

RECORD OF PROCEEDINGS

Minutes of

Regular Meeting

Educational Service Center of Lorain County Governing Board

Held: Elyria, Ohio

Date: May 21, 2013

CALL TO ORDER

The Educational Service Center of Lorain County Governing Board held its Regular Meeting on Tuesday, May 21, 2013. The meeting was called to order by Mr. Kalina at 4:00 P.M.

Roll Call: Kalina-yes; Maldonado-yes; Sero-yes; Tyler-yes; Von Gunten-yes
Absent: None
Motion Carried

HEARING FROM THE PUBLIC

None.

BOARD MEMBERS REPORTS

None.

TREASURER'S REPORT

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

TREASURER'S RECOMMENDATIONS - 13-31

1. Recommendations to approve:

- a. The minutes of the April 23, 2013 Regular Meeting as written.
- b. The financial report and condition of funds for April 2013 as reviewed and read.
- c. Payment of April bills as described in the computer printout sheets.
- d. Investments as reviewed and read.
- e. Authorize the Treasurer to transfer the following dormant funds into the general fund:

001-9012	College Planning Services	\$1,728.59
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- f. Authorize the Treasurer to make the following permanent transfers:

LEECA General Fund (025-9019) to LEECA EMIS fund (025-9020)	\$ 2,979.84
LEECA General Fund (025-9019) to LEECA InfoOhio (025-9022)	\$ 70.29
LEECA General Fund (025-9019) to LEECA ISP Subsidy (025-9023)	\$.12

Roger Sero moved, seconded by Judy Maldonado that foregoing recommendations be approved.

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

SUPERINTENDENT'S REPORT

Mr. Ring introduced Tracy Lichtenfels, Senior Director of Special Education and Family Services who presented a report on special education. A draft of the final report for Serving Forward was reviewed. The first reading of Board Policies (revised and new):

Revised Policy - 2623.02 - Third Grade Reading Guarantee
Revised Policy - 3131 - Reduction in Staff
Revised Policy - 6110 - Grant Funds
New Policy - 5630.01 - Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion

SUPERINTENDENT'S RECOMMENDATIONS1. GENERAL: 13-32

- a. To approve contracts with Amherst Exempted Village, Avon Lake City, Avon Local, Elyria City, North Ridgeville City, Sheffield/Sheffield Lake City and Westlake City school districts in the ESCLC sponsored Project Search for the 2013-14 academic school year. Cost will be \$10,000 per participating student to be billed quarterly. Programs will be housed at Mercy Hospital in Lorain and Lorain Community College in Elyria with transportation to be arranged thru the respective school districts.
- b. To approve a contract with North Coast Therapy Associates, Inc. to provide occupational/physical therapy services to the Preschool Department to start August 15, 2013 and end on August 14, 2014 at a rate

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of \$58 per hour for occupational/physical therapy in the school setting and \$44 per hour for occupational/physical therapy assistant.

- c. To approve amending resolution #12-267(j) with Ideastream, not to exceed \$21,400 and to be paid out of Curriculum Rotary.
- d. To approve a contract with McGowan & Markling Co., L.P.A. to provide additional legal services, as requested, effective for the 2013-14 school year.

Roger Sero moved, seconded Darrel Tyler that foregoing recommendations be approved.

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

2. PERSONNEL: 13-33

- a. To employ Title I Delinquent Education Summer School Tutors on an as needed basis, at the Lorain County Juvenile Court Residential Facilities ESCLC Education Programs, effective June 24, 2013 through August 2, 2013. Tutor salary will be paid at the usual hourly rate of \$17.50.

