ADDENDUM
GEAUGA COUNTY EDUCATIONAL SERVICE CENTER
June 27, 2017 7:00 P.M.

E) APPROVAL OF TREASURER'S REPORT:

4a) Additional invoices payable.

7) Approval of final budgets for the fiscal year 2017. Attached.

8) Approval of temporary appropriations for the 2017-2018 fiscal year as listed below:

General Fund #001 (including Preschools)	$10,000,000.00
iSTEM #001-9016	$1,000,000.00
Carrington Youth Academy #001-9123	$850,000.00
iSTEM Service Account #001-9159	$63,874.97
Gifted Programs #001-9500	$50,000.00
Teen Pregnancy Prevention #001-9530	$30,000.00
Entry year #001-9624	$267.48
Professional Development #001-9670	$819.00
United Way #001-9849	$3,434.23
Guinn Trust #007-9495	$805.50
Drug free Fundraiser #007-9516	$1,045.00
Cleveland Foundation P-16 #019-9912	$2,501.58
Drug free Schools #019-9924	$4,838.03
LGCA Operation #025	$900,000.00
LGCA EMIS #025-9001	$203,400.00
LGCA Tech Services #025-9002	$51,400.00
LGCA Other Technical #025-9003	$579,700.00
LGCA INFOhio #025-9004	$223,400.00
LGCA INFOhio #025-9005	$396,000.00
LGCA Internet Services #025-9006	$1,261,300.00
LGCA iSTEM #025-9007	$66,863.00
LGIF #499-9145	$2,326.12
Competency Based Education #499-9199	$37,045.80

H) PERSONNEL:

2) Contract resignations:

Patricia McCollum, Preschool Teacher, effective July 31, 2017. Letter attached.
Linda Penttila, Energy Specialist, effective June 30, 2017. Letter attached.

3) Rehire:
Patricia McCollum, Special Education Coordinator,
One year limited contract effective August 1, 2017 through July 31, 2018.
Salary - $37,200.00, 120 days. Pro-rated benefits offered.

10) Approval of new job descriptions for administrators with additional responsibilities for the 2017-2018 school year. Administrator assignments and individual job descriptions attached.

11) Approval of attached list of employees, contracts and salaries to be employed for the 2017-2018 school year.

12) Approval of supplemental contracts for the 2017-2018 school year. List attached.

13) Approval of contract between the Lake County ESC and the Geauga County ESC to share accounts payable services. Accounts Payable to be employed by the Geauga County ESC. Lake County ESC will be billed for 30% of the cost and receives services for 1.5 days per week. The remaining 70% is towards replacing Cathy Manning.

J) NEW BUSINESS:

9) Approval to request a waiver from the Ohio Department of Education to allow the Cardinal High School STARS classroom to exceed the 60 month age range by 11 months. Email attached.

June 23, 2017

Geauga County ESC

470 Center Street, Bldg. 2

Chardon Ohio, 44024

Dear Geauga ESC Board of Education,

I am writing to formally resign from my position as an Early Childhood Intervention Specialist in the Twinkle Preschool Classroom with the intent of accepting the position of Special Education Coordinator with the ESC.

I would like to thank the board for the opportunities I have been given in my role as the Twinkle teacher. I have thoroughly enjoyed my time in that role.

Sincerely,

Patricia McCollum

Linda Penttila
Energy Specialist
Chardon Local School District

10710 Mitchells Mill Rd.
Chardon, OH 44024
440-339-1843
l.penttila@gmail.com
linda.penttila@chardonschools.org

Jennifer Felker, Supt.
Geauga County ESC
470 Center Road, Bldg #2
Chardon, OH 44024

June 19, 2017

Dear Ms. Felker;

I have served as Energy Specialist (Educator/Manager) for the Chardon school district for 9 years. I'm proud of the fact that we have been good stewards of the earth while saving millions of dollars for education.

I will be retiring from my position effective June 30, 2017. Dr. Michael Hanlon has received my notice. I leave the school district in great condition and in the best situation for continued savings.

