

RECORD OF PROCEEDINGS

Minutes of Regular Meeting
 Educational Service Center of Lorain County Governing Board

Held: Elyria, Ohio

Date: August 21, 2012

The Educational Service Center of Lorain County Governing Board held its Regular Meeting on Tuesday, August 21, 2012. The meeting was called to order by Mrs. Maldonado at 4:05 P.M.

Members Present: Kalina, Maldonado, Sero, Tyler
 Absent: Walsh

READING OF MINUTES - 12-197

It is recommended that the Educational Service Center of Lorain County Governing Board approve the minutes of the Regular meeting held on June 19, 2012.

A motion was made by Tyler, seconded by Sero, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
 Nays none. Motion carried.

CONDITION OF FUNDS - 12-198

It is recommended that the Educational Service Center of Lorain County Governing Board approve the condition of funds as reviewed and read.

A motion was made by Sero, seconded by Kalina, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
 Nays none. Motion carried.

REVIEW AND PAYMENT JUNE AND JULY BILLS - 12-199

It is recommended that the Educational Service Center of Lorain County Governing Board authorize the payment of the June and July bills as described in the computer printout sheets.

A motion was made by Sero, seconded by Kalina, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
 Nays none. Motion carried.

INVESTMENTS - 12-200

It is recommended that the Educational Service Center of Lorain County Governing Board approve the following investments:

Educational Service Center of Lorain County			
6/30/12	Star Ohio	\$ 83,917.74	0.07%
6/30/12	RBC Capital Markets	\$1,041,025.29	0.32%
6/30/12	First Merit Money Market	\$ 4,566.45	0.09%
7/31/12	Star Ohio	\$ 83,923.54	0.08%
7/31/12	RBC Capital Markets	\$ 540,911.98	0.33%
7/31/12	First Merit Money Market	\$ 104,577.20	0.09%
Lake Erie Regional Council of Governments			
6/29/12	FFCB 4 year 9 months	\$ 400,000.00	1.03%
6/30/12	Star Ohio	\$ 438,845.25	0.07%
6/30/12	RBC Capital Markets	\$1,286,862.79	0.34%
6/30/12	First Merit Money Market	\$ 549,067.22	0.09%
7/26/12	FNMA 5 year	\$ 200,000.00	1.00%
7/31/12	Star Ohio	\$ 438,875.59	0.08%
7/31/12	RBC Capital Markets	\$1,287,621.96	0.30%
7/31/12	First Merit Money Market	\$ 549,102.58	0.09%

A motion was made by Sero, seconded by Tyler, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
 Nays none. Motion carried.

REVENUE PROJECTIONS AND APPROPRIATIONS - FY13 - 12-201

It is recommended that the Educational Service Center of Lorain County Governing Board, adopt the 2012-13 Revenue Projections and Appropriations for all funds listed and authorize the Treasurer to establish funds as necessary and make payments from them.

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FY13 ESC

	Fund	Carryover	Revenue	Expenditures	Fund Totals
General	001 0000	348,797.73	6,487,628.82	6,485,817.27	350,609.28
Amherst	001 9001	51,389.80	181,708.20	233,098.00	-
Avon Lake	001 9002	10,482.38	188,697.62	199,180.00	-
North Ridgeville	001 9003	46,018.20	143,000.00	189,018.20	-
Oberlin	001 9004	8,241.17	40,500.00	48,741.17	-
Sheffield	001 9005	4,393.89	154,111.11	158,505.00	-
Wellington	001 9006	(2,091.83)	96,417.83	94,326.00	-
Distance Learning	001 9007	156,392.66	440,000.00	596,392.66	-
Lorain County Academy	001 9008	(8,106.85)	472,463.00	464,356.15	-
Detention Home	001 9009	235,561.31	633,000.00	600,538.00	268,023.31
ESC Building Improvement	001 9010	99,245.77	-	99,245.77	-
Virtual Learning	001 9011	7,317.81	-	7,317.81	-
College Planning Services	001 9012	1,728.59	-	1,728.59	-
Homeless Shelter Services	001 9013	50,246.39	39,000.00	72,135.00	17,111.39
ESC Marketing & Program Development	001 9014	11,285.83	-	11,285.83	-
Extended School Year	001 9015	2,773.48	19,500.00	22,273.48	-
Elyria City	001 9016	-	157,225.21	157,225.21	-
Lorain City	001 9017	-	200,287.03	200,287.03	-
Project Search	001 9018		80,000.00	78,000.00	2,000.00
Curriculum Rotary	014 9011	89,758.12	100,000.00	122,000.00	67,758.12
Special Ed Rotary	014 9012	43,983.39	32,000.00	55,983.39	20,000.00
Supt. Rotary	014 9013	2,497.15	2,400.00	4,897.15	-
Gifted	014 9096	(1,958.10)	274,439.00	272,480.90	-
ELC Activity Funds	018 9000	9,896.13	12,000.00	21,896.13	-
Spirit of America	019 9010	6,404.11	14,000.00	20,404.11	-
Prevention Connection	019 9029	3,408.08	750.00	4,158.08	-
Turning Point - Stocker Grant	019 9030	(1,752.68)	1,752.68		-
WEOL Scholastic Games	019 9043	1,938.37	14,000.00	15,938.37	-
Lorain County Schools Crisis Team	019 9044	871.82	-	871.82	-
Before and After Care	020 9010	805.12	-	805.12	-
ESC Endowment Grants	022 9000	2,899.57	6,800.00	6,741.00	2,958.57
Sunshine Fund	022 9099	400.78	150.00	550.78	-
LEECA High Speed Connectivity	025 9016	250,861.81	-	250,861.81	-
LEECA (Non-Pub.)	025 9017	251,209.16	-	251,209.16	-
LEECA Resale Fund	025 9018	5,850.65	-	5,850.65	-
LEECA	025 9019	2,232,391.12	-	2,232,391.12	-
LERC	026 9039	10,454,945.04	19,287,000.00	19,287,000.00	10,454,945.04
Public School Pre-School 09-10	439 9046	122.37		122.37	-
Public School Pre-School 10-11	439 9049	1,642.80		1,642.80	-
Public School Pre-school 11-12	439 9050	(348.97)	348.97		-
Early Childhood Education 12-13	439 9051		68,000.00	68,000.00	-
Alternative School 12-13	463 9813		74,576.00	74,576.00	-
11-12 Parent Mentor	499 9081	(1,922.60)	1,922.60		-
12-13 Parent Mentor	499 9082		25,000.00	25,000.00	-
11-12 State Support Team	499 9712	2,618.23	-	2,618.23	-
12-13 State Support Team	499 9713				-

