

GEAUGA COUNTY EDUCATIONAL SERVICE CENTER  
MINUTES  
MAY 15, 2012 7:00 P.M.

Board Members of the Geauga County Educational Service Center met on May 15, 2012, for the purpose of conducting their regular business meeting. Members present were: Mrs. Koster, Mrs. Cavanaugh, Mr. Gilson, Mr. Battles and Mr. Burnett. Visitors: Donna Cook, Linda Miller and Joy Wilmot.

**MOTION:**

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

**MOTION:**

Mrs. Koster moved and Mr. Battles seconded the motion to approve the minutes with a correction to the attendance. Mr. Burnett was present at the meeting. Vote: Mrs. Koster, yes; Mr. Battles, 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 treasurer's report as listed below:

- 1) April financial statement.
- 2) April warrants written.
- 3) April investments.
- 4) May invoices payable.

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

Donna Cook, Joy Wilmot and Linda Miller updated our Board on the status of the Gatehouse Recovery High School.

Mr. Galemme discussed the following topics:

- 1) Gatehouse Recovery High School.
- 2) Pride survey results.
- 3) Digital learning.
- 4) All Boards Dinner.
- 5) Shared Services Meeting – May 22, 9:30 a.m.
- 6) West Geauga Local and Ledgemont Local Superintendent Searches.
- 7) Service Agreement with Rachel Wixey and Associates.

**MOTION:**

Mr. Gilson moved and Mr. Battles seconded the motion to approve the following personnel items:

1) Professional meeting requests for attendance as listed below:

Julie Ramos, School Improvement Coordinator, to attend Changing Landscape In Passing School Tax Issues, Columbus, May 17, total approx. cost: \$189.00.

Wendy Jovan, School Psychologist, to attend Ohio Special Education Law, Independence, June 26, total approx. cost: \$335.00.

Kathrine Gingerich, Sarah Meikle, Kelly Oblaczynski, Katie Southall, Eric Drennen, Tricia McCollum, Carena Brittain, Rosemarie Griffin, Greg Sopko, Martha Palacek, Wendy Smith, Rachel Overton, Dana Jancik, Jaina Gandolfi, Sharon Knotek, Robin Ludwig, Special Education Personnel, to attend Autism/Asperger's Conference, Cleveland, June 19 & 20, total approx. cost: \$3200.00.

Civia Wiesner, Speech Therapist, to attend Pyramid Educational Consultants Advanced Training, Cleveland, June 18 & 19, total approx. cost: \$350.00.

Dana Titus, School Psychologist, webcast for Grief, Loss and Crisis in Children and Adolescents and Odd Girl Out – The Hidden Culture of Aggression in Girls, June 10 -15, total approx. cost \$190.00.

Kathy Schmelzer, Social Worker, to attend Social Work Practice with Co-Occurring Disorders: Dual Diagnosis of Mental Health and Substance Abuse with Adolescents, Cleveland, May 4, total approx. cost: \$120.00.

Dan Juliani, Group Home Teacher, webcast for Teaching Writing in Content Areas, June 12, total approx. cost: \$295.00.

Suzanne Allen, Assistant Superintendent, and Michele Wargo, Gifted Coordinator, to attend Academy for Administrative Leadership in Technology, Cleveland, May 23, total approx. cost: \$150.00.

Julie Ramos, School Improvement Coordinator, to attend iOS Device Training, Cuyahoga County, June 11 – 13, total approx. cost: \$520.00.

- 2) Longevity pay approval for employees with 6-10 years of consecutive service with the Geauga County ESC shall receive a \$500.00 lump sum payment. Employees with 11 or more years of consecutive service with the Geauga County ESC shall receive a lump sum payment of \$750.00. Per current negotiated agreement. List attached.
- 3) Approve stipends in the amount of \$1,000.00 to be paid to the Geauga County ESC Local Professional Development Committee for the 2011-2012 school year.

Virginia Nickerson  
Danna Meek  
April Gregan

Matthew Galemmo  
Frank Scarano  
Julie Ramos - \$375.00

- 4) FMLA leave of absence requests:

Michelle Petrillo-Carr, ED Teacher, from March 9, 2012 to June 1, 2012.  
Letter attached.

Sarah Meikle, Speech Pathologist, from August 20, 2012 to November 12, 2012. Letter attached.

- 5) New Employee:

Gloria Brach, Part-time Special Education Coordinator for the Kenston Local Schools. One year limited contract, effective August 1, 2012 through July 31, 2013, Salary - \$38,675.00, 119 days, no benefits included.