Warm regards,

Linda Penttila

Linda Penttila
Energy Specialist
Chardon Local School District

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

Director of Special Services and Accountability

Job Description

GYC 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 VLA , through Jefferson County ESC
- Service billing
- Initial point of contact for enrollment
- Liaison with referring school, providing updates, grades and transcripts

Grants/CCIP

- Monitor and report on straight A grant
- 21st CCLC grant application, implementation, reporting and continuation
- Title 1 D

Supervision of:

- Social Workers
- Parent Mentor

Otes/Opes/Etpes

- Guidelines/information
- Roster verification
- pinning

Website

- Content updates/PD
- Monitoring
- Design
- Marketing

LPDC Chair

- Assist staff in transition to Kiosk
- Monthly meeting

Current projects

- Storage Units
- GCESC Inventory
- Attendance /HB410
- Summit Leadership Symposium
- Opening day planning
- Title 1 D Surveys
- Crisis Response Plan (in conjunction with Ravenwood)

Current Roles

- Family First Council Alternate
- Foster care representative from ESC
- Liaison with LCESC Opiate committee
- Summit symposium Representative

Dana Eggers, Director
Job Description

STARS Autism Program Director
Performance Responsibilities:

- Assist with coordination and supervision of activities of STARS team members, including intervention specialists, speech-language specialists, occupational therapists, adapted physical education teacher, and behavior specialist to ensure compliance in the areas of referral evaluation, Individualized Education Program (IEP) development and implementation and effective and efficient provision of programs and services for students with disabilities in the least restrictive environment;
- Facilitate human resource activities, including hiring staff and providing professional development for all STARS personnel;
- Supervise and evaluate the job performance of STARS personnel including, paraprofessionals (17-21), adapted physical education teacher (1), speech-language specialists (2) and occupational therapists (2-3), as well as perform OTES evaluation of intervention specialists (7) assigned to the program, providing direction and assistance for improvement;
- Identify and organize professional development for staff. Schedule meetings with classroom staff to discuss student concerns, consult with teams to discuss/review behavioral intervention, inclusion schedules, and any other student/staffing needs.
- Work cooperatively with building principals and district administrators to resolve issues and ensure the effective and efficient provision of services provided within the STARS Program;
- Communicate frequently and clearly with parents, guardians and care givers. Resolve problems and respond to parental requests for information or assistance in a timely fashion. Attend coordinated parental activities, including family outings, scheduled home visits with STARS personnel and parent meetings;
- Attend IEP meetings and other student-centered meetings as necessary to resolve issues and insure the appropriate development and implementation of programs and services;
- Demonstrate knowledge of the state and district's special education policies and procedures;
- Assist in the preparation of federal, state, county and district reports as necessary;
- Per district request, conduct observations of students with an autism diagnosis to provide classroom recommendations to maximize performance and keep student successfully in district;
- Assist in the coordination of efficient allocation of materials and supplies, including testing materials;
- Participate in monthly special education meetings, bi-weekly supervisor meetings and other meetings as deemed necessary and provide services which conform to district objectives;
- Maintain positive relationships, collaborate and provide resources to district personnel including, but not limited to, special education directors, building principals, and district staff;
- Develop & maintain contact with MRDD to ensure seamless transition from school aged to adult services for families and students;
- Consult with GCESC Vocational Director and develop/maintain community based employment sites for high school students;
- Set budgets and monitor finances of program;
- Organize annual fundraiser event;
- Create and distribute Quarterly Newsletter.

Infinite Campus

- Attend training sessions and distribute information to ESC supervisors.
- Provide support to ESC administrators for usage of Infinite Campus.
- Schedule training sessions with administrators to input information into system.

Speech Language Supervisor

- Recruit, Interview, and Hire;
- Complete evaluations twice annually (9);
- Supervision of PEY (1st year SLPs) – requires 18 onsite observations per year, frequent communication, on-going assessment of progress, and record-keeping;
- Monitor caseload-workload of therapists;
- Contact for district special education directors, as needed;
- Communicate and consult with special education supervisors to relay updated information on the caseload/workload approach;
- Disseminate information, organize meetings, monitor spending and approve/disapprove of conference attendance;
- Serve as Medicaid contact and provide updates.

Medicaid

- Direct contact with Medicaid billing agencies utilized within the Geauga County districts in order to maintain effective records, ensure compliance and meet Medicaid requirements with staff;
- Disseminate updated information to staff documenting for Medicaid purposes;
- Review reports to ensure timely documentation of county therapists.

Assistive Technology

- Collaborate with speech pathologist to create Assistive Technology Evaluation format for county;
- Consult with district representatives and county SLPs to provide resources and support for students using assistive technology.