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			161,500.00	161,500.00	-
11-12 Kindergarten Transition	499 9912	138.14	-	138.14	-
12-14 TeachOhio	506 9012		400,000.00	400,000.00	-
11-12 IDEA	516 9076	(77,517.38)	77,517.38		-
12-13 IDEA	516 9077		977,489.00	977,489.00	-
12-13 Delinquent Title 1	572 9060		193,264.10	193,264.10	-
11-12 Homeless	572-9068	(14,000.00)	14,000.00		-
12-13 Homeless	572 9069		52,978.48	52,978.48	-
11-12 Early Childhood Spec Ed	587 9096	(2,688.96)	2,688.96		-
12-13 Early Childhood Spec Ed	587 9097		50,130.92	50,130.92	-
11-12 Early Learning Discretionary	587 9912	(5,835.20)	5,835.20		-
12-13 Early Learning Discretionary	587 9913		35,400.00	35,400.00	-
11-12 OTES State Trainer	590 9912	2,927.84	15,000.00	17,927.84	-
11-12 SPDG	599 9812	(22,405.75)	22,405.75	-	-
Total		14,260,816.49	31,256,887.86	34,334,298.64	11,183,405.71

A motion was made by Sero, seconded by Tyler, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
 Nays none. Motion carried.

READING OF MINUTES - LEECA - 12-202

It is recommended that the Educational Service Center of Lorain County Governing Board, as fiscal agent only, approve the minutes for the meeting of May 7, 2012.

A motion was made by Sero, seconded by Kalina, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
 Nays none. Motion carried.

APPROVE FISCAL REPORTS - LEECA - 12-203

It is recommended that the Educational Service Center of Lorain County Governing Board, as fiscal agent only, approve the Fiscal Reports for May, 2012.

A motion was made by Sero, seconded by Kalina, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
 Nays none. Motion carried.

NOMINATION OF CHAIRPERSON AND VICE-CHAIRPERSON - LEECA - 12-204

It is recommended that the Educational Service Center of Lorain County Governing Board, as fiscal agent only, nominate Mr. Keener as Chairperson for Fiscal Year 2013 and Mr. Scott as Vice-Chairperson for Fiscal Year 2013.

A motion was made by Sero, seconded by Kalina, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
 Nays none. Motion carried.

ESTABLISH MEETING DATES FOR BOARD OF DIRECTORS - LEECA - 12-205

It is recommended that the Educational Service Center of Lorain County Governing Board, as fiscal agent only, establish Monday, August 14, 2012 at 10:45 A.M. and Thursday, May 23, 2013 at 9:00 A.M. as the regular meeting dates of the LEECA Board of Directors.

A motion was made by Sero, seconded by Kalina, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
 Nays none. Motion carried.

ESTABLISH MEETING DATE FOR ASSEMBLY - LEECA - 12-206

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It is recommended that the Educational Service Center of Lorain County Governing Board, as fiscal agent only, establish Thursday, May 23, 2013 at 11:00 A.M. as the regular meeting date of the LEECA Assembly for FY 2013.