- 6) Contract change:

Suzanne Allen, Assistant Superintendent  
Number of contract days changed from 220 days to 229 days (260 day contract). Vote: Mr. Gilson, yes; Mr. Battles, yes; Mr. Koster, yes; Mrs. Cavanaugh, yes; and Mr. Burnett, yes. Motion carried.

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**MOTION:**

Mr. Battles moved and Mrs. Cavanaugh seconded the motion to approve new business as listed below:

- 1) Approve substitute teacher list for May, 2012, as attached.
- 2) Contract with the West Geauga Board of Education to employ Sandy Tyler, EMIS Coordinator for the 2012-2013 school year. One year limited contract, \$15.44 per hour, 3 hrs per day, 229 days. No benefits included.
- 3) Approve Master Service Agreement between Rachel Wixey and Associates, Inc. and the Geauga County Educational Service Center to be effective June 1, 2012 through June 30, 2013. Agreement attached.

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

**MOTION:**

Mr. Battles moved and Mrs. Cavanaugh seconded the motion to change the June and July Board meeting dates.

June - from June 19 to June 18, 8:30 a.m.

July - from July 17 to July 10 at 7:00 p.m.

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

**MOTION:**

Mrs. Koster moved and Mrs. Cavanaugh seconded the motion to adjourn the meeting at 9:05 p.m. Vote: Unanimous approval. Motion carried.

## Longevity Bonuses for the 2011-2012 School Year

Employees with 6-10 years of consecutive service  
\$500.00

<u>Employee</u>	<u># of Years</u>
Suzanne Allen	8
Lindsay Baar	6
Kary Clark	7
Bruce Cline	7
Heather Dodd	7
Nancy Fade	8
Suzanne Fletcher	10
Michelle Fraley	8
Melissa Gingerich	10
Francisco Gonzalez	7
Gerlyn Hall	10
Jackie Hass	9
Stacy Heatwole	7
Cindy Hendrickson	10
Michelle Horner	9
Wendy Jovan	6
Barbara Kachler	7
Jessie Kankula	6
Terri Karn	6
Jill Kellogg	6
Bryan Less	7
Kristen Liguzinski	10
Kay Low	6
Christina McNaughton	8
William McSherry	10
Sherri Noble	8
Christine Nozling	8
Kelly Oblazczynski	8
Rachel Overton	6
Valerie Parker	9
Martha Barcikowski	10
Karen Porter	6
Anne Portman	10
Rebecca Prussia	6
Janine Ricketts	10
Kathleen Sanborn	9
Katie Sefried	6
Jennifer Skaggs	7
Greg Sopko	6
Suzanne Sotkovsky	6
Mary Ann Starick	8
Beth Timen	8
Denise Underwood	8.5
Carol Warnick	10
Lindsay Watson	8
Sabine Weizer	8
Mary Ann Yanesh	8

Employees with 11+ Years of Consecutive Service  
\$750.00

<u>Employee</u>	<u># of Years</u>
Shelley Adams	21
Nancy Amantea	11
Joan Benedejcic	14
Lisa Bridge	12
Kathy Carmigiano	13
Tina DeMattia	24
Jeffrey Ferguson	16
Sheldon Firem	28
Denise Formica	11
Geraldine Fuduric	14
Matthew Galemno	28
Sharon Knotek	25.5
Tammy Kuhn	12
Emily Larkin	19
Sue Maas	13
Cathy Manning	11
Danna Meek	22
Gayle Michel	11
Virginia Nickerson	26
Julie Parker	12
Maria Perusek	13
Lorri Petersen	35
Frank Scarano	39
Kathy Schmelzer	11
Heather Sweet	11
Karen Terrill	11
Walter Waldbauer	32
Civia Wiesner	11
Laura Williams	13
Donna Zoldak-Cook	13

Total Cost = \$46,000.00

March 9, 2012

Dear Mr. Matt Galemmo,

I am writing to request a leave of absence from March 9-June 1, 2012 due to my son's birth three months early on March 9, 2012. I am aware that I will need to use up my sick and personal days and that all remaining pays will be docked.

Thank you,

Michelle Petrillo-Carr

Sarah Meikle, Speech-Language Pathologist  
53 E. Belmeadow Lane  
Chagrin Falls, Oh 44022

April 16, 2012

Matthew Galemmo, County Superintendant  
Geauga County Educational Service Center  
470 Center Street  
Building #2  
Chardon, OH 44024

Dear Mr. Galemmo:

I am writing to submit a formal request for maternity leave. I expect to begin my leave on August 20, 2012. I would like to take off 12 weeks, returning to work on November 12, 2012.

Sincerely,

A handwritten signature in cursive script that reads "Sarah Meikle".

