

WOOD COUNTY EDUCATIONAL SERVICE CENTER
Regular Governing Board Meeting Minutes
November 24, 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**, Ms. Kathy **Limes** and Ms. Judy **Paredes**. Also present: Ms. Gina **Fernbaugh**, Treasurer, Mr. Mark **North**, Superintendent.

Absent:

None

Staff Members Present

Diane Witt, Special Needs Coordinator, Ms. Witt exited at 4:23pm

Jackie Haar, Assistant to the Treasurer, Ms. Haar entered at 4:24pm

Visitors Present

Julie Hines

Director Report/Featured Program – Diane Witt

Ms. Witt presented on the MD Living Classroom and the new collaboration with the Wood County Board of DD. The WC Board of DD has purchased a house at 909 Klotz Road in Bowling Green. This home is being remodeled into a high-tech model home to house the MD Living Classroom for the 2021-2022 school year.

Executive Session

Motion by Ms. Limes seconded by Ms. Hines to move into executive session at 4:24 p.m. to discuss employment of a Treasurer. Inviting the Superintendent, Treasurer and Ms. Haar.

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

The President declared the Executive Session was over at 4:26 p.m.

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

Approval of Agenda

Ms. Limes moved and Ms. Hines seconded the motion to approve the board agenda.

Roll Call: Yeas: Ms. Hines, Ms. Limes, Mr. Long, Ms. Paredes 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 – October 20, 2020
- Special Board Meeting – October 27, 2020
- Special Board Meeting – November 3, 2020
- Special Board Meeting – November 4, 2020
- Special Board Meeting – November 10, 2020
- Special Board Meeting – November 12, 2020
- Special Board Meeting – November 18, 2020

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. Limes moved and Ms. Hines seconded the motion to approve the Cash Reconciliation report for the month of October 2020:

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

Approval of Financial Report – Upon the recommendation of the Treasurer, Mr. Long moved and Ms. Paredes seconded the motion to approve the Financial Report for the month of October 2020:

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 Bills – Upon the recommendation of the Treasurer, Ms. Hines moved and Ms. Paredes seconded the motion to approve the Bills for October 2020:

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 Investment Transaction Ledger – Upon the recommendation of the Treasurer, Ms. Paredes moved and Mr. Long seconded the motion to approve the Investment Transaction Ledger for the month of October 2020:

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 WCESC Service Agreements with Agencies & School Districts– Upon the recommendation of the Treasurer, Ms. Hines moved and Ms. Paredes seconded the motion to approve the following FY 2021 WCESC Service Agreements with Agencies & School Districts:

- Genoa L.S.D. – Paraprofessional Student Attendant services
- Genoa L.S.D. – MD Program services
- Maumee C.S.D. – CLC Maumee Makers Intervention services
- Woodlane School – Speech Language Pathology services
- WCADMHS – ATOD Prevention Specialist 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 Donations -- Upon recommendation of the Treasurer, Ms. Limes moved and Ms. Hines seconded the motion to approve the following Donations:

- Jones-Hamilton Co. \$1,200.00
To Benefit CLC Programs

- Tribeca Concepts, LLC. \$ 63.71
To Benefit CLC Programs

- ADAMHS PPE Donation 11/19/2020
 - 20 bags Particulate Respirator
9501 Masks (50 Count)
 - 21 bags Reusable 4 Layer Masks (10 Count)
 - 4 boxes Disposable Masks (50 Count)
 - 3 boxes med gloves (100 Count)
 - 3 boxes xlarge gloves (100 Count)

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

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

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 Appropriation Modifications – Upon the recommendation of the Treasurer, Ms. Hines moved and Ms. Paredes seconded, the motion to approve the following Appropriation Modifications:

General Fund:	\$ 1,147.95
Special Revenue Fund:	\$107,296.42
Total:	\$108,444.37

A detailed listing for information purposes follows.

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 Depository Agreement – Upon recommendation of the Treasurer, Ms. Paredes moved and Ms. Limes seconded, the motion to approve the following Depository Agreement:

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 Organizational Meeting Appointment – Upon recommendation of the Board President, Ms. Paredes moved and Ms. Limes seconded, the motion to appoint the current President to call the January 2021 Organizational Meeting to order and to preside until officers are elected.

Roll Call: Yeas: Ms. Hines, 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

Superintendent Update:

- Met with Roger Minier, Ex. Director of NWOET, regarding their organization moving into the ESC in January.
- Quarterly Business Advisory Committee meeting is scheduled at the ESC on January 22, 2021
- Mr. Kozina, NW Superintendent, has informed us that they will be providing their own MD services for the 2021-2022 school year.

