

WOOD COUNTY EDUCATIONAL SERVICE CENTER
Regular Governing Board Meeting Minutes
December 17, 2024

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**, and Ms. Judy **Paredes**. Also present: Kyle **Kanuckel**, Associate Superintendent and Brad **McCracken**, Treasurer.

Absent:

Ms. Kathy **Limes**

Staff Members Present

The met the Fiscal Staff and commended them on their fine performance. Payroll – Tracy August & Karen Keller, Bookkeeping – Allison Zimmerman, Payables – Addison Clark, Assistant – Joy Stacey

Visitors Present

N/A

Director Report/Featured Program

N/A

Public Participation

N/A

Approval of Agenda

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

Roll Call: Yeas: Ms. Hines, 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 – November 26, 2024

Roll Call: Yeas: Ms. Hines, 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 Cash Reconciliation report for the month of November, 2024:

Roll Call: Yeas: Ms. Hines, 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. Hines moved and Mr. Long seconded the motion to approve the Financial Report for the month of November, 2024:

Roll Call: Yeas: Ms. Hines, 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 Bills for November, 2024:

Roll Call: Yeas: Ms. Hines, 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 Ms. Paredes seconded the motion to approve the Investment Transaction Ledger for the month of November, 2024:

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

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

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

- Community Learning Centers \$50
(from: Maria & Marc Simon)
- Community Learning Centers \$2
(from: Joe Higgins)
- Community Learning Centers \$40
(from: Beth & Thomas Everett)
- Community Learning Centers \$3
(from: Amy Krupp)
- Juvenile Residential Center \$809.30 (estimated value)
(from: National Council of Teachers of English, via Diana Neumann)
- Community Learning Centers \$150
(from: Fred Krout/Zach Krout)
- Community Learning Centers \$150
(from: Blue Granite OP 3, LLC, Culver’s of BG - Dine to Donate Night)

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

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

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Approval of Bowling Green Community Foundation Grant

Upon recommendation of the Treasurer, Ms. Paredes moved and Ms. Hines seconded the motion to approve the following Bowling Green Community Foundation Grant to BG Bobcat STARS in the amount of \$3,750:

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

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Approval of Administrative Support Vendor Contract – Upon the recommendation of the Treasurer, Mr. Long moved and Ms. Hines seconded the motion to approve the following Administrative Support Vendor Contract with the Wood County School’s Benefit Plan and Carrie Herringshaw:

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

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Approval of FY25 Forecast of Revenues & Appropriations – Upon the recommendation of the Treasurer, Ms. Paredes moved and Ms. Hines seconded the motion to approve the following Revised Final FY25 Forecast of Revenues & Appropriations:

Roll Call: Yeas: Ms. Hines, 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 Prevention Education Program Policy & Procedure Manual - Upon the recommendation of the Superintendent, Ms. Paredes moved and Ms. Hines seconded the motion to approve the following Prevention Education Program Policy & Procedure Manual:

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

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Approval of Prevention Education Program Employee Manual – Upon the recommendation of the Superintendent, Mr. Long moved and Ms. Paredes seconded approval of the following Prevention Education Program Employee Manual:

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

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Approval of Memberships - Upon the recommendation of the Superintendent, Ms. Paredes moved and Ms. Hines seconded the motion to approve the following membership(s):

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

- Ohio School Boards Association \$4,517

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Approval of Reading & Adoption of Board Policy po2265 – Upon the recommendation of the Superintendent, Ms. Paredes moved and Ms. Hines seconded approval of the following Board Policy po2265:

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

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Approval of Title Settlement Charges for BGSU Land Purchase - Upon recommendation of the Superintendent/Treasurer, Mr. Long moved and Ms. Hines seconded the motion to approve the following title settlement charges for Bowling Green State University land purchase, estimated to be \$2,227:

Roll Call: Yeas: Ms. Hines, 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 – Upon the recommendation of the Superintendent, Ms. Paredes moved and Mr. Long seconded the motion to approve the following Abolishments, Resignations, Retirements, LOAs, RIFs, and Terminations:

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

Resignations:

Caleb **Adams**, CLC Seasonal Program Assistant, effective 12/12/2024
 Samuel **Berry**, CLC Seasonal Program Assistant, effective 12/12/2024
 Brooke **Bruman**, CLC Seasonal Program Assistant, effective 12/12/2024
 Sydney **Couch**, CLC Seasonal Program Assistant, effective 12/10/2024
 Lilianna **DiBartolo**, CLC Seasonal Program Assistant, effective 12/12/2024
 Letha **Freitag**, Unit Para, effective 12/20/2024
 Julia **Fries**, CLC Seasonal Program Assistant, effective 1/13/2025
 Halie **Inbody**, CLC Seasonal Program Assistant, effective 12/19/2024
 Megan **Jarosz**, CLC Seasonal Program Assistant, effective 12/12/2024
 Lauren **Johnson**, CLC Seasonal Program Assistant, effective 12/12/2024
 Hallie **Knorr**, CLC Seasonal Program Assistant, effective 12/12/2024
 Alexa **Quinones**, CLC Seasonal Program Assistant, effective 12/5/2024
 Leah **Schulze**, CLC Seasonal Program Assistant, effective 12/12/2024
 Noah **Taylor**, Para/Educational Aide, effective 12-28-2024
 Kaitlyn **Weis**, Para/Educational Aide, effective 12/20/2024

Approval of Employment of Classified Personnel/Interns/Volunteers – 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. Limes, Mr. Long, Ms. Paredes and Mr. Smith. The chair declared the motion carried.

CLC Seasonal New Hires (Fall)

Brianna **Braatz**, CLC Seasonal Program Assistant, As needed,
 CLC/PA/0, effective 1/10/2025-5/17/2025
 Dwan **North**, CLC Seasonal Program Assistant, As needed,
 CLC/PA/0, effective 11/20/2024-5/17/2025

New Hires/Rehires 2024-2025 School Year

Makayla **Balonek**, Para/Student Attendant, 5 days p/wk. 6.75 hrs. p/day,
 111 days, PED/0, effective 12/9/2024-5/30/2025

Darci **Bowser**, Para/Student Attendant, 7.5 hrs. p/day, 5 days p/wk., 116 days, PWL/3, effective 12/9/2024-6/4/2025
 Letha **Freitag**, Para/Educational Aide, 6.75 hrs. p/day, 5 days p/wk., 107 days, PD/3, effective 1/6/2025-6/6/2025
 Kara **Gabel**, Para/Student Attendant, 7.5 hrs. p/day, 5 days p/wk., 119 days, PWL/1, effective 12/4/2024-6/4/2025
 Anna **Gazarek**, Para/Student Attendant, 7.5 hrs. p/day, 5 days p/wk., 118 days, PWL/5, effective 12/5/2024-6/4/2025
 Dana **MacNeil**, Para/Educational Aide, 6.5 hrs. p/day, 5 days p/wk., 103 days, UPK4/0, effective 12/9/2024-5/22/2025
 Anna **Martin**, Para/Educational Aide, 6.75 hrs. p/day, 5 days p/wk., 107 days, PD/1, effective 1/6/2025-6/6/2025

Changes 2024-2025 School Year

Rylie **Cano**, CLC Seasonal Program Assistant, From CLC/PA/0, \$11.77 p/hr. To CLC/PA/2, effective 12/10/2024-5/17/2025
 Deborah **Eppard**, Para/Educational Aide, From 7 hrs. p/day, \$26,344.60 To 5.95 hrs. p/day, effective 12/23/2024-6/2/2025
 Brittany **Parsons**, Para/Educational Aide, From As needed, \$18.31 p/hr. To 6.5 hrs. p/day, 4 days p/wk., 92 days effective 12/1/2024-5/22/2025

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

New Hires/Rehires 2024-2025 School Year

Diane Witt, Consultant for Director of Special Education/Life Skills, As Needed, 133 hrs. Max., D/36, effective 1/1/2025-6/30/2025

Supplementals 2024-2025

Diana Neumann, Resource/Inclusion Teacher – Extra Hours (2nd Sem), effective 1/1/2025-6/30/2025

Approval of Substitutes for the 2024-2025 School Year – Upon the recommendation of the Superintendent, Mr. Long moved and Ms. Hines seconded the motion to approve the following Substitutes for the 24-25 school year:

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

Approval of Hiring of Classified Staff through Contract Management – Upon the recommendation of the Superintendent, Ms. Paredes moved and Ms. Hines seconded the motion to approve the following Substitutes hiring of classified staff through contract management for the 24-25 school year:

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

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Approval of President Pro Tempore for the January 2025 Organizational Meeting – Upon the recommendation of the Associate Superintendent, Mr. Long moved and Ms. Hines seconded the motion to approve Mr. Tim Smith, as President Pro Tempore, for the January 28, 2025 organizational meeting:

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

Governing Board Updates:

Penta Career Center Report: Ms. Paredes provided a brief report.

Legislative Liaison Report: N/A

Student Achievement Liaison Report: N/A

Executive Session: N/A

Adjournment

Motion by Mr. Smith and seconded Mr. Long by to adjourn the meeting at 4:45 p.m.

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

ATTEST:

Timothy Smith, President

Brad McCracken, Treasurer/CFO