MINUTES
GEAUGA COUNTY EDUCATIONAL SERVICE CENTER
JULY 21, 2015 7:00 P.M.

The Geauga County Educational Service Center board met on July 21, 2015, at 7:00 p.m., 470 Center St., Bldg. 2, Chardon, Ohio, for the purpose of conducting their regular business meeting. Members present: Mrs. Cavanaugh, Mrs. Koster, Mr. Remias, Mr. Battles and Mr. Burnett.

The Pledge of Allegiance was recited.

MOTION: 64-2015
Mrs. Cavanaugh moved and Mr. Battles seconded the motion to approve the agenda and addendum as presented. Vote: Mrs. Cavanaugh, yes; Mr. Battles, yes; Mrs. Koster, yes; Mr. Remias, yes; and Mr. Burnett, yes. Motion carried.

MOTION: 65-2015
Mrs. Koster moved and Mr. Remias seconded the motion to approve the minutes from June 16, 2015, as written. Vote: Mrs. Koster, yes; Mr. Remias, yes; Mrs. Cavanaugh, yes; Mr. Battles, yes; and Mr. Burnett, yes. Motion carried.

MOTION: 66-2015
Mrs. Cavanaugh moved and Mr. Battles seconded the motion to approve the treasurer's report as listed below:

1) June financial statement.
2) June warrants written.
3) June investments.
4) July invoices payable.
5) Donation accepted from Chagrin Falls Auxiliary – Fraternal Order of Eagles to Geauga Achieve Program - $210.00.
6) Approve advance from LGCA Operating #025 to LGCA Infinite Campus #025-9005 - $10,025.22.
7) Approve temporary appropriations for 2015-2016 as listed below:

General Fund #001 (including Preschools)	$10,000,000.00
Target Grant #001-9024	$364.75
Carrington Academy #001-9123	$800,000.00
Comdoc #001-9415	$16,165.38
Gifted Program #001-9500	$500.00
Teen Pregnancy Prevention #001-9528	$50,111.67
Resident Educator #001-9623	$9736.94
Entry year #001-9624	$1,190.00
United Way #001-9848	$3,434.23
Guinn Trust #007-9495	$1,085.00
Cleveland Foundation #019-9912	$2,501.58
Drugfree Schools #019-9923	$4,000.00

LGCA Operation #025	$848,500.00
LGCA EMIS #025-9001	$180,200.00
LGCA Infohio #025-9004	$239,300.00
LGCA Tech Services #025-9002	$192,060.00
LGCA - Other Technical #025-9003	$485,950.00
LGCA Internet Services #025-9006	$1,180,000.00
LGCA iSTEM #025-9007	$99,500.00
EARLY CHILDHOOD #439-9915	$64,000.00
LGCA Mid Mile #451-9326	$326,400.00
Alternative Schools 14-15 #463-9124	$534.50
Straight A Grant #466-9595	$1,517,474.65
Straight A C/O #466-9853	$583,250.00
Parent Mentor 15-16 #516-9932	$25,000.00
Early Childhood #587-9319	$63,400.00

8) Approve Alternative Education Grant 2015-2016, #463-9125, $36,959.00.
Approve United Way Preschool Grant 2015-2016, #001-9849, $20,000.00
Approve Straight A Fund Carryover 2015-2016, #466-9583, $583,250.00.

9) Approve transfer from Carrington Residential #001-9122 to Carrington Shelter Care #001-9123 - $11,944.38.

Vote: Mrs. Cavanaugh, yes; Mr. Battles, yes; Mrs. Koster, yes; Mr. Remias, yes; and Mr. Burnett, yes. Motion carried.

Mr. Galemmo discussed the following:

1) Staffing positions at the ESC.
2) iSTEM School nearing completion.
3) Consolidation efforts involving the Geauga County Educational Service Center, Auburn Career Center and the Lake County Educational Service Center. Mr. Galemmo will continue fact finding on this issue, including studying a draft report and draft contract with timelines.
4) Kent State University proposed school.

MOTION: 67-2015
Mrs. Koster moved and Mr. Battles seconded the motion to approve the following personnel items as listed below:

1) Professional meeting request for attendance:

Sara DeMuch, STARS Teacher, to attend Foundations in Applied Behavior, Cleveland, August 13 & 14, total approx. cost: $360.00.

2) Bus and van drivers for pre-approval pending receipt of all required documents as submitted to their local districts, lists attached, including the Geauga County Educational Service Center van drivers.

3) Employee resignations with letter attached:

Lori McInnerney, Educational Assistant, effective June 30, 2015
Earle Beebe, Job Trainer, effective July 31, 2015
Heather Dodd, Transition Coordinator, effective July 31, 2015
Kathy Sanborn, School Psychologist, effective July 31, 2015
Francisco Gonzalez, Occupational Therapist, effective July 31, 2015
Kelly Misterka, Educational Assistant, effective June 30, 2015
Carolyn Stoops, School Psychologist, effective July 31, 2015
Amber Gingrich, Speech Therapist, effective July 31, 2015
Daniel Juliani, Group Home Teacher, effective July 31, 2015
Lorri Petersen, Treasurer, effective Sept. 30, 2015, letter attached
Barbara Borris, LGCA, effective July 31, 2015, letter attached
Katherine Southall, STARS Teacher, effective July 31, 2015, letter attached.

4) New Employees:

Alexandra Walker, Speech Therapist
One year limited contract, effective August 1, 2015 through July 31, 2016.
MA Step 0 $37,427.00, 185 days, all benefits offered.

Sarah Drewlo, Transition Coordinator
One year limited contract effective August 1, 2015 through July 31, 2016
Salary - $45,000.00, 200 days, all benefits offered.

Denise Garrett, Occupational Therapist
One year limited contract effective August 1, 2105 through July 31, 2016
Salary - $64,220.00, 187 days, all benefits offered.

Jonathan Polster, iSTEM Teacher
One year limited contract effective August 1, 2015 through July 31, 2016
Salary - $38,000.00, 185 days, all benefits offered.

Lindsey Twombly, Occupational Therapist
One year limited contract effective August 1, 2015 through July 31, 2016
Salary - $30,630.00, 120 days, pro-rated benefits offered.