Regular Summer School Staff

Debbie Cartwright	DH/SS/PATH/TP Art
Catherine Garrett	DH Lang Arts
Chris Howell	DH Soc Stud, PC Lab Tech Ed/Tech Coord.
Dan Palisin	SS/PATH Soc Studies
Mary Russell	SS/PATH Math
Stacy Thacker	SS/PATH Lang Arts
Clarence Thornton	DH Math
Kay Tucker	TP, all subjects

Substitute Tutors Summer School Staff

John Berglund	Mike Blaser
Jim Burgett	Melissa Folk
Dawn Gibson	Mike Hancock
Jessica Thornton	Rich Tinney
Yvonne Tinney	Bill Topoly
Jessica Tucker	

- b. To employ Title I Delinquent Education Summer School Data Communications Clerk, **Karen Thorne**, on an as needed basis, at the Lorain County Juvenile Court Residential Facilities ESCLC Education Programs, effective June 24, 2013 through August 2, 2013. Clerk salary will be paid at the usual hourly rate of \$11.66 by submission of timesheets.
- c. To employ **David Gibbs** as a substitute custodian, at an hourly rate of \$9 per hour, not to exceed 24 hours per week, to be paid by submission of timesheets, effective July 1, 2013 through June 30, 2014.
- d. To employ **Marianne Teitelbaum**, 9-month Psychologist, effective August 1, 2013 through July 31, 2015, with 10 additional days to be paid by submission of timesheets.
- e. To employ **Robin Wallace**, part-time Social Worker for the Oberlin City Schools, at \$35 per hour to be paid by submission of timesheets. All costs to be billed back to Oberlin City Schools.
- f. To employ **Kathy Thompson**, as a Speech Therapist for the Extended School Year Program, effective June 24 through July 18, 2013 at \$50 per hour to be paid through submission of timesheets.
- g. To employ **Patricia Owens, Julia Wilmer, Tori Carrier, Amanda Spinney** and **Diane Tiech** as Teachers to provide services to special needs students to maintain their skills throughout the Extended School Year Program, effective June 24 through July 18, 2013, at a rate of \$100 per day to be paid by submission of timesheets.
- h. To employ **Theresa Andorka, Stephanie Barhorst, Jeanetta Newton, David Gibbs** and **Nancy Bastian** as Aides to provide services to

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special needs students to maintain their skills throughout the Extended School Year Program, effective June 24 through July 18, 2013 at a rate of \$33 per day to be paid by submission of timesheets.

- i. To employ **Christine Willing**, Second Classroom Aide, on a one year contract for the 2013-14 school year at the Early Learning Center, 176 days at Step 4 of the salary schedule.
- j. To employ **Judy Skoczen** as a Project Search Teacher, on a one year contract, effective August 1, 2013 through July 31, 2014 on Step 10 + MA of the Teachers Salary Schedule.
- k. To authorize the transfer of **Monique Rinehart** from Assistant to the Treasurer to Superintendent's Secretary, effective July 1, 2013. Salary to be at Step 15 of the Executive Secretary Schedule B.
- l. To adjust the following employee's salary as follows due to revised job description and additional duties:
 - January Torres**, Assistant to the Treasurer/Accounts Payable, to Step 16
 - Lori Kissling**, Early Learning Center Secretary, to Step 11
 - Debbie Shannon**, place \$4,000 stipend into salary, effective FY 13-14
- m. To approve supplemental contracts for the following:
 - Jessica Davis**, Early Childhood Teacher, for 5 additional hours per week at her approved hourly rate for other preschool duties as assigned to her by the Early Childhood Supervisor, effective for the 2013-14 contract year.
 - Daniel Murdock**, Pupil Personnel Director for the Avon Lake City Schools, in the amount of \$8,685, effective for the 2013-14 contract year. Cost to be reimbursed by the Avon Lake City Schools.
 - Jackie Stillwagon**, Secretary, on an hourly, as needed basis, to cover for absences and vacations, effective June 17 through August 6, 2013 at her per diem rate, to be paid by submission of timesheets.
- n. To accept the resignation of the following:
 - Patrick McNeeley**, Transition Coordinator, effective June 30, 2013
 - Michael Tomlin-Brenner**, General Ed Supervisor, effective July 31, 2013
- o. To approve amending resolution #12-268(3) **John Komperda**, not to exceed 1,400 hours, effective thru June 30, 2014.
- p. To approve an additional travel reimbursement as follows:
 - Nancy Osko**, \$5,000 for FY2012-13. All expenses to be paid out of VI-B
 - Greg Ring**, \$1,000 for FY2012-13. All expenses to be paid out of General Fund.
- q. To approve additional days for the following:
 - Lynne Jones Knapp**, Speech Pathologist, for a total of 10 extended days, from August 1, 2013 through July 31, 2014 to be paid at her per diem rate. Payment to be made through the submission of timesheets from the Early Learning Center funds.
 - Jim Hartline**, Projects Coordinator, for 10 extended days, from June 14, 2013 through August 6, 2013, to be paid at his per diem rate. Payment to be made through the submission of timesheets.
- r. To approve requests for maternity leave as follows:
 - Michelle Natole**, Academy Aide, beginning August 20, 2013 and ending November 7, 2013 using all accumulated sick and personal leave.

