

WOOD COUNTY EDUCATIONAL SERVICE CENTER
Regular Governing Board Meeting Minutes
October 26, 2021

The regular session of the Wood County Educational Service Center Governing Board Meeting was called to order by Governing Board President, Ms. Judith **Paredes**, at 4:05 p.m. with the following members present: Ms. Judith **Hines**, Ms. Kathy **Limes**, Mr. Joe **Long** and Mr. Timothy **Smith**. Also present: Ms. Jackie **Haar**, Treasurer, Mr. Mark **North**, Superintendent.

Absent:

N/A

Staff Members Present

N/A

Visitors Present

Julie Hines

Alicia, BGSU student

Director Report/Featured Program

N/A

Approval of Agenda

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

- Regular Board Meeting – September 28, 2021

Roll Call: Yeas: Ms. Hines, Mr. Long, Ms. Paredes, Mr. Smith and Ms. Limes abstained. 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. Hines moved and Mr. Smith seconded the motion to approve the Cash Reconciliation report for the month of September 2021:

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 – Upon the recommendation of the Treasurer, Ms. Hines moved and Mr. Smith seconded the motion to approve the Financial Report for September 2021:

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, Mr. Smith moved and Mr. Long seconded the motion to approve the Bills for September 2021:

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. Limes moved and Ms. Hines seconded the motion to approve the Investment Transaction Ledger for the month of September 2021:

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 Grant- Upon recommendation of the Treasurer, Mr. Smith moved and Ms. Hines seconded, the motion to approve the following Grant:

Amount	Grant Title	Beginning Date	Ending Date	Fund/Spec
\$ 81,322.12	CCMEP – TANF FY'22	10/1/21	9/30/22	502-9522

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

Approval of Grant Amendments Upon recommendation of the Treasurer, Ms. Hines moved and Mr. Smith seconded, the motion to approve the following grant amendments:

FROM:

21 st Century Grant – Bowling Green Elementaries FY’22 509-9122	\$200,000.00
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21 st Century Grant – Rossford FY’22 509-9222	\$200,000.00
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21 st Century Grant – North Baltimore/Northwood FY’22 509-9322	\$100,000.00
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TO:

21 st Century Grant – Bowling Green Elementaries FY’22 509-9122	\$235,074.68
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21 st Century Grant – Rossford FY’22 509-9222	\$217,348.62
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21 st Century Grant – North Baltimore/Northwood FY’22 509-9322	\$100,570.35
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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 of the 2021-2022 Payroll Policies & Procedures Manual Upon recommendation of the Treasurer, Ms. Limes moved and Mr. Smith seconded, the motion to approve the revision of the 2021-2022 Payroll Policies & Procedures Manual (Page 8).

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 and School Districts- Upon recommendation of the Treasurer, Mr. Smith moved and Ms. Hines seconded, the motion to approve the following Fiscal Year 2021 & 2022 Service Agreements:

Fiscal Year 2021:

- Rossford E.V.S. – Summer 2021 Occupation Therapy Services
- Rossford E.V.S. – Summer 2021 Tutor Services
- Wood Lane School – ESY Speech Language Pathology

Fiscal Year 2022:

- Bowling Green C.S.D. – Paraprofessional Student Attendant Services
- Bowling Green C.S.D. – Preschool Itinerant Services
- Bowling Green C.S.D. – Prevention Education On-Site Services
- Bowling Green C.S.D. – Speech Pathology Services
- Elmwood L.S.D. – Paraprofessional Student Attendant Services
- Fremont C.S.D. – Approving Cooperative Service(s) ED
- Genoa L.S.D. – Occupational Therapy Services
- Genoa L.S.D. – Preschool Itinerant Services
- Maumee C.S.D. – Vaping Prevention Class
- McComb L.S.D. – Paraprofessional Student Attendant Services
- Northwood L.S.D. – Academic Intervention Coordinator(s)
- Rossford E.V.S. – Prevention Education On-Site Services