Sarah Meikle  
Speech-Language Pathologist  
S.T.A.R.S. Program

**May Sub List**

	<b>Tutor</b>	<b>First Name</b>	<b>Last Name</b>	<b>Address</b>	<b>City</b>	<b>St</b>	<b>Zip</b>	<b>Phone</b>	<b>Cert</b>	<b>Expire</b>
X	Janet	Malm	8080 Conestoga Trail	Concord	OH	44060	567-3573	K-8 , K-12 School Counselor	2012	
X	Dennis	Schmidt	11695 Overlook Rd.	Chardon	OH	44024	440-655-7717	S-T Sub Gen. Educ.	2014	



## Master Service Agreement

THIS MASTER SERVICE AGREEMENT (the "**Master Service Agreement**") is made as of May 10, 2012 to be effective (June 1, 2012) by and between People 2.0, Inc. and Rachel Wixey & Associates, Inc. an Ohio corporation (jointly as vendor, hereafter referred to as the "**Company**"), and Geauga County Educational Service Center (the "**Client**" and, together with the Company, the "**Parties**").

### RECITALS

WHEREAS, People 2.0, Inc., and Rachel Wixey & Associates, Inc., have signed a binding legal agreement authorizing Rachel Wixey & Associates, Inc., to act as People 2.0's licensed Affiliate in the Ohio area, in all staffing related services.

WHEREAS, the Client wishes to purchase certain Services, and the Company wishes to provide such Services to the Client, pursuant to and in accordance with the provisions of this Master Service Agreement and each service may be executed by the Parties pursuant to the Master Service Agreement.

NOW, THEREFORE, IN CONSIDERATION of the premises hereof, and the mutual promises and obligations herein, the Parties hereto, intending to be legally bound, hereby agree as follows:

#### A. Scope of Service

**Recruitment:** The Company will provide the Client with recruitment of school based employees for substitute teacher and substitute aide positions as needed. Recruiting initiatives will include promoting the Client and the opportunity for employment by using media outlets, online postings, leveraging relationships with state wide Colleges and Universities, candidate pools from other Company districts, and other traditional and non-traditional methods.

**Compliance:** The Company will ensure all state requirements are met and manage all records compliance for employees hired by the Company (Job Coaches, Aides, Substitute Teachers and Substitute Aides) working for the Client and / or at the Client site(s).

**Payroll and Employment:** The Company will provide professional employment/payroll services for school employees working for the Client, and maintain responsibility for accurately tracking work time, processing payroll, managing risk and paperwork associated with unemployment and worker's compensation. The Company will carry the liability insurance required for all employees working for the Client and / or at the Client site(s).

**Reasonable Assurance and Letter of Intent:** At the end of each school year, the Company will be responsible for providing all school employees hired by the Company a letter of reasonable assurance for work after seasonal employment. The Company will solicit a letter of intent from

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each employee to identify their interest and intent in returning for assignments with the Client the following school year. The Company will audit each personnel file and require all licensure requirements be updated before returning for assignment the following school year.

**Substitute Scheduling:** The Company will provide the scheduling of substitute employees as needed, in the absence of a Client employee (Teacher or Aide). The Company will serve as Aesop Administrator for the Client, and the Client will experience and have full use of the Aesop system and all features.

## **B. Training and Development and Support**

The Company believes that better preparation, training and development produces higher quality educators in the classroom. The Company holds employee preparation as a high priority and takes responsibility to ensure each employee hired by the Company will be offered:

- Training in Blood Borne Pathogens (required)
- Training in Child Abuse Prevention and Awareness (required)
- A more comprehensive training plan built and administered by the Company at the request of the Client (through Public School Works), specific to the position type of substitute "Teacher" and/or substitute "Aide" and/or "Aide"
- On- site "Safe and Engaged" training, by a former Ohio School Administrator with an active Administrator license, for substitute teachers by request. This training will be made available three times throughout the school year and will be conducted by request.

The Company will ensure the required training for Company employees as required by the Client, have been met within three months of employment in the Client worksite(s).

The Company will conduct new hire orientations for all new employees hired to work at the Client worksite(s). Orientations will be designed to include the Client information and policies, as well as Company specific information.

## **C. Payroll Administration and Retirement**

The Company will provide payroll services for all employees assigned to the Client worksite(s). The Company is responsible for ensuring all taxes, unemployment burden, worker's compensation burden and liability insurances are fully covered for each person employed by the Company. The Company will manage the deduction for State Teaching Retirement System (STRS), and provide the employee retirement deductions for STRS, along with the state required reporting. STRS payments will be submitted immediately following each payroll. The Company

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will provide the Client with the necessary payroll reports for Client records. The Client will be responsible for the 14% Board retirement contribution for payment to the appropriate retirement system STRS.

