

**MINUTES**  
**GEAUGA COUNTY EDUCATIONAL SERVICE CENTER**  
**SEPTEMBER 25, 2012 7:00 P.M.**

The Geauga County Educational Service Center board met on September 25, 2012, at 7:00 p.m., at the offices of the board for the purpose of conducting their regular business meeting. Members present were: Mrs. Koster, Mrs. Cavanaugh, Mr. Gilson and Mr. Burnett. Absent: Mr. Battles.

**MOTION:**

Mrs. Koster moved and Mrs. Cavanaugh seconded the motion to approve the agenda and addendum as presented. Vote: Mrs. Koster, yes; Mrs. Cavanaugh, yes; Mr. Gilson, yes; and Mr. Burnett, yes. Motion carried.

**MOTION:**

Mr. Gilson moved and Mrs. Koster seconded the motion to approve the minutes with corrections from August 21, 2012. Vote: Mr. Gilson, yes; Mrs. Koster, yes; Mrs. Cavanaugh, yes; and Mr. Burnett, yes. Motion carried.

**MOTION:**

Mr. Gilson moved and Mrs. Cavanaugh seconded the motion to approve the treasurer's report as listed below:

- 1) August financial statement.
- 2) August warrants written.
- 3) August investments.
- 4) September invoices payable.
- 5) Approve attached list of appropriations for the 2012-2013 school year.

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

Mr. Joe Insana, West Geauga resident, attended the meeting. Discussion was held on the decision made by the West Geauga Schools to stop transporting children because of financial limitations.

Mr. Galemme gave the following updates:

- 1) Updates on innovation grants.
- 2) Cardinal schools interested in sharing Superintendent with Berkshire.
- 3) Shared services.
- 4) Carrington School project.

**MOTION:**

Mr. Gilson moved and Mrs. Cavanaugh seconded the motion to approve personnel items as listed below:

1) Professional meeting requests:

Deborah Morgan, Gifted Coordinator, to attend ESC Progress Network Meeting, Columbus, Sept. 20, total approx. cost: \$215.00.

Stephanie Cohen, OT and Kathy Sanborn, Psychologist, to attend Autism, Asperger's, Sensory and ADHD in Children and Adolescents, Cleveland, Nov. 2, total approx. cost: \$179.00.

Susan Maas, Carol Warnick, Suzanne Fletcher, and Frank Scarano, School Psychologists, to attend Ohio School Psychologists Association Fall Conference, Columbus, Nov. 7 – 9, total approx. cost: \$2,275.00.

Susan Maas, School Psychologist, to attend Memory Conference, Independence, Oct. 15, total approx. cost: \$95.00.

Sheldon Firem, School Psychologist, to attend Trauma/PTSD/Traumatic Grief Conference, Independence, Nov. 12, total approx. cost: \$90.00.

Stacy Heatwole, Speech Pathologist, to attend Ohio School Speech Pathologists and Educational Audiology Conference, Columbus, Oct. 21-23, total approx. cost: \$488.00.

Kenneth Burnett and Bonnie Cavanaugh, Board Members, Matthew Galemmo, Superintendent and Suzanne Allen, Assistant Superintendent, to attend Ohio School Boards Association Capital Conference, Columbus, Nov. 11-14, total approx. cost: \$3,745.00.

Robert Gilson, Board Member, and Matthew Galemmo, Superintendent, to attend Association of Educational Service Agencies 27<sup>th</sup> Annual Conference, Tampa, Florida, Nov. 28 – Dec. 1, total approx. cost: \$4,530.00.

Matthew Galemmo, Superintendent, to attend American Association of School Administrators Conference, Los Angeles, CA., Feb. 21-23, total approx. cost: \$2,925.00.

Jennifer Miklovich, OT, to attend Handwriting without Tears Workshop, Cleveland, Nov. 2, total approx. cost: \$215.00.

Ann Blair, Parent Mentor, to attend Leadership Conference, Columbus, Sept. 26 & 27, total approx. cost: \$200.00.

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Julie Ramos, School Improvement Coordinator, to attend Leaders in Public Education, Akron, Oct. 5, total approx. cost: \$215.00.

Kelly Oblaczynski and Janet Sapp, STARS Teachers, to attend Ocalicon 2012, Columbus, Nov. 14-16, total approx. cost: \$950.00.

Kathy Schmelzer, Social Worker, to attend Anti-Harassment, Intimidation and Bullying Conference, Columbus, Sept. 24, total approx. cost: \$225.00.

Deborah Morgan, Gifted Coordinator, to attend Ohio Association for Gifted Children, Columbus, Oct. 15 & 16, total approx. cost: \$585.00.

Michael Abraham, ED Program Administrator, to attend Ohio Teacher Evaluation System Training, New Philadelphia, Nov. 5-7, total approx. cost: \$310.00.

Ann Blair, Parent Mentor, to attend Parent Mentor Fall Conference, Newark, Oct. 22-24, total approx. cost: \$200.00.

April Gregan, School Psychologist, to attend Ohio School Psychologists Association Fall Conference, Columbus, Nov. 8 & 9, total approx. cost: \$535.00.

- 2) Bus/van drivers for approval to drive in the Geauga County Schools during the 2012-2013 school year:

Kenston – David Walker, Michael Bayer and Laurie Bucholtz  
Newbury – Kimberly Knautz  
West Geauga – Janet Hoenigman

- 3) Employee Resignations:

Renee Siperke, Educational Assistant, effective August 13, 2012.  
Letter attached.

Sandy Dezman, Educational Assistant, effective August 22, 2012.  
Letter attached.

- 4) Leave requests:

FMLA leave request from Rosemary Fox, Educational Assistant, effective August 29, 2012, through approx. Dec. 4, 2012. Letter attached.

Sarah Meikle, Speech and Language Pathologist, requesting unpaid parental leave beginning Nov. 12, 2012 for the remainder of the 2012-2013 school year.  
Letter attached.

5) New Employee:

Madison Monroe, Gifted Intervention Specialist  
One year limited contract, effective Sept. 26, 2012 through July 31, 2013  
Salary – Step 4 BA+ \$40,253.00 pro-rated to 157.5 days - \$34,177.00.  
All benefits included.