A motion was made by Sero, seconded by Kalina, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
 Nays none. Motion carried.

ADJUST APPROPRIATIONS AND REVENUE PROJECTIONS - LEECA - 12-207

It is recommended that the Educational Service Center of Lorain County Governing Board, as fiscal agent only, authorize the Fiscal Agent Treasurer to adjust appropriations and revenue projections as necessary to balance accounts prior to the fiscal year end.

A motion was made by Sero, seconded by Kalina, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
 Nays none. Motion carried.

CHANGE IN FISCAL AGENCY - LEECA - 12-208

It is recommended that the Educational Service Center of Lorain County Governing Board, as fiscal agent only, initiate the change in fiscal agency as outlined and as previously authorized by the LEECA Assembly due to the merger of the Lake Erie Educational Computer Association and the North Coast Council: fiscal agency shall transfer from the Lorain County ESC to the ESC of Cuyahoga County effective July 1, 2012 and direct the Lorain ESC to transition all LEECA financial assets to the ESC of Cuyahoga County as agreed upon by the two fiscal agents.

A motion was made by Sero, seconded by Kalina, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
 Nays none. Motion carried.

EXTENDED INSURANCE COVERAGE - JACKIE STILLWAGON - LEECA - 12-209

It is recommended that the Educational Service Center of Lorain County Governing Board, as fiscal agent only, adopt the following resolution:

WHEREAS, the Lake Erie Educational Computer Association (LEECA) and the North Coast Council (NCC) are merging; and

WHEREAS, unexpectedly five LEECA members did not join the NCC; and

WHEREAS, due to financial reasons the NCC was unable to offer a position to Ms. Jackie Stillwagon; and

WHEREAS, the LEECA Board of Directors desire to provide extended insurance coverage assistance to Ms. Stillwagon; and

THEREFORE, BE IT RESOLVED that the LEECA Board of Directors authorizes the fiscal agent to reimburse Ms. Stillwagon for up to six months of COBRA insurance coverage at the anticipated cost of \$549.52 per month once proof of payment has been provided.

A motion was made by Sero, seconded by Kalina, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
 Nays none. Motion carried.

SET BOARD OF DIRECTORS MEETING - LEECA - 12-210

It is recommended that the Educational Service Center of Lorain County Governing Board, as fiscal agent only, set the next Board of Directors meeting for August 14, 2012 at 10:45 A.M. unless the Chairperson calls a special meeting based on necessity.

A motion was made by Sero, seconded by Kalina, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
 Nays none. Motion carried.

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READING OF MINUTES - LERC - 12-211

It is recommended that the Educational Service Center of Lorain County Governing Board, as fiscal agent only, approve the minutes for the meeting of May 14, 2012.

A motion was made by Sero, seconded by Kalina, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
Nays none. Motion carried.

APPROVE FISCAL REPORT - LERC - 12-212

It is recommended that the Educational Service Center of Lorain County Governing Board, as fiscal agent only, approve the Fiscal Report for Insurance (May 2012).

A motion was made by Sero, seconded by Kalina, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
Nays none. Motion carried.

ADJUSTING APPROPRIATIONS AND REVENUE PROJECTIONS - LERC - 12-213

It is recommended that the Educational Service Center of Lorain County Governing Board, as fiscal agent only, authorize the Fiscal Agent Treasurer to adjust the appropriations and revenue projections as necessary to balance accounts prior to the fiscal year end.

A motion was made by Sero, seconded by Kalina, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
Nays none. Motion carried.

NOMINATE CHAIRPERSON AND VICE-CHAIRPERSON - LERC - 12-214

It is recommended that the Educational Service Center of Lorain County Governing Board, as fiscal agent only, nominate Cory Thompson as Chairperson; and Greg Ring as Vice-Chairperson for Fiscal Year 2013; and appoint Alecia Ulcar as Recording Secretary for Fiscal Year 2013.

A motion was made by Sero, seconded by Kalina, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
Nays none. Motion carried.

AGREEMENT WITH COSTIN AND COMPANY - LERC - 12-215

It is recommended that the Educational Service Center of Lorain County Governing Board, as fiscal agent only, authorize the Treasurer to enter into a contract with Costin and Company to provide GAAP Look-Alike Conversion assistance for fiscal year 2012 at a cost not to exceed \$5,000.

A motion was made by Sero, seconded by Kalina, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
Nays none. Motion carried.

FISCAL AGENCY FEE FOR FY2013 - LERC - 12-216

It is recommended that the Educational Service Center of Lorain County Governing Board, as fiscal agent only, establish the fiscal agency fee for insurance as .0030 of appropriations.

A motion was made by Sero, seconded by Kalina, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
Nays none. Motion carried.