Janeen Vaccarina, Intervention Specialist Vocational Program
One year limited contract, effective August 1, 2015 through July 31, 2016
MA Step 1 $39,135.00, 185 days, all benefits offered.

Darcie Warmuth, Physical Therapist
One year limited contract, effective August 1, 2015 through July 31, 2016.
Salary - $49,350.00, 188 days, all benefits offered.

Kathy Reynolds, LGCA Student/EMIS Liaison
One year limited contract, effective August 3, 2015 through June 30, 2016.
Salary $43,000.00 pro-rated, all benefits offered, 15 vacation days.

Brenda J. Harris, Director of Instructional Innovation
Two year contract, effective August 1, 2015 through July 31, 2017
Salary - $75,000.00, 210 days, all benefits offered.

5) Attendance bonus:

Approve the attached list of employees who have missed one day or less work during the 2014-2015 school year.

6) Approve Lorri Petersen, as Assistant to the Treasurer, effective October 1, 2015 on an as needed basis at $45.00 per hour for assistance to the Treasurer during our Treasurer transition. Paid by time sheets, no benefits offered.

7) Shelby Kaminski, ED Teacher, approve 5 day supplemental contract to the 2015-2016 school year for Preschool Administration. Daily rate of $289.82 X 5 days = $1,449.10.

8) Contract change for Julie Ramos, School Improvement Coordinator, two year agreement with Wickliffe Schools and Lake County ESC. Salary $105,000.00 for 2015-2016 & 2016-2017, to be split as follows: Wickliffe $80,000.00, Lake County ESC $12,500.00 and Geauga County ESC 12,500.00.

Vote: Mrs. Koster, yes; Mr. Battles, yes; Mrs. Cavanaugh, yes; Mr. Remias, yes; and Mr. Burnett, yes. Motion carried.

MOTION: 68-2015
Mr. Remias moved and Mrs. Koster seconded the motion to table Personnel item #6 on the addendum to approve Sue Sotkovsky as Treasurer of the Geauga County Educational Service Center, effective October 1, 2015 through June 30, 2016. Salary - $65,000.00, pro-rated, all benefits offered, 260 days, employee retirement pickup by the board.

LCESC
LAKE COUNTY EDUCATIONAL SERVICE CENTER

382 Blackbrook Road, Painesville, Ohio 44077
Phone: 440.350.2563 ~ Fax: 440.350.2566
www.esc-lc.org

CONTRACT FOR SERVICE

This Agreement is made by and between the Lake County Educational Service Center with its principal place of business at 382 Blackbrook Road, Painesville, Ohio 44077 (herein "Lake ESC") and Geauga County Educational Service Center (herein "Geauga ESC).

1. Terms of Contract

   A. This agreement will be effective from August 1, 2015 through July 31, 2016 or until earlier terminated as provided in this Agreement.
   B. Lake ESC agrees to provide Geauga ESC the services of Beth Katz as an Early Childhood Supervisor for **75 days** (following the Lake ESC work schedule) at **$397.36** per day. Should Beth Katz be unavailable for an extended time of more than 10 days, the parties shall confer to identify an acceptable substitute or solution. Daily cost includes all benefits except travel, meetings and conferences, which will be reimbursed to Lake ESC upon receipt of payment documentation.
   C. By the 10th of each month, Lake ESC will submit to Geauga ESC a statement of services rendered for the prior month. Geauga ESC agrees to pay the amount due to Lake ESC within 30 days of the statement date.

2. Termination of Agreement

   A. Notwithstanding any other provision of this Agreement, either party may terminate this Agreement at any time by giving 30 days written notice to the other party via regular U.S. mail, addressed to the locations listed above
   B. If Lake ESC defaults in the performance of this Agreement or materially breaches any of its provision, Geauga ESC, at its option, may terminate this Agreement immediately by giving written notice to Lake ESC, via regular U.S. mail, sent to the Blackbrook Road address listed above.

3. General Provisions

   This Agreement is the entire agreement between the parties, and it supersedes any and all agreements, both oral and written, between the parties with respect to the rendering of SERVICE by either party, and contains all of the covenants and agreements between the parties with respect to the rendering of these services in any manner whatsoever. Any modification of this Agreement will be effective only if it is in the writing and signed by both parties.

Entered into this _____day of _____, 20___.

_____
LAKE ESC Governing Board President

_____
Lake ESC Treasurer

Board Approval Date:_____

Entered into this 31st day of July, 2015

_____
GEAUGA ESC Governing Board President

_____
GEAUGA ESC Treasurer

Board Approval Date:_____

Julian & Grube, Inc.
Serving Ohio Local Governments
333 County Line Rd. West, Westerville, OH 43082 Phone: 614.846.1899 Fax: 614.846.2799

July 7, 2015

Ms. Lorri Petersen, Treasurer
Geauga County Educational Service Center
470 Center St., Building 2
Chardon, OH 44024-1068

Dear Ms. Petersen:

We greatly appreciate the opportunity to submit our proposal to assist the Geauga County Educational Service Center (the "ESC") in compiling its basic financial statements (BFS) in compliance with accounting principles generally accepted in the United States of America (GAAP) for the year ended June 30, 2015. We will compile, from information you provide, the annual financial statements and issue an accountant's report thereon in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants (AICPA).

Julian & Grube, Inc. (J&G) takes pride in its commitment to providing quality accounting and advisory services to the public sector. Your request represents a significant opportunity for us and a cost-effective means for the ESC to achieve excellence in financial reporting. We have enclosed for your information a complete list of our public sector clients; please feel free to contact any of them.

The following proposal explains the GAAP reporting rules issued by the Auditor of State. We then set forth the approach and scope of our assistance based on our understanding of your needs, and finally, the fee schedule.

RULES FOR REPORTING ON A GAAP-BASIS

The Auditor of State has issued various Administrative Rules calling for Ohio governmental entities to begin preparing their "Annual Financial Report" (AFR) in accordance with GAAP. GAAP-basis reporting provides users of the financial statements with a comprehensive view of the ESC's overall financial position as well as the results of its operations. GAAP-basis reporting also provides significant details as to the ESC's accounting policies and activities.

