ADDENDUM
GEAUGA COUNTY EDUCATIONAL SERVICE CENTER
JULY 24, 2017 7:00 P.M.

E) APPROVAL OF TREASURER'S REPORT:

4a) Additional invoices payable.
6) Approval of advance from General Fund to Competency Based Education in the amount of $21,756.80.
7) Approval of advance return to General Fund from Competency Based Education in the amount of $21,756.80.

H) PERSONNEL:

2a) Professional meeting request for attendance:

Jill Kellogg, Melinda Bednarik, Elizabeth Bumpus and Camille Becker, ESC Preschool and STARS Teachers, to attend Cleveland Clinic Center for Autism Workshop: Two day Applied Behavior Analysis, Cleveland, Aug. 10-11, total approx. cost: $1,350.00.

4a) New employees:

Emily Marie Scalise-Swartzlander, Geauga Achieve Intervention Specialist,
One year limited contract effective August 1, 2017 through July 31, 2018.
BA Step 3, Salary - $37,271.00, 185 days. All benefits offered.

Camille Becker, Preschool Teacher,
One year limited contract effective August 1, 2017 through July 31, 2018.
MA Step 2, Salary - $40,843.00, 185 days. All benefits offered.

Elizabeth Bumpus, Preschool Teacher,
One year limited contract effective August 1, 2017 through July 31, 2018.
BA+15 Step 5, Salary - $41,589.00, 185 days. All benefits offered.

Vincent Pettrecca, iSTEM Teacher,
One year limited contract effective August 1, 2017 through July 31, 2018.
MA Step 1, $42,260.00, 185 days. All benefits offered.

6) Approval of job descriptions for administrators with additional responsibilities. Descriptions attached.

7) Approval of the following Salary adjustments due to additional job responsibilities:

	Increase	# of days	17-18 Salary
Dana Eggers	$2,500.00	225	$89,048.50
Jaina Gandolfi	$1,500.00	225	$88,173.42
Robin Ludwig	$1,500.00	230	$91,795.04
Tina DeMattia	$2,000.00	260	$43,207.56

8) Approval of the attendance bonus to be paid to employees who have used one sick day or less during the 2016-2017 school year. List attached.

J) NEW BUSINESS:

10) Approval of for Sue Sotkovsky to continue to be a member of the Ohio Association of School Business Officials. Total cost for the 2017-2018 school year - $582.00.

11) Approval to be able to accept preschool payments via credit card.

12) Approval of the first reading of the following policies:

Revised Policy 2623 Program	Student Assessment and Academic Intervention Services
Revised Policy 3120.08 Professional	Employment of Personnel for Co-Curricular/Extra-Curricular Activities
Revised Policy 5200 Students	Attendance
Revised Policy 5610 Students	Removal, Suspension, Expulsion, and Permanent Exclusion of Students
Revised Policy 5630.01 Students	Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion
Revised Policy 6320 Finances	Purchases
Revised Policy 6325 Finances	Procurement – Federal Grants/Funds
New Policy 6423 Finances	Use of Credit Cards
Revised Policy 6700 Finances	Fair Labor Standards Act (FLSA)
Revised Policy 8210 Operations	School Calendar
Revised Policy 8310 Operations	Public Records
Revised Policy 8320 Operations	Personnel Files
Revised Policy 8330 Operations	Student Records
Revised Policy 8452 Operations	Automated External Defibrillators
Revised Policy 8510 Operations	Wellness