6) Contract Change:

Approve contract with Wes Rogge, Energy Manager, with the West Geauga Schools, effective October 1, 2012 through July 31, 2013, \$1,416.67 per month.

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

MOTION:

Mrs. Koster moved and Mrs. Cavanaugh seconded the motion to approve new business items as listed:

- 1) Approve lease agreement between the Geauga County ESC and the Cardinal Board of Education to provide classrooms for the STARS Program during the 2012-2013 school year. Attached.
- 2) Approve the affiliation agreement between the Cleveland State University and the Geauga County Educational Service Center to enable CSU to provide clinical education experiences to students enrolled in their programs. Agreement attached.
- 3) Approve the first of three readings of "Use of Credit Cards" #6423. Attached.

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

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**MOTION:**

Mr. Gilson moved and Mrs. Cavanaugh seconded the motion to concur with the West Geauga Board of Education resolution to declare transportation impractical for the attached list of students allowing for the appeals process. Vote: Mr. Gilson, yes; Mrs. Cavanaugh, yes; Mrs. Koster, yes; and Mr. Burnett, yes. Motion carried.

**MOTION:**

Mrs. Koster moved and Mrs. Cavanaugh seconded the motion to approve the attached resolution to join the Ohio Schools Council for the 2012-2013 school year. Vote: Mrs. Koster, yes; Mrs. Cavanaugh, yes; Mr. Gilson, yes; and Mr. Burnett, yes. Motion carried.

Next board meeting – October 16, 2012, 7:00 p.m.

**MOTION:**

Mr. Gilson moved and Mrs. Koster seconded the motion to adjourn the meeting at 8:35 p.m. Vote: Unanimous approval. Motion carried.

Date: 09/20/12  
Time: 1:20 pm

GEAUGA COUNTY EDUC SRV CENTER  
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001 GENERAL

1000 INSTRUCTION

1100 REGULAR INSTRUCTION

100 PERSONAL SERVICES - SALARIES	\$	89,200.00
200 EMPLOYEES RETIRE. & INSUR. BEN	\$	37,501.00
400 PURCHASED SERVICES	\$	10,623.20
500 SUPPLIES AND MATERIALS	\$	2,440.00
600 CAPITAL OUTLAY	\$	600.00
Total for 1100 REGULAR INSTRUCTION	\$	140,364.20

1200 SPECIAL INSTRUCTION

100 PERSONAL SERVICES - SALARIES	\$	2,274,020.95
200 EMPLOYEES RETIRE. & INSUR. BEN	\$	1,111,563.67
400 PURCHASED SERVICES	\$	244,438.01
500 SUPPLIES AND MATERIALS	\$	63,131.23
600 CAPITAL OUTLAY	\$	6,190.02
Total for 1200 SPECIAL INSTRUCTION	\$	3,699,343.88

1300 VOCATIONAL INSTRUCTION

100 PERSONAL SERVICES - SALARIES	\$	195,835.00
200 EMPLOYEES RETIRE. & INSUR. BEN	\$	84,879.00
400 PURCHASED SERVICES	\$	13,575.69
500 SUPPLIES AND MATERIALS	\$	622.61
600 CAPITAL OUTLAY	\$	359.99
Total for 1300 VOCATIONAL INSTRUCTION	\$	295,272.29

1400 ADULT/CONTINUING INSTRUCTION

100 PERSONAL SERVICES - SALARIES	\$	4,000.00
200 EMPLOYEES RETIRE. & INSUR. BEN	\$	1,050.00
500 SUPPLIES AND MATERIALS	\$	250.00
Total for 1400 ADULT/CONTINUING INSTRUCTI	\$	5,300.00

Total for 1000 INSTRUCTION \$ 4,140,280.37

2000 SUPPORTING SERVICES

2110 DIREC. OF SUPP SERV - PUPILS

400 PURCHASED SERVICES	\$	2,901.42
Total for 2110 DIREC. OF SUPP SERV - PUI	\$	2,901.42

Date: 09/20/12  
Time: 1:20 pm

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2126 PLACEMENT SERVICES

100 PERSONAL SERVICES - SALARIES	\$	67,200.00
200 EMPLOYEES RETIRE. & INSUR. BEN	\$	26,120.80
400 PURCHASED SERVICES	\$	8,394.23
Total for 2126 PLACEMENT SERVICES	\$	101,715.03

2130 HEALTH SERVICES

100 PERSONAL SERVICES - SALARIES	\$	469,500.00
200 EMPLOYEES RETIRE. & INSUR. BEN	\$	144,687.00
400 PURCHASED SERVICES	\$	98,543.29
500 SUPPLIES AND MATERIALS	\$	4,400.00
Total for 2130 HEALTH SERVICES	\$	717,130.29

2134 NURSES SERVICES

100 PERSONAL SERVICES - SALARIES	\$	55,000.00
200 EMPLOYEES RETIRE. & INSUR. BEN	\$	19,681.08
400 PURCHASED SERVICES	\$	82,746.61
500 SUPPLIES AND MATERIALS	\$	1,500.00
Total for 2134 NURSES SERVICES	\$	158,927.69

2140 PSYCHOLOGICAL SERVICES

100 PERSONAL SERVICES - SALARIES	\$	856,750.00
200 EMPLOYEES RETIRE. & INSUR. BEN	\$	277,850.06
400 PURCHASED SERVICES	\$	16,662.43
500 SUPPLIES AND MATERIALS	\$	5,805.00
600 CAPITAL OUTLAY	\$	1,000.00
Total for 2140 PSYCHOLOGICAL SERVICES	\$	1,158,067.49

2150 SPEECH PATHOLOGY & AUDIOLOGY

100 PERSONAL SERVICES - SALARIES	\$	443,300.00
200 EMPLOYEES RETIRE. & INSUR. BEN	\$	142,928.28
400 PURCHASED SERVICES	\$	5,488.00
500 SUPPLIES AND MATERIALS	\$	472.71
Total for 2150 SPEECH PATHOLOGY & AUDIOLO	\$	592,188.99

