

**EDUCATIONAL SERVICE CENTER OF MEDINA COUNTY**  
**Regular Meeting of October 22, 2018**  
**124 West Washington Street, Medina, Ohio**

**CALL TO ORDER**

President Patterson called the meeting to order at 5:32 p.m.

**ROLL CALL**

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

**RECOGNITION OF VISITORS – President Patterson**

Alicia Highsmith, Lori Hogue, and Patrick Vrobel from McGown & Markling

**18-10-131 Approval of Minutes of the Regular Board Meetings of September 24, 2018,**

Mrs. Hamilton moved that the minutes of the regular board meeting of September 24, 2018, be approved. Mrs. Vance seconded the motion.

VOTE: Mrs. Hamilton, yes; Mrs. Vance, yes; Mr. Ravanelli, 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** –Alecia Highsmith and Lori Hogue presented on Nursing Services

**EXECUTIVE SESSION**

Mrs. Hamilton moved to adjourn to executive session for the purpose of:

Considering the investigation of charges or complaints against a public employee, official, licensee, or student.

Mr. Ravanelli seconded the motion.

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

The Board moved into Executive Session at 5:48 p.m.

The Board returned to the Regular Session at 6:15 p.m.

**TREASURER’S REPORT**-Treasurer Hatmaker

- A. Fund Statement – September 2018
- B. Reconciliation – September 2018
- C. Investment Review – September 2018
- D. List of Bills Paid – September 2018
- E. Funds Transfers or Adjustments
- F. Next Governing Board Meeting – November 19, 2018, at 5:30 p.m.

## **SUPERINTENDENT'S REPORT**

- A. Meetings Attended
- B. HB 438 Options
- C. Martha Holden Jennings Open Grant Award - \$20,100 – Project Title: Supporting Struggling Readers

## **BOARD MEMBERS' REPORTS**

- A. Legislative Liaison – Mrs. Hamilton discussed School Funding Proposals.
- B. Student Achievement Liaison – Mr. Ravanelli discussed Safe Sitter and College and Career Fair.
- C. Policy Committee – No Report
- D. Business Advisory Council Liaison –Mr. Ravanelli recapped recent meeting.
- E. Other

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

### **A. 18-10-132 Addendum to the Substitute List**

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

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

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

## **NEW BUSINESS AND SUPERINTENDENT'S RECOMMENDATIONS**

### **A. 18-10-133 Personnel Agenda**

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

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

- 1. Erin Caron, Substitute LPN, at a salary of \$17.00 per hour, effective October 16, 2018
- 2. Natalia Ford, Paraprofessional, at the Windfall School, at a salary of \$11.50 per hour, as-needed, for 6.5 hours per day
- 3. Jacqueline Jacob, Substitute RN, at a salary of \$21.00 per hour, effective October 1, 2018 -July 31, 2019
- 4. James McNall, Aide/Bus Driver, at the Medina County Career Center, up to 29 hours per week, at a salary of \$17.00 per hour, effective October 1, 2018 -July 31, 2019
- 5. Sarah Tochinsky, Substitute LPN, at a salary of \$21.00, per hour, effective October 22, 2018
- 6. Jeanne Wheeler, Substitute Courier, at a salary of \$10.87, effective September 10, 2018 - July 31, 2019

Employ the following certified staff member for the 2018-2019 school year:

- 1. Linda Satola, Substitute VOSE, at the Medina County Career Center, at a salary of \$60.00 per ½ day and \$100.00 per full day, effective October 2, 2018 – July 31, 2019

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

- 1. Emily Bresler, Paraprofessional, effective October 9, 2018
- 2. Shannon Wood, Substitute LPN, effective October 1, 2018

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

- 1. Deborah Armenta, at the Buckeye Local School District, from 6 hours per day, to 6.5 hours per day.

2. Sandra Collins, from a Substitute LPN to an LPN, at the Brunswick City School District, 5 days per week, at 5.5 hours per day
3. Tara Piovarchy, RN, at the Buckeye Local School District, from 6 hours per day, to 6.5 hours per day
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

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

## **B. Policy Items**

1. The first reading of the following policy:

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.

2. The first reading 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.

3. The first reading 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.

8.

**C. 18-10-134 Remove Substitute Teacher from the Medina County Substitute List**

Mrs. Vance moved to remove Gwen Kraeff from the Medina County Substitute Teacher list due to not maintaining current licensure. Mrs. Hamilton seconded the motion.

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

**D. 18-10-135 2018-2019 County Service Agreement Amendments (ORC 3313.843 and 3313.845)**

1. The Buckeye Local School District for Bus Mechanic Services and Nursing Services (Attachment C)
2. The Cloverleaf Local School District for Home Instruction Services (Attachment D)

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

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

**E. 18-10-136 2018-2019 County Service Agreements (ORC 3313.843 and 333.845)**

1. The Loudonville-Perrysville Exempted Village School District for Behavior/Autism Consulting Services (Attachment E)

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

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

**F. 18-10-137 Amend Job Descriptions**

Mrs. Vance moved to amend the job descriptions for Director of Curriculum and Gifted Services, Director of Special Needs Initiatives, and Director of Nursing Services through the addition of the following:

Management as the Primary Duty of the Position:

1. Directs and assigns employees.
2. Provides genuine input into the interviews, selections, and training of employees.
3. Provides genuine input into the hours of work for employees.
4. Provides genuine input into the discipline of employees.
5. Apportions work among employees.
6. Determines the type of equipment to be used in performing work or materials.
7. Monitors work for legal or regulatory compliance.

Mr. Ravanelli seconded the motion.

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

**G. 18-10-137 Amend Job Descriptions**

Mrs. Vance moved to amend the job descriptions listed below through the addition of the following line: FLSA Status – NON-EXEMPT. Mr. Ravanelli seconded the motion.

Attendance Officer	Transportation Aide-Student with Disabilities
Vehicle Driver	Courier
Technician	Technician-Medina City School District
Administrative Assistant to the Superintendent	Lead Technician-Medina City School District
Alternative School Monitor	Senior Technician-Medina City School District
Alternative School Online Faculty	Alternative School Teacher

Behavioral/Autism Specialist	Speech Language Pathologist
Educational Aide-Student with Disabilities	ELL Teacher
Intervention Specialist-Gifted & Talented	Certified Tutor (MCCC)
Interpreter for the Hearing Impaired	Janitor/Custodian
Educational Aide (MCCC)	Transition to Work Specialist
Study Hall Aide (MCCC)	Home Instructor
Testing Coordinator (MCCC)	School Based Mental Health Liaison
Intervention Specialist-Summer Enrichment Program	
Health Aide/STNA	RN/Aesop/Scheduling
LPN	RN
Fine Arts Secretary	Staff Development Secretary
Assistant to Director of Nursing	Online Anytime Secretary
Personnel Secretary	Transportation Secretary
Receptionist Secretary	Secretary
Treasurer's Assistant/Accounts Payable	Secretary to Curriculum Director
Treasurer's Assistant/Payroll	Special Needs Initiative Secretary

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

**Adjournment**

Mrs. Hamilton moved the meeting be adjourned at 7:20 p.m. Mrs. Vance seconded the motion.

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

Minutes Approved:

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President

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Treasurer