2017-2018 ASSIGNMENTS

EMPLOYEE	2017-18 ASSIGNMENTS
MICHAEL ABRAHAM Carrington Youth Academy Supervisor 220 days	• Carrington Youth Academy • Sexual Harassment/Bullying
LINDSAY BAAR Gaitway High School Principal 200 days	• Gaitway High School Principal • Sexual Harassment/Bullying
DONNA COOK Director of Special Services & Accountability 200 days	• Geauga Youth Center School Principal • Manager of Virtual Services • iStem Administrative Services • Grants/CCIP • Supervision of Social Workers, and Parent Mentor • OTES/OPES/ETPES/Roster Verification • Website • LPDC Chair • Talk Network • HQT • Handbook Liaison • CBE • Franklin B. Walter • Family First
DANA EGGERS Director 225 days	• STARS Director • Speech Language Pathologist Supv • Extended School Year Director • Psychologist • Vision • Nursing • Assistive technology • Lindsay Baar – Gaitway • Shelby Kaminski – Preschool • Adaptive Physical Education – Eric Drennen • New Staff Orientation • Infinite Campus • Medicaid • Lake County Collaborative
JAINA GANDOLFI Vocational Director 220 days	• Vocational Director • RAVE Program Director (Riverside, Madison, Painesville City) • Renhill • Provide Transition Professional Development • Supervise: Laura Williams, Christine Casseday • Resident Educator Coordinator • Learning Alliance Special Education
Early Childhood Supv 140 days	• Preschool • Step Up To Quality • Licensing • Early Childhood Education • Preschool CCIP • Enter Pre-K Students/scores in Infinite Campus • Autism Support w/Lake • Family First Early Childhood Committee
ROBIN LUDWIG Director 220 days	• Geauga Achieve Supervisor • Coordinator for CIP Training • ED Program Supervisor • Supervisor for Occupational and Physical Therapist, Behavior Specialist & Adaptive Physical Education (shared w/Dana) • Exousia Children's Rehab
TRICIA EBNER Gifted Coordinator 90 days	• Gifted Coordinator • Facilitate county-wide gifted update meetings • Support & advise the school districts on gifted services • Work with administrators and teachers to support gifted standards implementation

JENNIFER KLOCK Supervising Nurse 200 days	• Train Staff • Vision/Hearing Screenings • Maintain student health records • Public School Works • Nurse – Independent Contractors
STEVE YOUNG Higher Education Liaison 10 days	• Instructor of record for Lake Erie College Wrap-Around Graduate Credit Courses • Core Steering Committee • Coordinate various Professional Development activities • Coordinate leadership meetings • Recruit members, organize & coordinate licensure programs with area universities
PAT WILLIS Truancy & Home School Coord. 90 days	• Home School Services • Truancy Services

Geauga County
EDUCATIONAL SERVICE CENTER

DIRECTOR OF SPECIAL SERVICES AND ACCOUNTABILITY

Job Description

Geauga Youth Center School Principal

- Responsible for all school operations including staff evaluations
- Attend resident's staffing
- Facilitate seamless delivery of services between school and therapeutic group home
- Collaborate with Group Home Director

iStem Administrative Services

- Provide admin support when Principal is not present

Manager of Virtual Services

- Responsible for management of various platforms, currently Virtual Learning Academy, through Jefferson County ESC
- Service billing
- Initial point of contact for enrollment
- Liaison with referring school, providing updates, grades and transcripts

Grants/Comprehensive Continuous Improvement Plan

- Monitor and report on straight A grant
- 21st Century Community Learning Centers grant application, implementation, reporting and continuation
- Title 1 D

Supervision of:

- Social Workers
- Parent Mentor

Ohio Teacher Evaluation and Ohio Principal Evaluation Systems

- Guidelines/information
- Roster verification
- pinning

Website

- Content updates/Professional Development
- Monitoring
- Design
- Marketing

LPDC Chair

- Assist staff in transition to Kiosk
- Monthly meeting

Geauga County
EDUCATIONAL SERVICE CENTER

PROGRAM DIRECTOR

Job Description

Autism Program Director

- Responsible for all program operations including staff evaluations
- Facilitate seamless delivery of services between school district of residence and program of service
- Communicate with district leaders, families, and building administrators to coordinate student success

Coordinator of Speech and Language Services

- Responsible for management of Speech Language Pathologists including caseload assignment, staff evaluation, and ongoing oversight of service delivery
- Initial point of contact for service needs of districts and ongoing coordination of services

Coordinator of Psychological Services

- Responsible for management of Psychologists including caseload assignment, staff evaluation, and ongoing oversight of service delivery
- Initial point of contact for service needs of districts and ongoing coordination of services

District Medicaid Liaison

- Maintain contact with Medicaid billing agencies utilized within the Geauga County districts in order to ensure ESC staff are meeting Medicaid documentation requirements
- Review quarterly reports to ensure personnel are documenting in a timely manner for district reimbursement

