

GEAUGA COUNTY EDUCATIONAL SERVICE CENTER  
MINUTES  
JANUARY 17, 2012 7:20 P.M.

The Geauga County Educational Service Center board met on January 17, 2012, 7:20 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. Battles, Mr. Gilson and Mr. Burnett.

**MOTION:**

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

**MOTION:**

Mr. Battles moved and Mrs. Koster seconded the motion to approve the minutes as written from December 8, 2011. Vote: Mr. Battles, yes; Mrs. Koster, yes; Mrs. Cavanaugh, yes; Mr. Gilson, yes; and Mr. Burnett, yes. Motion carried.

**MOTION:**

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

- 1) December financial statement.
- 2) December warrants written.
- 3) December investments.
- 4) January invoices payable.
- 5) Approve Cleveland Foundation P-16 Grant, \$40,000.00, Fund #019-9912, effective Dec. 1, 2011 through Nov. 30, 2012.

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

Mr. Galemme reported on the following:

- 1) High School/College Readiness Grant
- 2) LEAF Grant
- 3) Government Innovative Grant
- 4) Julie Ramos, School Improvement Coordinator, has been named Interim Superintendent for the Ledgemont Local Schools.
- 5) Personnel issues.

**MOTION:**

Mr. Gilson moved and Mr. Battles seconded the motion to approve personnel as follows:

1) Professional meeting requests for attendance:

Michele Wargo, Gifted Coordinator, to attend ACT – College Readiness, Columbus, Jan. 25 & 26, total approx. cost: \$600.00.

Val Parker, ED Program Administrator, and Lindsay Baar, Gaitway Principal, to attend Ohio Educational Technology Conference, Columbus, Feb. 13-15, total approx. cost: \$1500.00.

Julie Ramos, School Improvement Coordinator, to attend Forward Thinking: Taking Action, Columbus, Jan. 26, total approx. cost: \$350.00.

Gerlyn Hall, Educational Assistant, to attend First Aid and Child Abuse Prevention, Lake County, Dec. 3, 8 and 10, 2011, total approx. cost: \$50.00.

Matthew Galemmo, Superintendent, Suzanne Allen, School Improvement Director/Assistant Supt., and Julie Ramos, School Improvement Coordinator, to attend Answering the Assault on Public Education, Cleveland, Feb. 3, total approx. cost: \$165.00.

Matthew Galemmo, Superintendent, Suzanne Allen, School Improvement Director/Assistant Supt., and Julie Ramos, School Improvement Coordinator, to attend School Negotiations Workshop, Independence, Jan. 26, total approx. cost: \$205.00.

Kathy Sanborn, School Psychologist, to attend Ethical Decision Making, Beachwood, April 26, total approx. cost: \$112.32.

Carolyn Stoops, School Psychologist, to attend Late, Lost and Unprepared; Dysfunctional and Disorganized Child, Cleveland, Jan. 20, total approx. cost: \$199.99.

Dana Titus, School Psychologist, to register for (3) webinars as follows:

Cognitive Behavior Therapy, Jan. 10 - \$169.99  
Phonemic Awareness & Comprehension, Jan. 27 - \$169.99  
Explosive Noncompliant Disruptive Aggressive Kids, Feb. 23 - \$169.99.

Amber Kokal, School Psychologist, to attend Kent Akron Association of School Psychologists, Akron, Feb. 3, total approx. cost: \$65.00.

2) New Employee:

Alison Jones, Substitute Speech and Language Therapist  
67 days @ \$200.30 per day = \$13,420.10

3) Approval to pay stipend for those employees who have elected not to take health insurance during the 2011-2012 school year. \$1,500.00 shall be paid for a full time position; all others to be pro-rated if eligible. List attached.

4) Employee leaves of absence for approval:

Kristen Liguzinski, Intervention Specialist  
Maternity leave – 30 paid sick days, effective approx. April 8, 2012.  
Letter attached.

Shelia Mathers, Educational Assistant  
Paid administrative leave effective January 9, 2012.  
Letter attached.

