

WOOD COUNTY EDUCATIONAL SERVICE CENTER
Regular Governing Board Meeting Minutes
October 28, 2025

The regular session of the Wood County Educational Service Center Governing Board Meeting was called to order by Governing Board President, Ms. Judy **Paredes** at 4:02 p.m. with the following members present: Ms. Kathy **Limes**, Mr. Joe **Long** and Mr. Timothy **Smith**. Also present: Mr. Mark **North**, Superintendent, Mr. Kyle **Kanuckel**, Associate Superintendent and Mr. Brad **McCracken**, Treasurer.

Board Members Absent

Judy **Hines**, Board Member

Staff Members Present

Alana Stanbery-Sigg

Visitors Present

N/A

Director Report/Featured Program

Hannah – Director of The Community Learning Centers provided an update to the Board.

- Program is currently serving 175 students
- Current outlook for federal continuance of 21st Century Grants in the new budget year is promising. They appear to be funded for the federal 2026-27 budget.

Public Participation

N/A

Approval of Agenda

Ms. Limes 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. Smith moved and Ms. Limes seconded the motion to approve the following minutes:

- Regular Board Meeting – September 23, 2025
- Special Board Meeting – October 9, 2025

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. Long moved and Mr. Smith seconded the motion to approve the Cash Reconciliation report for the month of September, 2025:

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.

Ms. Limes moved and Mr. Smith seconded the motion to approve the Financial Report for the month of September, 2025:

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. Smith moved and Mr. Long seconded the motion to approve the Bills for September, 2025:

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, Ms. Limes moved and Mr. Smith seconded the motion to approve the Investment Transaction Ledger for the month of September, 2025:

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

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Approval of Inventory Disposal – Upon recommendation of the Treasurer, Mr. Long moved and Ms. Limes seconded the motion to approve the following inventory disposal:

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

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Approval of Formal Agreement w/BGCS & WC JDC for the Management & Expenditure of Title-D Funds – Upon recommendation of the Treasurer, Mr. Smith moved and Ms. Limes seconded the motion to approve the following Formal Agreement w/Bowling Green City Schools & Wood County Juvenile Detention Center for the Management & Expenditure of Title-D Funds for the 2025-2026 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 Formal Agreement w/BGCS & WC JRC for the Management & Expenditure of Title-D Funds – Upon recommendation of the Treasurer, Ms. Limes moved and Mr. Long seconded the motion to approve the following Formal Agreement w/Bowling Green City Schools & Wood County Juvenile Residential Center for the Management & Expenditure of Title-D Funds for the 2025-2026 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 WCESC Service Agreements w/Agencies & School Districts – Upon the recommendation of the Treasurer, Mr. Smith moved and Mr. Long seconded the motion to approve the following Service Agreements:

Fiscal Year 2026:

- Lake Local S.D. Long-Term Substitute (COTA)

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

Approval of IT Recycling – Upon recommendation of the Treasurer, Ms. Limes moved and Mr. Smith seconded the motion to approve the following IT recycling:

WCESC owned tech items that have been approved by the WCESC Governing Board for disposal via donation to Penta Career Center's Information Technologies program, but which have not yet been acted upon by Penta, may be disposed of or sold to an e-waste recycling provider.

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

Approval of Qualtrics Service Agreement – Upon recommendation of the Treasurer, Ms. Limes moved and Mr. Long seconded the motion to approve the following Qualtrics Service Agreement between Cooperative Educational Service Agency No. 6 (CESA-6) and Wood County Educational Service Center for 15 hrs. of Qualtrics training, effective July 2025 – June 2026, at a cost of \$3,375:

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

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Approval of Qualtrics 3-yr. Subscription Terms & Fees – Upon recommendation of the Treasurer, Mr. Smith moved and Mr. Long seconded the motion to approve the following Qualtrics 3-yr. Subscription Terms and Fees, beginning October 6, 2025 and ending October 5, 2028 at a total cost of \$37,686:

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

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Approval of Reservation Agreement w/Medibag Pharmacy Promotions – Upon recommendation of the Treasurer, Ms. Limes moved and Mr. Long seconded the motion to approve the following Reservation Agreement with Medibag Pharmacy Promotions, at a cost of \$2,284. Bags will be distributed at Falcon Health Center Pharmacy, Bowling Green.