Recommendation Pertaining to Approval of Second Regarding of Board Policies – Upon the recommendation of the Superintendent, Ms. Paredes moved and Ms. Hines seconded the motion of the approval of the second reading of the following Board Policies:

BDC	Executive Sessions
DBK	Budget Modification Authority
DH	Bonded Employees and Officers
DJB	Petty Cash Accounts
DM	Deposit of Public Funds
EDE	Computer/Online Services
EDE-E	Computer Network Agreement Form
EFG-E	Student Wellness Program (Exhibits)

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

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Recommendation Pertaining to Memberships Upon recommendation of the Superintendent, Ms. Hines moved and Mr. Long seconded, the motion to approve the following CY'21 Memberships:

- TMACOG in the amount of \$688
- Bowling Green Chamber of Commerce in the amount of \$150

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

Recommendation Pertaining to OESCA Membership – Upon recommendation of the Superintendent, Ms. Limes moved and Ms. Paredes seconded, the motion to approve the following FY'21 additional assessment of membership dues in the amount of \$999:

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

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Recommendation Pertaining to School Law Hotline Agreement – Upon recommendation of the Superintendent, Ms. Paredes moved and Mr. Long seconded, the motion to approve the following agreement between McGown & Markling Co. L.P.A. and WCESC, effective January 1, 2021 through December 31, 2021 for the following services:

- 5 pro bono hours of legal service
- Additional time used by the Governing Board over the 5 hours will be billed at an hourly rate depending on the nature of the legal services rendered.

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

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Recommendation Pertaining to Children’s Resource Center Transportation Agreement -- Upon recommendation of the Superintendent, Ms. Limes moved and Ms. Paredes seconded, the motion to approve the following agreement between CRC and WCESC for transportation of students and instructors of the PACE program effective November 1m 2020:

Roundtrip Van Route	\$24.80
<i>(WCESC office – CRC)</i>	

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

Recommendation Pertaining to Contingency Fee Agreement and Authorize Litigation -- Upon recommendation of the Superintendent, Mr. Long moved and Ms. Paredes seconded, the motion to approve the following Contingency Fee Agreement and Authorize Litigation between McGown & Markling Co. L.P.A. and Frantz Law Group, APLC and Wood County Educational Service Center.

Roll Call: Yeas: Ms. Hines, Ms. Limes, 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. Hines moved and Ms. Paredes 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:

Alissa Albright, CLC Seasonal Program Assistant, effective 11/20/2020

Ashton Byers, CLC Seasonal Program Assistant, effective 11/20/2020

Summer Cullen, CLC Seasonal Program Assistant, effective 11/16/2020

Emily Delvecchio, CLC Seasonal Program Assistant, effective 12/31/2020

Gina Fernbaugh, Treasurer, effective 12/1/2020

Jackie Haar, Assistant to the Treasurer, effective 12/1/2020

Alexis Hart-Nichols, CLC Seasonal Program Assistant, effective 10/19/2020

Milan Karna, DFC Grant Program Coordinator, effective 12/2/2020

Peyton Massey, CLC Seasonal Program Assistant, effective 10/30/2020

Kelly McConaughy, Paraprofessional, effective 11/7/2020

Brent Schall, CLC Seasonal Program Assistant, effective 8/17/2020

Lauren Schultz, CLC Seasonal Program Assistant, effective 10/27/2020

Kaitlin Soza, CLC Seasonal Program Assistant, effective 10/23/2020

Carrie Walland, CLC Site Supervisor, effective 12/7/2020

Marie Wilker, CLC Seasonal Program Assistant, effective 12/11/2020

Unpaid Leave of Absence

Michelle Blackburn, Paraprofessional, effective 10/23/2020-11/20/2020

Lauren Maag, COTA, effective 1/4/2021-2/15/2021

Nicole Perry-Schimmoeller, Paraprofessional, effective 10/28/2020-1/20/2021

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

New Hires 2020-2021 School Year

Heather **Butterfield**, Para/Educational Aide, 3.25 hrs. p/day,
As needed, A/N/7, effective 10/12/2020

Martin **DeStazio**, Para/Educational Aide, 6.5 hrs. p/day,
4 days p/wk., As needed, A/N/7, effective 11/3/2020

Valerie **Webb**, Para/Educational Aide, 6.5 hrs. p/day,
4 days p/wk., as needed, A/N/7, effective 10/28/2020

Seasonal New Hires 8/17/2020-5/14/2021

Montgomery **Alexander**, CLC Seasonal Program Assistant,
As needed, CLC/PA/0, effective 11/11/2020

Kirsten **Cox**, CLC Seasonal Program Assistant, As needed,
CLC/PA/0. Effective 10/15/2020

Morgan **Crum**, CLC Seasonal Program Assistant, As needed,
CLC/PA/0, effective 11/3/2020

