

**WOOD COUNTY EDUCATIONAL SERVICE CENTER  
Regular Governing Board Meeting Minutes  
October 24, 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** @ 4:00 p.m. with the following members present: Ms. Judith **Hines**, Mr. Joe **Long**, Ms. Judy **Paredes** and Mr. Timothy **Smith**. Also present: Mark **North**, Superintendent, Brad **McCracken**, Treasurer.

**Absent:**

N/A

**Staff Members Present**

Joe **Taylor**, Special Education Supervisor, presented updates to the Board covering Special Education, enrollment in programs, staffing challenges, professional pay, aide pay, severity of student needs. District needs are growing for intense needs, specifically autism and behavior.

**Visitors Present**

N/A

**Director Report/Featured Program**

N/A

**Public Participation**

N/A

**Approval of Agenda**

Ms. Hines moved and Ms. Paredes 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**

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

- Regular Board Meeting – September 28, 2023

*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 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.

Ms. Paredes moved and Ms. Hines seconded the motion to approve the following Cash Reconciliation report for the month of September, 2023:

*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 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. Smith moved and Mr. Long seconded the motion to approve the following Financial Report for the month of September, 2023:

*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. Paredes moved and Ms. Hines seconded the motion to approve the following Bills for September, 2023:

*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, Mr. Long moved and Mr. Smith seconded the motion to approve the following Investment Transaction Ledger for the month of September, 2023:

*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 Grants for FY24** – Upon recommendation of the Treasurer, Ms. Paredes moved and Ms. Hines seconded the motion to approve the following grants and to establish funds for each grant list:

	<u>Grant Total</u>	<u>Fund #</u>
• Early Childhood Education (ECE) Grant	\$22,445.30	587-9024

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

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

*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 Bid & Contract for HVAC Replacement** Upon recommendation of the Treasurer, Mr. Long, moved and Mr. Smith seconded the motion to approve the following bid & contract for HVAC replacement:

*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, Mr. Smith moved and Ms. Paredes seconded the motion to approve the following Donation:

\$50.00            From: Bowling Green Ladies Auxiliary FOE#  
                         For: *Grandparents Raising Grandkids*

*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 Revised Salary Schedule for Northwood Non-MD Paraprofessionals** – Upon recommendation of the Treasurer, Ms. Paredes, moved and Ms. Hines seconded the motion to approve accept the following revised Salary Schedule for Northwood Non-MD Paraprofessionals:

*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**

**Approval of WCESC Service Agreements with Agencies & School Districts** – Upon recommendation of the Treasurer, Mr. Smith moved and Mr. Long seconded the motion to approve the following FY24 Service Agreements with School Districts:

**Fiscal Year 2024:**

- Eastwood Local S.D.                      Speech, Language, Pathology Services
- Elmwood Local S.D.                      Adaptive Physical Ed Services
- McComb Local S.D.                      Paraprofessional Student Attendant Services
- Penta Career Center                      Occupational Therapy Services
- Perrysburg E.V. S.D.                      Occupational Therapy Services  
Preschool Itinerant Services
- Rossford E.V.S.D.                      CLC Rossford Summer Jr/Sr High Intervention

*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 Consulting Contract w/Jamie Schoen** – Upon recommendation of the Superintendent, Mr. Long moved and Ms. Paredes seconded the motion to approve the following Consulting Contract between Wood County ESC and Jamie Schoen, effective October 24, 2023-June 30, 2024:

*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 Consulting Contract w/Bill Ivoska** – Upon recommendation of the Superintendent, Mr. Smith moved and Ms. Hines seconded the motion to approve the following Consulting Contract between Wood County ESC and Bill Ivoska, effective July 1, 2023- June 30, 2024:

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

- School and Community-Based Prevention Education Annual Report - \$20,470
- ADAMHS Youth Survey, County Report, and Individual District Reports - \$9,211
- Gambling Prevention Management Coordinator - \$7,676.25
- BGSU Freshman Gambling Survey Study - \$5,117.50
- Wood County Prevention Coalition - \$12,500
- Health Department, ADAMHS Board, and School District Three Year Community Health Improvement Plan - \$6,755.10
- Community Learning Centers Program Evaluation - \$32,750