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

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Approval of Service Agreement w/AccuShred – Upon recommendation of the Treasurer, Ms. Limes moved and Mr. Smith seconded the motion to approve the following service agreement for the w/AccuShred, for a period of one year, at a cost of \$98 per month:

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

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Approval of Write-off of Costs for Out-of-State Students at JDC – Upon the recommendation of the Treasurer, Ms. Limes moved and Mr. Smith seconded the motion to approve the following write-offs of costs for Out of State Students at JDC:

<u>Invoice</u>	<u>Amount</u>
#186-26	\$264
#320-26	\$968

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

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Approval of Donations – Upon the recommendation of the Treasurer, Mr. Smith moved and Mr. Long seconded the motion to approve the following donation:

Anonymous

\$50.00

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Approval of Revised Final FY26 Forecast of Expected Revenues & Appropriation– Upon recommendation of the Treasurer, Ms. Limes moved and Mr. Long seconded the motion to approve the following Revised FY26 Forecast of Expected Revenues & Appropriation:

Please note, this revision documents the reduction of expected NWOET revenues.

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 Membership(s) – Upon recommendation of the Superintendent, Mr. Smith moved and Mr. Long seconded the motion to approve the following membership:

- Kiwanis Club of Bowling Green \$160

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

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Approval of Consulting Contract – Upon recommendation of the Superintendent, Ms. Limes moved and Mr. Long seconded the motion to approve the following consulting contract between the Wood County Educational Service Center and Bill Ivoska:

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Approval of New/Revised/Deleted Board Policies – Upon recommendation of the Superintendent, Mr. Smith moved and Mr. Long seconded the motion to approve the following New/Revised/Deleted Board Policies:

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

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Staff Personnel

Recommendations Pertaining to Abolishments, Resignations, Retirements, LOAs, RIFs, and Terminations, Leave of Absences – Upon the recommendation of the Superintendent, Ms. Limes moved and Mr. Long seconded the motion to approve the following Abolishments, 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:

Kai **Bond**, CLC Seasonal Program Assistant, effective 10/18/2025
 Emily **Campbell**, CLC Seasonal Program Assistant, effective 10/6/2025
 Raelynn **Coutcher**, Para/Educational Aide (NW), effective 10/4/2025
 Avreon **Dickinson**, CLC Seasonal Program Assistant, effective 10/18/2025
 Rebecca **Flores**, Para/Educational Aide (PB), effective 10/5/2025
 Sarah **Keeler**, Para/Student Attendant (NW), effective 10/4/2025
 Johnathan **Klocko**, CLC Seasonal Program Assistant, effective 10/18/2025
 Savana **Lee**, CLC Seasonal Program Assistant, effective 10/18/2025
 Allyson **Liederbach**, PreK Teacher (NW), effective 10/18/2025
 Anessa **McDougal**, Para/Educational Aide (PB), effective 10/31/2025
 Melissa **Roslin**, Para/Educational Aide (NW), effective 10/11/2025
 Tegan **Ruttencutter**, Para/Educational Aide (PB), effective 10/17/2025
 Sharmishtha **Sasmal**, Para/Student Attendant (WL), effective 9/23/2025
 Alexis **Shadley**, CLC Seasonal Program Assistant, effective 10/4/2025
 Claire **Silverman**, SLP, effective 12-31-2025
 Camryn **Snyder**, CLC Seasonal Program Assistant, effective 10/18/2025
 Samantha **Spradling**, CLC Seasonal Program Assistant, effective 10/18/2025
 Grace **Stupka**, CLC Seasonal Program Assistant, effective 10/18/2025
 Hannah **Swartz**, Para/Student Attendant (OT), effective 9/25/2025
 Esther **Varney**, CLC Seasonal Program Assistant, effective 9/30/2025
 Krystal **Vargas**, Para/Student Attendant (LA), effective 10/7/2025
 Jared **Webb**, CLC Seasonal Program Assistant, effective 9/26/2025
 Ruth **Webb**, CLC Seasonal Program Assistant, effective 9/26/2025
 Sarah **Wetmore**, CLC Seasonal Program Assistant, effective 10/7/2025
 Amanda **Wilgus**, Para/Student Attendant (Pathe), effective 10/18/2025
 Bethany **Williams**, CLC Seasonal Program Assistant, effective 9/29/2025
 Zena **Winegardner**, Para/Student Attendant (WL), effective 9/25/2025
 Elaina **Wintringham**, CLC Seasonal Program Assistant, effective 10/9/2025