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

Recommendation Pertaining to First Reading of Board Policies - Upon the recommendation of the Superintendent, Mr. Long moved and Mr. Smith seconded the motion to approve the first reading of the following Board Policies:

ACAA	Sexual Harassment
ACAA-R	Sexual Harassment Grievance Process
DECA	Administration of Federal Grants
DJF-R	Purchasing Procedures
GBK	Smoking on Educational Service Center Property by Staff Members
GBL	Personnel Records
GBQ	Criminal Records Check
GCC	Professional Staff Recruiting
GCD	Professional Staff Hiring
GDC/GDCA/GDD	Support Staff Recruiting/Posting of Vacancies/Hiring
IGAE	Health Education
IGAG	Drugs, Alcohol and Tobacco Education/Prevention
IGAH/IGAI	Family Life/Sex Education
IGBE	Remedial Instruction
IGBEA	Reading Skills Assessment and Intervention
IGBEA-R	Reading Skills Assessment and Interventions
IICC	School Volunteers
JHCB	Immunizations
JHCC	Communicable Diseases
JP	Positive Behavioral Interventions and Supports
KGC	Smoking on Educational Service Center Property

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 Job Descriptions Upon the recommendation of the Superintendent, Ms. Limes moved and Ms. Hines seconded the motion to approve the following job descriptions:

- Empowerment Project Intake Specialist
- Special Contract Employee - WCESC

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 WCESC Salary Schedule Revisions Upon the recommendation of the Superintendent, Ms. Limes moved and Ms. Hines seconded the motion to approve the following WCESC Salary Schedule Revisions for the 2021-2022 school year:

- Special Contract Employee – added WCESC for a special contract employee at the \$105 p/day rate.
- WCESC Substitute Rates – changed the substitute aide rate to \$79 p/day rate effective 11/8/2021

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 Sponsorship Agreement Upon the recommendation of the Superintendent, Mr. Smith moved and Mr. Long seconded the motion to approve the following sponsorship agreement between WCESC and Falcon Sports Properties, LLC. effective 10/12/2021 – 6/30/2022 in the amount of \$17,000.

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 Paraprofessional Bonus Upon the recommendation of the Superintendent, Ms. Limes moved and Mr. Long seconded the motion to approve a \$650 bonus for the 21-22 school year to paraprofessionals who were under contract with the WCESC on or before October 26, 2021 and fulfill their contract as a paraprofessional with the ESC through the end of 21-22 school year. This pertains only to those paraprofessionals who are on the salary schedule of Paraprofessional or Paraprofessional (Grandfathered) who are working for the following schools: Bowling Green, Eastwood, Elmwood, Genoa, Lake, McComb, North Baltimore, Northwood, Otsego, Rossford, Wood Lane and the ED and MD programs. Paraprofessionals who work less than five days a week and less than four hours per day will receive a prorated bonus based on the number of days a week and hours the paraprofessional works. Any paraprofessional who is hired after October 26, 2021 or terminates employment with the ESC before the end of the 21-22 school year will not receive any part of the \$650 bonus. This motion does not pertain to positions that are placed on the following paraprofessional salary schedules: Paraprofessional - Transition and Paraprofessional - Unit.

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, Mr. Smith moved and Ms. Hines seconded the motion to approve the following, LOA, Resignations & Terminations:

Resignations:

Kristina **Amos-Perry**, Paraprofessional, effective 11/4/2021

Michelle **Burnard**, Paraprofessional, effective 8/28/2021

Alyshia **Byer**, Paraprofessional, effective 9/28/2021

Ataa **Carroll**, CLC Seasonal Program Assistant, effective 10/1/2021

Rachel **Chapman**, Paraprofessional, effective 9/29/2021

Sharena **Mallett**, School Psychologist Intern, effective 10/12/2021

Jennifer **Vickers**, Paraprofessional, effective 10/28/2021

Sherel **White**, CLC Senior Team Leader, effective 10/9/2021

Unpaid Leave of Absence:

Darissa **Taylor**, Paraprofessional, effective 11/11/21-2/7/2022

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

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

New Hire 2021-2022 School Year

Alma **Aguirre-Padilla**, Transition Para, 7 hrs. p/day, 5 days p/wk.,
139 days, TR/0, effective 10/18/21

Catherine **Bennett**, Para/Educational Aide, 7 hrs. p/day,
4 days p/wk., 114, A/N/7, effective 10/25/2021

Amber **Binder**, Para/Student Attendant, 7.5 hrs. p/day,
5 days p/wk., 151 days, A/N/7, effective 10/11/2021

Michelle **Burnard**, Para/Educational Aide, 3.25 hrs. p/day,
5 days p/wk., As needed, A/N/7, effective 8/20/2021

Heather **Butterfield**, Para/Educational Aide, 3 hrs. p/day, As needed,
A/N/7, effective 9/13/2021

Kelly **Duling**, CLC Site Coordinator, 8 hrs. p/day, 5 days p/wk.,
174 days, CLC/SC/0, effective 11/1/2021

Suzanne **Grime**, YEP Specialist, 3.5 days p/wk., As needed,
Max 25 hrs. p/wk., effective 10/13/2021

Melissa **Jackson**, Unit Para, 6.5 hrs. p/day, 5 days p/wk.,
131 days, UP/0, effective 11/1/2021

Matthew **Johnson**, Para/Educational Aide, 6.75 hrs. p/day, 5 days p/wk.,
160 days, A/N/5, effective 10/5/2021

Wade **Quintana**, CLC Senior Team Leader, 6 hrs. p/day, 5 days p/wk.,
182 days, CLC/STL/0, effective 10/20/2021

Emily **Shaver**, Para/Educational Aide, 6.75 hrs. p/day, 5 days p/wk.,
148 days, A/N/6, effective 10/18/2021

Leah **Warnimont**, Para/Student Attendant, 6.75 hrs. p/day, 2 days p/wk.,
As needed, A/N/1, effective 10/28/2021

Sherel **White**, CLC Site Coordinator, 8 hrs. p/day, 5 days p/wk.,
189 days, CLC/SC/1, effective 10/11/2021

Christina **Williams**, Para/Educational Aide, 6.75 hrs. p/day,
5 days p/wk., 138 days, A/N/4, effective 10/25/2021

Seasonal New Hires 8/14/2021-5/20/2022

Sheridan **Burns**, CLC Seasonal Program Assistant, As needed,
CLC/PA/0, effective 9/30/2021

Lauren **Hemmelgarn**, CLC Seasonal Program Assistant, As needed,
CLC/PA/0, effective 10/18/2021

Laura **Hensel**, CLC Seasonal Program Assistant, As needed,
CLC/PA/0, effective 10/14/2021

Victoria **Kissoon**, CLC Seasonal Program Assistant, As needed,
CLC/PA/0, effective 10/5/2021

Madelyn **Potts**, NWOET Technical Support Student, 8 hrs. p/day,
3 days p/wk., As needed, Max 15 hrs. p/wk., NWOET/SW/4,
effective 10/14/2021

Taylor **Rager**, CLC Seasonal Program Assistant, As needed,
CLC/PA/0, effective 10/14/2021

Haven **Swink**, CLC Seasonal Program Assistant, As needed,
CLC/PA/0, effective 10/21/2021

Josalynn **Thomas**, CLC Seasonal Program Assistant, As needed,
CLC/PA/0, effective 10/21/2021

Noel **Warnement**, CLC Seasonal Program Assistant, As needed,
CLC/PA/0, effective 10/7/2021

Carley **Wynne**, CLC Seasonal Program Assistant, As needed,
CLC/PA/0, effective 8/18/2021

Supplementals 2021-2022 School Year

Tasha **Adamski**, Para/Educational Aide – Extra Hours, As needed,
Max 10 hrs., A/N/7, effective 9/20/2021-5/26/2022

Gina **Allen**, Para/Educational Aide – Extra Hours, As needed,
Max 13 hrs., effective 10/1/2021-5/27/2022