**D. Supervision and Safety**

The Client will provide the primary Workplace Security and Supervision, including on-site work performance and productivity of all employees provided by the Company. The Company will reinforce any Client policy as requested, and will enforce all policies set forth by the Company. The Company does not accept responsibility for any property loss or damage that may be caused by the deliberate acts or omissions of the employees provided.

The Client agrees to use the Company's employees only to perform the duties for the specific position for which they were assigned and agrees that duties will not be altered or expanded in any way without the prior written consent of the Company.

The Client is solely responsible for compliance to all applicable health and safety laws, including any pertinent OSHA and/or FDA regulations and requirements. The Client will communicate to the Company employees all hazards in the workplace, provide any training or equipment which may be required or normal and customary in its business, and will take due care to protect employees from exposure to any hazardous conditions or materials.

**E. Equal Opportunity Employer**

The Parties agree that they are Equal Opportunity Employers and do not discriminate based on an employee's race, color, sex, age, religion, national origin, mental or physical disability, ancestry, military discharge status, sexual orientation, marital status, source of income, parental status, housing status, or other protected status, in accordance with applicable federal and state law.

**F. Service Fees**

The applicable fees for each Service delivered pursuant to the Agreement (together with the Additional Fees, if any, the "Service Fees") shall be set forth in the following cost structure:

The Company agrees to provide professional Human Resource services specific to services outlined in (A), (B) and (C) by the following rates:

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**Job Coach, Substitute Teacher, Aide and Substitute Aide positions:**

Pay rate:	\$10.40/hour
Bill rate:	\$12.90/hour

Pay rate:	\$10.15/hour
Bill rate:	\$12.59/hour

Pay rate:	\$80.00/day
Bill rate:	\$96.40/day

Pay rate:	\$85.00/day
Bill rate:	\$102.43/day

Pay rate:	Bachelor +0 salary schedule (*long term assignments)
Bill rate:	Pay rate plus 16%

\*Long term assignments are optional and the Client may assume payroll responsibilities at the 61<sup>st</sup> day, or continue to use the Company for payroll of these assignments.

**G. Payment Terms**

All invoices issued by the Company shall be due and payable within 15 calendar days of the invoice date. The Client agrees to pay the Company by the Price Structure outlined herein (F.)

**H. Confidential Information**

Each Party agrees to use the other Party's Confidential Information solely for the purposes of carrying out its obligations under this Agreement, and to refrain from disclosing that Confidential Information to any third-party, unless and to the extent: (a) any disclosure is necessary or appropriate in connection with the performance of its obligations or exercise of its rights under this Agreement; (b) any disclosure is required by applicable law including public records law (O.R.C. §149.43, *et seq.*) or open meetings law (O.R.C. §121.22, *et seq.*); provided that, if practicable, the party required to make such disclosure uses reasonable efforts to give the party to whom the relevant Confidential Information relates reasonable advance notice thereof (i.e., so as to afford that party an opportunity to intervene and seek an order or other appropriate relief for the protection of its Confidential Information from any unauthorized use or disclosure) and the Confidential Information is only disclosed to the extent required by law; (c) any disclosure is made with the consent of the disclosing party; or (d) to employees,

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consultants or agents to whom disclosure is necessary to realize the benefit of this Agreement and who agree to be bound by the terms hereof.

# I. Term Agreement

The initial term of this Agreement shall be June 1, 2012 -June 30, 2013 (the "Initial Term"). The Initial Term of the Agreement shall automatically be extended for additional successive periods of one year each (each, a "Renewal Term," and, together with the Initial Term, the "Term") at the conclusion of the Initial Term and each Renewal Term, unless either Party shall give written notice of termination to the other Party at least sixty (60) calendar days prior to the commencement of the applicable forthcoming Renewal Term.

IN WITNESS WHEREOF, the Parties have caused this Master Service Agreement (five total pages) to be executed by a duly authorized representative thereof, respectively, as of the Effective Date.

Prepared and Agreed by:

**Rachel Wixey & Associates, Inc.**

By: \_\_\_\_\_  
Print name: \_\_\_\_\_  
Title: \_\_\_\_\_

Acknowledged and Agreed by:

**Geauga County Educational Service Center**

By: Loretta Petersen  
Print name: Loretta Petersen  
Title: Treasurer

**Geauga County Educational Service Center**

By: Matthew Galemmo  
Print name: Matthew Galemmo  
Title: Superintendent

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