EMPLOYMENT OF PERSONNEL - LISHA NASIPAK - LERC - 12-217

It is recommended that the Educational Service Center of Lorain County Governing Board, as fiscal agent only, employ Lisha Nasipak as a part-time assistant to the Claims Supervisor at an hourly rate of \$15.30 not to exceed 24 hours per week (July 1, 2012 - June 30, 2012).

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A motion was made by Sero, seconded by Kalina, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
Nays none. Motion carried.

ADDITIONAL HOURS - LISHA NASIPAK - LERC - 12-218

It is recommended that the Educational Service Center of Lorain County Governing Board, as fiscal agent only, approve additional hours for Lisha Nasipak part-time assistant to the Claims Supervisor from June 1 - August 31, 2012. Additional hours to be paid through the submission of timesheets at her approved hourly rate.

A motion was made by Sero, seconded by Kalina, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
Nays none. Motion carried.

APPROVE MEDICAL LEAVE OF ABSENCE ALECIA ULCAR - LERC - 12-219

It is recommended that the Educational Service Center of Lorain County Governing Board, as fiscal agent only, approve a medical leave of absence for Alecia Ulcar beginning April 30, 2012 through August 31, 2012.

A motion was made by Sero, seconded by Kalina, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
Nays none. Motion carried.

EMPLOY CLAIMS SUPERVISOR - LERC - 12-220

It is recommended that the Educational Service Center of Lorain County Governing Board, as fiscal agent only, employ Alecia Ulcar as Claims Supervisor, effective July 1, 2012 for one year at Step 20 of the Claims Supervisor salary schedule.

A motion was made by Sero, seconded by Kalina, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
Nays none. Motion carried.

SET BOARD OF DIRECTORS MEETING - LERC - 12-221

It is recommended that the Educational Service Center of Lorain County Governing Board, as fiscal agent only, set the next Board of Directors meeting for September 10, 2012 unless the Chairperson calls a special meeting based on necessity.

A motion was made by Sero, seconded by Kalina, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
Nays none. Motion carried.

EMPLOYMENT OF PERSONNEL - 12-222

It is recommended that the Educational Service Center of Lorain County Governing Board approve employment of the following:

- a. **Mike Tomlin-Brenner**, Pursuant to the public hearing held at 4:00 p.m. on June 19, 2012, it is recommended that the Governing Board employ Michael Tomlin-Brenner as Academic Supervisor for Clearview Local Schools on the NWSUPV salary schedule, column 1, Step 15, effective October 1, 2012 through July 31, 2013 with ten additional days in June. Salary pro-rated to \$54,945.80.
- b. **Lois Krause, Debra Looney, and Mary Abfall**, to work as Educational Aides for the Avon extended school year program, to be paid through submission of timesheets at their hourly rate, not to exceed 100 hours, effective June 11, 2012 through August 9, 2012. All costs to be billed to Avon Local Schools.
- c. **Coleen Barta**, as a Substitute Teacher, at the Lorain County ESC extended school year camp, for one day, July 5, 2012, to be paid at the substitute teacher rate. Cost to be paid through

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submission of a timesheet at the approved substitute teacher rate.

- d. **Tracey Davis**, as a Parent Mentor, at an hourly rate of \$13.00, not to exceed 24 hours per week, effective for the 2012-13 school year. Salary to be paid through the submission of timesheets.
- e. **Robin Wallace**, to serve as Supervisor for intern Social Worker, at the hourly rate of \$60.00 to be paid per time sheets (not to exceed \$7,000), effective July 1, 2012 through June 30, 2013. All costs to be funded through the Lorain County Academy budget.
- f. **Robin Wallace**, Part-time Social Worker for Oberlin City Schools effective July 1, 2012 thru June 30, 2013 to be paid at an hourly rate of \$35 per hour, not to exceed 600 hours. Payment by submission of timesheets to be charged to Oberlin's SB140 funds.
- g. **Allison Trent**, Speech & Language Pathologist, for Avon Local Schools, on Step 0, MA of the Teachers/SLP/Psychologist salary schedule, effective August 22, 2012 through July 31, 2013. For additional time worked beyond the regular day, she will be paid at her hourly rate, through the submission of timesheets, not to exceed 24 hours.
- h. **Ray Ellington**, at Step 4, **Carol London**, at Step 8, and **Kevin Huff**, at Step 0, of the salary schedule, as Aides at the Lorain County Academy, each not to exceed 24 hours a week, effective August 20, 2012 through June 10, 2013. Salary to be paid through the submission of timesheets.
- i. **Carla Jamieson**, Coordinator of Special Programs assigned to Sheffield-Sheffield Lake City Schools, on a one-year, nine-month contract, effective August 22, 2012 thru July 31, 2013 at a salary of \$35,844 to be paid out of Sheffield's 140 funds.
- j. **Jackie Stillwagon**, Gifted and General Education Secretary, on a one year, 10-month contract, at Step 17 of the Secretary Level 1 salary schedule, effective August 7, 2012.
- k. Part-time, Classroom Aides at the Early Learning Center, on a one-year contract, not to exceed 24 hours per week, effective on September 4, 2012, at the following steps of the Preschool Aides salary schedule, paid through the submission of timesheets:

Christine Willing	Step 3	Katherine Tuttle	Step 3
Sue Conrad	Step 4		
- l. **John Berglund, Yvonne Tinney, Catherine Garrett, Ed Wishart, Debbie Cartwright, and Dorothea Wishart** as Tutors for Title I Homeless Education and Delinquent Education, and the Lorain County Juvenile Court Residential Facilities, at an hourly rate of \$17.50, and as Substitute Teachers, at a daily rate of \$100, for the Lorain County Juvenile Court Residential Facilities, on a one-year contract, on an as-needed basis, effective August 27, 2012 through June 10, 2013.
- m. **Chris Howell, Dawn Gibson, Kay Tucker, Melissa Folk, Mike Hancock, Dan Palisin, and Rich Tinney** as part-time Tutors for Title I Homeless Education and Delinquent Education, and the Lorain County Juvenile Court Residential Facilities, at an hourly rate of \$17.50, on a one-year contract, on an as-needed basis, effective August 27, 2012 through June 10, 2013.
- n. **Becky Winningham**, Educational Aide at the Early Learning Center, on a one-year contract, on Step 3, effective August 22, 2012.
- o. **Judy Page**, as a part-time Educational Aide at the Early Learning Center, on a one-year contract, not to exceed 24 hours

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per week, on Step 11, effective August 22, 2012, paid through the submission of timesheets.

- p. **Karla Ott**, as a half day Preschool Intervention Teacher at the Early Learning Center, on a one-year contract, at Step 0 BA of the salary schedule, effective August 22, 2012.
- q. Educational Aides at Avon Local Schools, effective August 23, 2012, on a one-year contract, at the following steps of the salary schedule:

Elaine Baron	Step 0	Gary Bruner	Step 0
Stephen Fordyce	Step 0	Ashley Lance	Step 0
Tyler Peairs	Step 0	Julie Szuhly	Step 5
Susan Trifiletti	Step 4	Patricia Walters	Step 0

During the year, additional time worked beyond their regular day to be paid at their hourly rate through the submission of timesheets, effective August 20, 2012. Total hours not to exceed 24 hours per aide.

- r. **Michelle Stoffan**, as a Consultant to support the work for TeachOhio, to be paid \$66 per hour, not to exceed 1,400 hours. Salary to be funded from the TeachOhio (BOOST) grant (506-9012) and to be paid through the submission of timesheets, effective May 14, 2012 thru June 30, 2014.

A motion was made by Tyler, seconded by Sero, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
Nays none. Motion carried.

RESIGNATION OF PERSONNEL - 12-223

It is recommended that the Educational Service Center of Lorain County Governing Board approve the resignation of the following:

- a. **Ruth Weible**, Gifted Secretary, effective July 26, 2012.
- b. **Stacy Cole**, Speech Pathologist at Avon, effective July 31, 2012.
- c. **Sarah Baldwin**, Parent Mentor, effective May 10, 2012.
- d. **Annette Bartlome**, Aide at the Early Learning Center, effective July 31, 2012.

A motion was made by Tyler, seconded by Sero, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
Nays none. Motion carried.

SUPPLEMENTAL CONTRACT - 12-224

It is recommended that the Educational Service Center of Lorain County Governing Board approve a supplemental contract for **Laura Morahan**, Clerk at Holy Trinity School in Avon, for additional days as needed, beginning June 11 through August 22, 2012. Salary to be paid through the submission of timesheets at her 2011-12 daily rate. All costs to be billed to Avon.

A motion was made by Tyler, seconded by Sero, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
Nays none. Motion carried.

AMEND RESOLUTIONS - 12-225

It is recommended that the Educational Service Center of Lorain County Governing Board approve amending the following:

- a. Resolution #12-127 - to extend an additional 60 hours (total hours not to exceed 150 hours for the summer) to **Adrienne Arndt** and **Elizabeth Hopkins**, one-on-one Aides with Avon students at the extended school year program.

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- b. Resolution #12-132 - to extend an additional 9.5 hours for **Lori Kissling** to perform secretarial duties during the summer.
- c. Resolution #12-180 - for **Canda Papa** to be paid \$13 per hour.

A motion was made by Tyler, seconded by Sero, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
 Nays none. Motion carried.