Janet Sapp, STARS Teacher  
Maternity leave – estimated 15 paid sick days, effective approx. May 14, 2012 through the end of the school year. Letter attached

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

MOTION:

Mrs. Koster moved and Mr. Gilson seconded the motion to approve new business as follows:

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January 17, 2012

- 1) Approve agreement with McGown and Markling Co., L.P.A., to provide School Law Hotline legal services as stated in attached agreement.
- 2) Establish enrollment period for board members from January 17, 2012 through January 16, 2013, to enroll in the life insurance program offered by the Geauga County Educational Service Center.
- 3) Approve list of January substitute teachers/tutors who have met all requirements to be employed in the Geauga County Schools during the 2011-2012 school year. Attached.
- 4) Approve Independent Contractor Termination:  
  
Diana Tommer, LPN  
Effective January 12, 2012  
Letter attached.
- 5) Approve Independent Contractor Contract:  
  
Dawn Mansfield, LPN  
Effective 1/19/12 through 6/6/2012  
Maximum total compensation \$22,897.00 – hourly rate of \$23.48 per hour up to 47.5 hours per week. Maximum weekly rate - \$1,115.30.

Vote: Mrs. Koster, yes; Mr. Gilson, yes; Mrs. Cavanaugh, no; Mr. Battles, yes; and Mr. Burnett, yes. Motion carried.

Next board meeting – February 21, 2012.


**MOTION:**

Mr. Battles moved and Mrs. Koster seconded the motion to adjourn the meeting at 9:00 p.m. Vote: Mr. Battles, yes; Mrs. Koster, yes; Mrs. Cavanaugh, yes; Mr. Gilson, yes; and Mr. Burnett, yes. Motion carried.


OATH OF OFFICE  
SCHOOL BOARD MEMBER

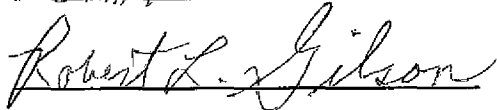
I, KENNETH BURNETT, do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Ohio; and that I will faithfully and impartially discharge my duties as a school board member in and for the Geauga County Educational Service Center, Geauga County, Ohio, to the best of my ability, and in accordance with the laws now in effect and hereafter to be enacted during my continuance in said position and until my successor is chosen and qualified.

Sworn to and subscribed before me, this 17th day of January, 2012.

  
Board Member

Witness:

  
\_\_\_\_\_

  
\_\_\_\_\_

**OATH OF OFFICE  
SCHOOL BOARD MEMBER**

I, Bonnie H. Cavanaugh, do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Ohio; and that I will faithfully and impartially discharge my duties as a school board member in and for the Geauga County Educational Service Center, Geauga County, Ohio, to the best of my ability, and in accordance with the laws now in effect and hereafter to be enacted during my continuance in said position and until my successor is chosen and qualified.

Bonnie H. Cavanaugh  
Bonnie H. Cavanaugh

Sworn to and subscribed before me, Judge Mary Jane Trapp, Court of Appeals of Ohio, Eleventh Appellate District, this 31st day of December, 2011, in Russell Township, County of Geauga, and State of Ohio.

Mary Jane Trapp  
Judge Mary Jane Trapp  
Court of Appeals of Ohio,  
Eleventh Appellate District



**2011-2012 Employees eligible for the \$1,500 Health Insurance Stipend**

Don Baker - \$1,200 (80%, 4 days per week)

Jennifer Burky

Jeffrey Ferguson

Donna Fischer

Nicole Fisher

Melissa Gingerich

Francisco Gonzalez

Rosemarie Griffin - \$975 (65%, 122/185 days)

Jennifer Heiman - \$1200 (80%, 148/185 days)

Aaron Hendrickson

Kay Low

Susan Maas

Chris McNaughton

Sherri Noble

Kelly Oblaczynski

Martha Palecek

Michelle Pavsek

Janine Ricketts

Janet Sapp

Wendy Smith

Theresa Stefancin

Susan Vinborg - \$900 (60%, 160/260 days)

Wally Waldbauer - \$675 (45%, 90/200 days)

Lindsay Watson

Total - \$33,450.00

Kristen Liguzinski  
9866 Creekside Way  
Streetsboro, Ohio 44241

January 13, 2012

Matt Glemmo  
Geauga County Educational Service Center  
470 Center Street  
Chardon, Ohio 44024

Dear Mr. Glemmo,

This letter is to inform you that I am pregnant and wish to request a leave of absence.