2151 SERVICE AREA DIRECTION

100 PERSONAL SERVICES - SALARIES	\$	56,250.00
200 EMPLOYEES RETIRE. & INSUR. BEN	\$	21,900.06
Total for 2151 SERVICE AREA DIRECTION	\$	78,150.06

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2153 AUDIOLOGY SERVICES

100 PERSONAL SERVICES - SALARIES \$ 4,200.00

Total for 2153 AUDIOLOGY SERVICES \$ 4,200.00

2171 SERVICE AREA DIRECTION

100 PERSONAL SERVICES - SALARIES \$ 250,500.00

200 EMPLOYEES RETIRE. & INSUR. BEN \$ 35,894.60

400 PURCHASED SERVICES \$ 18,691.08

500 SUPPLIES AND MATERIALS \$ 131.30

Total for 2171 SERVICE AREA DIRECTION \$ 305,216.98

2173 SOCIAL WORK SERVICES

100 PERSONAL SERVICES - SALARIES \$ 55,000.00

200 EMPLOYEES RETIRE. & INSUR. BEN \$ 23,441.80

Total for 2173 SOCIAL WORK SERVICES \$ 78,441.80

2181 ADAPTED PHYSICAL EDUCATION

100 PERSONAL SERVICES - SALARIES \$ 76,378.00

200 EMPLOYEES RETIRE. & INSUR. BEN \$ 30,229.42

400 PURCHASED SERVICES \$ 3,500.00

500 SUPPLIES AND MATERIALS \$ 86.00

Total for 2181 ADAPTED PHYSICAL EDUCATION \$ 110,193.42

2185 OCCUPATIONAL THERAPY & COTA

100 PERSONAL SERVICES - SALARIES \$ 40,500.00

200 EMPLOYEES RETIRE. & INSUR. BEN \$ 19,448.00

Total for 2185 OCCUPATIONAL THERAPY & COT \$ 59,948.00

2186 PHYSICAL THERAPY & PTA

100 PERSONAL SERVICES - SALARIES \$ 119,600.00

200 EMPLOYEES RETIRE. & INSUR. BEN \$ 60,388.40

400 PURCHASED SERVICES \$ 1,250.00

Total for 2186 PHYSICAL THERAPY & PTA \$ 181,238.40

2189 OTHER SUPPORT - DISABILITIES

100 PERSONAL SERVICES - SALARIES \$ 140,852.92

200 EMPLOYEES RETIRE. & INSUR. BEN \$ 52,307.70

400 PURCHASED SERVICES \$ 1,781.00

500 SUPPLIES AND MATERIALS \$ 90.63



Date: 09/20/12  
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Total for 2710 SERVICE AREA DIRECTION	\$	4,400.00
2720 CARE & UPKEEP OF BUILDINGS		
400 PURCHASED SERVICES	\$	66,648.95
Total for 2720 CARE & UPKEEP OF BUILDINGS	\$	66,648.95
2790 OTHER OPER & MAINT OF PLANT		
100 PERSONAL SERVICES - SALARIES	\$	17,875.00
200 EMPLOYEES RETIRE. & INSUR. BEN	\$	16,160.00
Total for 2790 OTHER OPER & MAINT OF PLAN	\$	34,035.00
2829 OTHER VEHICLE OPERATION SERVIC		
500 SUPPLIES AND MATERIALS	\$	481.64
Total for 2829 OTHER VEHICLE OPERATION SE	\$	481.64
2910 SERVICE AREA DIRECTION		
200 EMPLOYEES RETIRE. & INSUR. BEN	\$	6,500.00
400 PURCHASED SERVICES	\$	7,844.50
500 SUPPLIES AND MATERIALS	\$	2,200.00
600 CAPITAL OUTLAY	\$	500.00
800 MISCELLANEOUS OBJECTS	\$	13,462.00
Total for 2910 SERVICE AREA DIRECTION	\$	30,506.50
2930 INFORMATION SERVICES		
400 PURCHASED SERVICES	\$	31,435.00
Total for 2930 INFORMATION SERVICES	\$	31,435.00
2933 MANAGEMENT INFORMATION SERV.		
100 PERSONAL SERVICES - SALARIES	\$	10,607.28
200 EMPLOYEES RETIRE. & INSUR. BEN	\$	1,699.03
Total for 2933 MANAGEMENT INFORMATION SER	\$	12,306.31
2940 STAFF SERVICES		
400 PURCHASED SERVICES	\$	10,607.70
500 SUPPLIES AND MATERIALS	\$	6,763.34
Total for 2940 STAFF SERVICES	\$	17,371.04
2942 STAFF ACCOUNTING SERVICES		

Date: 09/20/12  
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400 PURCHASED SERVICES	\$ 16,183.06
Total for 2942 STAFF ACCOUNTING SERVICES	\$ 16,183.06
2944 HEALTH SERVICES	
400 PURCHASED SERVICES	\$ 300.00
Total for 2944 HEALTH SERVICES	\$ 300.00
2961 OECN RELATED - SPECIAL INSTRU	
400 PURCHASED SERVICES	\$ 44,090.00
500 SUPPLIES AND MATERIALS	\$ 1,000.00
600 CAPITAL OUTLAY	\$ 1,000.00
Total for 2961 OECN RELATED - SPECIAL INS	\$ 46,090.00
2963 OECN RELATED - REG/ADULT/OTHER	
400 PURCHASED SERVICES	\$ 1,450.00
Total for 2963 OECN RELATED - REG/ADULT/O	\$ 1,450.00
2968 NON-OECN RELATED - NON-INSTRU	
100 PERSONAL SERVICES - SALARIES	\$ 34,000.00
200 EMPLOYEES RETIRE. & INSUR. BEN	\$ 6,560.06
Total for 2968 NON-OECN RELATED - NON-INS	\$ 40,560.06
Total for 2000 SUPPORTING SERVICES	\$ 7,506,034.22
Total for 001 GENERAL	\$ 11,646,314.59

Date: 09/20/12  
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019 OTHER GRANT

