

**WOOD COUNTY EDUCATIONAL SERVICE CENTER**  
**Regular Governing Board Meeting Minutes**  
**September 22, 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**

Susan **Spencer**, Community Learning Centers Director

**Visitors Present -**

**Julie Hines**

**Featured Program**

Susan **Spencer**, Community Learning Centers Director, updated the Board on current events of the CLCs, including:

- Partnership with America's Best eyeglasses – will provide the CLC two scholarships a month for students needing eye exams and glasses.
- The CLC Program was selected for an Outstanding Partnership Award as part of the BGSU Center for Public Impact Awards, with a virtual award ceremony held on September 15<sup>th</sup>.
- Developed a CLC Safety Plan
- Wrote and received grant funding of \$1.8 M
- Created the WCESC Back to School video for all staff
- Creation of virtual programs to serve students and districts, including:
  - Rossford Virtual Summer Academy
  - Rossford Virtual Canine Crew
  - Foundations
  - America Reads
  - IMPACT

**Approval of Agenda**

Mr. Long 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. limes moved and Ms. Hines seconded the motion to approve the August 25, 2020 minutes.

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

9/22/2020

## 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 August 2020:

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

**Approval of Bills** – Upon the recommendation of the Treasurer, Ms. Paredes moved and Ms. Limes seconded the motion to approve the Bills for August 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. Hines moved and Ms. Paredes seconded the motion to approve the Investment Transaction Ledger for the month of August 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. Limes moved and Ms. Paredes seconded the motion to approve the following FY 2021 WCESC Service Agreements with Agencies & School Districts:

- Bowling Green City S.D. – ATOD On-Site Prevention services
- North Baltimore Local S.D. – ATOD On-Site Prevention service
- Northwood Local S.D. – ATOD On-Site Prevention services
- Northwood Local S.D. – ESY Preschool Evaluation services
- Otsego Local S.D. – ATOD On-Site Prevention services
- Penta Career Center – ATOD On-Site Prevention services
- Penta Career Center – Behavior Support Specialist services
- Penta Career Center – Occupational Therapy services
- Perrysburg Exempted Village S.D. – ATOD On-Site Prevention services
- Rossford Exempted Village S.D. – Speech Language 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 the recommendation of the Treasurer, Ms. Hines moved and Ms. Paredes seconded the motion to approve the following Donation:

**Benefit the ATOD Hooked on Fishing Program:**

Estate of Robert O. Halka                      \$ 2,000.00

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

**Approval of New Fund** – Upon the recommendation of the Treasurer, Ms. Limes moved and Ms. Hines seconded the motion to approve the following designated Special Trust Fund to be used to account for financial activity of the Hooked on Fishing Program.

007-9021 Hooked on Fishing                      \$2,000.00

*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 Permanent Appropriations** – Upon the recommendation of the Treasurer, Ms. Limes moved and Ms. Hines seconded the motion to approve the following Permanent Appropriation for fiscal year 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 Estimated Revenue** – Upon the recommendation of the Treasurer, Ms. Paredes moved and Ms. Hines seconded the motion to approve the following Estimated Revenue for fiscal year 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 Amendment** – Upon the recommendation of the Treasurer, Ms. Paredes moved and Ms. Hines seconded, the motion to approve the following grant amendment:

**TANY SY'20 – Fund 502-9520**

**Original:                   \$172,022**

**Amended:                 \$181,000**

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

**SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS TO BOARD**

**Policies**

**Recommendation Pertaining to Approval of First Reading of Board Policies** – Upon the recommendation of the Superintendent, Ms. Hines moved and Mr. Long seconded the motion of the approval of the first reading of the following Board Policies:

AC	Nondiscrimination
ACA	Nondiscrimination on the Basis of Sex
ACAA	Sexual Harassment
ACAA-R	Sexual Harassment Grievance Process
GCPD	Suspension and Termination of Professional Staff Members
GDPD	Suspension, Demotion & Termination of Support Staff Members
IND/INDA	School Ceremonies and Observance/Patriotic Exercises
JED	Student Absences and Excuses
JF	Student Rights and Responsibilities
JFCF	Hazing and Bullying
JFCF-R	Hazing and Bullying
JG	Student Discipline
JGD	Student Suspension
JGDA	Emergency Removal of Student
KG	Community Use of the Educational Service Center Premises
KLD	Public Complaints About School Personnel
KLD-R	Public Complaints About District Personnel

*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 NBEC Wireless Managed Service** – Upon the Recommendation of the Superintendent, Ms. Limes moved, and Ms. Paredes seconded the motion to approve the following agreement with Northern Buckeye Education Council (NBEC):

- September 1, 2020 – June 30, 2021
- Wireless Managed Service
- Quantity of 5
- \$2,155.04 Per Year
- \$10,775.20 Total for 5 years

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

**Recommendation Pertaining to Lease agreement** - Upon the recommendation of the Superintendent, Ms. Limes moved, and Ms. Paredes approved the following lease agreement between Woodland Mall Holdings, LLC, and WCESC, beginning September 14, 2020 for the lease of Unit C-10 at a cost of \$1,200 per month.

