Job Description – Upon recommendation of the Treasurer, Ms. Paredes moved and Mr. Long seconded the motion to approve the following Job Description for Bookkeeper:

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

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Approval of Revised Salary Schedule for MD/ED & Wood Lane Paraprofessionals – Upon recommendation of the Treasurer, Mr. Smith, moved and Ms. Paredes seconded the motion to approve accept the following revised Salary Schedule for MD/ED & Wood Lane Paraprofessionals:

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

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Approval of Revised Salary Schedule for Paraprofessionals – Upon recommendation of the Treasurer, Ms. Paredes, moved and Ms. Limes seconded the motion to approve the following revised Salary Schedule for Paraprofessionals:

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

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Approval of Amendment 1 to Contract between WC-JFS & WCESC – Upon recommendation of the Treasurer, Mr. Long, moved and Mr. Smith seconded the motion to approve Amendment 1 to the contract between Wood County Job & Family Services & Wood County Educational Service Center for the purchase of employee retention services and student fellowship recruitment services:

Roll Call: Yeas: Ms. Limes, 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 Superintendent, Mr. Smith moved and Mr. Long seconded the motion to approve the following FY24 Service Agreements with School Districts:

Fiscal Year 2024:

- Montessori School Occupational Therapy Services
- Otsego Local S.D. Nurse Assistant
- Rossford S.D. CLC Intervention Services
- Paraprofessional Student Attendant Services
- Wood Lane School Physical Therapy Services
- Speech, Language Pathology Services

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 the following Memberships – Upon recommendation of the Superintendent, Ms. Paredes moved and Mr. Smith seconded the motion to approve the following memberships:

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

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| • Bowling Green Chamber of Commerce | \$150 |
| • Ohio Education Service Center Association (OESCA) | \$4,122.36 |
| • Wood County Economic Development Commission | \$500 |

Approval of Job Description – Upon recommendation of the Superintendent, Mr. Long moved and Mr. Smith seconded the motion to approve the following Job Description for Director of Special Education/Life Skills Program

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 Abolishment's, Resignations, Retirements, LOAs, RIFs, and

Terminations – Upon the recommendation of the Superintendent, Ms. Smith moved and Ms. Paredes seconded the motion to approve the following Abolishment's, Resignations, Retirements, LOAs, RIFs, and Terminations:

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

Resignations:

Mary **Ashley**, Supplemental – RESA Mentor Teacher, 11/13/2023
 Kelly **Duling**, CLC Site Coordinator, effective 10/21/2023
 Jessica **Earle**, Unit Para, effective 11/22/2023
 Chelsie **Harper**, CLC Admin Support Specialist, effective 10/28/2023
 Annie **Judson**, Para/Educational Aide, effective 11/16/2023
 Angela **Navarro**, Para/Educational Aide, effective 12/9/2023
 Alexis **Norris**, CLC Seasonal Program Assistant, effective 8/19/2023
 Emily **Perkins**, CLC Site Coordinator, effective 11/11/2023
 Lisa **Ries**, Para/Educational Aide, effective 11/18/2023

Retirements

Arleta **Herzig**, Bookkeeper, effective 12/31/2023
 Diane **Witt**, Programs Coordinator, Special Education Services, effective 5/31/2024

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

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

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

Spencer **Amoo-Dotse**, Seasonal Program Assistant-CLC, As needed, CLC/PA/0, effective 10/23/2023-5/18/2024
 Fiona **Atkinson**, Seasonal Program Assistant-CLC, As needed, CLC/PA/0, effective 10/31/2023-5/18/2024
 Hannah **Bingle**, Site Team Leader-CLC, 6 hrs. p/day, 5 days p/wk., 155 days, CLC/STL/1, effective 11/27/2023
 Lilly **Coriell**, Seasonal Program Assistant-CLC, As needed, CLC/PA/0, effective 10/19/2023-5/18/2024
 Kelly **Duling**, Program Associate-CLC, 8 hrs. p/day, 5 days p/wk., 180 days, CLC/PRGA/2, effective 10/23/2023
 Halie **Inbody**, Seasonal Program Assistant-CLC, As needed, CLC/PA/0, effective 10/23/2023-5/18/2024
 Anna **Martin**, Seasonal Program Assistant-CLC, As needed, CLC/PA/0, effective 11/3/2023-5/18/2024

Eleanor **Newland**, Seasonal Program Assistant-CLC, As needed,
CLC/PA/0, effective 10/31/2023-5/18/2024

New Hires/Rehires 2023-2024 School Year

Marissa **Cole**, Para/Educational Aide, 6.75 hrs. p/day, 5 days p/wk.,
129 days, UPK4/0, effective 11/2/2023