Supervision of County Program Supervisors – Gaitway and Preschool

- Conduct OPES observations of Program Supervisors housed at Gaitway (1) and Preschool (2);
- Provide support for program supervisors;
- Provide support for personnel via consistent communication of expectations and monitoring of performance to ensure meeting district requirements and expectations.

Supervision of ESC County Personnel

- Supervise county Vision Specialist (1), county Nurse (1), Adapted Physical Education Teacher (1), and psychologists (7);
- Conduct performance reviews as required by licensure set by the Ohio Department of Education.
- Recruit, Interview, and Hire;
- Serve as contact for staff and district special education directors, as needed, to provide appropriate level of services, troubleshoot district needs, and ensure the needs of students are being met appropriately;
- Disseminate information, organize meetings, monitor spending and approve/disapprove of conference attendance;
- Serve as Medicaid contact and provide updates.

ESY Director

- Plan and organize extended school year services for students with disabilities within Geauga County Districts;
- Recruit, hire, and appropriate staff classrooms based upon student need and assignment;
- Create budget, district contracts, and staff contracts;
- Communicate with district personnel, transportation providers, staff, students, and families to ensure effective service delivery model and safety of students.

New Hire Orientation

- Plan annual new hire orientation in order to provide detailed information regarding the Educational Service Center to ensure smooth transition to new hires.
- Disseminate information to program administrators.

Lake County Collaborative

- Provide support for Lake County as deemed appropriate by superintendent.

Additional duties as assigned by the Superintendent.

Vocational Director

Job Description

Roles & Responsibilities:

The instructional and administrative leader of all vocational programming for the following school districts; Berkshire/Ledgemont, Cardinal, Chardon, Kenston, West Geauga, Newbury, Chagrin Falls, Riverside, Madison, Painesville City

1. Supervise Geauga County Work Study Program (10 school districts)
2. Developed, Execute, Supervise Geauga County Job Training Course Programs (3 programs)
    - Job Training Program EAST (serves Cardinal, Chardon, Berkshire/Ledgemont)
    - Job Training Program WEST (serves Kenston, West Geauga, Newbury, Chagrin Falls)
    - Gaitway High School Job Training Program (11 districts)
3. Riverside Vocational Program Director (3 programs)
    a. Developed, Execute, Supervise Riverside Work Study Program
    b. Developed, Execute, Supervise R.A.V.E Riverside Job Training Program (serves Riverside, Painesville, Madison LSD)
    c. Developed, Execute, Supervise Riverside Café
4. Consult with GCESC STARS Autism director and develop and maintain community based employment sites for students
5. Consult with Riverside and Madison LSD to provide a comprehensive community vocational program and professional development to staff.
6. Consult with Gaitway Principal and Job Training Coordinator to develop and maintain community based employment site for students
7. Supervision of West Geauga Intervention Specialist-CD Classroom (1)
8. Supervisor of Intervention Specialist NDCL Elementary (1)
9. Develop the employment curriculum and the evaluation process of these transition programs, and coordinates the development of school-wide restructuring projects for the benefit of students, staff, and community partners/employers.
10. Improve instruction methods through professional staff development, evaluation of instruction process, monitoring student progress in instruction
11. Attend IEP/ETR meetings for all vocational students
12. Attend transition meetings per the request of the SPED Director

OTES/OPES/ Credential

- Recruit/Hire all teachers and job coaches
    - 1 Career Assessment Specialist
    - 4 Job Training Intervention Specialists
    - 2 Intervention Specialists
    - 1 Transition Service Coordinator
    - 15 job coaches/paraprofessionals
    - Recruit & train job coaches

Develop, Execute, and maintain relationships throughout Geauga, Lake, Cuyahoga, & Portage County with employers, community leaders, and volunteer organizations in order to expand the employment opportunities available to transition-age youth.

- Job Site Development: Geauga, Lake, Cuyahoga, & Portage Counties
- Job development and cold calling employers/getting to the know the community and forming strong ties with employers
- Setting up meetings with new employers to gain insight on employers needs and match students Preference Interests Needs Strengths (PINS)
- Communicating regularly with Transportation Supervisors regarding 9 week schedule /daily changes
- Maintaining Community Employer relationships
- Develop new employer relationships
- 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
- Regular "check-ins" with past employers regarding hiring needs
- Familiar with various volunteer organizations willing to accept student volunteers and the procedures to begin volunteering
- Maintain connection with Auburn staff with specific connections to employers and training opportunities
- Red Key Network Organization
- Geauga Growth Partnership-attend monthly GEL meetings
- Geauga County Mental Health Board member
- Present locally at conference and within community to promote employer relationships

Provide continued education and training in the area of transition to school district staff, parents, and community partners through in-service trainings, parent training nights, newsletter articles, the annual transition and resource fair, and on individual basis as requested or needed by district.