I would like for my maternity leave to begin upon delivery of my child. The expected due date is April 8, 2012. I intend to notify the Geauga County Educational Service Center by phone when I will start my actual absence.

I wish to use 30 sick leave days to cover my maternity leave. I intend to return to work on May 21, 2012.

Please feel free to contact me by phone (330)348-3017 or by email [kristen.liguzinski@geaugaesc.org](mailto:kristen.liguzinski@geaugaesc.org)

Thank you,

A handwritten signature in black ink that reads "Kristen Liguzinski". The signature is written in a cursive, flowing style.

Kristen Liguzinski

Itinerant Intervention Specialist





**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. Gllson**  
**Janice M. Koster**

January 10, 2012

Ms. Sheila Mathers  
4627 Wayne Road  
Mantua, Ohio 44255

The purpose of this letter is to formally notify you of the Geauga County Educational Service Center decision to place you on administrative leave with pay from your educational assistant position. This administrative leave will commence on Monday, January 9, 2012 as referenced during our phone conversation of the same date.

Decisions regarding your reinstatement will be based on the outcome of your pending legal proceedings. Please note that decisions may be made with respect to changing your status to administrative leave without pay and/or dismissal.

If you have any additional questions regarding the terms of your employment please contact Lorretta Petersen, Treasurer of the Geauga County Educational Service Center.

Sincerely,

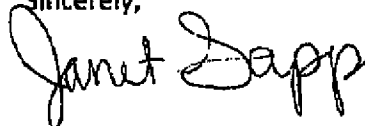
Valerie Parker,  
ED Program Administrator

cc: Matthew Galemmo, Supt.  
✓ Lorretta Petersen, Treasurer

Matthew Galemno, Superintendant,

I, Janet Sapp, am requesting to take 15 days off for the 2011-2012 school year for FMLA because of maternity leave. I am requesting to take 15 sick days. I would like to begin my maternity leave on May 14<sup>th</sup> through the end of the school year. If you have any questions, please contact me at [janet.sapp@geaugaesc.org](mailto:janet.sapp@geaugaesc.org) or on my cell phone at (508) 641-4289.

Sincerely,

A handwritten signature in cursive script that reads "Janet Sapp".

Janet Sapp

## POLITICAL SUBDIVISION SCHOOL LAW HOTLINE<sup>SM</sup> AGREEMENT

The **Geauga County Educational Service Center Governing Board** ("Governing Board") is a proud member of the **Ohio Educational Service Center Association** ("OESCA") that is partnering with the law firm of **McGown & Markling Co., L.P.A.** ("Firm") to provide your political subdivision with additional services through the *School Law Hotline*<sup>SM</sup> on behalf of the Governing Board. The *School Law Hotline*<sup>SM</sup> is a program owned and operated by the Firm only.

The Geauga Co. ESC ("Political Subdivision") and Firm enter into this Agreement for the provision of legal services as outlined below for the 2011-2012 school year (i.e., July 1, 2011, through June 30, 2012). This Agreement is at-will and may be terminated by either party at any time.

### SCOPE OF ENGAGEMENT

- I. Eligible Political Subdivision: Every Political Subdivision that does not have a conflict with the Firm or any client of the Firm, as determined by the Firm, is eligible to participate in the *School Law Hotline*<sup>SM</sup>. For example, the Firm cannot represent the Political Subdivision with respect to any matter adversarial to the Governing Board and/or OESCA.
- II. Attorney-Client Relationship:
  - A. An attorney-client relationship exists on a matter-by-matter basis only with the applicable constraints set forth within the Ohio Rules of Professional Conduct. An attorney-client relationship between the Political Subdivision and Firm exists for those matters wherein the Firm actually provides legal services for the Political Subdivision. In other words, no attorney-client relationship exists if no legal services are provided in any matter. Moreover, the attorney-client relationship only exists with respect to those matters wherein legal services are actually provided to the Political Subdivision by the Firm.
  - B. The Governing Board and OESCA shall know the existence of this Agreement only. Neither the Governing Board nor OESCA shall ever be privy to any attorney-client privileged communication.