Katie **Bailey**, Unit Para – Extra Hours, As needed, Max 10 hrs.,
UP/0, effective 9/21/2021-5/26/2022

Jennifer **Burkett**, Para/Educational Aide, 3.25 hrs. p/day,
5 days p/wk., As needed, A/N/15, effective 8/13/2021-5/26/2022

Jennifer **Burkett**, Para/Educational Aide – Extra Hours, As needed,
Max 15 hrs., A/N/15, effective 9/20/2021-5/26/20212

Lisa **Conklin**, Para/Educational Aide – Extra Hours, As needed,
effective 9/27/2021-5/27/2022

Jenny **Devries**, Unit Para – Extra Hours, As needed, Max 10 hrs.,
UP/0, effective 9/20/2021-5/26/2022

Sharon **Emch**, Para/Educational Aide – Extra Hours, As needed,
Max 13 hrs., effective 10/1/2021-5/27/2022

Peyton **Himburg**, Unit Para – Extra Hours, As needed, Max 10 hrs.,
UP/6, effective 8/13/2021-5/26/2022

Alejandro **Huizar**, Unit Para – Extra Hours, As needed,
Max 15 hrs., UP/0, effective 9/24/2021-5/26/2022

Supplementals 2021-2022 School Year Continued

Jenny **Johanns**, Para/Educational Aide – Extra Hours, As needed, Max 13 hrs., effective 10/1/2021-5/27/2022

Elizabeth **Kelso**, Para/Educational Aide – Extra Hours, As needed, Max 15 hrs., A/N/7, effective 9/21/2021-5/26/2022

Mike **Kipplen**, ATOD – Prevention Education Specialist – Extra Hours, 6 hrs. p/day, As needed, Max 9 days, Max 54 hrs., effective 10/30/2021-6/30/2022

Aimee **Miller**, Transition Para – Extra Hours, As needed, TR/7, effective 8/2/2021-5/25/2022

Angela **Navarro**, Para/Educational Aide – Extra Hours, As needed, Max 10 hrs., effective 8/13/2021-5/26/2022

Rebecca **Rose**, Para/Educational Aide- Extra Training Hours, As needed, Max 15 hours, effective 9/1/2021-5/27/2022

Amy **Schroyer**, Para/Student attendant – Extra Training Hours, As needed, Max 15 hours, effective 9/1/2021-5/27/2022

Emily **Shaver**, MD Job Coach, 5 days p/wk., As needed, 148 days, effective 10/18/2021-6/3/2022

Joelle **Thompson**, Para/Educational Aide – Extra Hours, As needed, Max 13 hrs., effective 10/1/2021-5/27/2022

Greg **Van Vorhis**, ATOD – Prevention Education Specialist – Extra Hours, 6 hrs. p/day, As needed, Max 9 days, Max 54 hrs., effective 10/30/2021-6/30/2022

Rachel **Wilson**, Para/Educational Aide – Extra Hours, As needed, Max 10 hrs., effective 9/17/2021-5/26/2022

Changes 2021-2022 School Year

Lisa **Conklin**, From Para/Educational Aide, 6.5 hrs. p/day, As needed, A/N/7, \$14.40 p/hr., To Para/Educational Aide, 3.5 hrs. p/day, 4 days p/wk., 130 days, A/N/19, effective 9/27/2021

Suzanne **Grime**, From YEP Specialist, 3.5 days p/wk., As needed, Max 25 hrs. p/wk., \$21.00 p/hr., To Empowerment Project Intake Specialist, 3.5 days p/wk., As needed, Max 25 hrs., p/wk., effective 10/1/2021

Tamela **Hefflinger**, From Administrative Assistant YEP, 7 hrs. p/day, 3 days p/wk., 157 days, \$22,261, To Empowerment Project Administrative Assistant, 7 hrs. p/day, 3 days p/wk., 157 days, effective 10/1/2021

Derek **Jacobson**, From Para/Educational Aide, 6.5 hrs. p/day, 5 days p/wk., 184 days, A/N/8, \$17,222, To Unit Para, 6.5 hrs., p/day, 5 days p/wk., 164 days, UP/1, effective 9/13/2021