In order to comply with the Auditor of State's requirement to issue a GAAP-basis AFR, the ESC has two options. The first option is to issue basic financial statements (BFS) which consist of government-wide and fund financial statements, a management's discussion and analysis (MD&A) and appropriate note disclosures. The second option is to prepare a comprehensive annual financial report (CAFR). The CAFR, prepared under the guidelines of the Certificate of Achievement for Excellence in Financial Reporting program, would include the items mentioned above as well as an introductory section, combining statements and schedules and a statistical section. This proposal was prepared under the assumption that the ESC plans to issue a BFS for the fiscal year ended June 30, 2015, which is consistent with 2014 reporting.

The ESC should experience various benefits from preparing GAAP-basis BFS in addition to complying with the requirements set forth by the Auditor of State.

These benefits include:

- The ESC's elected officials and managers will benefit from the improved quality of the financial information available.

- Improved financial information will be available to the public.

- The ESC will be perceived to be more accountable for its actions by the public.

- The project will require the implementation of procedures to account for annual additions and deletions of capital assets as well as depreciation accounting for all capital assets.

- Should the ESC enter the capital funds market in the future, it could benefit from improved bond and note ratings as a result of improved accountability and quality of financial information. It should be noted that when issuing bonded debt GAAP-basis financial information is frequently requested and necessary.

- Since the ESC previously prepared a GAAP-basis statements, a more accurate analysis of results of operations from year to year will be possible.

PROJECT APPROACH

Although the preparation of the GAAP-basis BFS is the responsibility of the ESC Treasurer, the project will require the cooperation of almost all the ESC departments. Cooperation is essential to the success of the GAAP-conversion. The key to bringing about cooperation is proper planning and coordination of all aspects of the project.

We consider meetings of those ESC personnel involved with various aspects of the project, shared information, and on-going status updates of project completion to be the most important aspects in a successful conversion. In addition to being valuable planning tools for the project, the above will help identify any additional resources or information that may be needed. Our suggested approach to preparing your GAAP-basis financial statements can be summarized in three basic phases:

I. Review

Review the ESC's current accounting and financial reporting procedures for compliance with GAAP for governments. Define the procedures and resources necessary to convert the ESC's financial report from its cash-basis format to compliance with GAAP.

II. Planning

Using the information obtained during the review phase, we will identify specific tasks necessary for the completion of the BFS. The Treasurer should delineate responsibility for completing all tasks and specify a timetable for completion of the tasks.

III. BFS Preparation

The year-end cash-basis financial statements (reports) will be converted to GAAP-basis through analysis of (1) financial transactions necessary to prepare accrual entries (2) the effect of reversing prior year accrual entries, and (3) other information pertinent to the BFS (debt transactions, capital asset activity, investment activity, etc.).

At the completion of this phase, unaudited BFS with appropriate note disclosures will have been prepared. Additionally, various workpapers and schedules will have been prepared to enable the Independent Public Accountant (IPA) to review and audit the adjustments.

PROJECT SCOPE

J&G would assist the ESC in the preparation of its BFS. Our role would be primarily to:

- Perform the review of the ESC's current accounting and financial reporting procedures and determine changes necessary to comply with GAAP.

- Delineate responsibility for completing the tasks in the project after consulting with the ESC Treasurer and other personnel.

- Provide technical assistance, consultation and review during the term of the project.

- Post reversing journal entries to the cash-basis financial statements.

- Prepare adjusting journal entries for posting to the cash-basis financial statements.

- Prepare all footnote disclosures and assist the ESC with the preparation of the MD&A.

- File the BFS with the Auditor of State prior to November 27, 2015.

- Act as the ESC's liaison with its IPA on matters related to the preparation of the GAAP-basis BFS. We will provide the IPA access to our workpapers and we will ultimately post all agreed-upon audit adjustments. We would assist the IPA by answering various inquiries and explaining our procedures. Should the IPA request additional assistance or work to be performed by J&G beyond the scope of our engagement, we would only perform such tasks with the approval of the Treasurer.

This proposal was prepared based on the assumption that the ESC would accumulate/gather the information necessary to prepare the various adjusting journal entries. J&G will provide consultation related to the above tasks and our assistance will be tailored to meet your specific needs. Additionally, J&G will generate appropriate year-end reports from the ESC's accounting, files by accessing the ESC's database via the Internet using terminal emulation software. This will require that you authorize us to have "read only" access to your files at the ESC's "A-site".

ESC'S RESPONSIBILITIES

The ESC Treasurer is responsible for:

- The preparation and fair presentation of the financial statements in accordance with GAAP.
- Management decisions and functions and for assigning an individual with suitable skill, knowledge, or experience to oversee the GAAP-conversion services provided by J&G.
- Evaluating the adequacy and results of the services performed and accepting responsibility for such services.
- Designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.
- Preventing and detecting fraud.
- Identifying and ensuring that the entity complies with the laws and regulations applicable to its activities.
- Making all financial records and related information available to us.

J&G'S RESPONSIBILITIES

We are responsible for conducting the engagement in accordance with Statements on Standards for Accounting and Review Services issued by the AICPA.

J&G EMPLOYEES

The employees of J&G are not "public employees" for the purpose of the State Teachers Retirement System of Ohio (STRS) or the School Employees Retirement System of Ohio (SERS).

ERRORS, FRAUD, OR ILLEGAL ACTS

Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts. However, we will inform the appropriate level of management of any material errors, and of any evidence or information that comes to our attention during the performance of our compilation procedures that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are nearly inconsequential.

OBJECTIVE OF A COMPILATION

The objective of a compilation is to assist you in presenting financial information in the form of financial statements. We will utilize information that is your representation without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with GAAP.

TIMING

In accordance with Ohio Revised Code Section 117.38, the District is required to file its GAAP-basis annual financial report 150 days after fiscal year end, or by November 27, 2015. Failure to do so may result in a maximum penalty of $750 assessed by the Auditor of State. In order to meet this required deadline, J&G *must* receive all requested source data from the District by October 15, 2015 to ensure completion by November 27, 2015.

Based on our discussions with you we would assist the District in preparing its "unaudited" fiscal 2015 CAFR by November 27, 2015 for filing with the Auditor of State. It is important to note that the District should take a complete materials and supplies inventory and update capital asset information prior to June 30, 2015.