- Train with SST4 Consultants to provide transition compliance training
    1. Transition
    2. Evidence Based Practices
    3. IEP Compliance Training
    4. Ohio Means Jobs Training
    5. Backwards Planning
- Career Advising-Train-the-trainer
- Individualized/small group transition planning training/assistance to district staff as needed.
- Referrals to OOD/DD/LEAD
- Annual Geauga County Transition & Resource Fair for Parents/students/community partners
- Annual Geauga County Student Career Fair-included 30+ employers
- Quarterly Parent Training Nights/Seminars as requested by district needs
- Job Coaching Training (discrete trial training, task analyses, systematic fading procedures, and data collection)
- Provide and maintain training to all employment site employees in the area of working with Students with Disabilities (SWD)
- Program Newsletter distributed quarterly to school personnel, families, and community employers

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.

- Weekly communication with OOD counselors & DD Service Providers —student case status and job openings
- Quarterly meetings with GCBDD Employment First Counselor
- Lakeland Office of Accessibility—connecting interested students and parents
- Local College Fairs
- ANNUAL Geauga Transition & Resource, Student Career Fair
- Employment First Geauga County Transition Team Committee
- MAP-Multi Agency Planning committee

Adhere to local, state and federal laws, policy and procedure

- Provide PD to teachers in the area of transition along with SST4 Consultants
- SST4 Transition Leads Meeting
- Ohio Longitudinal Study/Outcomes
- JTC Programs/State Meetings

Renhill Liaison:

- Create and maintain GCESC/Geauga district Rehill staff list
- Recruit/fill positions for Geauga districts
- Monthly conference call to work out issues, concerns, staffing needs

Resident Educator Program Coordinator:

- Working with local administrators and stakeholders to plan, implement, and evaluate Geauga's Ohio Resident Educator Program.
- Attend Program Coordinator Network meetings (FALL/SPRING)
- Work with Summit County to plan, implement and report on the Resident Educator Program, and facilitate the evaluation of the local program.
- Support Resident Educators and Mentors with relevant professional development activities in the mentoring years that ensure successful RESA completion during the performance years.
- Assist in designing and providing local professional development that is tailored to meet the individual needs of the Resident Educator.
- Facilitate communication among Resident Educators, Mentors and Principals throughout the year.
- Collaborate with appropriate stakeholders to facilitate the evaluation of the local Resident Educator Program and strive for continuous program improvement and growth.

Any other duties assigned by the Superintendent

EARLY CHILDHOOD SUPERVISOR

Roles and Responsibilities include, but are not limited to:

Maintain financial records:

- Writing of CCIP for district ECE funds
- United Way Grant application and grant writing process
- ECE- writing goals aligned to acquisition of ECE funds ($64,000)
    - Maintaining and collecting necessary paperwork
    - Completing ECE surveys
    - Verifying income, birth certificates, and screening tools

Support Step Up to Quality (SUTQ) and licensing:

- Onsite administrator at Metzenbaum Preschool location (50% of time)
- Step Up To Quality- earning and maintaining at least 3 stars (3 year renewal cycles/annual desk reviews)
- Ensuring compliance with Early Childhood Program Requirements (Early Learning Assessment, Child Outcomes Summary Form) and collecting assessment results to be reported in EMIS
- Ensuring 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

Assist in daily office work tasks:

- Entering students in IC and monitoring attendance
- Recruitment and registration of new students
- Sending tuition payment schedules, collecting payments, sending overdue letters
- Manage daily issues (classroom specific issues, parent phone calls, staff call offs, classroom staffing/ substitute coverage, informing families of building incidents, communicable disease issues)

Maintain program, student and staff records:

- Maintaining individual program rosters and knowledge of available placements throughout the county
- Creation of staff calendars ensuring student days and hours meet ECE requirements
- Assigning building and itinerant duty to teachers
- Coordinating completion of vision and hearing screenings
- Updating handbook and enrollment packet for 2018-19 school year

Attend professional meetings and community forums:

- Providing early childhood representation on county committees (Geauga Education Collaborative- United Way, Early Childhood Subcommittee- Metz/JFS)
- Participating in SST4 hosted CORE team meetings to obtain updated preschool information
- Attend meetings per superintendent request

Perform staff evaluations:

- OTES teacher evaluations, Assistant evaluations, and Itinerant staff evaluations

Provide Teacher Support:

- Becoming familiar with the administrative role for Early Childhood PBIS and determining best ways to implement PBIS in preschool
- Approval of expenses for supplies and field trips
- Including preschool staff in building/district related professional development

Serve as mentor for Special Education Coordinator

Perform any additional duties as assigned by superintendent.