**Total Compensation \$94,479.15**

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**Approval of the following Franz Law Group Settlement Offer for Government Entity Claims against Altria** – Upon recommendation of the Superintendent, Mr. Smith moved and Ms. Paredes seconded the motion to approve the following Franz Law Group Settlement Offer for Government Entity Claims against Altria:

*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 Job Description** – Upon recommendation of the Superintendent, Ms. Hines moved and Ms. Paredes seconded the motion to approve the following Job Description:

*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 Revision to pg. 33 of the Salary Schedule to include CLC Program Associates** – Upon recommendation of the Treasure, Ms. Hines, moved and Ms. Paredes seconded the motion to approve accept the following revision to pg. 33 of the Salary Schedule to include CLC Program Associates:

*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 Memorandum of Understanding** – Upon the recommendation of the Superintendent, Mr. Long moved and Ms. Smith seconded the motion to approve the following Memorandum of Understanding between Wood County ESC and Bowling Green State University, dependent upon BGSU receiving Child Care Access Means Parents (CCAMPIS) funding. This agreement is effective the date both parties sign-August 31, 2024:

*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. Smith moved and Ms. Limes seconded the motion to approve the following Abolishment's, Resignations, Retirements, LOAs, RIFs, and Terminations:

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

#### **Resignations:**

Kelsey **Bruzek**, CLC Seasonal Program Assistant, effective 10/3/2023

Chloe **English**, CLC Seasonal Program Assistant, effective 9/30/2023

Melissa **Jackson**, Para/Educational Aide, effective 8/5/2023

Elizabeth **Kirwen**, Para/Educational Aide, effective 10/28/2023

Joseph **Miller**, Para/Student Attendant, effective 10/26/2023

Madison **Miller**, CLC Seasonal Program Assistant, effective 9/29/2023

Katelyn **Moorman**, Special Contract Employee, effective 8/5/2023

Kristi **White**, Para/Student Attendant, effective 10/12/2023

Aubrie **Wilson**, Para/Educational Aide, effective 9/30/2023

**Approval of Employment of Classified Personnel** – Upon the recommendation of the Superintendent, Ms. Paredes moved and Ms. Hines 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.*

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

Addison **Arnold**, Seasonal Program Assistant-CLC, As needed, CLC/PA/0, effective 10/17/2023-5/18/2024

Briley **Camp**, Seasonal Program Assistant-CLC, As needed, CLC/PA/0, effective 10/20/2023-5/18/2024

Storm **Cole**, Seasonal Program Assistant-CLC, As needed, CLC/PA/0, effective 9/28/2023-5/18/2024

Tori **Doenges**, Seasonal Program Assistant-CLC, As needed, CLC/PA/0, effective 9/8/2023-5/18/2024

Kaiden **Goins**, Seasonal Program Assistant-CLC, As needed, CLC/PA/0, effective 10/17/2023-5/18/2024

Alexander **Keller**, Seasonal Program Assistant-CLC, As needed, CLC/PA/0, effective 10/17/2023-5/18/2024

Kaylyn **Matheson**, Seasonal Program Assistant-CLC, As needed, CLC/PA/0, effective 9/28/2023-5/18/2024

Madison **Miller**, Seasonal Program Assistant-CLC, As needed, CLC/PA/0, effective 9/11/2023-5/18/2024

Jordan **Nudelman**, Seasonal Program Assistant-CLC, As needed, CLC/PA/0, effective 9/27/2023-5/18/2024