400 PURCHASED SERVICES	\$	42,871.01
500 SUPPLIES AND MATERIALS	\$	2,013.29
Total for 019 OTHER GRANT	\$	44,884.30

025 COMPUTER NETWORK CLASS 'A'SIT

100 PERSONAL SERVICES - SALARIES	\$	970,150.59
200 EMPLOYEES RETIRE. & INSUR. BEN	\$	328,050.02
400 PURCHASED SERVICES	\$	1,527,870.40
500 SUPPLIES AND MATERIALS	\$	9,657.82
600 CAPITAL OUTLAY	\$	218,826.64
800 MISCELLANEOUS OBJECTS	\$	38,782.61
Total for 025 COMPUTER NETWORK CLASS 'A'SIT	\$	3,093,338.08

439 PUBLIC SCHOOL PRESCHOOL

100 PERSONAL SERVICES - SALARIES	\$	44,667.27
200 EMPLOYEES RETIRE. & INSUR. BEN	\$	19,332.73
Total for 439 PUBLIC SCHOOL PRESCHOOL	\$	64,000.00

463 ALTERNATIVE SCHOOLS

100 PERSONAL SERVICES - SALARIES	\$	19,000.00
200 EMPLOYEES RETIRE. & INSUR. BEN	\$	8,000.00
400 PURCHASED SERVICES	\$	8,271.00
500 SUPPLIES AND MATERIALS	\$	1,758.00
600 CAPITAL OUTLAY	\$	225.76
900 OTHER USES OF FUNDS	\$	1,488.60
Total for 463 ALTERNATIVE SCHOOLS	\$	38,743.36

499 MISCELLANEOUS STATE GRANT FUND

100 PERSONAL SERVICES - SALARIES	\$	17,000.00
200 EMPLOYEES RETIRE. & INSUR. BEN	\$	2,756.50
400 PURCHASED SERVICES	\$	5,093.50
500 SUPPLIES AND MATERIALS	\$	150.00
Total for 499 MISCELLANEOUS STATE GRANT FUND	\$	25,000.00

506 RACE TO THE TOP

400 PURCHASED SERVICES	\$	2,809.23
500 SUPPLIES AND MATERIALS	\$	680.58
900 OTHER USES OF FUNDS	\$	2,727.78
Total for 506 RACE TO THE TOP	\$	6,217.59

Date: 09/20/12  
Time: 1:20 pm

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587 IDEA PRESCHOOL-HANDICAPPED

100 PERSONAL SERVICES - SALARIES	\$	50,287.00
400 PURCHASED SERVICES	\$	12,658.00
500 SUPPLIES AND MATERIALS	\$	2,384.23

Total for 587 IDEA PRESCHOOL-HANDICAPPED	\$	65,329.23
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599 MISCELLANEOUS FED. GRANT FUND

400 PURCHASED SERVICES	\$	38,455.41
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Total for 599 MISCELLANEOUS FED. GRANT FUND	\$	38,455.41
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Total Appropriations Other Funds	\$	3,375,967.97
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Grand Total All Funds	\$	15,022,282.56
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**Petersen Lorri**

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**From:** Michel Gayle  
**Sent:** Monday, September 17, 2012 8:53 AM  
**To:** Sotkovsky Sue; Petersen Lorri  
**Subject:** Fw: Resignation for Renee Siperke

Here is Renee's ESC registration. Gayle  
Sent from my Verizon Wireless BlackBerry

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**From:** Renee Siperke <[rsiperke@windstream.net](mailto:rsiperke@windstream.net)>  
**Date:** Mon, 17 Sep 2012 08:00:41 -0400  
**To:** <[gayle.michel@geaugaesc.org](mailto:gayle.michel@geaugaesc.org)>  
**Subject:** Resignation for Renee Siperke

Hello Gayle,

Please accept this email as my resignation letter from Geauga County Educational Center, as of August 13<sup>th</sup> 2012. I am no longer employed by the GCEC and I am now employed by Wixey and Associates.

Thanking you  
Charmaine Renee Siperke

PS. Please forward this to others on my behalf.

## FW: Educational aide

Michel Gayle

Sent: Wednesday, August 22, 2012 12:03 PM

To: Sotkovsky Sue

Gayle

Gayle Michel, M. Ed.

Early Childhood Supervisor, Geauga ESC  
Center

170 Center Street, Bldg 2

Shardon, Ohio 44024

Work Cell: 440-289-5984

Email: [gayle.michel@geaugaesc.org](mailto:gayle.michel@geaugaesc.org)

Website: [www.early-childhood.geaugaesc.org](http://www.early-childhood.geaugaesc.org)

Preschool Office Located at Metzenbaum

8200 Cedar Road

Chesterland, Ohio 44026

Office Phone: 440-729-0137

Office FAX: 440-729-0919

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From: Sandy Dezman [sandy0623@aol.com]

Sent: Tuesday, August 21, 2012 5:03 PM

To: Michel Gayle

Subject: Educational aide

Gayle,

I am confirming my resignation from this position.

Regards,

Sandy Dezman

To Sue Satkowsky

**August 30, 2012**

**Mr. Matt Galemmo  
% G.C.E.S.C.  
470 Center Street Bldg. #2  
Chardon, Ohio 44024**

**Rosemary Fox  
110 Woodbridge Crossing  
Chardon, Ohio 44024**

**Re: MEDICAL LEAVE**

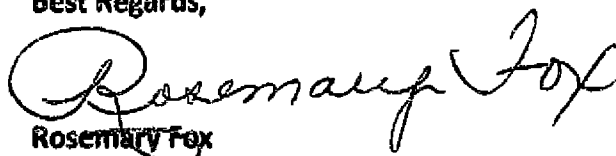
**Dear Mr. Galemmo:**

**After medical attention, from both my family doctor and his referral to a surgeon, I was told that I would be needing surgery. It will be a quite complex surgery because there are several issues.**

**I spoke with Robin Ludwig concerning the matter. The classroom I work in requires a lot of lifting, which at this time is physically impossible for me. Per our conversation on August 29, 2012, it was suggested that I take the medical leave, starting on that day, with an additional request of F.M.L.A. The time frame for surgery/recovery/therapy at this time is not 100% available, but it was suggested that it could be anywhere from 6-12 weeks. The surgery is on September 11, 2012.**

**Thank you for your time concerning this matter. If you have any questions, please feel free to contact me.**

**Best Regards,**



**Rosemary Fox**

**Ph: (440) 285-2690 home  
(440) 346-0013 cell**

September 15, 2012

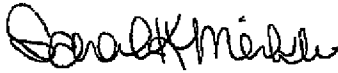
Matthew Galemmo  
470 Center Street, Building 2  
Chardon, OH 44024

Mr. Galemmo,

I am writing to request Parental Leave beginning November 12, 2012 for the remainder of the 2012-2013 school year in order to care for my children, including my son, who was born July 30, 2012. I plan to return to work at the beginning of the 2013-2014 school year.