PROFESSIONAL FEES

You may choose between a one-year or multi-year contract. In either case, this is a fixed fee (i.e., you will not be billed additional amounts for any out-of-pocket expenses we may incur). You will be billed one-third of the appropriate amount below on August 1, October 1, and upon report completion each year.

1. FY15 BFS $5,300
2. Two-year engagement $5,100
3. Three-year engagement $4,900

We at J&G are dedicated to quality service and client satisfaction. If, during the course of a multi-year contract, the ESC is dissatisfied with our services, and it is a situation that cannot be rectified, the ESC may cancel the remaining portion of the contract. Both J&G and the ESC reserve the right to cancel the remaining portion of any contract period with a 90 day written notice to the other party. If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

We greatly appreciate this opportunity to be of assistance to the ESC. We believe there are many benefits to converting to GAAP-basis financial reporting. The ESC will not only be in compliance with the requirements set forth by the Auditor of State, but the public should perceive better accountability of the ESC's financial resources.

The terms as stated in this proposal will remain open until August 15, 2015. If the proposed terms are acceptable, please sign, date, and return one copy.

Should you have any questions please contact me at 614.846.1899. Thank you again.

Very truly yours,

Steven C. Julian

Steven C. Julian, CPA
Julian & Grube, Inc.

I accept your proposal to provide compilation services to the Geauga County Educational Service Center during our GAAP-conversion. I have chosen fee option __1__ (1, 2 or 3).

Lorrie D. Petersen
Treasurer

7/21/15
Date

Matthew Delemmo
Superintendent or Purchasing Agent

7/21/15
Date

Vote: Mr. Remias, yes; Mrs. Koster, yes; Mrs. Cavanaugh, yes; Mr. Battles, yes; and Mr. Burnett, yes. Motion carried.

Old Business: Discussion regarding the NEOLA policy in respect to the Sunshine Law.

MOTION: 69-2015
Mrs. Koster moved and Mr. Battles seconded the motion to approve the following items of new business as presented:

1) Contract for service to be approved with the Lake County Educational Service Center for the below listed service:

   Beth Katz, Early Childhood Supervisor
   75 days @ $397.36 per day = $29,802.00
   Effective August 1, 2015 through July 31, 2016

2) Approve Independent Contractors as listed below for the 2015-2016 school year:

   Wes Rogge, Energy Manager for the West Geauga Schools
   August 1, 2015 through July 31, 2016
   Salary - $17,000.04

   Amy Lutz, LPN, to provide nursing services for a Kenston student during the 2015-2016 school year. Maximum compensation of $10,425.12 based on time sheets submitted @ $23.48 per hour.

   Andrea Brown, LPN, to provide nursing services for a Kenston student during the 2015 2016 school year. Maximum compensation of $13,031.40 based on time sheets submitted @ $23.48 per hour.

3) Approve contract between Geauga County Educational Service Center and Julian and Grube, Inc. Julian and Grube will assist the GCESC in compiling its basic financial statements in compliance with accounting principles generally accepted as mandated by the Ohio Revised Code. Fee - $5,300.00.

4) Approve contract with Battelle/OSLN and the Geauga County Educational Service Center to provide additional support for professional development activities, research visits to innovative schools, and provide support to the 3 partner districts (Kenston, Cardinal and Berkshire) and iSTEM. Contract attached.

Vote: Mrs. Koster, yes; Mr. Battles, yes; Mrs. Cavanaugh, yes; Mr. Remias, yes; and Mr. Burnett, yes. Motion carried.

MOTION: 70-2015
Mrs. Cavanaugh moved and Mr. Remias seconded the motion to appoint Janice Koster as the 2015 OSBA Delegate and Steve Remias, as the AlternateDelegate for the 2015 OSBA Capital Conference. Vote:
Mrs. Cavanaugh, yes; Mr. Remias, yes; Mr. Battles, yes; Mrs. Koster, yes; and Mr. Burnett, yes. Motion carried.

INFORMATIONAL ITEMS:

1. Next board meeting – August 18, 2015.
2) Capital Conference – Nov. 8-11.
3) ESC fiscal fee information from Craig Burford.
4) Copy of letter sent to Maggie Lynch, Supt., Auburn Career Center.

MOTION: 71-2015
Mrs. Koster moved and Mrs. Cavanaugh seconded the motion to adjourn the meeting at 8:50 p.m. Vote: Unanimous approval. Motion carried.

GEAUGA COUNTY
EDUCATIONAL SERVICE CENTER
470 Center St., Bldg. #2, Chardon, OH 44024

Ph: 440-279-1700 Fx: 440-286-710
Email: gc_info@lgca.or

ommitted to the improvement of student achievement

Matthew Galemmo, Superintender
Lorretta Petersen, Treasure

Board Member

Dennis A. Battle
Kenneth C. Burne
Bonnie H. Cavanaug
Janice M. Koste
Steve Remia

July 22, 2015

Chagrin Falls Auxiliary
No. 2436 – 231 Main Street
Chagrin Falls OH 44022

Dear Sir:

The Geauga County Educational Service Center's Board of Education would like to formally acknowledge your 2015 donation to the Geauga County Project Achieve Program. At the Board of Education meeting held on July 21, 2015, your donation of $210.00 for Leap Reader Pens will be formally accepted and entered into our Board minutes.

Please accept the thanks of the Geauga County Educational Service Center's Board of Education for you generosity. Your support of Geauga County's Special Education programs is greatly appreciated.