Coordinator of Assistive Technology Services

- Create Assistive Technology Evaluation services and format for all Geauga districts
- Create and provide resources for personnel, students and families relating to assisted communication

Supervision/Evaluation of

- Gaitway High School Principal
- Early Childhood Coordinator
- Special Education Coordinator for Preschool Services
- Vision Specialists
- County Nurse
- Adapted Physical Education Teacher

Infinite Campus Trainer

- Attend training sessions and distribute information to ESC supervisors on usage of Infinite Campus
- Train ESC supervisors in Infinite Campus usage

New Hire Orientation

- Organize new hire orientation in order to provide detailed information regarding the Educational Service Center to ensure smooth transition to new hires

Lake County Collaborative

- Provide support for Lake County as deemed appropriate by superintendent

Additional duties as assigned by the Superintendent.

Geauga County
EDUCATIONAL SERVICE CENTER

VOCATIONAL DIRECTOR

Job Description

Vocational Director - GCESC

- Developed, Execute, Supervise Job Training & Work Study Programs
- Develop, execute, and maintain relationships with community employers, community leaders, and volunteer organizations in order to establish and expand the employment opportunities available to transition-age youth.
- Improve instruction methods through professional staff development, evaluation of instruction process, monitoring student progress in instruction
- Ohio Teacher Evaluation & Ohio Principal Evaluation Systems/Credential to recruit/hire all program staff
- Communicate regularly with Transportation Supervisors regarding job site schedule /daily changes
- On-going dialogue/work-sites visits with current employers (monthly, quarterly)
- Ongoing dialogue with Opportunities for Ohioans with Disabilities (OOD), Geauga & Lake County Board of DD, Employment First Counselors for student referrals
- Provide continued education and training in the area of transition to school district staff, parents, and community partners
- Execute Annual Geauga County Transition & Resource Fair, Geauga County Student Career Fair, Quarterly Parent Training
- Develop & Maintain linkages with adult service agencies to provide transition-age youth with resources for employment, training/education, and independent living opportunities both during high school and beyond.

Vocational Director – Riverside

- See above for job details

Renhill Group/ESC Liaison

- Monthly meetings with Renhill agency to promote communication and effective hiring of staff
- Communicate ESC program needs, brainstorm solutions to problems, etc.

Resident Educator Program Coordinator

- Maintain records of staff requiring completion of Resident Educator Program
- Ensure compliance of completion, provide staff resources, etc.

Supervision of:

- Transition Coordinator
- Job Training Coordinators (4 total)
- Career Assessment Specialist
- West Geauga Intervention Specialist
- Notre Dame Elementary Intervention Specialist
- Job coaches (10 total)

Perform all other duties assigned by the Superintendent

Geauga County
EDUCATIONAL SERVICE CENTER

EARLY CHILDHOOD SUPERVISOR

Job Description

- Writing goals aligned to acquisition of Early Childhood Education funds, Comprehensive Continuous Improvement Plan for district Early Childhood Education funds, United Way Grant application and grant writing process
- Onsite administrator at Metzenbaum Preschool location
- Ensure compliance with Early Childhood Program Requirements
    - Complete Early Childhood Education surveys
    - Support Step Up to Quality (SUTQ) and licensing
    - Ensure staff attends required amount of Ohio Approved training (30 hours per biennium)
    - Ensure compliance with licensing standards
    - Write non-compliance reports when/if necessary
    - Inform Office of Early Learning and School Readiness of any changes to preschool program including hours or location within building
- Recruitment and registration of new students
    - Sending tuition payment schedules, collecting payments, sending overdue letters
    - Maintaining individual program rosters and knowledge of available placements throughout the county
- Manage daily issues (classroom specific issues, parent phone calls, staff call offs, classroom staffing/ substitute coverage, informing families of building incidents, communicable disease issues)
- Creation of staff calendars ensuring student days and hours meet Early Childhood Education requirements
- Updating handbook and enrollment packet
- Provide early childhood representation on county committees (Geauga Education Collaborative- United Way, Early Childhood Subcommittee- Metz/JFS)
- Participate in SST4 hosted CORE team meetings to obtain updated preschool information
- Ohio Teacher Evaluation System, Assistant evaluations, and Itinerant staff evaluations
- Becoming familiar with the administrative role for Early Childhood PBIS and determining best ways to implement PBIS in preschool
- Serve as mentor for Special Education Coordinator

Perform any additional duties as assigned by superintendent.