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Carissa Spitzer, Gifted Coordinator, beginning August 7, 2013 and ending October 25, 2013 using all accumulated sick leave.

s. To authorize the Treasurer in regards to STRS as stipulated in Section 3307.26 of the Ohio Revised Code and authorized by Section 414(h)(2) of the Internal Revenue Code to the following:

- Salary Reduction pickup to STRS at the contribution rate in effect for teachers and administrators.
- Pickup a maximum 10% paid by employer in addition to the regular contract salary for Senior Directors of the Lorain County ESC as established in Resolution #10-118 and salary reduction pickup for any remaining portion at the contribution rate in effect. These contributions shall not be treated as additional compensation for retirement purposes.
- Pickup of employee contribution rate in effect paid by employer in addition to regular contract salary for the Superintendent's contributions and to treat these contributions as additional compensation for retirement purposes.

t. To approve the following salary schedules for the 2013-14 contract year for classified and certified staff:

SALARY SCHEDULE A 2013-14**TEACHERS AND SPEECH/LANGUAGE PATHOLOGISTS/PSYCHOLOGISTS**

(Steps do not necessarily equal years of experience)

<u>STEP</u>	<u>BA</u>	<u>BA+15</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>
0	33,303	34,635	36,024	37,462	38,961
1	34,302	35,674	37,104	38,586	40,130
2	35,331	36,744	38,217	39,744	41,334
3	36,391	37,846	39,364	40,936	42,574
4	37,483	38,982	40,545	42,164	43,851
5	38,607	40,151	41,761	43,429	45,166
6	39,765	41,356	43,014	44,732	46,521
7	40,958	42,596	44,304	46,074	47,917
8	42,187	43,874	45,634	47,456	49,354
9	43,453	45,191	47,003	48,880	50,835
10	44,756	46,546	48,413	50,346	52,360
11	45,875	47,710	49,623	51,605	53,669
12	47,022	48,903	50,864	52,895	55,011
13	48,197	50,125	52,135	54,217	56,386
14	49,402	51,378	53,439	55,573	57,796
15	50,637	52,663	54,774	56,962	59,241
16	51,650	53,716	55,870	58,101	60,426
17	52,683	54,790	56,987	59,263	61,634
18	53,737	55,886	58,127	60,449	62,867
19	54,812	57,004	59,290	61,658	64,124
20	55,908	58,144	60,475	62,891	65,407

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 2013-14**SPECIAL ED SUPERVISORS****PRE-SCHOOL SUPERVISOR****SPEECH SUPERVISOR**

(Steps do not necessarily equal years of experience)

<u>STEP</u>	<u>10 MO/MS</u>	<u>12 MO/MS</u>
0	45,190	55,688

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1	46,546	57,359
2	47,943	59,080
3	49,381	60,852
4	50,862	62,678
5	52,388	64,558
6	53,960	66,495
7	55,579	68,489
8	57,246	70,544
9	58,963	72,660
10	60,732	74,840
11	62,250	76,711
12	63,807	78,629
13	65,402	80,595
14	67,037	82,610
15	68,713	84,675
16	70,087	86,368
17	71,489	88,096
18	72,919	89,858
19	74,377	91,655
20	75,865	93,488

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 B 2013-14

**GENERAL ED SUPERVISORS/COORDINATORS/PSYCHOLOGISTS
 GIFTED SUPERVISOR and TRANSITION COORDINATORS
 (Steps do not necessarily equal years of
 experience)**

<u>STEP</u>	<u>10 MO/MS</u>	<u>12 MO/MS</u>
0	42,313	52,142
1	43,582	53,707
2	44,890	55,318
3	46,236	56,977
4	47,624	58,687
5	49,052	60,447
6	50,524	62,261
7	52,040	64,128
8	53,601	66,052
9	55,209	68,034
10	56,865	70,075
11	58,287	71,827
12	59,744	73,622
13	61,237	75,463
14	62,768	77,349
15	64,338	79,283
16	65,624	80,869
17	66,937	82,486
18	68,276	84,136
19	69,641	85,819
20	71,034	87,535

LONGEVITY

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 \$1,000 FOR AN EARNED PH.D.