III. School Law Hotline Hours: On behalf of the Governing Board, the Firm shall serve as school law hotline counsel for the Political Subdivision.

- A. The Firm shall provide the Political Subdivision with 10 complimentary hours of legal services for the 2011-2012 school year.
- B. Any additional hours billed beyond the 10 complimentary hours referenced above, shall be billed at a blended hourly rate of \$225 for general school law work and \$195 for collective bargaining negotiations (property valuation matters will be negotiated at our flat fee rates or a blended hourly rate of \$150) – as compared to our regular hourly rates of \$275 to \$150 which may be billed to our non-*School Law Hotline*<sup>SM</sup> clients. These hours may be used for any purpose including, but not limited to, special education, pupil services, school finance, governance, labor and employment, collective bargaining, in-services, and general matters.
- C. Expenses
  - a. In addition to the above hourly rates, the Firm shall charge for items incidental to the performance of our legal services, such as photocopying, messengers, travel expenses at IRS rates, postage, specialized computer applications, and filing fees. These charges shall be itemized on the Firm's invoices. Unless special arrangements are made, fees and expenses of others (such as experts, investigators, and consultants) shall be the responsibility of, and billed directly to, the Political Subdivision.
  - b. Travel Time
    - 1) If the Firm believes that the presence of a Firm attorney at the Political Subdivision Office is required in order to provide legal services on a matter, the time traveled to and from the Political Subdivision Office shall not be billed to the Political Subdivision. Only travel expenses at IRS rates shall be billed.

- 2) If the Firm believes that the presence of a Firm attorney at the Political Subdivision Office is not required in order to provide legal services on a matter and the Political Subdivision nonetheless requests the attendance of an attorney, the time traveled to and from the Political Subdivision Office shall be billed to the Political Subdivision, as well as travel expenses at IRS rates.

D. Hotline questions shall be directed to the Firm by the Superintendent/CEO, Treasurer/CFO, and/or designees only, thereby preserving the attorney-client relationship between the Firm and the Political Subdivision.

H. Nothing in this agreement limits the ability of the Political Subdivision to obtain legal services from additional law firms.

THE Georgia County Educational Service Center

By: Kimmy C. Berr 1/30/12  
\_\_\_\_\_, President Date

By: Matthew Delmonico \_\_\_\_\_  
\_\_\_\_\_, Superintendent/CEO Date

By: Leatha L. Peters 1/30/12  
\_\_\_\_\_, Treasurer/CFO Date

Resolution No.: 06-2012

McGOWN & MARKLING Co., L.P.A.:

By: Matthew John Markling  
Matthew John Markling, Director

July 1, 2011  
Date

McGOWN | MARKLING

January Sub List

First Name	Last Name	Address	City	Zip	Phone	Cert
Andrew	Ambrose	11275 Stratford Ridge	Chardon	44924	862-4555	4 Yr. 7-12 Life Science
David	Borland	PO Box 274	Newbury	44072	321-9027	S-T Sub Gen. Educ
Vincent	Frusteri	7494 Chillicothe Rd	Mentor	44060	216-978-3830	L-T Sub 7-12 Integ SS
Joel	Faulkner	815 Frost Rd, Apt. 1402	Streetsboro	44241	552-4533	P-12 Health
Ken	Germane	9017 White Oak Dr.	Twinsburg	44087	330-425-9519	S-T Sub Gen. Educ
Cherie	Gregory	298 Ivy Lane	Painesville	44077	298-2738	5 Yr. K-12 Mild Moderate



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Committed to the improvement of student achievement

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**Loretta Petersen, Treasurer**

Board Members:

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

January 12, 2012

Diana Tommer  
60 Loring Drive  
Chardon, OH 44024

Dear Ms. Tommer,

The purpose of this letter is to formally notify you that, as of January 12, 2012, your LPN services will no longer be needed for the Cardinal student BR. At the January 17, 2012 board meeting your contract will be terminated.

If you have any additional questions regarding the terms of your employment please contact Loretta Petersen, Treasurer of the Geauga County Educational Service Center.

Sincerely,

Matthew Galemmo  
County Superintendent