Robin Ludwig, Director
Job Description

Program Supervisor - Geauga Achieve
Roles and Responsibilities

- Oversee assigned classrooms and staff within program run through the Geauga County ESC
- Support classroom teachers in any area necessary, including but not limited to creating daily schedule to include inclusion with grade level peers, ensuring all staff have lunch and teachers plan period, attempting to remain fully staffed and filling in when a classroom is too short staffed or does not have a teacher, provide feedback regarding positive observations of the classroom and areas to improve upon, assist with parent communication, development of behavior management systems
- Drive to and from classroom locations as needed to provide the necessary supervision, attend meetings, drop of supplies, and check on students
- Work with building administrators in areas of student concerns, managing student behavior, and building procedures
- Work with district special education directors to provide services which they need and find valuable at a reasonable price point
- Maintain compliance with all legal requirements for special education services (e.g. annual IEP reviews, ETR dates, PR-01)
- Write PR-01 documentation when necessary and review writing of PR-01 documentation when completed by teachers
- Review and provide feedback to the teacher regarding the IEP draft prior to the IEP meeting and it being sent home to parents
- Complete OTES for assigned teachers
- Complete annual evaluation of assigned educational aides
- Communicate with parents and guardians of students within assigned classrooms
- Attend ETR and IEP meetings for assigned students as well as for students
- Assemble monthly newsletter for assigned program
- Work with parents and staff in the planning and execution of the annual Geauga Achieve fundraiser. This includes evening meetings and much time outside of the work day soliciting and collecting donations for auction as well as event set up, attendance, clean up, and thank you notes.
- Submit class lists for billing purposes monthly to treasury department and each district representative and superintendent
- Attempt to keep all classrooms fully staffed with trained individuals and daily substitutes as needed
- Manage call-offs and monitor filling of daily substitutes by the sub agency, attempt to locate substitutes when the agency does not fill a position
- Coordinate scheduling of IEP meetings
- Review progress reports and report cards prior to sending them home
- Schedule in Infinite Campus
- Check student schedules to make sure all relates services, accommodations, and modifications are being provided as indicated on the IEP
- Provide training to teachers on use of the district and ESC software for IEP writing, progress monitoring, and attendance taking

Program Supervisor – ED Program (CORE Classes)

- Oversee assigned classrooms and staff within program run through the Geauga County ESC
- Support classroom teachers in any area necessary, including but not limited to creating daily schedule to include inclusion with grade level peers, ensuring all staff have lunch and teachers plan period, attempting to remain fully staffed and filling in when a classroom is too short staffed or does not have a teacher, provide feedback regarding positive observations of the classroom and areas to improve upon, assist with parent communication, development of behavior management systems
- Drive to and from classroom locations as needed to provide the necessary supervision, attend meetings, drop of supplies, and check on students
- Work with building administrators in areas of student concerns, managing student behavior, and building procedures
- Work with district special education directors to provide services which they need and find valuable at a reasonable price point
- Maintain compliance with all legal requirements for special education services (e.g. annual IEP reviews, ETR dates, PR-01)
- Write PR-01 documentation when necessary and review writing of PR-01 documentation when completed by teachers
- Review and provide feedback to the teacher regarding the IEP draft prior to the IEP meeting and it being sent home to parents
- Complete OTES for assigned teachers
- Complete annual evaluation of assigned educational aides
- Communicate with parents and guardians of students within assigned classrooms
- Attend ETR and IEP meetings for assigned students as well as for students
- Assemble monthly newsletter for assigned program
- Submit class lists for billing purposes monthly to treasury department and each district representative and superintendent
- Attempt to keep all classrooms fully staffed with trained individuals and daily substitutes as needed
- Manage call-offs and monitor filling of daily substitutes by the sub agency, attempt to locate substitutes when the agency does not fill a position
- Coordinate scheduling of IEP meetings
- Review progress reports and report cards prior to sending them home
- Schedule in Infinite Campus
- Check student schedules to make sure all relates services, accommodations, and modifications are being provided as indicated on the IEP
- Provide training to teachers on use of the district and ESC software for IEP writing, progress monitoring, and attendance taking

