

RECORD OF PROCEEDINGS

Minutes of

Regular Meeting

Educational Service Center of Lorain County Governing Board

Held: Elyria, Ohio

Date: April 19, 2016

CALL TO ORDER

The Educational Service Center of Lorain County Governing Board held its Regular Meeting on Tuesday, April 19, 2016. The meeting was called to order by Mrs. Von Gunten at 4:00 P.M.

Roll Call: Barnhart-yes; Kalina-yes; Maldonado-yes; Von Gunten-yes
Absent: Sero
Motion Carried

HEARING FROM THE PUBLIC

None.

BOARD MEMBER REPORTS

None.

TREASURER'S REPORT

Mrs. Orseno updated the board on the condition of funds, receipts versus expenditures and investments.

TREASURER'S RECOMMENDATIONS: 16-191. It is recommended that the Board approve:

- a. Minutes of the regular meeting of the Board held on March 15, 2016.
- b. Financial Report and Condition of Funds for March, 2016 as reviewed and read.
- c. Payment of March bills as described in the computer printout sheets.
- d. Investments as reviewed and read.

Judy Maldonado moved, seconded by Ken Kalina that foregoing recommendations be approved.

Roll Call: Barnhart-yes; Kalina-yes; Maldonado-yes; Von Gunten-yes;
Absent: Sero
Motion Carried

SUPERINTENDENT'S REPORT

- OESCA update
- Policy review

SUPERINTENDENT'S RECOMMENDATIONS:1. BOARD POLICY: 16-20

To adopt/revise the following Board Policies:

New Policy 6111	Internal Controls
New Policy 6112	Cash Management of Grants
New Policy 6114	Cost Principles-Spending Federal Funds
New Policy 6116	Time and Effort Reporting
New Policy 6325	Procurement-Federal Grants/Funds
Revised Policy 1130	Conflict of Interest (Administration)
Revised Policy 3113	Conflict of Interest (Professional Staff)
Revised Policy 4113	Conflict of Interest (Classified Staff)
Revised Policy 5320	Immunization
Revised Policy 6110	Grant Funds
Revised Policy 7300	Disposition of Real Property/Personal Property
Revised Policy 7310	Disposition of Surplus Property
Revised Policy 7450	Property Inventory

Ken Kalina moved, seconded by Judy Maldonado that foregoing recommendations be approved.

Roll Call: Barnhart-yes; Kalina-yes; Maldonado-yes; Von Gunten-yes
Absent: Sero
Motion Carried

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2. GENERAL: 16-21

- a. To approve a contract with Lorain City Schools/New Beginnings to provide professional development on May 4, 2016, at a cost of \$850.
- b. To approve a contract with Constellation Schools for curriculum consultation services, on May 20, 2016, at a cost of \$1,800. Four consultants will present 2.5 hours each on a specific curriculum area.
- c. To enter into a contract with Lisa Audet, Ph.D., CCC-SLP to present the workshop "From Few Words to Discourse: Assessment and Intervention to Increase Expressive Communications in ASD" on May 18, 2016 at a cost not to exceed \$965, to be paid out of Fund 014-9012.
- d. To approve a three year contract with Costin and Company for GAAP conversion at year end at a cost not to exceed \$9,250 per year for years 2016 thru 2018.
- e. To approve a service agreement with Perkins Local Schools for a Special Education Compliance Coach effective August 1, 2016 through June 30, 2017, amount not to exceed \$29,120. Perkins Local Schools agrees to pay all costs associated with 40 days of work for the Special Education Compliance Coach.
- f. To approve all multi-agreement contracts as submitted from participating districts.
- g. To approve an agreement to facilitate a Treasurer's Search for Sheffield-Sheffield Lake City Schools at a rate of actual incurred costs, not to exceed \$500.
- h. To approve the three year agreement with Connect to provide continued internet access for the ESC building, Lorain County Academy, Detention Home and Early Learning Center at an annual cost of \$24,900.
- i. To approve the quote from Connect for hardware updates at the Lorain County Academy at a cost of \$5,068.
- j. To approve the quote from Connect for hardware updates at the Detention Home and Turning Point at a cost of \$2,781.

Judy Maldonado moved, seconded by Ken Kalina that foregoing recommendations be approved.