The leased premises will be used for the purpose of running the CLC Starts Program Learning Center & Child Care.

*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 Evaluation Agreement** -- Upon the recommendation of the Superintendent, Ms. Paredes moved and Ms. Hines seconded the motion to approve the following service agreement between Bill Ivoska and Wood County Educational Service Center effective July 1, 2020 through June 30, 2021 at a cost of \$61,100.

*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 Falcon Sports Properties, LLC** – Upon the recommendation of the Superintendent, Ms. Limes moved and Ms. Paredes seconded the motion to approve the following sponsorship agreement between Falcon Sports Properties, LLC and WCESC effective September 16, 2020 – June 30, 2021 at a cost of \$9,730.17. WCESC will receive benefits as described in Exhibit A of the 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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**Recommendation Pertaining to Prevention Education Program Memorandum of Agreement of FY2021** - Upon the recommendation of the Superintendent, Ms. Paredes moved and Ms. Hines seconded the motion to approve the following agreement between Wood County Juvenile Detention Center , Wood County ADAMHS Board and Wood County E.S.C., effective July 1, 2020 – June 30, 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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## Staff Personnel

### Recommendations Pertaining to Abolishment's, Resignations, Retirements, LOAs, RIFs, and

Terminations: - Upon the recommendation of the Superintendent, Ms. Limes 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:

Macolm **Anderson**, CLC Program Assistant, effective 9/15/2020

Alyshia **Byer**, Paraprofessional, effective 09/26/2020

Nathan **James**, Special Contract Employee, effective 08/05/2020



**Approval of Employment of Classified Personnel** – Upon the recommendation of the Superintendent, Ms. Hines moved and Ms. Limes seconded the motion to approve the employment of the following Classified Personnel:

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

**New Hires 2020-2021 School Year**

Michelle **Bedford**, Para/Educational Aide, 6.75 hrs. p/day,  
4 days p/wk., 155 days, A/N/1, effective 08/25/2020  
Amanda **Canby**, Para/Student Attendant, 6.75 hrs. p/day,  
4 days p/wk., 155 days, A/N/2, effective 08/25/2020  
Brenda **Cubberly**, Para/Educational Aide, 6.75 hrs. p/day,  
5 days p/wk., 183 days, A/N/25, effective 8/24/2020  
Alyssa **Lang**, Para/Student Attendant, 6.75 hrs. p/day,  
5 days p/wk., 169 days, A/N/0, effective 9/11/2020  
Kelsey **Little**, Para/Educational Aide, 6.75 hrs. p/day,  
5 days p/wk., 167 days, A/N/2, effective 9/17/2020  
Samantha **Managhan**, Para/Educational Aide, 6.75 hrs. p/day,  
5 days p/wk., 180 days, A/N/5, effective 08/27/2020  
Susan **Marshall**, Para/Educational Aide, 6.5 hrs. p/day,  
4 days p/wk., as needed, A/N/7, effective 08/25/2020  
Kayla **Minnear**, Unit Para, 6.75 hrs. p/day, 4 days p/wk.,  
As needed, UP/0, effective 09/08/2020  
Sara **Nowak**, Para/Educational Aide, 6.75 hrs. p/day,  
5 days p/wk., 167 days, A/N/2, effective 09/17/2020  
Miranda **Paredes**, Para/Student Attendant, 6.75 hrs. p/day,  
5 days p/wk., 178 days, A/N/1, effective 08/31/2020  
Ashley **Smith**, Para/Educational Aide, 6.75 hrs. p/day,  
5 days p/wk., 163 days, A/N/3, effective 09/21/2020  
Carrie **Walland**, CLC Site Coordinator, 8 hrs. p/day,  
5 days p/wk., 212 days, CLC/SC/2, effective 09/08/2020

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

Stormy **Chaney**, CLC Seasonal Program Assistant, as needed,  
CLC/PA/0, effective 08/17/2020  
Harlee **Floss**, CLC Seasonal Program Assistant, as needed,  
CLC/PA/0, effective 09/15/2020  
Bailey **Hamilton**, CLC Seasonal Program Assistant, as needed,  
CLC/PA/0, effective 08/17/2020

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

Alexis **Hart-Nichols**, CLC Seasonal Program Assistant, as needed,  
CLC/PA/0, effective 08/17/2020

Jessica **Lang**, CLC Seasonal Program Assistant, as needed,  
CLC/PA/0, effective 09/04/2020

Dylan **Phillips**, CLC Seasonal Team Leader, as needed,  
CLC/TL/1, effective 8/17/2020

Cora **Radtke**, CLC Seasonal Program Assistant, as needed,  
CLC/PA/0, effective 09/14/2020

Emma **Snyder**, CLC Seasonal Program Assistant, as needed,  
CLC/PA/0, effective 08/26/2020

Grace **Thumann**, CLC/ Seasonal Program Assistant, as needed,  
CLC/PA/0, effective 08/26/2020