Approval of Employment of Classified Personnel – Upon the recommendation of the Superintendent, Ms. Limes 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.

New Hires/ Rehires 2025-2026 School Year

Dana **Goyer**, Para/Educational Aide (PB), 6.75 hrs. p/day, 5 days p/wk., 142 days, UPK4/0, effective 10/6/2025-5/21/2026
 Shelby **Keifer**, Administrative Support Specialist (CLC), 6.95 hrs. p/day, 5 days p/wk., 195 days, CLC/ADM SS/0 effective 9/29/2025-6/30/2026
 Emily **Kimble**, Para/Educational Aide (NB), 5.75 hrs. p/day, 5 days p/wk., 155 days, PD/5, effective 10/1/2025-5/29/2026
 Priscilla **Maldonado**, Para/Student Attendant (MD), 6.75 hrs. p/day, 5 days p/wk., 156 days, PMD/2, effective 10/2/2025-6/01/2026
 Sharmishtha **Sasmal**, Para/Educational Aide (PB), 6.75 hrs. p/day, 5 days p/wk., 133 days, UPK4/0. Effective 10/20/2025-5/21/2026
 Jocelynn **St. John**, Para/Educational Aide (PB), 6.25 hrs. p/hr., 5 days p/wk., 141 days, UP/0, effective 10/6/2025-5/21/2026

Seasonal New Hires/ Rehires 8/18/2025-5/16/2026

Riley **Casey**, CLC Seasonal Program Assistant, As needed, CLC/PA/0, effective 9/30/2025-5/16/2026
 Amairi **Painter**, CLC Seasonal Program Assistant, As needed, CLC/PA/0, effective 8/28/2025-5/16/2026
 Alexis **Sharp**, CLC Seasonal Program Assistant, As needed, CLC/PA/0, effective 10/1/2025-5/16/2026
 Ian **Thomas**, CLC Seasonal Program Assistant, As needed, CLC/PA/0, effective 10/1/2025-5/16/2026
 Ally **Wilhelm**, CLC Seasonal Program Assistant, As needed, CLC/PA/0, effective 9/9/2025-5/16/2026

Interns/Trainees (Fall Semester 2025)

BGSU Students – see attached list

Unpaid Leave

Hannah **McOwen (LA)**, effective 11/13/2025-12/9/2025
 Mandi **Palmer (EA)**, effective 10/2/2025-11/30/2025
 Jennifer **Singleton (PB)**, effective 10/17/2025-11/17/2025
 Kathleen **Williams (PB)**, effective 10/1/2025-11/30/2025
 Sierra **Wymer (NB)**, effective 9/9/2025-10/6/2025

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

Supplementals 2025-2026 School Year

Amy McAnally, OT – Extra Hours, As needed, OT/13
effective 9/29/2025-5/21/2026

Recommendation Pertaining to Substitutes – Upon the recommendation of the Superintendent, Mr. Smith moved and Ms. Limes seconded the motion to approve the following new Substitutes for the 2025-2026 school year:

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

Governing Board Updates:

Penta Career Center Report:

Ms. Paredes reported:

- 60th Anniversary preparations ongoing for next month
- Ribbon cutting coming up on November 11th

Legislative Liaison Report:

- Mr. North provided several documents for review of current legislative issues.

Student Achievement Liaison Report: N/A

Adjournment

Motion by Ms. Limes and seconded by Mr. Long to adjourn the meeting at 5:00 p.m.

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

ATTEST:

Judy Paredes, President

Brad McCracken, Treasurer/CFO