Sincerely,
Geauga County Educational Service Center

Matthew Galemmo, Superintendent

Lorri Petersen, Treasurer

VAN DRIVERS
2015-2016
PRE-APPROVAL BY THE BOARD
PENDING RECEIPT OF ALL REQUIRED DOCUMENTS
FOR THE FOLLOWING DISTRICTS

Berkshire
Aimee Green

VAN DRIVERS
2015-2016
PRE-APPROVAL BY THE BOARD
PENDING RECEIPT OF ALL REQUIRED DOCUMENTS
FOR THE FOLLOWING DISTRICTS

Geauga County
Educational Service Center

Lindsay M. Baar
Jessica D. Duncan
Nicole M. Fisher
Shelby L. Kaminski
Kay Lyn Low
Karen J. Terrill
Amanda Kaye Tovar

Ye

BUS DRIVERS
2015-2016
PRE-APPROVAL BY THE BOARD
PENDING RECEIPT OF ALL REQUIRED DOCUMENTS
FOR THE FOLLOWING DISTRICT

Newbury

Kim M. Battaglia
Cathy J. Bukovics
Daniel Bushek
Belinda S. Fagan
Henry Fingerhut
Betty L. Frenchak
Isabel J. Kirby
Sindy L. Krukowski
Patricia A. Meagher
Margaret M. Oram
Kim P. Sass
Nicholas J. Sass
Donna Temple

VAN DRIVERS
2015-2016
PRE-APPROVAL BY THE BOARD
PENDING RECEIPT OF ALL REQUIRED DOCUMENTS
FOR THE FOLLOWING DISTRICTS

West Geauga

Eugene Ciasulo
Michael Dwyer
Barb Force
Janet Hoenigman
Jason Kletecka
Denise Notarian
Antonia Orecchio
Paul Oyaski
Jen Steffens

BUS DRIVERS
2015-2016
PRE-APPROVAL BY THE BOARD
PENDING RECEIPT OF ALL REQUIRED DOCUMENTS
FOR THE FOLLOWING DISTRICTS

West Geauga

Dawn Belohlavek
Elaine R. Blaschke
Leonard Cefaratti
Michele Clark
Jacqueline Connett
Colleen Conrad
Kelly Conrad
Scott Felker
Roy Force
Cheryl A. Fowler
Jacqueline Greulich
Christine L. Guthrie
Michele Bozich-Henrickson
Donna Hocevar
Janet Hoenigman
Theresa Huber
Tracie L. Janes
Dorothy P. Kellerhall
Mary F. Kovacs
Thomas W. LeSuer
Cathy B. MacDonald
Dorothy Miller
Dawn Onderdonk
Antonia Orecchio
Richard Paponetti
Robert Penrod
Kenneth Platz
Renee M. Rua-Arnold
Linda J. Scott
Barbara J. Spencer
Janet L. Stearns
Marilyn Sukes
Patricia Weber
Maithe I. Chounet-Zahler

Matt Galemmo
Geauga County Educational Service Center
470 Center St, Bldg 2
Chardon OH 44024

July 6, 2015

Dear Mr. Galemmo,

I would like to take this opportunity to thank you for the experience of working with Geauga Achieve for the past 5 years. The students and staff are remarkable and they have added value to my life.

I will not be returning to Geauga Achieve for the 2015-16 school year. I will finish teaching the Geauga Achieve students through the Kenston ESY program from July 28-August 6.

It has been my pleasure to work for the Geauga County Educational Service Center. I wish you all a successful upcoming school year.

Sincerely,
Lori McInnerney

June 19, 2015

Jaina,

I tried to call you before having to write this letter but your voicemail was full.

I have accepted a position at another school.

I regret having to do this since you have my utmost respect!

Earl Bede

Heather H. Dodd
7229 Hodgson Road
Mentor, Ohio 44060

July 10, 2015

Geauga County Governing Board
Kenneth Burnett, Board President
Geauga County Educational Service Center
470 Center Street, Building 2
Chardon, Ohio 44024

Re: Notice of Resignation

Dear Mr. Burnett:

I am writing to notify you that I have been offered a position with Willoughby-Eastlake City Schools ("WECS"), and that I have accepted the offer. My employment with WECS is, of course, conditioned on board approval from WECS. The board meets on Monday, July 13, 2015, and I will notify you immediately upon my receipt of confirmation of board approval of my employment with WECS.

I hereby resign my position with GCESC contingent on board approval of my employment with WECS.

I greatly appreciate the years I have spent with GCESC. I have developed many relationships that I trust will continue to be mutually beneficial as I continue to develop professionally.

Please call me with any questions or to discuss.

Very truly yours,

Heather H. Dodd

cc: Matthew Galemmo
Lorri Peterson
Sharon Knotek
Jaina Gandolfi

NOTRE DAME
NDCL
CATHEDRAL LATIN

NOTRE DAME – CATHEDRAL LATIN SCHOOL

June 18, 2015

Matt Galemmo
Superintendent
Geauga County Educational Service Center
470 Center St., Bldg. 2
Chardon, OH 44024

Dear Matt,

This letter serves as my official notice of resignation from employment with the Geauga County Educational Service Center at the conclusion of my current 2014 -2015 school year contract.

I will be continuing my professional services as an employee of Notre Dame-Cathedral Latin School.

I am most grateful for the twelve years of opportunity afforded to me by the GCESC.

I wish the GCESC all the best as it transitions into its next professional chapter.

Sincerely,

Kathy Sanborn

Kathy Sanborn, Ed.S., SP 510
Licensed School Psychologist

July 1, 2015

Lorri Pettersen
Treasurer
Geauga County Educational Service Center
470 Center St. Bld 2
Chardon, OH 44024

Dear Mrs. Petersen,

Please accept this letter as formal notification that I am resigning from my position as the Occupational Therapist as of July 31, 2015.

I want to thank you for the opportunity that the Geauga ESC has given me for the past ten years. Working for the ESC has provided me a place to further develop my skills as a therapist. I have enjoyed working there and I appreciate the support that I have received.

Thank you again and take care.

Sincerely,

Francisco Gonzalez

Kelly A. Misterka
12444 Brosius Road
Garrettsville, OH 44231
440-285-7361
Mysecondwind1@aol.com

Robin Ludwig, Program Supervisor
Geauga Achieve
c/o Geauga County ESC
470 Center Street, Bldg. 2
Chardon, OH 44024

Dear Robin,

Please accept this letter as confirmation of my resignation from the Geauga Achieve Program. I have thoroughly enjoyed the years that I have spent with the program, and will certainly miss the children and my very talented peers.

I would like to thank you for the opportunities which you have given me and feel that I have served Geauga Achieve well. I am looking forward to future challenges and hope that I will be able to utilize my education and experiences to excel in the future.

Thank you for your time and consideration, and should you have any questions or concerns, please feel free to contact me at any time.