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\$500 FOR AN EARNED ED.S.

SALARY SCHEDULE B 2013-14**EXECUTIVE SECRETARY/ASST. TO THE TREASURER**

(Steps do not necessarily equal years of experience)

<u>STEP</u>	<u>12 MOS.</u>
0	24,682
1	25,423
2	26,186
3	26,971
4	27,780
5	28,614
6	29,472
7	30,356
8	31,267
9	32,205
10	33,171
11	34,000
12	34,850
13	35,722
14	36,615
15	37,530
16	38,281
17	39,046
18	39,827
19	40,624
20	41,436

LONGEVITY

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15 YEARS WITH EDUCATIONAL SERVICE CENTER - \$400
20 YEARS WITH EDUCATIONAL SERVICE CENTER - \$500
25 YEARS WITH EDUCATIONAL SERVICE CENTER - \$750

SALARY SCHEDULE 2013-14**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	16,979	20,923
1	17,488	21,551
2	18,013	22,198
3	18,554	22,864
4	19,110	23,549
5	19,683	24,256
6	20,274	24,984
7	20,882	25,733
8	21,509	26,505
9	22,154	27,300
10	22,819	28,119
11	23,389	28,822
12	23,974	29,543
13	24,573	30,281
14	25,187	31,038
15	25,817	31,814
16	26,333	32,451
17	26,860	33,100
18	27,397	33,762
19	27,945	34,437
20	28,504	35,126

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Part-time
 Secretary 9.06 per hour
 Clerk-Aide 8.33 per hour

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

**EDUCATIONAL AIDE
 SALARY SCHEDULE
 2013-2014**

<u>STEP</u>	<u>HOURLY RATE</u>
0	8.71
1	8.97
2	9.24
3	9.51
4	9.80
5	10.09
6	10.40
7	10.71
8	11.03
9	11.36
10	11.70
11	11.99
12	12.29
13	12.60
14	12.92
15	13.24
16	13.50
17	13.77
18	14.05
19	14.33
20	14.62

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

**EDUCATIONAL AIDE
 LORAIN COUNTY ACADEMY AIDE
 2013-2014**

<u>STEP</u>	<u>HOURLY RATE</u>
0	12.77
1	13.15
2	13.54
3	13.95
4	14.37
5	14.80
6	15.24
7	15.70
8	16.17
9	16.66
10	17.16
11	17.59
12	18.03
13	18.48

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14	18.94
15	19.41
16	19.80
17	20.20
18	20.60
19	21.01
20	21.43

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 - \$600

COMPUTER TECHNICIANS**SALARY SCHEDULE****2013-2014**

<u>STEP</u>	<u>BACHELORS</u>	<u>ASSOCIATES</u>	<u>NON-DEGREE</u>	<u>10 MO. NON-DEGREE</u>
0	34,969	33,221	31,472	25,539
1	36,018	34,217	32,416	26,306
2	37,099	35,244	33,389	27,095
3	38,212	36,301	34,391	27,908
4	39,358	37,390	35,422	28,745
5	40,539	38,512	36,485	29,607
6	41,755	39,667	37,580	30,495
7	43,008	40,857	38,707	31,410
8	44,298	42,083	39,868	32,353
9	45,627	43,346	41,064	33,323
10	46,996	44,646	42,296	34,323
11	48,171	45,762	43,354	35,181
12	49,375	46,906	44,437	36,061
13	50,609	48,079	45,548	36,962
14	51,874	49,281	46,687	37,886
15	53,171	50,513	47,854	38,833
16	54,235	51,523	48,811	39,610
17	55,319	52,553	49,788	40,402
18	56,426	53,605	50,783	41,210
19	57,554	54,677	51,799	42,034
20	58,705	55,770	52,835	43,295