Roll Call: Barnhart-yes; Kalina-yes; Maldonado-yes; Von Gunten-yes
 Absent: Sero
 Motion Carried

3. REDUCTION IN FORCE: 16-22

WHEREAS, the Lorain County Educational Service Center has experienced during the 2015-2016 school year and projected into the 2016-2017 school year, a decline in funding and monies which effect the fiscal operation of the Lorain County Academy and

WHEREAS, ORC Section 3319.17 provides that a Governing Board of Educational Service Center may make a reduction in force of its teaching staff for "staff reorganization" and

WHEREAS, it is necessary for the Board of Education to reduce the number of teachers in its employ for the 2016-2017 school year at the Lorain County Academy pursuant to ORC Section 3319-17.

NOW THEREFORE, the Governing Board voting in the affirmative hereby adopts the following:

1. That pursuant to ORC 3319.17 it is necessary to reduce the total number of teachers for the 2016-2017 school year by two (2) at the Lorain County Academy because of "staff reorganization" and said reduction is to take effect July 31, 2016.

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2. That the Superintendent is hereby directed to reduce and suspend two (2) teachers in the Lorain County Academy by giving preference to continuing contract teachers, required certifications for program needs and the best interest of the Educational Service Center as determined by the Superintendent.
3. That the Superintendent is directed to make a recall list for the teachers being reduced-in-force, if the teacher has continuing contract status with the Educational Service Center.
4. That the Treasurer is hereby directed to notify the Lorain County Academy teachers to be reduced of the Governing Board's action and to also provide said suspended teacher with the appropriate unemployment and COBRA notices.

Effective July 31, 2016, Adam Wilson and Tina Arwood-Wills, teachers at the Lorain County Academy, are reduced in force.

James Barnhart moved, seconded by Ken Kalina that foregoing recommendations be approved.

Roll Call: Barnhart-yes; Kalina-yes; Maldonado-yes; Von Gunten-yes
Absent: Sero
Motion Carried

4. PERSONNEL: 16-23

- a. To authorize the Treasurer to send salary notices to all appropriate administrative and classified personnel for the 2016-2017 school year.
- b. To reemploy board employees in the positions indicated, for the contract period stipulated, as per the approved salary schedule, effective with the employees 2016-2017 contract year. All contracts are contingent upon school districts contracting with the Educational Service Center for services.

One-Year Contracts August 1, 2016 through July 31, 2017

Christen Bates-Schon	School Psychologist (Vermilion)	Step 20	10 months
Michael Gillam	Coordinator On-Line Learning (Amherst)	N/A	125 days
Jennifer Jackson	Educational Consultant (SST)	Step 7	12 months
Joshua Preece	Educational Consultant (SST)	Step 8	12 months

Two-Year Contracts August 1, 2016 through July 31, 2018

Jane Hawks	Special Ed Supervisor (Avon Lake)	Step 11	10 mos (114 days)
Michael Triska	Technology Integration Trainer	N/A	10 months

Three-Year Contracts July 1, 2016 through June 30, 2019

Nancy Osko	Early Literacy Consultant (SST)	Step 20	12 months
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Three-Year Contracts August 1, 2016 through July 31, 2019

Debora Dennis	Dir. Special Ed Services (Avon)	N/A	10 mos (210 days)
Catherine Fischer	Supervisor of Gifted & Talented	Step 17	10 months
Elizabeth Fleming	Supervisor Early Childhood Programs	Step 14	10 months
Jessica Imbrogno	Transition Coordinator	Step 3	10 months
Jamie Krajewski	Transition Coord/Proj SEARCH Liaison	Step 7	10 months
Jamie Maassen	Dir of Special Education Services	Step 20	10 months

- c. To reemploy board classified staff in the positions indicated, for the contract period stipulated, as per the approved salary schedule, effective with the employees 2016-2017 contract year. All contracts are contingent upon school districts contracting with the Educational Service Center for services.