I appreciate your consideration of this request. Please contact me with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Sarah Meikle". The signature is fluid and cursive, with the first name "Sarah" and last name "Meikle" clearly distinguishable.

Sarah Meikle  
STARS Speech Language Pathologist  
440-781-9789  
sarah.meikle@geaugaesc.org



**AGREEMENT  
CARDINAL BOARD OF EDUCATION  
AND THE  
GEAUGA COUNTY EDUCATIONAL SERVICE CENTER**

The Cardinal Board of Education (District) and the Geauga County Educational Service Center (GCESC) have entered into an agreement whereby the District will provide classrooms for the STARS Program for the 2012-13 school year operated by the GCESC at a lease rate as follows:

Room 1 – Jordak	\$5,398 room usage
Room 2 – Jordak	\$5,398 room usage
Room 3 – Middle School	\$5,398 room usage
Room 4 – Jordak	\$5,398 room usage
Administration & Support	\$11,693.18
Nursing Services	\$1,103.13 to cover screenings and clinic visits

**Total: \$34,388.31 for the 2012-13 school year**

The Jordak classes have access to the CIS (Cardinal Intermediate School) gym.

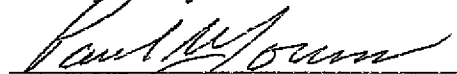
The cost of utilities and cleaning shall be included in the lease amount stated above.

The GCESC agrees to abide by the District policies and regulations during the length of this agreement. Should the GCESC fail to abide by these policies and regulations the District has the option to terminate this agreement 15 days after notifying the GCESC.

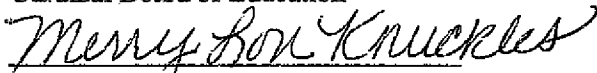
The GCESC agrees to provide appropriate insurance for the program materials and equipment and shall not hold the District liable for damages to GCESC materials and equipment as a result of fire or other casualty causing damage or destruction. In the event that damages to the facility do occur and such facilities are not repaired within 30 days, the GCESC may terminate this agreement immediately.

In consideration for this service as incorporated into this agreement, the GCESC shall pay the District 12 monthly installments of \$2,865.69 commencing August 1, 2012 and continuing through July 31, 2013. The Agreement may be renewed by the District 30 days prior to its expiration under the same terms and conditions unless modified in writing by both parties. The renewal shall be based upon the GCESC giving written notice to the District of its intention to renew within 30 days of the expiration date of the agreement.

Thank you for your continued interest in being part of Cardinal Schools.



President/Superintendent  
Cardinal Board of Education



Treasurer,  
Cardinal Board of Education

\_\_\_\_\_  
President/Superintendent  
GCESC Governing Board of Education

\_\_\_\_\_  
Treasurer,  
GCESC Governing Board of Education

8/27/12 Date

\_\_\_\_\_ Date



# Cleveland State University

*engaged learning™*

**College of Sciences and Health Professions**

*School of Health Sciences*

## **AFFILIATION AGREEMENT**

This agreement is dated the 25th day of SEPTEMBER, 2012 by and between **The Cleveland State University**, a state-supported university and instrumentality of the State of Ohio established pursuant to Ohio Revised Code Section 3344, acting by and through its Board of Trustees, and located at 2121 Euclid Ave., Cleveland, Ohio 44115 (hereafter referred to as the University), and GEauga County Educational SERVICE CTR (hereafter referred to as the Facility).

WHEREAS, the University is currently conducting educational programs in **Occupational Therapy, Physical Therapy, and Speech and Hearing Therapy** (hereafter referred to as the Programs) located in the School of Health Sciences within the College Science and Health Professions, and desires to obtain Fieldwork/Clinical Education Experiences (hereafter referred to as Clinical Education) for the students enrolled in the Programs.

WHEREAS, the Facility, has the facilities and is willing to provide a Clinical Education Experience at the Facility to students enrolled in the Programs.

NOW THEREFORE, in consideration of the mutual agreements set forth herein, the Facility and the University agree as follows:

### **1. General Responsibilities**

- a. The Facility shall designate and submit in writing to the University, the name, professional and academic credentials of the person(s) to be responsible for the Clinical Education Experience (hereafter referred to as the Facility Coordinator).
- b. The Facility will provide Clinical Education Experience to students enrolled in the Program. The number of students, their level and program of education within the Facility, and the scheduling of their education at the Facility, shall be determined by mutual agreement between the Fieldwork Coordinator/Academic Coordinator of Clinical Education of the Program (hereafter referred to as Academic Coordinator), and the Facility Coordinator.
- c. It is agreed by both parties that there shall be no discrimination on the basis of race, color, religion, creed, sex, national origin, age, handicap, sexual orientation, handicap or disability, disabled veteran, or Vietnam era veteran or protected veteran status.
- d. The Clinical Education may involve students with direct Therapy services, research, administration and/or education. Selected activities may include the assignment of patients/clients, participation in ward rounds, patient/client conferences, team meetings, staff meetings, in-service educational programs,

*Mailing Address:* 2121 Euclid Avenue, HS 101 • Cleveland, Ohio 44115-2214

*Campus Location:* Health Sciences Building, Room 101 • 2501 Euclid Avenue • Cleveland, Ohio

*www.csuohio.edu/sciences/dept/healthsciences/ • (216) 687-3567 • Fax (216) 687-9316*

clinics, special lectures, and similar activities at the discretion of the Facility Coordinator.