**New Hires/Rehires 2023-2024 School Year**

**Sarah Bishop**, Para/Educational Aide, 7 hrs. p/day, 5 days p/wk.,  
161 days, P/5, effective 9/25/2023

**Meenu Choudhary**, Para/Educational Aide, 6 hrs. p/day, 4 days p/wk.,  
110 days, UPK4/0, effective 10/30/2023

**Joslyn Gillen**, Para/Student Attendant, 7 hrs. p/day, 5 days p/wk.,  
141 days, P/10, effective 10/23/2023

**Alicia Holdren**, Consultant, As needed, ExecSecty/15,  
effective 10/10/2023

**Megan Knight**, Para/Educational Aide, 6 hrs. p/day, 4 days p/wk.,  
113 days, UPK4/0, effective 10/24/2023

**Elyse Maher**, Para/Educational Aide, As needed,  
UPK4/0, effective 10/2/2023

**Changes 2023-2024 School Year**

**Amy Ackerman**, Para/Educational Aide, From \$15.63 p/hr. To  
\$18.56 p/hr., effective 8/14/2023

**Gina Allen**, Para/Educational Aide, From \$14.62 p/hr. To \$16.96 p/hr.,  
effective 8/14/2023

**Tomoko Betz**, Para/Educational Aide, From \$16.04 p/hr. To \$19.20 p/hr.,  
effective 8/14/2023

**Ida Cardenas**, Para/Educational Aide, From 6.5 hrs. p/day  
To 6.75 hrs. p/day, effective 10/9/2023

**Raelyn Coutcher**, Para/Educational Aide, From \$15.30 p/hr. To  
\$17.92 p/hr., effective 8/14/2023

**Melissa Eiden**, Para/Educational Aide, From \$15.30 p/hr. To \$17.60 p/hr.,  
effective 8/14/2023

**Stephanie Garrett**, Para/Educational Aide, From \$14.92 p/hr. To  
\$16.96 p/hr., effective 8/14/2023

**Jenny Johanns**, Para/Educational Aide, From \$14.92 p/hr. To  
\$17.28 p/hr., effective 8/14/2023

**Michelle Johnson**, Para/Educational Aide, From 6.5 hrs.  
p/day To 5 hrs. p/day, P/10, From \$20,184, effective 8/28/2023

**Casey Kelly**, Para/Student Attendant, From \$14.92 p/hr. To  
\$16.64 p/hr., effective 8/14/2023

**Paige Mabry**, Para/Student Attendant, From \$14.21 p/hr. To \$16.00 p/hr.,  
effective 8/14/2023

**Melissa Roslin**, Para/Educational Aide, From \$16.43 p/hr. To  
\$20.48 p/hr., effective 8/14/2023

**Kathy Wilson**, Para/Educational Aide, From \$15.63 p/hr. To \$18.88 p/hr.,  
effective 8/14/2023

**Makayla Young**, Para/Educational Aide, From P/21, \$16.83 p/hr.  
To P/3, \$16.96 p/hr., effective 8/14/2023

**Supplementals 2023-2024 School Year**

**Susan Spencer**, CLC Grant & Reporting Liaison – PD Training,  
effective 10/13/2023-6/28/2024

**Approval of Employment of Certified Personnel** – Upon the recommendation of the Superintendent, Ms. Hines moved and Mr. Smith 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.*

**Changes 2023-2024 School Year**

Jessie Dible, MD Teacher 7-12 – Extra Hours, As needed,  
From \$2,750, effective 10/23/2023

**Recommendation Pertaining to Substitutes** – Upon the recommendation of the Superintendent, Mr. Long moved and Ms. Paredes seconded the motion to approve the following substitutes for the 2023-2024 school year:

*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 to Approve HVAC 5-yr. Warranted Enhancement and Upgrade** - Upon recommendation of the Treasurer, Mr. Long moved and Mr. Smith seconded the motion to approve accepting 5-yr warranted enhancement from Positive Trades Group on new HVAC equipment for \$7,500 and to approve accepting HVAC controls upgrade from Positive Trades Group & Automated Logic for a total of \$3,950.

*Roll Call: Yeas: Ms. Hines, 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 restaurant is open Wednesdays & Thursdays from 11:30a – 1:00p.
- The Tour of Italy dinner will be November 6<sup>th</sup> from 5:45 – 8:45p.

**Legislative Liaison Report:**

Mrs. Limes commented on proposed legislation relaxing both teacher training Standards and school performance standards.

**Student Achievement Liaison Report:** N/A

**Executive Session** – N/A

**Adjournment**

Motion by Mr. Long and Mr. Smith seconded by to adjourn the meeting at 5:34 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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Brad McCracken, Treasurer/CFO