Djuan **Newsom**, CLC Seasonal Program Assistant, As needed,
CLC/PA/0, effective 10/20/2020

Student Workers New Hires 2020-2021 School Year

Collin **Chase**, WIOA Student Worker, as needed,
Effective 10/27/2020

Changes 2020-2021 School Year

Gina **Allen**, From Para/Student Attendant, 6.75 hrs. p/day,
4 days p/wk., 116 days, A/N/1, \$9,263 To Para/Student Attendant
6.75 hrs. p/day, 2 days p/wk., 70 days, A/N/1, effective 11/30/2020

Heather **Ameling**, From Para/Educational Aide, A/N/10,
To Para/Student Attendant, A/N/10, effective 8/25/2020

Deb **Arnesen**, From Para/Educational Aide, 6.75 hrs. p/day,
4 days p/wk., 153 days, A/N/10, \$14,934 To Para/Educational Aide,
6.75 hrs. p/day, 5 days p/wk., 177 days, A/N/10, effective 11/16/2020

Amanda **Canby**, From Para/Educational Aide, A/N/2,
To Para/Student Attendant, A/N/2, effective 8/25/2020

Kathryn **Cullis**, From Para/Student Attendant, A/N/6,
To Para/Educational Aide, A/N/6, effective 8/25/2020

Tonya **Empcke**, From Para/Educational Aide, 4.75 hrs. p/day,
4 days p/wk., 153 days, A/N/7, \$10,233 To Para/Educational Aide,
4.75 hrs. p/day, 5 days p/wk., 177 days, A/N/7, effective 11/16/2020

Changes 2020-2021 School Year Continued

David **Gamboa**, From Behavior Coach, 5 days p/wk., as needed, 192 days, \$4,000 To Behavior Coach, 5 days p/wk., as needed, 191 days, effective 8/10/2020

Katie **Hyden**, From Para/Student Attendant, 6.75 hrs. p/day, 4 days p/wk., 153 days, A/N/2, \$12,600 To Para/Student Attendant, 6.75 hrs. p/day, 5 days p/wk., 177 days, A/N/2, effective 11/16/2020

Michelle **Johnson**, From Para – Extra Hours, As needed, Max 60 hrs., A/N/14, \$16.90 p/hr. To Para – Extra Hours, As needed, Max 60 hrs., UP/4, effective 8/3/2020

Hilaree **Kindelt**, From CLC Senior Team Leader, 6 hrs. p/day, 5 days p/wk., 225 days, CLC/STL/0, \$19,710 To CLC Site Coordinator, 8 hrs. p/day, 5 days p/wk., 153 days, CLC/SC/0 Effective 11/30/2020

Hannah **Lord**, From Para/Student Attendant, 6.75 hrs. p/day, 4 days p/wk., 153 days, A/N/1, \$12,217 To Para/Student Attendant, 6.75 hrs. p/day, 5 days p/wk., 177 days, A/N/1, effective 11/16/2020

Jennifer **Naus**, From Para/Student Attendant, 6.75 hrs. p/day, 4 days p/wk., 153 days, A/N/7, \$14,541 To Para/Student Attendant, 6.75 hrs. p/day, 5 days p/wk., 177 days, A/N/7, effective 11/16/2020

Kelly **Rate**, From Para/Educational Aide, A/N/8, To Para/Student Attendant, A/N/8, effective 8/25/2020

Amanda **Rudd**, From Para/Educational Aide A/N/3, To Para/Student Attendant, A/N/3, effective 8/25/2020

Elisha **Shaner**, From Para/Educational Aide, A/N/0, To Para/Student Attendant, A/N/0, effective 10/1/2020

Stacey **Shultz**, From Para/Educational Aide, A/N/0, To Para/Student Attendant, A/N/0, effective 9/29/2020

Abigail **Spangenberg**, From Para/Student Attendant, 6.5 hrs. p/day, 4 days p/wk., 153 days, A/N/5, \$13,257 To Para/Student Attendant, 6.5 hrs. p/day, 5 days p/wk., 177 days, A/N/5, effective 11/16/2020

Andrew **Thomas**, From Para/Educational Aide, 6.75 hrs. p/day, 5 days p/wk., 191 days, A/N/17, \$19,120 To Para/Educational Aide, 6.75 hrs. p/day, 5 days p/wk., 192 days, A/N/17, effective 8/10/2020

Sherel **White**, From CLC Seasonal Program Assistant, as needed, CLC/PA/1, \$11.10 p/hr. To CLC Seasonal Program Assistant, As needed, CLC/PA/3, effective 11/9/2020

Mary **Young**, From Unit Para – Extra Hours, as needed, Max 40 hrs., UP/1, \$16.90 p/hr. To Unit Para- Extra Hours, as needed, Max 80 hrs., UP/1, Effective 10/1/2020