- e. The student will be expected to meet the personal, ethical and professional standards required of the Facility. Regulations and procedures of the University, the Program and the Facility will be applicable to the students while at the Facility.
- f. The Facility shall take all necessary steps to assure adherence to the regulations governing students that are mutually agreed upon between the University and the Facility. If necessary, any disciplinary action will be taken by the University in consultation with the Facility.
- g. The students are not considered employees of the Facility. While at the Facility, the students need not be covered by Social Security, Unemployment Compensation, or Worker's Compensation.
- h. The University will provide negligence or malpractice insurance coverage in the amount of one million dollars (\$1,000,000.00) per occurrence and three million dollars (\$3,000,000.00) in the aggregate which covers Students assigned to the field experience.
- i. The University may refer to the affiliation with the Facility in the University catalogue and in other public information materials regarding the University's Program. The Facility may refer to the affiliation with the University in Facility brochures and other public information materials having to do with Clinical Education programs.

## 2. Responsibilities of the University

- a. The University will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the curriculum.
- b. The Academic Coordinator shall be a faculty member who will coordinate the placement of the participating student with the Facility Coordinator.
- c. The University is responsible for supplying student evaluation forms and any other additional information required by the Facility prior to the arrival of students.
- d. The University will keep the Facility informed of the level of preparation and types of experiences the student has received outside the Facility.
- e. The University agrees to provide low cost continuing education opportunities on the University's campus for occupational/physical therapists at least one time per year.
- f. The University reserves the right to remove a student from a Facility at any time, if the Academic Coordinator determines such removal to be appropriate.
- g. The University supervisor of the external Speech and Hearing practicum will make a minimum of one visit during the practicum period for student observation and consultation with program supervisors at the Facility. The University coordinator will be available for consultation upon request.

3. Responsibilities of the Facility

- a. The Facility shall maintain complete records and reports on each student's performance and provide an evaluation to the University on forms provided by the University or on forms mutually agreed upon by both parties. All such records and reports shall be treated as confidential, shall be used only in furtherance of this Agreement, and shall not be further disclosed without the student's written consent except as required by law. The Facility further understands and agrees that information received from the University concerning Students assigned to the clinical education experience is subject to the Family Educational Rights and Privacy Act (FERPA) agrees to use such information for the purposes for which it was disclosed and will not make it available to any third party without obtaining the consent of the Student.
- b. For Speech and Hearing students, the Facility agrees to provide supervision in accordance with state and national requirements (refer to Procedures Manual for Off-Campus Supervision for specific requirements). All supervisory personnel of the Facility involved in this cooperative endeavor must hold the Certificate of Clinical Competence of the American Speech-Language-Hearing Association in the appropriate area of speech-language pathology or audiology for which supervision is provided. In addition, they must hold licensure in the appropriate area.
- c. The Facility has the right to request the University to withdraw from Clinical Education any student whose performance is unsatisfactory, or whose personal characteristics, health status or conduct is a detriment to the student's successful completion of the Clinical Education, to the operation of the Facility, or to the care and well-being of patients/clients.
- d. The Facility shall, on reasonable request by the University, permit University and/or any agencies charged with accreditation of the Program to inspect its facilities, services available for learning experiences, student records, or other items pertaining to Clinical Education.
- e. The Facility agrees to keep the University informed regarding the student's level of education and performance.
- f. The Facility shall notify the University in writing of any changes or proposed changes of the Facility Coordinator.
- g. The Facility shall at all times have sole responsibility for the care and treatment of patients/clients.

4. Responsibilities of the Student

- a. The student will be responsible for establishing his/her own housing and transportation during the clinical assignment.
- b. The student will be required to notify the facility and University supervisors of necessary absences at the earliest reasonable time.

- c. The student is responsible for providing any medical/health records, documentation of certifications (CPR, etc.), and proof of insurance coverage to the Facility.
- d. The student is responsible for his/her own healthcare costs.

5. Miscellaneous Terms

- a. This agreement is not assignable by the Facility without prior written approval of the University. This Agreement is binding upon the corporate successors of the parties.
- b. This agreement is not a third-party beneficiary contract, and confers no rights upon any students or employees of the parties.
- c. **This Agreement is valid for a term of five (5) years, commencing on the date of this agreement.** This Agreement may be canceled by either party at any time upon thirty (30) days prior written notice, by registered mail, to the other party hereto, and either the University or the Facility may request that this Agreement be re-executed with updated signatures. In the event of any termination pursuant to this section, the Parties will use their best efforts to ensure that any Student then participating in a clinical education experience is able to complete his/her clinical education experience.
- d. This Agreement may be amended only by a written agreement signed by both parties hereto.
- e. This Agreement constitutes the entire Agreement between the parties hereto and supersedes all other agreements and understandings, whether written or oral, relating to the subject matter hereof.
- f. In the event that the operation of the Facility or University is interrupted because of any act of regulation of any public authority, civil tumult, strike, epidemic, natural disaster, interruption or delay of transportation of utility services, war conditions, emergencies or any cause beyond the control of the Facility or University, this agreement may be suspended by the party so affected without prior notice during the period of such occurrence. The affected party shall not be liable for such suspension.
- g. The Agreement shall be governed by and construed in accordance with the laws of the State of Ohio.
- h. The headings used in this Agreement are inserted for convenience of reference only and in no way limit or define the terms hereof.
- i. The parties agree to comply with the Standards for Privacy of Individually Identifiable Health Information (the "Privacy Rule") issued under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA), which govern the use and/or disclosure of individually identifiable health information.
- j. **Responsibility for Negligence:** The University, to the fullest extent permitted by the State of Ohio law and decisions thereunder, shall be responsible for any and all

personal injury and property damage (excluding attorney's fees) which is attributable to the negligent actions or omissions of the University, its trustees, officers, employees while acting within the scope of their employment, as set forth in Ohio Revised Code Section 2743.02. The Facility and University hereby agree that nothing in this provision shall be construed or interpreted as a waiver of the sovereign immunity of the University and/or the State of Ohio beyond the waiver provided in Ohio Revised Code Section 2743.02. The Facility shall be responsible for any and all personal injury and property damage (excluding attorney's fees) which is attributable to the negligent actions or omissions of the Facility, or its agents, officers, employees while acting within the scope of their employment, or professionals rendering services to third parties under the direction and control of the Facility.