One-Year Contracts - August 1, 2016 through July 31, 2017

Tracy Butchko	P.T. Secretary	Step 17	hourly
Stephanie Calhoun	P.T. Secretary to Coord. Spec. Projects	hourly	
Stephanie Calhoun	P.T. Fingerprinting	N/A	hourly, not to exceed 24 hrs/week
Theresa Davis	P.T. Parent Mentor	N/A	hourly, not to exceed 24 hrs/week
Ray Ellington	P.T. Aide (Academy)	Step 8	hourly, not to exceed 24 hrs/week
Canda Papa	P.T. Parent Mentor	N/A	hourly, not to exceed 24 hrs/week

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Two-Year Contracts - August 1, 2016 through July 31, 2018

Christine Boosinger	Educational Aide (Avon)	Step 3	Half Days	9 months
Jana Fehlan	Educational Aide (ELC)	Step 7		9 months
Roxanne Ocasio	Educational Aide (ELC)	Step 5		9 months
Sheila Shermak	Educational Aide (Avon)	Step 1	Half Days	9 months
Barbara Wilson	ELC Secretary	Step 10		10 months

One-Year Contracts - July 1, 2016 through June 30, 2017

Irena Dickerson	P.T. Treasurer's Office	N/A	hourly, not to exceed	24 hrs/week
Dennis Dyke	P.T. Computer Tech	\$25 per/hr	not to exceed	24 hrs/week
Christine Finkel	P.T. Custodian	N/A	hourly, not to exceed	24 hrs/week
Lisha Nasipak	Insurance Supervisor	Step 4		25 hrs/week
Brian Paradis	Computer Technician (Sheffield)	N/A		12 months
Karen Thorne	P.T. DH/SS Data Clerk	N/A		hourly

Continuing Contract

Julie Coughlin	Gifted Secretary	Step 17		10 months
Linda Mangan	Educational Aide (Avon)	Step 3		9 months
Kristin Ott	Educational Aide (Avon)	Step 3		9 months
Judy Page	Educational Aide (Elyria)	Step 15		9 months

- d. To suspend the contract of Stephen Fordyce, Educational Aide assigned to Avon. Pursuant to ORC 3319.172 due to student enrollment numbers within the classrooms, effective July 31, 2016.
- e. To approve supplemental contracts for the following:
- Heather Freiberg, School Psychologist assigned to Lake Ridge Academy, to create a learning path on Eduplanet21 and provide a full day of training on Executive Functioning Skills, not to exceed \$2,000, to be paid in the May 13, 2016 payroll.
- Debbie Hunt, Coordinator Special Projects, two additional days for program development. Salary to be paid through the submission of timesheets at her hourly rate, effective June 14-July 31, 2016.
- f. To approve out-of-state travel for Nancy Osko, Early Literacy Consultant SST, to attend the Kindergarten Readiness Assessment Inclusion Committee in Baltimore, MD from May 4-6, 2016. All costs to be paid by WestEd.
- g. To revise resolution #15-41(ii) to approve an additional \$300 in travel expenses for Debbie Hunt, Special Projects Coordinator.
- h. To revise resolution #16-10(f) to approve an additional \$3,000 in travel expenses for Jennifer Heim, Autism, Low Incidence & AT Consultant (SST).
- i. To accept the resignation of Charlotte Weiss, Educational Aide assigned to Avon, effective April 18, 2016.
- j. To approve the following salary schedules for the 2016-2017 contract year for the classified and certified staff.

**Salary Schedule 2016-2017
Custodian**

<u>STEP</u>	<u>12 MOS</u>
0	\$28,234
1	\$29,081
2	\$29,953
3	\$30,852
4	\$31,777
5	\$32,730
6	\$33,712
7	\$34,724
8	\$35,765
9	\$36,838
10	\$37,944
11	\$38,892
12	\$39,864
13	\$40,861

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14	\$41,883
15	\$42,930
16	\$43,788
17	\$44,664
18	\$45,557
19	\$46,468
20	\$47,398

LONGEVITY

10 YEARS WITH THE EDUCATIONAL SERVICE CENTER - \$300.00
 15 YEARS WITH THE EDUCATIONAL SERVICE CENTER - \$400.00
 20 YEARS WITH THE EDUCATIONAL SERVICE CENTER - \$500.00
 25 YEARS WITH THE EDUCATIONAL SERVICE CENTER - \$750.00