Sincerely,

Kelly A. Misterka

Notice of resignation

Stoops Carolyn

Sent: Saturday, June 27, 2015 3:16 PM
To: Galemmo Matt; Scarano Frank
Cc: April.siegel-green@chardonschools.org

Please accept this letter as formal notification that I am leaving my position with the Geauga County ESC and will not be signing a contract for the 2015-2016 school year.

Thank you for the opportunities for professional and personal development that you have provided me during the last five years. I have enjoyed working for the Geauga ESC and the Chardon Schools and appreciate the support provided to me during my time with you.

If I can be of any assistance during this transition, please let me know.

Carolyn Stoops, Psy. S., NCSP
School Psychologist
Chardon Local Schools

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June 20, 2015

Geauga County Educational Service Center Board
470 Center Street
Chardon, Ohio 44024

Dear Mr. Galemmo and Members of the Board of the Geauga County ESC,

I am writing to notify you that I am resigning from my position as Speech and Language Pathologist at the Geauga County Educational Service Center. I have fulfilled my contract responsibilities for the 2014/2015 school year, and I will not be returning for the 2015/2016 school year.

Thank you for the opportunity to work with the GCESC.

Sincerely,

Amber Gingrich
Speech Language Pathologist

Dear Donna Cook,

Please accept this letter as formal notification that I am resigning from my position as Group Home Teacher with Geauga County Education Service Center, effective as of July 8th, 2015. Thank you so much for the opportunity to work in this position for the past 7 years. I've greatly enjoyed and appreciated the opportunities you have given me and helped me grow as a teacher and a person. If there is anything else that is needed, I may be contacted at (216) 224-2652. Thank you.

Sincerely,

Daniel Juliani

June 24th, 2015

July 20, 2015

Dear Board of Education Members,

I would like to retire officially as of September 30, 2015. I have loved my work here over the past 37 years and now it is time to explore what else I would like to do. I will forever value my lifelong friendships that I have made here and hope that our ESC will continue to support the kids in Geauga County.

Sincerely,

Lorri Petersen
Treasurer

July 13, 2015

Barbara Borris

1220 Stumpville Road

Jefferson, OH 44047

Dear Mr. Turk,

This letter is to inform you of my intent to retire from my position as Software Support Liaison for Lake Geauga Computer Association. My last day with Lake Geauga Computer Association will be July 31,2015. I feel that the time is right to move on to the next phase of my life and enjoy time with my husband, family and to pursue some other avenues.

I wanted to let you know that I enjoyed my employment and the many relationships that were built over the years. I hope that you understand the seriousness with which I treated our relationship and the sincere effort I put forth over the years.

Lake Geauga Computer Association is fortunate to have such willing, knowledgeable staff to work as hard and as diligently as they all do. All of the schools districts are being left in very capable hands.

It has been truly amazing to see that the years fly by so quickly and who would ever think that this day would be here so soon.

Sincerely Yours,

Barbara Borris

July 09. 2015

Geauga County Educational Service Center
470 Center Street
Building 2
Chardon. Ohio 44024

Dear Mr. Galemmo:

I am writing to inform you that I have decided to resign from my position as a classroom intervention specialist teacher for the S.T.A.R.S. Autism Program. At this point in time, I am choosing to dedicate my days to my child at home. This has not been an easy decision for me as I have loved my position as an intervention specialist in the S.T.A.R.S. Autism Program. I will truly miss the many talented people I have had the opportunity to work with along with the children who I had the opportunity to see advance on a daily basis. I hope that in the future I have the opportunity to work for the Geauga County Educational Service Center once again.

Respectfully.

Katherine C. Southall
2177 Old Mill Road
Madison. Ohio 44057

cc: Dana Eggers

Employees to be Approved for Attendance Bonus

For the 2014-2015 School Year

Employee Name	Days Absent	Amount to be paid
Brad Bowser	0	$426.72
Kelly Chambers	0	$382.50
Bruce Cline	1	$260.37
Donna Cook	0	$750.16
Tina DeMattia	0	$300.06
Emily Dennis	0	$158.26
Eric Drennen	0	$520.74
Sara Frank	1	$224.60
Matthew Galemmo	1	$535.71
Gerlyn Hall	0	$261.00
Daniel Juliani	0	$520.74
William Kennedy	0	$210.56
Allison Klejka	0	$416.36
Tammy Kuhn	0	$268.22
Karen Lackey	0	$576.66
Emily Larkin	1	$358.83
Allison Lintern	0	$376.08
Alyssa Lucas	1	$217.49
Jayne Malloy	1	$220.08
William McSherry	0	$539.20
Danna Meek	0	$592.36
Christine Nozling	1	$174.08
Patricia Randall	0	$502.28
Cathy Rugg	1	$98.70
Greg Sopko	0	$271.20
Sue Sotkovsky	1	$162.67
Karen Terrill	1	$127.52
Sabine Weizer	1	$115.13
Patricia Welch	1	$324.18
	Total to be Paid =	$9,892.46

Julian & Grube, Inc.
Serving Ohio Local Governments
333 County Line Rd. West, Westerville, OH 43082 Phone: 614.846.1899 Fax: 614.846.2799

July 7, 2015

Ms. Lorri Petersen, Treasurer
Geauga County Educational Service Center
470 Center St., Building 2
Chardon, OH 44024-1068

Dear Ms. Petersen:

We greatly appreciate the opportunity to submit our proposal to assist the Geauga County Educational Service Center (the "ESC") in compiling its basic financial statements (BFS) in compliance with accounting principles generally accepted in the United States of America (GAAP) for the year ended June 30, 2015. We will compile, from information you provide, the annual financial statements and issue an accountant's report thereon in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants (AICPA).

Julian & Grube, Inc. (J&G) takes pride in its commitment to providing quality accounting and advisory services to the public sector. Your request represents a significant opportunity for us and a cost-effective means for the ESC to achieve excellence in financial reporting. We have enclosed for your information a complete list of our public sector clients; please feel free to contact any of them.

The following proposal explains the GAAP reporting rules issued by the Auditor of State. We then set forth the approach and scope of our assistance based on our understanding of your needs, and finally, the fee schedule.

