

**EDUCATIONAL SERVICE CENTER OF MEDINA COUNTY**  
**Regular Meeting of November 19, 2018**  
**124 West Washington Street, Medina, Ohio**

**CALL TO ORDER**

President Patterson called the meeting to order at 5:34 p.m.

**ROLL CALL**

The following members were present for the roll call: Mrs. Hamilton, Mrs. Vance, and, Mr. Patterson.

**RECOGNITION OF VISITORS – President Patterson**

Michael Redfern, and April Johnson.

Mr. Ravanelli joined the board meeting at 5:36 p.m.

**18-11-139      Accept the Resignation of Board Member Frank Zona**

Mrs. Hamilton moved to accept the resignation of Board Member Frank Zona. Mrs. Vance seconded the motion.

VOTE: Mrs. Hamilton, yes; Mrs. Vance, yes; Mr. Ravanelli, yes; and Mr. Patterson, yes.

**18-11-140      Approval of Minutes of the Regular Board Meetings of October 22, 2018,**

Mrs. Vance moved that the minutes of the regular board meeting of October 22, 2018, be approved. Mr. Ravanelli seconded the motion.

VOTE: Mrs. Vance, yes; Mr. Ravanelli, yes; Mrs. Hamilton, yes; and Mr. Patterson, yes.

**PUBLIC PARTICIPATION**

All meetings of the Board will be open to the public.

In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation will be permitted at each meeting. Each person addressing the Board will give his/her name and address. If several people wish to speak, each person will be allotted three minutes until the total time of 30 minutes is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. Persons desiring more time should follow the procedure of the Board to be placed on the regular agenda. The period of public participation may be extended by a vote of the majority of the Board.

**STAFF PRESENTATION** –April Johnson and Michael Redfern presented on Transportation Services.

**TREASURER'S REPORT**-Treasurer Hatmaker

- A. Fund Statement – October 2018
- B. Reconciliation – October 2018
- C. Investment Review – October 2018
- D. List of Bills Paid – October 2018
- E. Funds Transfers or Adjustments
- F. Next Governing Board Meeting – December 14, 2018, at 5:30 p.m.

**SUPERINTENDENT'S REPORT**

- A. Meetings Attended
- B. OSBA Conference Recap
- C. Executive Succession

**18-11-141 Executive Succession Timeline**

Mrs. Vance moved to approve the Executive Succession Timeline Plan submitted by the Superintendent. Mrs. Hamilton seconded the motion. (Attachment A)

VOTE: Mrs. Vance, yes; Mrs. Hamilton, yes; Mr. Ravanelli, yes; Mr. Patterson, yes.

- D. Board Expansion
- E. Staff Recognition Dinner

**BOARD MEMBERS' REPORTS**

- A. Legislative Liaison – Mrs. Hamilton discussed the OSBA Capital Conference.
- B. Student Achievement Liaison – No Report
- C. Policy Committee – Vacancy to be filled at Organizational Meeting in January
- D. Business Advisory Council Liaison –No Report
- E. Other

**CONTINUING OLD BUSINESS AND SUPERINTENENT'S RECOMMENDATIONS**

**A. 18-11-142 Addendum to the Substitute List**

- 1. Addendum to the substitute teacher list for the 2018-2019 school year. (Attachment B)
- 2. Addendum to the ESC-employed substitute teachers listed for the Black River Local School District for the 2018-2019 school year. (Attachment C)

Mrs. Vance moved to approve the adoption of the above substitute list addendums. Mr. Ravanelli seconded the motion.

VOTE: Mrs. Vance, yes; Mr. Ravanelli, yes; Mrs. Hamilton, yes; Mr. Patterson, yes.

**B. Policy Items**

**A. 18-11-143 Approve the Affirmative Action and Equal Employment Opportunity Policy:**

"It is the policy of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal."

"The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations; any employees that deliberately violate this policy will be subject to disciplinary action."

Add the above statements to all ESC of Medina County Job Descriptions and application materials.

Mrs. Hamilton moved to approve the Affirmative Action and Equal Employment Opportunity Policy. Mrs. Vance seconded the motion.