ADDITIONAL WORK HOURS - PRESCHOOL CERTIFIED STAFF AT AVON - 12-226

It is recommended that the Educational Service Center of Lorain County Governing Board approve supplemental contracts for additional time worked beyond their regular day, to be paid at their hourly rate through the submission of time sheets, effective for the 2012-13 school year. Total hours not to exceed 24 hours per each of the following staff members:

Jennifer Arnold	JoAnne Doran
Elizabeth Koscho	Jessica Talbott
Allison Trent	Stacy Vrbancic
Brooke Yenkevich	

Total hours not to exceed 60 hours per each of the following staff members:

Maria Greszler	Brandie Rush
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A motion was made by Tyler, seconded by Sero, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
 Nays none. Motion carried.

ADDITIONAL WORK HOURS - PRESCHOOL CLASSIFIED STAFF AT AVON - 12-227

It is recommended that the Educational Service Center of Lorain County Governing Board approve supplemental contracts for additional time worked beyond their regular day, to be paid at their hourly rate through the submission of time sheets, effective for the 2012-13 school year. Total hours not to exceed 24 hours per the following classified staff members:

Mary Abfall	Stephanie Beck	Debra Campo	Becky Ciresi
Traci Edmunds	Marla Ford	Linda Greene	Kathryn Hall
Elizabeth Hopkins	Nancy Kaiser	Lois Krause	Debra Looney
Donna Pickett	Ryan Riebau		

A motion was made by Tyler, seconded by Sero, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
 Nays none. Motion carried.

ADDITIONAL HOURS - JENNIFER FAZIO - 12-228

It is recommended that the Educational Service Center of Lorain County Governing Board approve 49 additional hours for **Jennifer Fazio** at her hourly rate for the 2011-12 school year to be paid through the submission of timesheets. All costs to be billed back to Avon Lake City Schools.

A motion was made by Tyler, seconded by Sero, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
 Nays none. Motion carried.

OUT OF STATE TRAVEL - 12-229

It is recommended that the Educational Service Center of Lorain County Governing Board approve out of state travel for Jennifer Heim, Autism/Low Incidence/Assistive Technology Consultant, to attend Closing the Gap Conference in Minneapolis, MN on October 15-19, 2012 at an estimated cost of \$2,050.

A motion was made by Tyler, seconded by Sero, that the foregoing recommendation be approved 08/21/12.

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Roll call: Kalina, Maldonado, Sero, Tyler
Nays none. Motion carried.

INCREASE TRAVEL ALLOWANCE - DAVE MILLER - 12-230

It is recommended that the Educational Service Center of Lorain County Governing Board approve an increase in the travel allowance for Dave Miller for June 2012 (retroactive), in the amount of \$1,300. Costs to be paid through the Lorain County Distance Learning account.

A motion was made by Tyler, seconded by Sero, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
Nays none. Motion carried.

ADVANCE ON SALARY SCHEDULE - JENNIFER ARNOLD - 12-231

It is recommended that the Educational Service Center of Lorain County Governing Board approve advancing **Jennifer Arnold**, Early Childhood Intervention Specialist, from the MA column to the MA+15 column of the salary schedule, effective for the 2012-13 school year. Appropriate transcript to document the additional coursework is on file at the ESC of Lorain county.

A motion was made by Tyler, seconded by Sero, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
Nays none. Motion carried.

REDUCTION OF DAYS WORKED - PAULA ROTH - 12-232

It is recommended that the Educational Service Center of Lorain County Governing Board approve the reduction of days for **Paula Roth** for 2012-13 from 146 days to 120 days per Paula's request.

A motion was made by Tyler, seconded by Sero, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
Nays none. Motion carried.

MATERNITY LEAVE - KAREN PODSIADLO - 12-233

It is recommended that the Educational Service Center of Lorain County Governing Board approve a maternity leave for Karen Podsiadlo, beginning October 29, 2012 through June 7, 2013, using all accumulated sick and personal leave.

A motion was made by Tyler, seconded by Sero, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
Nays none. Motion carried.

CONTRACTS - 12-234

It is recommended that the Educational Service Center of Lorain County Governing Board approve the following contracts:

- a. With North Coast Council, for service and support for EMIS, Fiscal Services and Student Services in the amount of \$3,900 per school year for Fiscal Services support, \$.050 per student for EMIS support services, \$8.25 per student for Student Services support, effective July 1, 2012 through June 30, 2013, not to exceed \$5,850.
- b. With Ideastream, for Curriculum professional development for Science and/or Math Standards, provided by Consultant, George Viebranz, throughout the 2012-13 school year, at a total cost not to exceed \$4,780.
- c. For the Lorain County ESC to provide professional development services to Avon Local Schools, for \$2,900 on the following dates:

\$400 per ½ days	ELA and Math	September 19 & 20, October 10 & 18, 2012
\$1,300 for 2 full days	Science	October 4 & 16, 2012
- d. For the Lorain County ESC to provide 2 days of professional development services to Western Reserve Local Schools for Science Revised Standards Mapping, on September 10 and October 12, 2012, at a cost of \$3,800.