Kathryn **Lehsten**, From 6.5 hrs. p/day, 5 days p/wk., As needed, UP/1, \$17.29 p/hr. To Unit Para, 5 days p/wk., As needed, UP/1, effective 8/13/2021

Changes 2021-2022 School Year Continued

Amal **Shaheen**, From Para/Educational Aide, 7.5 hrs. p/day, 5 days p/wk., 191 days, A/N/1, \$17,333, To Para/Educational Aide, 7.5 hrs. p/day, 5 days p/wk., 35 days at \$12.10 p/hr. and 156 days at \$13.63 p/hr., A/N/5, effective 10/4/2021

Amanda **Sosa**, From YEP Case Manager, 7 hrs. p/day, 5 days p/wk., 232 days, \$35,111 To Empowerment Project Case Manager, 7 hrs. p/day, 5 days p/wk., 232 days, effective 10/1/2021

Katie **Throckmorton**, From YEP Case Manager, 7 hrs. p/day, 5 days p/wk., 251 days, \$36,544 To Empowerment Project Case Manager, 7 hrs. p/day, 5 days p/wk., 232 days, effective 10/1/2021

Supplemental Changes 2021-2022 School Year

Christy **Bennett**, From Unit Para, As needed, UP/5, effective 8/16/2021-5/25/2022, \$19.46 p/hr. To Unit Para, As needed, UP/5, effective 8/2/2021-5/25/2022

Jocelynn **Leto**, From Unit Para, As needed, Max 15 hrs., UP/0, \$16.76 p/hr., To Unit Para, As needed, Max 25 hrs., UP/0, effective 10/6/2021

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

New Hires 2021-2022 School Year

Jaryd **Motsinger**, Special Contract Employee, 6.75 hrs. p/day, 5 days p/wk., 151 days, NW/SC, effective 9/30/2021
Shawn **Williams**, Special Contract Employee, 6.75 hrs. p/day, 5 days p/wk., As needed, WCESC/SC, effective 10/25/2021

Supplementals 2021-2022 School Year

Sara **Balsmeyer**, OT – Extra Hours, As needed, Max 9 hrs., effective 10/1/2021-5/27/2022
Jessie **Dible**, MD Teacher 7-12 – Extra Hours, As needed, Max 12 hrs., 10/1/2021-5/27/2022
Alyssa **Ducat**, OT - Extra Hours, As needed, Max 3 hrs., Effective 10/1/2021-10/29/2021
Nicole **Grzymkowski**, SLP – Extra Hours, As needed, Max 9 hrs., effective 10/1/2021-5/27/2022
Kelly **Heinl**, MD 7-12 – Extra Hours, As needed, Max 12 hrs., effective 10/1/2021-5/27/2022
Caylee **Hewitt**, Sub Teacher, 7 hrs. p/day, 5 days p/wk., As needed, effective 9/24/2021-12/17/2021, \$121 p/day (3 days) 9/24/21-9/28/21, \$140 p/day (55 days) 9/29/21-12/17/21
Julie **Lach**, MD Teacher K-6 – Extra Hours, As needed, Max 15 hours, effective 9/1/2021-5/27/2022
Holly **Stager**, MD Teacher 7-12 – Extra Hours, As needed, Max 12 hrs., effective 10/1/2021-5/27/2022
Cordie **Stone**, MD Teacher K-6 – Extra Hours, As needed, Max 13 hrs., effective 10/1/2021-5/27/2022

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

Recommendation Pertaining to Substitutes Upon the recommendation of the Superintendent, Ms. Hines moved and Mr. Smith seconded the motion to approve the following substitutes for the 2021-2022 school year.

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:

Legislative Liaison Report: N/A

Student Achievement Liaison Report: - N/A

Adjournment

Motion by Ms. Hines and seconded by Mr. Smith to adjourn the meeting at 4:34 p.m.

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

ATTEST:

Judith Paredes, President

Jackie Haar, Treasurer/CFO