Tiffany **Voland**, CLC Seasonal Program Assistant, as needed,  
CLC/PA/0, effective 8/26/2020

Noah **White**, CLC Seasonal Program Assistant, as needed,  
CLC/PA/0, effective 8/17/2020

Kelsey **Williams**, CLC Seasonal Program Assistant, as needed,  
CLC/PA/0, effective 08/26/2020

**Changes 2020-2021 School Year**

Heather **Ameling**, From Para/Educational Aide, 6.75 hrs. p/day,  
4 days p/wk., 155 days, A/N/10, \$15,129 To Para/Educational Aide,  
6.75 hrs. p/day, 5 days p/wk., 191 days, A/N/10, effective 8/10/2020

Melinda **Edington**, From Unit Para, 6.75 hrs. p/day, 4 days p/wk.,  
As needed, UP/0, 16.38 p/hr To Unit Para. 9 hrs. Max p/day,  
5 days p/wk., Max 38 hrs. p/wk., as needed, UP/0, effective 8/17/2020

Tiffany **Keeton**, From Unit Para, 6.75 hrs. p/day, 4 days p/wk.,  
152 days, UP/5, \$19,525 To Unit Para, 7 hrs. p/day, 4 days p/wk.,  
9 days @ 6.75 hrs. p/day, 143 days @ 7 hrs. p/day, UP/5  
Effective 08/31/2020

Jessica **Kizer**, From Para/Educational Aide, 6.75 hrs. p/day,  
4 days p/wk., 152 days, A/N/8, \$14,446 To Para/Educational Aide,  
7 hrs. p/day, 4 days p/wk, 9 days @6.75 hrs. p/day,  
143 days @ 7 hrs. p/day, A/N/8, effective 8/31/2020

Andrea **Reed**, From Unit Para, 6.5 hrs. p/day, 4 days p/wk.,  
149 days, UP/3, \$17,404 To Unit Para, 6.75 hrs. p/day,  
4 days p/wk., UP/3, 14 days @6.5 hrs. p/day and  
135 days @6.75 hrs. p/day, effective 9/8/2020

Juliana **Ruetz**, From Student Attendant, 6.75 hrs. p/day,  
5 days p/wk., 190 days, A/N/6, \$17,557 To Para/Educational Aide,  
6.75 hrs. p/day, 5 days p/wk., 190 days, A/N/6,  
Effective 8/13/2020

Bree **Savidge**, From Unit Para, 6.5 hrs. p/day, 4 days p/wk.,  
149 days, UP/0, \$15,864 To Para/Educational Aide, 2.75 hrs. p/day,  
4 days p/wk., 149 days, A/N/7, effective 08/13/2020

**Supplementals 2020-2021 School Year**

Hannah **Madaras**, JDC Prevention/Educational Specialist,

As needed, effective 09/18/2020-06/30/2021

Jill **Morse**, Unit Para Extra Hours, as needed, Max 60 hrs.,

Effective 08/06/2020-5/27/2021, UP/5

Emily **Smith**, JDC Prevention/Educational Specialist, as needed,

Effective 09/18/2020-6/30/2021

Karen **Winkler**, Unit Para Extra Hours, as needed, Max 20 hrs.,

Effective 09/08/2020-5/27/2021, UP/0

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

**Student Teachers for 2020-2021 School Year**

Megan **Siesel**

*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. Paredes moved and Ms. Hines 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.*

**Superintendent Update:**

- Will be meeting with Lakeside Interior to discuss the cost of installing a wall in the east wing where the cubicles once were. This will allow for a meeting room.
- Would like to begin using Taylor Sickler's skills in creating videos to promote the WCESC. Taylor is currently a CLC Site Coordinator at Rossford schools. Ms. Sicker filmed and created the ESC's Back to School video.
- Posting COVID-19 related information on the home page of the ESC website.

**Governing Board Updates:****Penta Career Center Report: Judith Paredes** – reported the following:

- \$2 M solar system is up and running at Penta Career Center.
- Distributed a Penta C.C. handout of newspaper articles from May – August 2020.
- Recognized 11 new staff members
- Beginning 9/29/20, students will begin attending Penta C.C. 4 days a week and attend virtual 1 day a week.
- Superintendent recommended and the Board approved waiving the 30 day review of board policy so that it could be implemented immediately due to the numerous changes in policy pertaining to COVID-19.

**Legislative Liaison Report: Joe Long** – reported the following:

- No report

**Student Achievement Liaison Report:**

- No report

**Executive Session**

Motion by Ms. Limes seconded by Ms. Hines to move into executive session at 5:15 p.m. to evaluate the Treasurer, inviting only the Treasurer.

*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 5:17 p.m.

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

**Executive Session**

Motion by Mr. Long seconded by Ms. Hines to move into executive session at 5:20 p.m. to discuss a Treasurer Search, inviting the Treasurer & Superintendent.

*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 5:45 p.m.

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

**Adjournment**

Motion by Mr. Long and Seconded by Ms. Paredes to adjourn the meeting at 5:46 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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Timothy Smith, President

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Gina R. Fernbaugh, Treasurer/CFO