Supervisor of Related Service Providers (OT, PT, APE, Behavior Specialist)

- Oversee assigned related service providers employed through the Geauga County ESC
- Assess district and program needs and assign appropriate providers to meet the identified needs
- Provide support and supervision to assigned related service providers
- With district input, complete annual evaluations for assigned related service providers

CPI Coordinator

- Develop the calendar of CPI trainings to take place throughout the year
- Provide initial (full day) or refresher (half day) training to staff from the GCESC as well as any of the Geauga County districts
- Provide on-site assistance when requested if certified staff are struggling with a situation, have questions, or need student specific support
- Review CPI incident reports submitted from GCESC staff
- Provide on-site initial or refresher trainings requested by individual districts scheduled separately from the monthly calendar of trainings offered

Board Certified Behavior Analyst (BCBA)/Certified Ohio Behavior Analyst (COBA)

- Complete an initial FBA and BIP for students in Geauga Achieve when the behavior consultant does not have the time available or if requested by the district instead of the GCESC behavior specialist
- Provide a second opinion or data analysis when requested by parents or the district after an FBA (functional behavior assessment) has been completed and a BIP (behavior intervention plan) developed
- Complete an initial FBA and BIP for students in Geauga Achieve when the behavior consultant does not have the time available or if requested by the district instead of the GCESC behavior specialist

All other duties assigned by the Superintendent

Supervising Nurse
Job Description

- Maintain school nurse license and registered nurse license

- Provides nursing services to the students that attend the ESC programs:
  a) Geauga Achieve 94% (188 days) - 6 classrooms
  b) Preschool 4% (8 days) - 7 classrooms; some with a.m. & p.m. students= 11 classes
  c) STARS 2 % (4 days) - 6 classrooms

- Public Works
  a) Keeping staff up to date on in-services and state required training

- Receive orders
  a) Set up care plans & paperwork/documentation for individual students:
  allergies, seizures, tube feedings, medications, treatments, choking, and/or any specific need of the students
  b) Make sure orders, medications, and equipment needed are current
  c) Communicate with parents for specific needs/questions/paperwork needed
  d) Train staff on student specific orders/needs/plans that are in place until they are at a solid comfort level
  **Both at the beginning of the year and with changes during school year
  e) Maintain and stock the medication binders in each classroom for staff to use throughout the year and make sure staff is documenting correctly when performing tasks and recording incident reports, etc

- Maintains student health record for Geauga Achieve and STARS students
  a) Keep open communication with building nurses and keep them updated with our classrooms/students that are housed in their school buildings
  b) Provide building nurses a class list, copy of student emergency forms, and copies of any medications or plans the students are on
  c) Health files are housed in the nurse's office in the building where the student is attending school

- Perform Vision/Hearing Screenings for the students in G.A. and STARS
  a) Send home paperwork as needed for follow-up
  b) Make sure audiometer is calibrated yearly for the upcoming school year screenings

- Order and deliver supplies to the G.A. classrooms at the beginning and throughout the school year
  a) Gloves, wipes, student specific supplies

- Supervise one-on-one nurses that are assigned to individual students in our programs
  a) Make sure they are up to date with Medicaid billing and changes with Medicaid
  b) Make sure nurse document daily
  c) Evaluate each nurse once during the school year
  d) Keep Carol Spano (Medicaid billing rep) up to date yearly of nursing staff

- Working on expanding the Geauga ESC nursing services by recruiting nurses for local districts

- Attend IEP's and meetings
  a) Medically fragile students that have medical needs/plans
  b) Students with medications
  c) Nursing services is requested
  d) Collaborate with IEP team members as needed

- Check immunization records
  a) Make sure up to date
  b) Send home notifications if needed

- 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

- Travel to classrooms/Meetings/Etc
  a) Record mileage and turn in monthly

  * These actions are all in accordance with the nurse practice act and the Ohio revised code

- And any other duties assigned by the Superintendent.