**UNIVERSITY**

By: \_\_\_\_\_

\_\_\_\_\_  
Print Name

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**FACILITY**

By: *Loretta Petersen*

Loretta Petersen  
Print Name

Title: Treasurer

Date: 9/25/12

Initiated by: SLW



**NEOLA of OHIO**  
**COUNTY GENERICS**

OCT 18 2004

**GOVERNING BOARD**

*[Signature]*

**EDUCATIONAL SERVICE CENTER**

**FINANCES**

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**USE OF CREDIT CARDS**

The Governing Board recognizes the value of an efficient method of payment and recordkeeping for certain expenses.

The Board, therefore, authorizes the use of Educational Service Center credit cards. The authorization, handling and use of credit cards has been established to provide a convenient and efficient means to purchase goods and services from vendors. Credit cards, however, shall not be used in order to circumvent the general purchasing procedures established by State law and Board policy. The Board affirms that credit cards shall only be used in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the Center and serve a valid and proper public purpose shall be paid for by credit card. However, under no circumstances shall credit cards be used for personal purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal.

The Superintendent shall develop administrative guidelines that specify those employees authorized to use credit cards, the types of expenses which can be paid by credit card, and their proper supervision and use. Inappropriate or illegal use of the credit card and/or failure to strictly comply with the limitations and requirements set forth in the administrative guidelines may result in a loss of credit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution.

[ ] The Board authorizes the following employees to use Center credit cards:

[insert the titles of the position for each individual]

A.

*Superintendent*

B.

*Treasurer*

C.

*LGCA Director*

D.



**NEOLA of OHIO**  
**COUNTY GENERICS**

OCT 18 2004

**GOVERNING BOARD**

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**EDUCATIONAL SERVICE CENTER**

**FINANCES**

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[ ]

The Board directs the [ ] Superintendent [ ] Treasurer to determine and specify those employees authorized to use Center credit cards. The [ ] Superintendent [ ] Treasurer shall be responsible for giving direction to and supervising such employees' use of Center credit cards.



**A motion was made by Mrs. Gillmore and was seconded by Mr. Beers, to approve the following:**

**WEST GEAUGA LOCAL SCHOOL DISTRICT  
RESOLUTION TO DECLARE TRANSPORTATION IMPRACTICAL**

WHEREAS, Ohio Revised Code Section 3327 authorizes this Board of Education to determine transportation impractical for certain identified students; and

WHEREAS, the students identified below have been determined to be residents of the West Geauga Local School District and eligible for transportation services; and

WHEREAS, after a review of transportation alternatives and options, the Superintendent has determined that it is impractical to provide transportation for these students to their selected schools; and

WHEREAS, in accordance with Ohio Revised Code Section 3327.02, the Superintendent has considered the following Statutory factors:

1. The time and distance required to provide the transportation
2. The number of pupils to be transported.
3. The cost of providing transportation in terms of equipment, maintenance, personnel and administration.
4. Whether similar or equivalent service is provided to other pupils eligible for transportation.
5. Whether and to what extent the additional service unavoidably disrupts current transportation schedules.
6. Whether other reimbursable types of transportation are available; and

WHEREAS, the alternative option of offering payment-in-lieu of providing transportation is authorized in Ohio Revised Code Section 3327; now, therefore

BE IT RESOLVED, that the West Geauga Local School District hereby determines and approves the Superintendent's recommendation that it is impractical to transport the students identified below, and offers the parents/legal guardians of students listed below payment-in-lieu of transportation

**Student Names      School Selected and Grade      Parent/Guardian**

Student Name	School	Grade	Parents
Miranda Holizna	Hawken Upper	6	Mr&Mrs Eric Holizna
Gabrial Struger	Beaumont	12	Mr&Mrs Gregory Struger
Vivian Loney	Laurel	7	Mr&Mrs Scott Bartz
Charlie & Harry Gilmore	University School Upper	Charlie 10 Harry 10	Mr&Mrs Christopher Gilmore
Tess Chatfield	Beaumont	10	Ms Margaret Chatfield
Noelle DiPaola	Beaumont	11	Mr&Mrs Gino DiPaola
Bella & Dominic Burkhard	St Francis	Bella 5 Dominic 3	Mr&Mrs Bradford Burkhard
Brian & Anne Carney	St Francis	Brian 7 Anne 5	Susan M Carney
John, Colleen, Coletta Rose	St Francis	John 5 Colleen 3 Coletta 6	Mr&Mrs Steven Rose
Savanna Insana	St Francis	8	Mr&Mrs Joseph Insana
Julie, Lauren, Ryan Thomas	St Francis	Julie 2 Lauren 5 Ryan 7	Mr&Mrs Shawn Thomas

**Roll call: Yes: Beers, Dottore, Gillmore, Kotowski  
Motion carried**



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

**Ph: 440-279-1700 Fx: 440-286-7106**  
**Email: gc\_info@lgca.org**

*Committed to the improvement of student achievement*

**Matthew Galemmo, Superintendent**  
**Lorretta Petersen, Treasurer**

Board Members:

**Dennis A. Battles**  
**Kenneth C. Burnett**  
**Bonnie H. Cavanaugh**  
**Robert L. Gilson**  
**Janice M. Koster**

**OHIO SCHOOLS COUNCIL  
RESOLUTION**

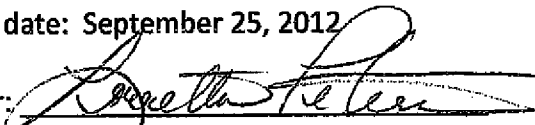
WHEREAS, the Geauga County Educational Service Center Board is desirous of participating in certain cooperative purchasing programs of the Ohio Schools Council, a council of governments organization under the laws of the State of Ohio; and

NOW, THEREFORE, BE IT RESOLVED, that the Geauga County Educational Service Center authorizes its Superintendent to initial the Agreement and Bylaws of the Ohio Schools Council and for its Treasurer to pay the annual fee.