RULES FOR REPORTING ON A GAAP-BASIS

The Auditor of State has issued various Administrative Rules calling for Ohio governmental entities to begin preparing their "Annual Financial Report" (AFR) in accordance with GAAP. GAAP-basis reporting provides users of the financial statements with a comprehensive view of the ESC's overall financial position as well as the results of its operations. GAAP-basis reporting also provides significant details as to the ESC's accounting policies and activities.

In order to comply with the Auditor of State's requirement to issue a GAAP-basis AFR, the ESC has two options. The first option is to issue basic financial statements (BFS) which consist of government-wide and fund financial statements, a management's discussion and analysis (MD&A) and appropriate note disclosures. The second option is to prepare a comprehensive annual financial report (CAFR). The CAFR, prepared under the guidelines of the Certificate of Achievement for Excellence in Financial Reporting program, would include the items mentioned above as well as an introductory section, combining statements and schedules and a statistical section. This proposal was prepared under the assumption that the ESC plans to issue a BFS for the fiscal year ended June 30, 2015, which is consistent with 2014 reporting.

The ESC should experience various benefits from preparing GAAP-basis BFS in addition to complying with the requirements set forth by the Auditor of State.

These benefits include:

- The ESC's elected officials and managers will benefit from the improved quality of the financial information available.

- Improved financial information will be available to the public.

- The ESC will be perceived to be more accountable for its actions by the public.

- The project will require the implementation of procedures to account for annual additions and deletions of capital assets as well as depreciation accounting for all capital assets.

- Should the ESC enter the capital funds market in the future, it could benefit from improved bond and note ratings as a result of improved accountability and quality of financial information. It should be noted that when issuing bonded debt GAAP-basis financial information is frequently requested and necessary.

- Since the ESC previously prepared a GAAP-basis statements, a more accurate analysis of results of operations from year to year will be possible.

PROJECT APPROACH

Although the preparation of the GAAP-basis BFS is the responsibility of the ESC Treasurer, the project will require the cooperation of almost all the ESC departments. Cooperation is essential to the success of the GAAP-conversion. The key to bringing about cooperation is proper planning and coordination of all aspects of the project.

We consider meetings of those ESC personnel involved with various aspects of the project, shared information, and on-going status updates of project completion to be the most important aspects in a successful conversion. In addition to being valuable planning tools for the project, the above will help identify any additional resources or information that may be needed. Our suggested approach to preparing your GAAP-basis financial statements can be summarized in three basic phases:

I. Review

Review the ESC's current accounting and financial reporting procedures for compliance with GAAP for governments. Define the procedures and resources necessary to convert the ESC's financial report from its cash-basis format to compliance with GAAP.

II. Planning

Using the information obtained during the review phase, we will identify specific tasks necessary for the completion of the BFS. The Treasurer should delineate responsibility for completing all tasks and specify a timetable for completion of the tasks.

III. BFS Preparation

The year-end cash-basis financial statements (reports) will be converted to GAAP-basis through analysis of (1) financial transactions necessary to prepare accrual entries (2) the effect of reversing prior year accrual entries, and (3) other information pertinent to the BFS (debt transactions, capital asset activity, investment activity, etc.).

At the completion of this phase, unaudited BFS with appropriate note disclosures will have been prepared. Additionally, various workpapers and schedules will have been prepared to enable the Independent Public Accountant (IPA) to review and audit the adjustments.

PROJECT SCOPE

J&G would assist the ESC in the preparation of its BFS. Our role would be primarily to:

- Perform the review of the ESC's current accounting and financial reporting procedures and determine changes necessary to comply with GAAP.

- Delineate responsibility for completing the tasks in the project after consulting with the ESC Treasurer and other personnel.

- Provide technical assistance, consultation and review during the term of the project.

- Post reversing journal entries to the cash-basis financial statements.

- Prepare adjusting journal entries for posting to the cash-basis financial statements.

- Prepare all footnote disclosures and assist the ESC with the preparation of the MD&A.

- File the BFS with the Auditor of State prior to November 27, 2015.

- Act as the ESC's liaison with its IPA on matters related to the preparation of the GAAP-basis BFS. We will provide the IPA access to our workpapers and we will ultimately post all agreed-upon audit adjustments. We would assist the IPA by answering various inquiries and explaining our procedures. Should the IPA request additional assistance or work to be performed by J&G beyond the scope of our engagement, we would only perform such tasks with the approval of the Treasurer.

This proposal was prepared based on the assumption that the ESC would accumulate/gather the information necessary to prepare the various adjusting journal entries. J&G will provide consultation related to the above tasks and our assistance will be tailored to meet your specific needs. Additionally, J&G will generate appropriate year-end reports from the ESC's accounting, files by accessing the ESC's database via the Internet using terminal emulation software. This will require that you authorize us to have "read only" access to your files at the ESC's "A-site".

ESC'S RESPONSIBILITIES

The ESC Treasurer is responsible for:

- The preparation and fair presentation of the financial statements in accordance with GAAP.
- Management decisions and functions and for assigning an individual with suitable skill, knowledge, or experience to oversee the GAAP-conversion services provided by J&G.
- Evaluating the adequacy and results of the services performed and accepting responsibility for such services.
- Designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.
- Preventing and detecting fraud.
- Identifying and ensuring that the entity complies with the laws and regulations applicable to its activities.
- Making all financial records and related information available to us.

J&G'S RESPONSIBILITIES

We are responsible for conducting the engagement in accordance with Statements on Standards for Accounting and Review Services issued by the AICPA.

J&G EMPLOYEES

The employees of J&G are not "public employees" for the purpose of the State Teachers Retirement System of Ohio (STRS) or the School Employees Retirement System of Ohio (SERS).

ERRORS, FRAUD, OR ILLEGAL ACTS

Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts. However, we will inform the appropriate level of management of any material errors, and of any evidence or information that comes to our attention during the performance of our compilation procedures that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are nearly inconsequential.

OBJECTIVE OF A COMPILATION

The objective of a compilation is to assist you in presenting financial information in the form of financial statements. We will utilize information that is your representation without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with GAAP.

TIMING

In accordance with Ohio Revised Code Section 117.38, the District is required to file its GAAP-basis annual financial report 150 days after fiscal year end, or by November 27, 2015. Failure to do so may result in a maximum penalty of $750 assessed by the Auditor of State. In order to meet this required deadline, J&G *must* receive all requested source data from the District by October 15, 2015 to ensure completion by November 27, 2015.