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- e. For the Lorain County ESC to provide 4 days of professional development services to the Catholic Diocese of Cleveland for Introduction to Math and ELA Common Core Standards, on September 25 through 28, 2012, at a cost of \$7,600.
- f. For the Lorain County ESC to provide professional development services to Lorain City Schools, at a cost of \$109,600, beginning July 31, 2012 through June 13, 2013.
- g. For the Lorain County ESC to provide 2 full day professional development training sessions to Clearview Local Schools, on July 26 and July 27, 2012, for Marzano Learning Targets, at a cost of \$5,800.
- h. For the Lorain County ESC to provide ½ day professional development services to Mansfield Preparatory Academy (Lorain), for New Common Core ELA and Math Standards, on August 31, 2012, at a cost of \$400.
- i. Positive Education Program (PEP) for consultation and support services, effective August 22, 2012 thru June 8, 2013. Maximum cost is \$27,000, which will be paid by participating districts.
- j. Elizabeth Elrod, as SITES Program Consultant for Oberlin City Schools, at a fee of \$6,000 to be paid out of Oberlin' SB140 funds.
- k. Ohio Schools Council for membership in FY13 and participation in the Cooperative Purchasing Program for a total fee of \$650.
- l. Lew Galante, as a Consultant to provide analysis and technical assistance service for conducting all research associated with the implementation of the Shared Service Transportation Services grant, at a fee of \$60.00 per hour, effective July 1, 2012. To be funded through the Local Government Innovation Grant Award.
- m. Rebecca Tolson, to present "Testing and Evaluation for Dyslexia: What School Psychologists Need to Know", on August 6 and 7, 2012, at a fee of \$3,200, and "Multisensory Approaches to Teaching Reading", on September 11, 12 & 20, 2012, at a fee of \$4,800. All contract costs to be funded through VIB funds.
- n. Lorain County Community College for room rental at the Spitzer Center, at a fee of \$600, with costs to be paid through VIB funds.
- o. Barbara Kaiser, to present "Challenging Behavior in Young Children", on March 8, 2013, at a cost not to exceed \$3,600, including expenses, to be paid from the Preschool Discretionary Grant funds.

A motion was made by Tyler, seconded by Sero, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
Nays none. Motion carried.

PARENT MENTOR GRANT - 12-235

It is recommended that the Educational Service Center of Lorain County Governing Board accept and appropriate the Parent Mentor Project Grant awarded to the Educational Service Center from the Ohio Department of Education in the amount of \$25,000 for the 2012-13 school year.

A motion was made by Sero, seconded by Kalina, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
Nays none. Motion carried.

TRAVEL ALLOWANCE - 12-236

It is recommended that the Educational Service Center of Lorain County Governing Board approve travel allowance for the Educational Service Center staff for the 2012-13 school year.