Motion by Mrs. Janice Koster and seconded by Mrs. Bonnie Cavanaugh. Vote: Mrs. Koster, yes; Mrs. Cavanaugh, yes; Mr. Gilson, yes; and Mr. Burnett, yes. Motion carried.

Approval date: September 25, 2012

Treasurer:

  
Lorretta Petersen, Treasurer

Date: 09/20/12  
Time: 1:20 pm

GEAUGA COUNTY EDUC SRV CENTER  
(SECTION 3317.11 O.R.C.)  
FISCAL YEAR 2012-2013  
APPROPRIATIONS

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(SF5)

SF-5 Part C - Appropriations

600 CAPITAL OUTLAY	\$	500.00
Total for 2189 OTHER SUPPORT - DISABILITIES	\$	195,532.25
2211 SERVICE AREA DIRECTION		
100 PERSONAL SERVICES - SALARIES	\$	502,000.00
200 EMPLOYEES RETIRE. & INSUR. BEN	\$	182,892.02
400 PURCHASED SERVICES	\$	37,222.47
500 SUPPLIES AND MATERIALS	\$	8,750.47
600 CAPITAL OUTLAY	\$	449.53
Total for 2211 SERVICE AREA DIRECTION	\$	731,314.49
2213 INSTRUCT STAFF TRAINING SERV		
100 PERSONAL SERVICES - SALARIES	\$	24,000.00
200 EMPLOYEES RETIRE. & INSUR. BEN	\$	9,257.00
400 PURCHASED SERVICES	\$	97,968.29
500 SUPPLIES AND MATERIALS	\$	6,884.00
Total for 2213 INSTRUCT STAFF TRAINING SE	\$	138,109.29
2215 CLASSROOM SUPPORT-SPECIALIZED AIDE		
100 PERSONAL SERVICES - SALARIES	\$	588,763.00
200 EMPLOYEES RETIRE. & INSUR. BEN	\$	434,817.18
400 PURCHASED SERVICES	\$	12,865.72
Total for 2215 CLASSROOM SUPPORT-SPECIALIZED	\$	1,036,445.90
2219 OTHER IMPROV.-INSTRUCT. STAFF		
400 PURCHASED SERVICES	\$	8,190.00
500 SUPPLIES AND MATERIALS	\$	3,000.00
Total for 2219 OTHER IMPROV.-INSTRUCT. STA	\$	11,190.00
2310 BOARD OF EDUCATION SERVICES		
100 PERSONAL SERVICES - SALARIES	\$	7,700.00
200 EMPLOYEES RETIRE. & INSUR. BEN	\$	1,428.70
400 PURCHASED SERVICES	\$	21,717.18
500 SUPPLIES AND MATERIALS	\$	125.00
800 MISCELLANEOUS OBJECTS	\$	6,200.00
Total for 2310 BOARD OF EDUCATION SERVICE	\$	37,170.88
2411 OFFICE OF THE Supt. SERVICES		
100 PERSONAL SERVICES - SALARIES	\$	166,300.00
200 EMPLOYEES RETIRE. & INSUR. BEN	\$	55,575.03

Date: 09/20/12  
Time: 1:20 pm

GEAUGA COUNTY EDUC SRV CENTER  
(SECTION 3317.11 O.R.C)  
FISCAL YEAR 2012-2013  
APPROPRIATIONS

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(SF5)

SF-5 Part C - Appropriations

400 PURCHASED SERVICES	\$	44,443.72
500 SUPPLIES AND MATERIALS	\$	1,385.00
600 CAPITAL OUTLAY	\$	1,200.00
800 MISCELLANEOUS OBJECTS	\$	6,143.56
Total for 2411 OFFICE OF THE SUPT. SERVIC	\$	275,047.31
2416 SPEC ED - ADMINISTRATIVE/SUPV		
100 PERSONAL SERVICES - SALARIES	\$	592,695.00
200 EMPLOYEES RETIRE. & INSUR. BEN	\$	155,247.67
400 PURCHASED SERVICES	\$	70,459.83
500 SUPPLIES AND MATERIALS	\$	3,766.00
600 CAPITAL OUTLAY	\$	1,448.50
Total for 2416 SPEC ED - ADMINISTRATIVE/S	\$	823,617.00
2419 OTHER EXECUTIVE ADMINIS SERV		
100 PERSONAL SERVICES - SALARIES	\$	95,500.00
200 EMPLOYEES RETIRE. & INSUR. BEN	\$	29,835.80
400 PURCHASED SERVICES	\$	5,750.00
500 SUPPLIES AND MATERIALS	\$	500.00
Total for 2419 OTHER EXECUTIVE ADMINIS SE	\$	131,585.80
2510 OFFICE OF THE TREASURER		
100 PERSONAL SERVICES - SALARIES	\$	71,275.00
200 EMPLOYEES RETIRE. & INSUR. BEN	\$	32,900.06
400 PURCHASED SERVICES	\$	14,638.43
500 SUPPLIES AND MATERIALS	\$	1,200.00
800 MISCELLANEOUS OBJECTS	\$	12,300.00
Total for 2510 OFFICE OF THE TREASURER	\$	132,313.49
2590 OTHER FISCAL SERVICES		
100 PERSONAL SERVICES - SALARIES	\$	85,450.00
200 EMPLOYEES RETIRE. & INSUR. BEN	\$	36,500.12
Total for 2590 OTHER FISCAL SERVICES	\$	121,950.12
2640 PRINTING, PUBLISHING & DUPL.		
400 PURCHASED SERVICES	\$	21,670.56
Total for 2640 PRINTING, PUBLISHING & DUP	\$	21,670.56
2710 SERVICE AREA DIRECTION		
400 PURCHASED SERVICES	\$	4,400.00