Geauga County
EDUCATIONAL SERVICE CENTER

Program Director

Job Description

Multiple Disabilities (MD) Program Supervisor

- Responsible for all program operations including staff evaluations
- Facilitate seamless delivery of services between school district of residence and program of service
- Communicate with district leaders, families, and building administrators to coordinate student success

Emotional Disturbance (ED) Program Supervisor

- Responsible for all program operations including staff evaluations
- Facilitate seamless delivery of services between school district of residence and program of service
- Communicate with district leaders, families, and building administrators to coordinate student success

Coordinator of Occupational Therapy Services

- Responsible for management of Occupational Therapists and Occupational Therapy Assistants including caseload assignment, staff evaluation, and ongoing oversight of service delivery
- Initial point of contact for service needs of districts and ongoing coordination of services

Coordinator of Physical Therapy Services

- Responsible for management of Physical Therapists and Physical Therapy Assistants including caseload assignment, staff evaluation, and ongoing oversight of service delivery
- Initial point of contact for service needs of districts and ongoing coordination of services

Coordinator of Crisis Prevention Intervention (CPI) Training

- Coordinate training calendar for Geauga and Lake counties
- Monitor trainer certification
- Provide initial and refresher training to educators as needed throughout Geauga and Lake counties

Supervision of:

- Behavior Specialist
- Adaptive Physical Educator (APE)

Any other duties assigned by the superintendent

Geauga County
EDUCATIONAL SERVICE CENTER

Supervising Nurse

Job Description

Supervising Nurse for County Programs

- Provides nursing services to the students that attend the ESC programs
- Set up care plans & paperwork/documentation for individual students
- Maintain student health records and immunization records for students placed in ESC Programs
- Complete vision and hearing screenings
- Order and deliver supplies to the G.A. classrooms at the beginning and throughout the school year
- Attend student meetings and collaborate with team members to meet student needs
- On call for medical needs/emergencies/to assist staff when support is needed with a student or help/questions in general about orders/plans/medications etc.
- Conduct all actions in accordance with the nurse practice act and Ohio revised code

Public School Works County Trainer

- Keeping staff up to date on in-services and state required training
- Monitor staff completion of assigned trainings

Supervisor of one on one nursing staff

- Ensure nurses maintain adequate records for daily documentation
- Ensure nurses are up to date with Medicaid billing and changes with Medicaid
- Evaluate each nurse once during the school year

Upon district request, Recruit and hire nurses for local districts

Any other duties assigned by the Superintendent.

Employees to be Approved for Attendance Bonus

For the 2016-2017 School Year

Employee Name	Days Absent	Amount to be paid
Rachel Bell	1	$202.31
Joan Benedecjic	0	$695.23
Christine Casseday	0	$470.24
Donna Cook	0	$772.16
Tina DeMattia	0	$316.98
Sara Demuch	1	$303.11
Emily Dennis	0	$165.39
Rebecca Falin	1	$261.91
Jennifer Felker	1	$442.31
Sara Frank	0	$480.81
Gerlyn Hall	1	$136.48
William Kennedy	0	$206.40
Sarah King	1	$239.24
Karen Lackey	0	$597.62
Allison Lintern	0	$399.86
Sue Maas	0	$675.95
Jill Maiorca	1	$307.41
William McSherry	0	$562.98
Matthew Monsman	0	$464.04
Crystal Morrison	0	$278.16
Candace Mullet	1	$248.48
Patricia Randall	0	$526.05
Karly Smith	0	$362.64
Greg Sopko	0	$283.52
Suzanne Sotkovsky	1	$254.23
Tamee Tucker	0	$876.19
Patricia Walunis	0	$552.43
Sabine Weizer	1	$120.34
Moriah Wright	0	$465.95
		$11,668.42