VOTE: Mrs. Hamilton, yes; Mrs. Vance, yes; Mr. Ravanelli, yes; Mr. Patterson, yes.

**B. 18-11-144 Approve to Revise the Job Description of the Superintendent by Addition of:**

Chief Executive Officer of the ESC:

- 1. Directs and assigns teachers and other employees of the ESC.
- 2. Interviews, selects, and trains teachers and other employees of the ESC.

3. Sets hours of work for teachers and other employees of the ESC.
4. Handles employees grievances or complaints.
5. Disciplines teachers and other employees of the ESC.
6. Apportions work among teachers and other employees of the ESC.
7. Determines the type of equipment to be used in performing work or materials needed.
8. Monitors work for legal or regulatory compliance.

Mrs. Vance moved to approved to revise the job description of the Superintendent. Mrs. Hamilton seconded the motion.

VOTE: Mrs. Vance, yes; Mrs. Hamilton, yes; Mr. Ravanelli, yes; Mr. Patterson, yes.

**C. 18-11-145 Approve to Revise the Job Description of the Treasurer by Addition of:**

Chief Fiscal Officer of the ESC:

1. Directs assigned employees who are directly engaged in the day-to-day fiscal operations of the ESC.
2. Interviews, selects, and trains employees directly engaged in the day-to-day fiscal operations of the ESC.
3. Monitors hours of work for employees directly engaged in the day-to-day fiscal operations of the ESC.
4. Disciplines employees directly engaged in the day-to-day fiscal operations of the ESC, in conjunction with the Superintendent.
5. Apportions work among employees directly engaged in the day-to-day fiscal operations of the ESC.
6. Determines the type of equipment to be used in performing work or materials needed for employees directly engaged in the day-to-day fiscal operations of the ESC.
7. Monitors work for legal or regulatory compliance.

Mrs. Hamilton moved to approve to revise the job description of the Treasurer. Mrs. Vance seconded the motion.

VOTE: Mrs. Hamilton, yes; Mrs. Vance, yes; Mr. Ravanelli, yes; Mr. Patterson, yes.

**NEW BUSINESS AND SUPERINTENDENT'S RECOMMENDATIONS**

**A. 18-11-146 Personnel Agenda**

Mrs. Hamilton moved to approve the following personnel agenda items pending the completion of paperwork and clear background checks. Mrs. Vance seconded the motion.

VOTE: Mrs. Hamilton, yes; Mrs. Vance, yes; Mr. Ravanelli, yes; Mr. Patterson, yes.

Employ the following classified staff members for the 2018-2019 school year:

1. Steven Albery, Substitute Van Driver, at a salary of \$11.00 per hour and Substitute Van Aide, at a salary of \$10.50 per hour, effective November 26, 2018 –June 30, 2019.
2. Michael Eberl, Substitute Health Aide, at a salary of \$12.00 per hour, effective November 27, 2018-June 30, 2019.
3. Ronald Summers, Jr., Paraprofessional, at the Windfall School, at a salary of \$12.00 per hour, for 129 days at 6.5 hours per day, effective October 29, 2018-June 30, 2019.

Accept the following resignations for the 2018-2019 school year.

1. Alexandra Fallon, Educational Aide, effective November 20, 2018.
2. Jacqueline Jacob, Substitute RN, effective October 24, 2018.
3. Jim McNall, Aide/Driver, effective October 23, 2018.
4. Rebecca Parrott, Substitute RN, effective November 9, 2018.

Accept the following changes in status for the 2018-2019 school year:

1. Gaylann Pedro, from a Substitute Educational Aide to an Educational Aide, at the Windfall School, at a salary of \$11.50 per hour, for 51 days at 6.5 hours per day (estimated), effective November 12, 2018-June 30, 2019.
2. Callie Rose, from a Substitute Educational Aide to an Educational Aide, at the Windfall School, at a salary of \$11.50 per hour, for 63 days at 6.5 hours per day (estimated), effective November 12, 2018-June 30, 2019.
3. Sarah Tochinsky, from a Substitute LPN to a Substitute RN, at a salary of \$21.00 per hour, effective October 29, 2018-June 30, 2019.
4. Judy Weinerman, from a Study Hall Aide to an Educational Aide, at the Medina County Career Center, at a salary of \$17.00 per hour, effective September 25, 2018-June 30, 2019.