Based on our discussions with you we would assist the District in preparing its "unaudited" fiscal 2015 CAFR by November 27, 2015 for filing with the Auditor of State. It is important to note that the District should take a complete materials and supplies inventory and update capital asset information prior to June 30, 2015.

PROFESSIONAL FEES

You may choose between a one-year or multi-year contract. In either case, this is a fixed fee (i.e., you will not be billed additional amounts for any out-of-pocket expenses we may incur). You will be billed one-third of the appropriate amount below on August 1, October 1, and upon report completion each year.

1. FY15 BFS $5,300
2. Two-year engagement $5,100
3. Three-year engagement $4,900

We at J&G are dedicated to quality service and client satisfaction. If, during the course of a multi-year contract, the ESC is dissatisfied with our services, and it is a situation that cannot be rectified, the ESC may cancel the remaining portion of the contract. Both J&G and the ESC reserve the right to cancel the remaining portion of any contract period with a 90 day written notice to the other party. If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

We greatly appreciate this opportunity to be of assistance to the ESC. We believe there are many benefits to converting to GAAP-basis financial reporting. The ESC will not only be in compliance with the requirements set forth by the Auditor of State, but the public should perceive better accountability of the ESC's financial resources.

The terms as stated in this proposal will remain open until August 15, 2015. If the proposed terms are acceptable, please sign, date, and return one copy.

Should you have any questions please contact me at 614.846.1899. Thank you again.

Very truly yours,

Steven C. Julian

Steven C. Julian, CPA
Julian & Grube, Inc.

I accept your proposal to provide compilation services to the Geauga County Educational Service Center during our GAAP-conversion. I have chosen fee option ___/___ (1, 2 or 3).

Lorri Petersen
Treasurer

7/21/15
Date

Matthew Delemmo
Superintendent or Purchasing Agent

7/21/15
Date

Geauga County Educational Service Center Governing Board

Addendum to Battelle Ed/OSLN Vendor Agreement

This is an ADDENDUM ("Addendum") to the Vendor Service Agreement ("Agreement") between Battelle Ed/OSLN and the Geauga County Educational Service Center Governing Board ("Geauga County ESC") entered into in accordance with Paragraph 14 of the Agreement.

The Geauga County ESC and Battelle Ed/OSLN mutually agree as follows:

In addition to the services set forth in the Scope of Work, attached to and incorporated into the Agreement as Exhibit A, Battelle Ed/OSLN shall be responsible for management and oversight of $150,000 for Professional Development activities and related expenses to support the implementation and completion of the deliverables outlined in the Geauga County Innovation and Career Readiness Straight A Project. iSTEM Geauga Early College High School (iSTEM GHS) teachers and staff, Auburn Career Center, Berkshire Local, Cardinal Local, Kenston Local School District teachers, staff and administrators are eligible to participate in these activities.

$150,000 is budgeted to support professional development activities (through OSLN or other vendors), research visits to innovative schools, conference fees, meeting attendance, stipends for iSTEM GHS teachers/staff, and stipend payments for the 4 partner schools (Auburn Career Center, Berkshire Local, Cardinal Local and Kenston Local School districts).

Battelle Ed/OSLN will work with iSTEM Geauga HS/ and GCESC to coordinate training activities and cover registration, training and travel costs associated with the professional development activities and related expenses listed above. Battelle Ed/OSLN will provide the infrastructure necessary for processing payments (i.e. securing W-9s, invoicing, travel reimbursements, etc) and will also provide oversight and management of participation in the grant activities. Battelle Education's effort to administer and manage the activities outlined in this addendum is $15,000.

Each partner district (Auburn, Berkshire, Cardinal and Kenston) will receive a $10,000 stipend (for a total of $40,000) to offset professional development and related activities through June 30, 2020. Battelle Ed will coordinate the processing and disbursement of the stipend payments in August 2015.

The remaining $95,000 will be available for PD, research visits, conference fees, meeting attendance, and stipends for partner schools and iSTEM administrators and staff. Battelle Education will work collaboratively with GCESC on the distribution and use of these funds in accordance with the goals of the Straight A Grant.

IN WITNESS THEREOF, the parties have set their hands.

BATTELLE ED

By Elainne B. Moehring Digitally signed by Elainne B. Moehring DN: cn=Elainne B. Moehring, o=BatteelleEd (Contracts), ou=BatteelleEd.org, email=emoehringe@battelle.org, c=US Date: 2015.06.05 11:03:34 -04'00' 5 June 5
(With authority to bind Battelle Ed to the terms of this Agreement) Date

Elaine B. Moehring, Battelle Education Contracting Officer
Printed Name

GEAUGA COUNTY EDUCATIONAL SERVICE CENTER GOVERNING BOARD

By _____
President (In his/her official capacity only) Date

Matthew Delemmo
And by _____ 7/21/15
Superintendent (In his/her official capacity only) Date

Loretta Tetler
And by _____ 7/21/15
Treasurer (In his/her official capacity only) Date

GEAUGA COUNTY
EDUCATIONAL SERVICE CENTER
470 Center St., Bldg. #2, Chardon, OH 44024

Ph: 440-279-1700 Fx: 440-286-71
Email: gc_info@lgca.c

Committed to the improvement of student achievement

Matthew Galemmo, Superintend
Lorretta Petersen, Treasu

Board Membe

Dennis A. Batt
Kenneth C. Burn
Bonnie H. Cavanau
Janice M. Kos
Steve Remi

July 17, 2015

Auburn Career Center
Attn: Maggie Lynch, Superintendent
8140 Auburn Rd.
Concord Twp., OH 44077

Dear Maggie:

On behalf of the Geauga County Governing Board and myself we would like to thank you for the time and effort you have spent with our office in planning and implementing the Geauga iStem School at Auburn Career Center.

It is through your dedication and insight that the completion of the renovation of the Auburn Career Center's facility was successful.

Furthermore, your willingness to share facilities and personnel will help us in maintaining a cost effective high school.

This relationship between the Geauga County Educational Service Center and Auburn Career Center will only continue to prosper and grow in the future.

Thank you,

Matt

Matthew Galemmo
Superintendent