Brianna **Didion**, Para/Student Attendant, 6 hrs. p/day, 5 days p/wk.,
124 days, P/0, effective 11/15/2023

Lisa **Feather**, Para/Educational Aide, 6.75 hrs. p/day, 5 days p/wk.,
137 days, P/10, effective 11/1/2023

Amy **Hollon**, Unit Para, 6.75 hrs. p/day, 5 days p/wk.,
131 days, UP/1, effective 10/31/2023

Kerri **Poggemeyer**, Para/Student Attendant, As needed, P/5,
effective 11/28/2023

Thomas **Vassey**, Unit Para, 6.75 hrs. p/day, 5 days p/wk.,
126 days, UP/1, effective 11/7/2023

Megan **Wilson**, Para/Educational Aide, 6.75 hrs. p/day, 5 days p/wk.,
123 days, UPK4/0, effective 11/13/2023

Allison **Zimmerman**, Bookkeeper, 7.5 hrs. p/day, 5 days p/wk.,
155 days, Fiscal/Bkkpr/20, effective 11/27/2023

Changes 2023-2024 School Year

Tomoko **Betz**, Para/Educational Aide, From 3.25 hrs. p/day To 4 hrs.
p/day, 25 days, effective 8/14/2023

Tomoko **Betz**, Para/Educational Aide, From 4 hrs. p/day To 5 hrs.
p/day, effective 9/19/2023

Kaelyn **Daugherty**, From Senior Team Leader-CLC, 6 hrs. p/day,
CLC/STL/0, \$24,320 To Site Coordinator-CLC, 8 hrs. p/day,
165 days, CLC/SC/0, effective 11/13/2023

Morgan **Hollandsworth**, From Senior Team Leader-CLC, CLC//STL/0,
\$20,018, To Administrative Support Specialist-CLC, 155 days,
CLC/ADSS/1, effective 11/27/2023

Susan **Hottinger**, Unit Para, From Salaried Employee To As needed

Avery (Jay) **Miller**, Workforce Consultant (Retention Specialist),
From \$68,240

Supplementals 2023-2024 School Year

Steve **Beck**, Custodian-Overtime Hours (time over 40 hrs.), As needed
Cust/18, effective 7/1/2023

Michelle **Bedford**, Para/Educational Aide – Extra Hours, As needed,
Max. 20 days, P/4, effective 11/1/2023-6/1/2024

Jennifer **Burkett**, Unit Para, As needed, UP/0, effective 10/16/2023

Suzanne **Eames**, Prevention Education Specialist-Extra Hours (JDC),
3 hrs. p/day (As needed), 1day p/wk. (As needed), 70 hrs. Max.,
effective 11/9/2023

Julie **Lauer**, Para/Educational Aide – Extra Hours, As needed,

Max. 20 days, P/10, effective 11/1/2023-6/1/2024

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

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

Changes 2023-2024 School Year

Audrey **Archer**, From RESA Mentor Teacher for Autumn Gebhart To RESA Mentor Teacher for Autumn Gebhart (full yr.) & David **Gamboa** (3/4 yr.), From \$1,000, effective 10/23/2023
Pete **Prichard**, Senior Workforce Consultant, From \$85,298

Supplementals 2023-2024 School Year

Kristyn **Carstensen**, Ranger Online Academy Coordinator/Academic Intervention Coordinator – Extra Hours, As needed, effective 8/14/2023-5/24/2024

Approval of Employment of Substitutes – Upon the recommendation of the Superintendent, Ms. Limes moved and Mr. Smith seconded the motion to approve the following substitutes for the 2023-2024 school year:

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

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Approval of Paraprofessional Salary Adjustments – Upon the recommendation of the Superintendent, Mr. Smith moved and Mr. Long seconded the motion to approve the following paraprofessional salary adjustments:

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

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Governing Board Updates:

Penta Career Center Report:

Ms. Paredes reported that:

- The Penta Scholarship dinner and the annual food service report was provided.
- Penta Career Night is coming up on December 4th from 5:30 – 7:30p.

Paused at 4:00p for Student of the Month presentations. Resumed meeting at 4:59p.

Legislative Liaison Report:

- Working on school funding possibility for ESCs.
- Superintendent North informed the board on efforts toward state funding of ESC classroom facility needs.

Student Achievement Liaison Report:

- Student of the Month Recognition

Executive Session – N/A

Adjournment

Motion by Ms. Limes and Mr. Long seconded by to adjourn the meeting at 5:34 p.m.

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

ATTEST:

Kathy Limes, President

Brad McCracken, Treasurer/CFO