Supplementals 2020-2021 School Year

Lisa **Conklin**, Para – Extra Hours, 6.5 hrs. p/day, 2 days p/wk.,
As needed, A/N/17, effective 11/18/2020-5/21/2021
Tyler **Fairchild**, Unit Para-Extra Hours, as needed,
Max 20 hrs., UP/0, effective 11/2/2020-5/27/2021
Marion **Hill**, Unit Para – Extra Hours, As needed,
Max 20 hrs., UP/1, effective 11/2/2020-5/27/2021
Susan **Hottinger**, Unit Para- Extra Hours, As needed,
Max 10 hrs., UP/2, effective 11/2/2020-5/27/2021
Derek **Jacobson**, Para/Educational Aide – Extra hours, As needed,
Max 10 hrs., A/N/7, Effective 10/20/2020-5/27/2021
Kathryn **Lehsten**, Unit Para – Extra Hours, As needed,
Max 15 hrs., UP/0, effective 11/11/2020-5/27/2021
Susan **Marshall**, Para/Educational Aide – Extra Hours, As needed,
Max 10 hrs., A/N/7, Effective 10/19/2020-5/27/2021
Kelly **Schuh**, Para/Educational Aide – Extra Hours, 6.5 hrs. p/day,
3 days p/wk., as needed, A/N/9, effective 10/28/2020-5/21/2021
Sue **Sebo**, Para/Educational Aide – Extra hours, 4 hrs. p/day,
4 days p/wk., as needed, A/N/18, effective 10/26/2020-5/25/2021
Danielle **Wilhelm**, Unit Para- Extra Hours, As needed,
Max 45 hrs. UP/4, effective 11/2/2020-5/27/2021

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 Classified Personnel:

New Hires 2020-2021 School Year

Barbara **Ginther**, Sub Physical Therapist Assistant, 7 hrs. p/day,
4.5 days p/wk., as needed, AA/5, effective 10/26/2020
Nicole **Grzymkowski**, Sub SLP, 7 hrs. p/day, 5 days p/wk.,
As needed, SLP/M/1, effective 1/4/2021
Teresa **Siwajek**, Sub COTA, 7 hrs. p/day, 3 days p/wk.,
As needed, AA/5, effective 12/1/2020

Supplementals 2020-2021 School Year

Emily **Avers**, OT Extra Hours, 7 hrs. p/day,
Max 2 days, OT/11, effective 11/13/2020-12/18/2020

Changes 2020-2021 School Year

Storm **Lutz**, From Para/Educational Aide, 6.75 hrs. p/day,
5 days p/wk., 190 days, A/N/1, \$15,172 To Special Contract
Employee, 6.75 hrs. p/day, 5 days p/wk., 185 days, NW/SC,
Effective 8/10/2020

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

Approval of Substitute Personnel - Upon the recommendation of the Superintendent, Ms. Limes moved and Ms. Paredes 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:

Penta Career Center Report: Judith Paredes – reported the following:

- Explore Penta Day will be held virtually this year, on December 14, 2020.
- The Penta pie sale generated approximately \$5,000, with some of the funds to be donated to the food bank and to Cops for Kids.
- Assistant superintendent is making visits to guidance counselors in member districts, promoting Penta.

Legislative Liaison Report: Joe Long – reported the following:

- Distributed legislative handout to fellow board members
- Stated that there is current legislation prohibiting the start of school prior to 8:30 a.m.

Student Achievement Liaison Report: - None

Recommendation Pertaining to Job Description – Upon recommendation of the Superintendent, Ms. Limes moved and Ms. Paredes seconded, the motion to approve the following Associate Treasurer Job Description.

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

Recommendation Pertaining to Employment of the Treasurer -- Upon recommendation of the Board President, Ms. Hines moved and Ms. Paredes seconded the motion to approve employment of Jackie Haar as Treasurer, effective 12/1/2020-7/31/2023, at an annual salary of \$90,000.

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

Recommendation Pertaining to Adoption of Employer Pick-up Plan for Treasurer -- Upon recommendation of the Board President, Mr. Long moved and Ms. Limes seconded the motion to approve the Adoption of Employer Pickup of Employee Retirement Contributions.

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

Recommendation of Employment of Associate Treasurer -- Upon recommendation of the Board President, Ms. Hines moved and Ms. Limes seconded the motion to approve the employment of:

Gina **Fernbaugh**, Associate Treasurer, 7 hrs. p/day, 5 days p/wk.,
1 yr. admin contract, Effective 12/1/2020 – 7/31/21

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

Adjournment

Motion by Ms. Hines and Seconded by Ms. Limes to adjourn the meeting at 5:19 p.m.

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

ATTEST:

Timothy Smith, President

Gina R. Fernbaugh, Treasurer/CFO