Name**Position****Mileage**

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Barbaro, Vicki	Secretary	\$ 100.00
Bates-Schon, Christen	Wellington Psychologist	\$ 500.00
Bowersox, Larry	Regional Facilitator	\$ 2,000.00
Conrad, Barbara	Speech Supervisor	\$ 6,000.00
Crytzer, Carissa	Gifted Coordinator	\$ 3,500.00
Dalgleish, Barbara	Supervisor	\$ 500.00
Detention Home/Stepping Stone	Staff	\$ 6,500.00
Dulmage, Laura	Regional Facilitator	\$ 1,000.00
Early Childhood	Speech/Language Pathologist	\$ 4,000.00
Early Childhood	Teachers	\$ 5,000.00
Early Childhood	Psychologists	\$ 1,000.00
Early Childhood	Custodians	\$ 200.00
Eberhardt, Carol	Secretary	\$ 100.00
Erwine, Moira	Regional School Improvement/PD	\$ 4,500.00
Fisher, Vicki	Avon Supervisor	\$ 2,500.00
Foreman, Kari	Transition Specialist	\$ 4,000.00
Gamble, Pam	Secretary	\$ 100.00
Greiner, Linda	Assistant to the Treasurer	\$ 250.00
Hartline, Jim	Project Coordinator	\$ 1,000.00
Heim, Jennifer	Autism Consultant	\$ 7,000.00
Henderson, Graham	Academy Coordinator	\$ 2,000.00
Hieronymus, Paul	Distance Learning Consultant	\$ 6,000.00
Hunt, Debbie	Secretary	\$ 100.00
Kaminski, Mary Lou	Gifted Coordinator	\$ 4,000.00
Kissingling, Lori	Early Childhood Secretary	\$ 500.00
Komperda, John	Regional Facilitator	\$ 1,000.00
Johansson, Andreas	Computer Technician	\$ 6,000.00
Lepi, Carol	Audiologist	\$ 3,000.00
Lichtenfels, Tracy	Sp. Ed. & Fam. Services Director	\$ 7,000.00
Lord, Betty	Early Learning & School Readiness	\$ 8,000.00
Louder, Luke	Computer Tech - Sheffield	\$ 600.00
Maruna, Russell	Columbia Supervisor	\$ 1,000.00
Miller, Dave	Distance Learning Consultant	\$ 6,500.00
Osko, Nancy	Early Learning & Literacy Readiness	\$ 6,500.00
Murdock, Dan	Special Ed Supervisor	\$ 2,000.00
Neuman, Taya	Special Ed Supervisor	\$ 1,500.00
Onderko, Polly	Computer Technician	\$ 2,000.00
Orseno, Jill	Treasurer	\$ 2,000.00
Parent Mentors	Parent Mentors	\$ 3,000.00
Rinehart, Monique	Assistant to the Treasurer	\$ 500.00
Reinke, Judy	Preschool Supervisor	\$ 1,000.00
Ring, Greg	Superintendent	\$ 3,000.00
Rybak, Sharon	Reg. 2 Single Point of Contact	\$ 4,800.00
Shannon, Debbie	Secretary	\$ 250.00
Skoczen, Judy	Special Ed Supervisor	\$ 2,675.00
Smith, Dan	ESC Custodian	\$ 1,000.00
Stillwagon, Jackie	Secretary	\$ 100.00
Stoffan, Michelle	Regional Facilitator	\$ 1,000.00
Tomlin-Brenner, Mike	Clearview Supervisor	\$ 1,000.00
Torres, January	Assistant to the Treasurer	\$ 100.00
Weidrick, Marijo	Director of Curriculum	\$ 4,500.00
White, Dan	Keystone Supervisor	\$ 3,000.00

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A motion was made by Tyler, seconded by Kalina, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
Nays none. Motion carried.

CALENDAR - PROJECT SEARCH - 12-237

It is recommended that the Educational Service Center of Lorain County Governing Board approve the 2012-13 school calendar for the Project Search Program.

A motion was made by Sero, seconded by Kalina, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
Nays none. Motion carried.

JOB DESCRIPTIONS - 12-238

It is recommended that the Educational Service Center of Lorain County Governing Board approve modifications and revisions made to job descriptions during the 2012-13 employment year.

A motion was made by Kalina, seconded by Tyler, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
Nays none. Motion carried.

REVISIONS TO EARLY CHILDHOOD PARENT HANDBOOK - 12-239

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It is recommended that the Educational Service Center of Lorain County Governing Board approve the following changes to the Early Childhood Parent Handbook:

1. Removal of the Rainbow Room (Extended Care) Information due to the closure of this service.
2. Addition of statement indicating a phone call will be made for unreported absences.

Attendance is taken daily. Please call or email your child's teacher or the office at 440-324-3178 x1143 if your child will be absent. *A phone call home will be made in your child's absence if no notification has been received.* We need a note on the day that he/she returns to school explaining the reason for absence.

3. Addition of a late fee cost for children not picked up at the designated time. All children must be picked up promptly by 11:30 and 3:30. If the circumstances arise that you are unable to pick up your child on time, you must call. One warning will be given if a call is not received. After this warning you will be billed an additional baby-sitting fee if your child is not picked up by the assigned dismissal time. The additional babysitting fee will be **\$10 for every 15 minutes** your child remains in our care. See extended Care Policy for late charges. **This policy will be strictly enforced.**
4. Addition of the following to the handbook as required by the Ohio Department of Education, Preschool Licensing requirements.

The following policies have been adopted by our board and are determined by The ODE Preschool Program Licensing Rules:

3301-37-10: Behavior Management/Discipline

- (A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- (B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
- (C) Behavior management/discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises.
- (D) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
 - (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
 - (2) No discipline shall be delegated to any other child.
 - (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
 - (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
 - (5) No child shall be subjected to profane language, threats, derogatory remarks about the child or the child's family or other verbal abuse.
 - (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
 - (7) Techniques of discipline shall not humiliate, shame or frighten a child.
 - (8) Discipline shall not include withholding food, rest or toilet use.

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- (9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
- (10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- (E) The parent of a child enrolled in a center shall receive the center's written discipline policy.
- (F) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

A motion was made by Tyler, seconded by Kalina, that the foregoing recommendation be approved 08/21/12.

Roll call: Kalina, Maldonado, Sero, Tyler
 Nays none. Motion carried.

ADJOURNMENT - 12-240

On a motion made by Sero, seconded by Kalina, the regular meeting was adjourned at 5:25 p.m.

Roll call: Kalina, Maldonado, Sero, Tyler
 Nays none. Motion carried.

 President

 Treasurer