Employee Contracts and Salaries for the 2017-2018 School Year			# of			
Last Name	First Name	Title	Days	Recommend	17-18 Raise	17-18 Salary
Abraham	Michael	Carrington Youth Academy Supervisor	200	1 yr		$79,840.00
Baar	Lindsay	Gaitway High School Principal	200	1 yr		$71,575.00
Baker	Don	Assistant Systems Tech	208	1 yr		$47,112.88
Barcikowski	Martha	Educational Assistant	186	NA		$20,788.57
Bell	Rachel	Speech & Language Pathologist	185	2 yr	$ 1,100.00	$38,527.00
Benedejcic	Joan Byrne	Psychologist	196	NA	$ 1,100.00	$69,233.00
Brittain	Carena	Autism and Behavioral Consultant	185	1 yr		$59,625.75
Brzozowski	Ashley	Intervention Specialist	185	2 yr	$ 1,100.00	$52,193.00
Burky	Jennifer	Occupational Therapist	114	1 yr		$40,569.43
Campbell	Karrie	Educational Assistant	186	NA		$15,765.73
Carraher	Francis	iSTEM Teacher	185	1 yr	$ 675.00	$45,675.00
Casseday	Christine	Intervention Specialist	186	NA	$ 1,100.00	$44,597.16
Schwartz	Jessica	Educational Assistant	185	NA		$19,949.06
Chambers	Kelly	Certified Occupational Therapist Assistant	186	NA		$37,581.25
Clark	Kary	Physical Therapist Assistant	111	1 yr		$29,292.84
Cline	Bruce	Intervention Specialist	185	NA	$ 1,100.00	$51,468.00
Cogswell	Rachael	Educational Assistant	186	NA		$17,743.56
Colak	Cara	Speech Therapist	205	2 yr	$ 2,318.92	$51,363.92
Cook	Donna	Director of Special Services & Accountability	200	1 yr		$77,215.92
Cooper	Jennifer	Parent Mentor	185	1 yr		$33,544.00
DeMattia	Tina	Administrative Assistant	260	NA		$41,207.56
DeMuch	Sara	Intervention Specialist	185	NA	$ 1,100.00	$57,176.00
Dennis	Emily	Educational Assistant	186	1 yr		$15,381.55
Drennen	Eric	Adaptive Physical Education Teacher	185	NA	$ 1,100.00	$51,468.00
Drewlo	Sarah	Transition Coordinator	200	1 yr		$46,100.00
Eggers	Dana	Director	225	1 yr		$86,548.50
Fade	Nancy	Educational Assistant	186	NA		$19,194.92
Falin	Rebecca	iSTEM Teacher	185	1 yr	$ 726.80	$49,179.80
Felker	Jennifer	Superintendent	260	NA		$115,000.00
Ferguson	Jeff	Psychologist	196	NA	$ 1,100.00	$69,252.00
Fischer	Donna	Licensed Professional Counselor	190	1 yr		$41,625.56
Fletcher	Suzanne	Psychologist	160	NA	$ 1,100.00	$61,573.06
Formica	Denise	Educational Assistant	186	NA		$19,402.66
Fraley	Michelle	Occupational Therapist	190	1 yr		$66,275.00
Frank	Sara	Psychologist	196	NA	$ 1,100.00	$48,219.00
Gandolfi	Jaina	Vocational Director	220	1 yr		$84,747.32
Gephart	Thomas	Intervention Specialist	185	2 yr	$ 1,100.00	$49,553.00
Gingerich	Melissa	Educational Assistant	186	NA		$19,194.92
Gingerich	Pamela	Educational Assistant	186	NA		$16,391.81
Hall	Gerlyn	Educational Assistant	186	NA		$25,384.54
Hass	Jacqueline	Visually Impaired Technician	181	NA		$30,544.12
Havel	Catherine	Educational Assistant	186	NA		$19,194.92
Heatwole	Stacy	Speech & Language Pathologist	148	NA	$ 880.00	$49,288.80
Heiman	Jennifer	Speech & Language Pathologist	148	NA	$ 880.00	$39,300.74
Hendrickson	Cindy	Educational Assistant	186	NA		$22,174.47
Iammarino	Debra	Pupil Services Director	120	1 yr		$46,800.00
Jurcak	Sylvia	Occupational Therapist	152	1 yr		$57,160.00
Karn	Terri	Educational Assistant	185	NA		$23,250.19