SALARY SCHEDULE A 2016-17
TEACHERS AND SPEECH/LANGUAGE
PATHOLOGISTS/PSYCHOLOGISTS
OCCUPATIONAL THERAPISTS/PHYSICAL THERAPISTS
 (Steps do not necessarily equal years of experience)

<u>STEP</u>	<u>1 BA</u>	<u>2 BA+15</u>	<u>3 MA</u>	<u>4 MA+15</u>	<u>5 MA+30</u>
0	34,651	36,037	37,482	38,979	40,539
1	35,691	37,119	38,607	40,149	41,755
2	36,762	38,232	39,765	41,353	43,008
3	37,865	39,379	40,958	42,594	44,298
4	39,001	40,561	42,187	43,872	45,627
5	40,171	41,777	43,452	45,188	46,995
6	41,376	43,031	44,756	46,543	48,405
7	42,617	44,322	46,099	47,940	49,858
8	43,895	45,651	47,482	49,378	51,353
9	45,212	47,021	48,906	50,859	52,894
10	46,569	48,431	50,373	52,385	54,481
11	47,733	49,642	51,633	53,695	55,843
12	48,926	50,883	52,923	55,037	57,239
13	50,149	52,155	54,247	56,413	58,670
14	51,403	53,459	55,603	57,823	60,136
15	52,688	54,796	56,993	59,269	61,640
16	53,742	55,892	58,133	60,454	62,873
17	54,817	57,009	59,295	61,663	64,130
18	55,913	58,150	60,481	62,897	65,413
19	57,031	59,313	61,691	64,155	66,721
20	58,172	60,499	62,925	65,438	68,055

LONGEVITY

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SALARY SCHEDULE 2016-17**SPECIAL ED SUPERVISORS****PRE-SCHOOL SUPERVISOR****SPEECH SUPERVISOR**

(Steps do not necessarily equal years of experience)

<u>STEP</u>	<u>10 MOS</u>	<u>12 MOS</u>
0	47,020	57,943
1	48,431	59,681
2	49,883	61,471
3	51,380	63,316
4	52,921	65,215
5	54,509	67,171
6	56,144	69,187
7	57,829	71,262
8	59,563	73,400
9	61,350	75,602
10	63,191	77,870
11	64,771	79,817
12	66,390	81,812
13	68,050	83,858
14	69,751	85,954
15	71,495	88,103
16	72,925	89,865
17	74,383	91,662
18	75,871	93,496
19	77,388	95,365
20	78,936	97,273

LONGEVITY

10 YEARS WITH EDUCATIONAL SERVICE CENTER - \$300

15 YEARS WITH EDUCATIONAL SERVICE CENTER - \$400

20 YEARS WITH EDUCATIONAL SERVICE CENTER - \$500

25 YEARS WITH EDUCATIONAL SERVICE CENTER - \$750

SALARY SCHEDULE 2016-17**NWSUPV****GENERAL ED SUPERVISORS/COORDINATORS/PSYCHOLOGISTS****GIFTED SUPERVISOR and TRANSITION COORDINATORS**

(Steps do not necessarily equal years of experience)

<u>STEP</u>	<u>10 MOS</u>	<u>12 MOS</u>
0	44,026	54,254
1	45,347	55,881
2	46,707	57,558
3	48,109	59,284
4	49,552	61,063
5	51,039	62,895
6	52,570	64,782
7	54,147	66,725
8	55,771	68,727
9	57,444	70,789
10	59,168	72,912
11	60,647	74,735
12	62,163	76,603
13	63,717	78,519
14	65,310	80,481
15	66,943	82,494

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16	68,282	84,143
17	69,647	85,826
18	71,040	87,543
19	72,461	89,294
20	73,910	91,080

LONGEVITY

10 YEARS WITH EDUCATIONAL SERVICE CENTER - \$300

15 YEARS WITH EDUCATIONAL SERVICE CENTER - \$400

20 YEARS WITH EDUCATIONAL SERVICE CENTER - \$500

25 YEARS WITH EDUCATIONAL SERVICE CENTER - \$750

\$1,000.00 FOR AN EARNED PH.D.

\$500.00 FOR AN EARNED ED.S.