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 2013-2014**Custodian**

<u>STEP</u>	<u>12 MOS</u>
0	\$27,135
1	\$27,949
2	\$28,787
3	\$29,651
4	\$30,540
5	\$31,457
6	\$32,400
7	\$33,372
8	\$34,373

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9	\$35,405
10	\$36,467
11	\$37,378
12	\$38,313
13	\$39,271
14	\$40,252
15	\$41,259
16	\$42,084
17	\$42,926
18	\$43,784
19	\$44,660
20	\$45,553

LONGEVITY

10 YEARS WITH THE EDUCATIONAL SERVICE CENTER -	\$300
15 YEARS WITH THE EDUCATIONAL SERVICE CENTER -	\$400
20 YEARS WITH THE EDUCATIONAL SERVICE CENTER -	\$500
25 YEARS WITH THE EDUCATIONAL SERVICE CENTER -	\$750

LERC**SALARY SCHEDULE 2013-14****Claims Supervisor**

(Steps do not necessarily equal years of experience)

<u>STEP</u>	<u>12 MOS</u>
0	35,714
1	36,785
2	37,889
3	39,025
4	40,196
5	41,402
6	42,644
7	43,923
8	45,241
9	46,598
10	47,996
11	49,196
12	50,426
13	51,687
14	52,979
15	54,303
16	55,389
17	56,497
18	57,627
19	58,780
20	59,955

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

u. To approve the following insurance rates for the Educational Service Center of Lorain County, **effective July 1, 2013 through December 31, 2013:**

	Rate	Bd. Share	Employee
Med & Prescription (S)	\$ 565.13	\$ 497.31	\$ 67.82
Med & Prescription (F)	\$ 1,412.84	\$ 1,243.30	\$ 169.54
Dental (S)	\$ 40.49	\$ 35.63	\$ 4.86
Dental (F)	\$ 107.31	\$ 94.43	\$ 12.88

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Vision (S)	\$ 4.67	\$ 4.11	\$ 0.56
Vision (F)	\$ 12.38	\$ 10.89	\$ 1.49
Total (S)	\$ 610.29	\$ 537.06	\$ 73.23
Total (F)	\$ 1,532.53	\$ 1,348.63	\$ 183.90

And to approve the following insurance rates for the Educational Service Center of Lorain County, **effective January 1, 2014 through June 30, 2014:**

	Rate	Bd. Share	Employee
Med & Prescription (S)	\$ 518.21	\$ 456.02	\$ 62.19
Med & Prescription (F)	\$ 1,295.55	\$ 1,140.08	\$ 155.47
Dental (S)	\$ 40.49	\$ 35.63	\$ 4.86
Dental (F)	\$ 107.31	\$ 94.43	\$ 12.88
Vision (S)	\$ 4.67	\$ 4.11	\$ 0.56
Vision (F)	\$ 12.38	\$ 10.89	\$ 1.49
Total (S)	\$ 563.37	\$ 495.77	\$ 67.60
Total (F)	\$ 1,415.24	\$ 1,245.41	\$ 169.83

Lois Von Gunten moved, seconded by Darrel Tyler that foregoing recommendations be approved.

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

3. LERC BOARD OF DIRECTORS: 13-35

- a. To approve the minutes for the meeting of March 11, 2013.
- b. To approve the Fiscal Reports for the following consortium programs (March 2013): Insurance Life Insurance
- c. To approve the new funding rates for dental and vision presented by Findley Davies.
- d. To authorize the trust to pay the re-insurance fee for the calendar year 2014. The disbursement will be determined at a future date to ensure compliance.
- e. To approve a one month premium holiday to be taken December 2013 in the form of a premium payment by district to LERC.

Judy Maldonado moved, seconded by Roger Sero that foregoing recommendations be approved.

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

ADJOURNMENT - 13-36

Roger Sero moved, seconded by Judy Maldonado that the meeting be adjourned.
 Roll Call: Kalina-yes; Maldonado-yes; Sero-yes; Tyler-yes; Von Gunten-yes
 Motion Carried

 President

 Treasurer

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