Accept the following correction for the 2018-2019 school year:

1. Natalia Ford, Paraprofessional, at the Windfall School, at a salary of \$11.50 per hour, as-needed, at 6.5 hours per day, effective October 16, 2018-June 2019.

**B. 18-11-147 Establish Date, Time, and Place for the January 2019 Organizational and Regular Meetings**

Mrs. Hamilton moved to establish January 28, 2019, at 5:30 p.m. in the Professional Building at 124 West Washington Street, Medina, Ohio 44256, for the January Organizational and Regular Meeting. Mr. Ravanelli seconded the motion.

VOTE: Mrs. Hamilton, yes; Mr. Ravanelli, yes; Mrs. Vance, yes; Mr. Patterson, yes.

**C. 18-11-148 Elect As the President Pro Tempore of the Governing Board from January 1, 2019 through the January 2019 Governing Board Meeting.**

Mrs. Vance moved to elect Mr. Patterson as the President Pro Tempore of the Governing Board from January 1, 2019 through January 2019 Governing Board Meeting. Mrs. Hamilton seconded the motion.

VOTE: Mrs. Vance, yes; Mrs. Hamilton, yes; Mr. Ravanelli, yes; Mr. Patterson, yes.

**D. 18-11-149 Approve the Deputy Superintendent Job Description**

Mrs. Hamilton moved to approve the Deputy Superintendent Job Description. Mrs. Vance seconded the motion. (Attachment D)

VOTE: Mrs. Hamilton, yes; Mrs. Vance, yes; Mr. Ravanelli, yes; Mr. Patterson, yes.

**E. 18-11-150 2018-2019 County Service Agreement Amendment (ORC 3313.843 and 3313.845)**

1. The Brunswick City School District for LPN services, RN Supervision, and Teacher of the Deaf Instructional Services (Attachment E)

Mrs. Hamilton moved to approve the above listed 2018-2019 County Service Agreement Amendments. Mrs. Vance seconded the motion.

VOTE: Mrs. Hamilton, yes; Mrs. Vance, yes; Mr. Ravanelli, yes; Mr. Patterson, yes.

**F. 18-11-151      2018-2019 County Service Agreements (ORC 3313.843 and 333.845)**

1. The Wellington Exempted Village School District for ELL Services and Behavioral /Autism Consulting Services. (Attachment F)

Mrs. Vance move to approve the above listed 2018-2019 County Service Agreement. Mrs. Hamilton seconded the motion.

VOTE: Mrs. Vance, yes; Mrs. Hamilton, yes; Mr. Ravanelli, yes; Mr. Patterson, yes.

**G. 18-11-152      Set Date and Time of Special Board Meeting**

Mrs. Vance moved to set December 5, 2019 at 5:00 p.m. for the Special Board Meeting for the selection of candidates to fill the vacant board seat expiring December 31, 2019. Mr. Ravanelli seconded the motion.


VOTE: Mrs. Vance, yes; Mr. Ravanelli, yes; Mrs. Hamilton, yes; Mr. Patterson, yes.

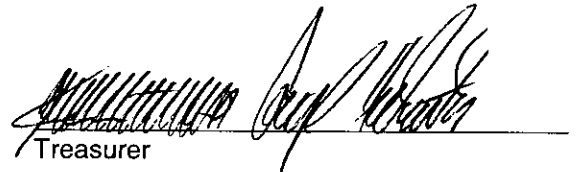
**Adjournment**

Mrs. Vance moved the meeting be adjourned at 7:09 p.m. Mr. Ravanelli seconded the motion.

VOTE: Mrs. Vance, yes; Mr. Ravanelli, yes; Mrs. Hamilton, yes; Mr. Patterson, yes.

Minutes Approved:

  
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President

  
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Treasurer