SALARY SCHEDULE B 2016-17**EXECUTIVE SECRETARY/ASST. TO THE TREASURER**

(Steps do not necessarily equal years of experience)

<u>STEP</u>	<u>12 MOS</u>
0	25,682
1	26,452
2	27,246
3	28,063
4	28,905
5	29,772
6	30,665
7	31,585
8	32,533
9	33,509
10	34,514
11	35,377
12	36,261
13	37,168
14	38,097
15	39,049
16	39,830
17	40,627
18	41,439
19	42,268
20	43,114

LONGEVITY

10 YEARS WITH EDUCATIONAL SERVICE CENTER - \$300.00

15 YEARS WITH EDUCATIONAL SERVICE CENTER - \$400.00

20 YEARS WITH EDUCATIONAL SERVICE CENTER - \$500.00

25 YEARS WITH EDUCATIONAL SERVICE CENTER - \$750.00

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SALARY SCHEDULE 2016-17
CLASSIFIED EMPLOYEES/SECRETARY LEVEL 1
 (Steps do not necessarily equal years of experience.)

<u>STEP</u>	<u>10 MOS</u>	<u>12 MOS</u>
0	17,666	21,770
1	18,196	22,423
2	18,742	23,096
3	19,305	23,789
4	19,884	24,503
5	20,480	25,238
6	21,095	25,995
7	21,727	26,775
8	22,379	27,578
9	23,051	28,405
10	23,742	29,257
11	24,336	29,989
12	24,944	30,739
13	25,568	31,507
14	26,207	32,295
15	26,862	33,102
16	27,399	33,764
17	27,947	34,439
18	28,506	35,128
19	29,076	35,831
20	29,658	36,547

Part-time Secretary	9.24	per hour
Clerk-Aide	8.49	per hour

LONGEVITY

10 YEARS WITH EDUCATIONAL SERVICE CENTER	- \$300.00
15 YEARS WITH EDUCATIONAL SERVICE CENTER	- \$400.00
20 YEARS WITH EDUCATIONAL SERVICE CENTER	- \$500.00
25 YEARS WITH EDUCATIONAL SERVICE CENTER	- \$750.00

EDUCATIONAL AIDE
SALARY SCHEDULE
2016-2017

<u>STEP</u>	<u>HOURLY RATE</u>
0	9.07
1	9.34
2	9.62
3	9.91
4	10.21
5	10.51
6	10.83
7	11.15
8	11.49
9	11.83
10	12.19
11	12.49
12	12.80
13	13.12
14	13.45
15	13.79

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17	14.34
18	14.63
19	14.92
20	15.22

LONGEVITY

10 YEARS WITH EDUCATIONAL SERVICE CENTER - \$300.00
 15 YEARS WITH EDUCATIONAL SERVICE CENTER - \$400.00
 20 YEARS WITH EDUCATIONAL SERVICE CENTER - \$500.00
 25 YEARS WITH EDUCATIONAL SERVICE CENTER - \$750.00

**EDUCATIONAL AIDE
 LORAIN COUNTY ACADEMY AIDE
 2016-2017**

<u>STEP</u>	<u>HOURLY RATE</u>
0	13.29
1	13.69
2	14.10
3	14.52
4	14.96
5	15.41
6	15.87
7	16.35
8	16.84
9	17.34
10	17.86
11	18.31
12	18.77
13	19.23
14	19.72
15	20.21
16	20.61
17	21.03
18	21.45
19	21.87
20	22.31

LONGEVITY

10 Years with Educational Service Center - \$300.00
 15 Years with Educational Service Center - \$400.00
 20 Years with Educational Service Center - \$500.00
 25 Years with Educational Service Center - \$600.00

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**COMPUTER TECHNICIANS/PROJECT COORDINATOR
SALARY SCHEDULE
2016-2017**

<u>STEP</u>	<u>BACHELORS</u>	<u>ASSOCIATES</u>	<u>NON-DEGREE</u>	<u>10 MO. NON- DEGREE</u>
0	36,385	34,566	32,747	\$ 26,574
1	37,477	35,603	33,729	\$ 27,371
2	38,601	36,671	34,741	\$ 28,192
3	39,759	37,771	35,783	\$ 29,038
4	40,952	38,905	36,857	\$ 29,909
5	42,181	40,072	37,963	\$ 30,806
6	43,446	41,274	39,102	\$ 31,731
7	44,750	42,512	40,275	\$ 32,682
8	46,092	43,787	41,483	\$ 33,663
9	47,475	45,101	42,727	\$ 34,673
10	48,899	46,454	44,009	\$ 35,713
11	50,121	47,615	45,109	\$ 36,606
12	51,375	48,806	46,237	\$ 37,521
13	52,659	50,026	47,393	\$ 38,459
14	53,975	51,277	48,578	\$ 39,420
15	55,325	52,558	49,792	\$ 40,406
16	56,431	53,610	50,788	\$ 41,214
17	57,560	54,682	51,804	\$ 42,038
18	58,711	55,775	52,840	\$ 42,879
19	59,885	56,891	53,897	\$ 43,737
20	61,083	58,029	54,975	\$ 45,049

LONGEVITY

10 YEARS WITH EDUCATIONAL SERVICE CENTER - \$300.00
 15 YEARS WITH EDUCATIONAL SERVICE CENTER - \$400.00
 20 YEARS WITH EDUCATIONAL SERVICE CENTER - \$500.00
 25 YEARS WITH EDUCATIONAL SERVICE CENTER - \$750.00

LERC

**SALARY SCHEDULE 2016-17
INSURANCE AND WELLNESS COORDINATOR
(Steps do not necessarily equal years of experience)**

<u>STEP</u>	<u>12 MOS</u>
0	37,161
1	38,275
2	39,424
3	40,606
4	41,825
5	43,079
6	44,372
7	45,703
8	47,074
9	48,486
10	49,941
11	51,189
12	52,469
13	53,781
14	55,125
15	56,503

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16	57,633
17	58,786
18	59,962
19	61,161
20	62,384

LONGEVITY

10 YEARS WITH EDUCATIONAL SERVICE CENTER - \$300.00
 15 YEARS WITH EDUCATIONAL SERVICE CENTER - \$400.00
 20 YEARS WITH EDUCATIONAL SERVICE CENTER - \$500.00
 25 YEARS WITH EDUCATIONAL SERVICE CENTER - \$750.00

- k. To approve the following insurance rates for the Educational Service Center of Lorain County, effective July 1, 2016 through June 30, 2017:

	Rate	Bd. Share	Employee
Medical & Prescription (S)	\$ 626.51	\$ 545.06	\$ 81.45
Medical & Prescription (F)	\$ 1,566.26	\$ 1,362.65	\$ 203.61
Dental (S)	\$ 40.49	\$ 35.23	\$ 5.26
Dental (F)	\$ 107.31	\$ 93.36	\$ 13.95
Vision (S)	\$ 4.67	\$ 4.06	\$.61
Vision (F)	\$ 12.38	\$ 10.77	\$ 1.61
Total (S)	\$ 671.67	\$ 584.35	\$ 87.32
Total (F)	\$ 1,685.95	\$ 1,466.78	\$ 219.17

James Barnhart moved, seconded by Ken Kalina that foregoing recommendations be approved.

Roll Call: Barnhart-yes; Kalina-yes; Maldonado-yes; Von-Gunten-yes
 Absent: Sero
 Motion Carried

5. LERC BOARD OF DIRECTORS: 16-24

- a. To approve the minutes for the meeting of January 11, 2016.
- b. To approve the Fiscal Reports for the following Consortium Programs (January/February 2016):

Insurance	Life Insurance
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- c. To approve a blended rate increase of 6.5% for medical/prescription, 0% for dental and vision, effective 07/01/2016.

Judy Maldonado moved, seconded by Ken Kalina that foregoing recommendations be approved.

Roll Call: Barnhart-yes; Kalina-yes; Maldonado-yes; Von Gunten-yes
 Absent: Sero
 Motion Carried

NEW BUSINESS

- Superintendent Evaluation

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Held: Elyria, Ohio

Date: April 19, 2016

ADJOURNMENT: 16-25

Judy Maldonado moved, seconded by James Barnhart that the meeting be adjourned at 4:36 P.M.

Roll Call: Barnhart-yes; Kalina-yes; Maldonado-yes; Von Gunten-yes

Absent: Sero

Motion Carried

President

Treasurer