Last Name	First Name	Title	Days	Recommend	17-18 Raise	17-18 Salary
Katz	Murray	Intervention Specialist	185	NA	$ 1,100.00	$44,635.00
Kellogg	Jill Kinson	Intervention Specialist	185	2 yr	$ 1,100.00	$47,068.00
Kennedy	William	Educational Assistant	186	NA		$20,474.58
King-Morrison	Crystal	Payroll & Benefits Coordinator	260	NA		$36,161.25
Klock	Jennifer	Supervising School Nurse	200	NA		$68,275.00
Koch	Carrie	Early Intervention Specialist	185	NA	$ 1,100.00	$51,468.00
Kuhn	Tammy	Administrative Assistant	260	NA		$37,069.05
Kustron	Rachel	Intervention Specialist	185	NA	$ 1,100.00	$53,176.00
Lackey	Karen	TPP Administrator/Social Worker	210	1 yr		$62,805.00
Landies	Brittany	Occupational Therapist	185	1 yr		$42,843.75
Larkin	Emily	Speech & Language Pathologist	185	NA	$ 1,100.00	$69,683.00
Larrick	Polly	Educational Assistant	186	NA		$19,194.92
Lauro	Jessica	Intervention Specialist	185	2 yr	$ 1,100.00	$46,224.00
Less	Bryan	Group Home Teacher	185	NA	$ 1,100.00	$48,983.00
Lieb	Kaitlyn	Intervention Specialist	185	NA	$ 1,100.00	$42,217.00
Liguzinski	Kristen	Early Intervention Specialist	185	NA	$ 1,100.00	$58,301.00
Lintern	Allison	Intervention Specialist	185	NA	$ 1,100.00	$38,087.00
Lucas	Alyssa	Speech & Language Pathologist	185	NA	$ 1,100.00	$43,535.00
Ludwig	Robin	Director	220	1 yr		$86,369.14
Maas	Susan	Psychologist	196	NA	$ 1,100.00	$67,343.00
Madachik	Barbara	Educational Assistant	186	NA		$22,382.22
Maiorca	Jill	Social Worker	200	1 yr		$61,482.20
McCauley	Nancy	Certified Occupational Therapist Asst	120	1 yr		$23,644.74
McDonough	Lauren	Speech & Language Pathologist	185	NA	$ 1,100.00	$40,727.00
McNaughton	Chris	Educational Assistant	186	NA		$19,194.92
McSherry	William	Intervention Specialist	185	NA	$ 1,100.00	$53,176.00
Meek	Danna	Early Intervention Specialist	185	NA	$ 1,100.00	$73,343.00
Meikle	Sarah	Speech & Language Pathologist	129	NA	$ 713.51	$33,930.45
Melkerson	Laura	Educational Assistant	186	NA		$16,391.81
Monsman	Matthew	Job Training Coordinator	185	2 yr	$ 1,100.00	$44,024.00
Morvilius	Amber	Carrington Teacher	185	NA	$ 1,100.00	$40,287.00
Mullet	Candace	Job Training Coordinator	185	2 yr	$ 1,100.00	$47,068.00
Natalie	Katelyn	Adaptive Physical Education Teacher	185	1 yr	$ 1,100.00	$51,468.00
Noble	Sherri	Educational Assistant	186	NA		$18,440.78
Nozling	Christine	Educational Assistant	186	NA		$33,850.79
Oblaczynski	Kelly	Intervention Specialist	185	NA	$ 1,100.00	$58,942.00
Perusek	Maria	Psychologist	196	NA	$ 1,100.00	$82,268.00
Porter	Karen	Educational Assistant	186	NA		$19,194.92
Renwick	John	Technical Support	44	NA		$11,000.00
Rosenbaum	Nancy	Certified Occupational Therapist Assistant	186	NA		$54,002.66
Rugg	Catherine	Educational Assistant	186	NA		$19,194.92
Sapp	Janet	Intervention Specialist	185	NA	$ 1,100.00	$63,028.00
Schloss	Heather	Intervention Specialist	185	NA	$ 1,100.00	$44,889.00
Schmelzer	Kathleen	Social Worker	200	1 yr		$60,667.00
Shannon	Morgan	Intervention Specialist	185	2 yr	$ 1,100.00	$34,644.00
Shelton	Pam	Educational Assistant	186	NA		$19,194.92
Slivka	Glee	iSTEM Administrative Assistant	260	NA		$40,429.75
Smith	Karly	iSTEM Teacher	185	1 yr		$37,733.00
Sopko	Gregory	Educational Assistant	186	NA		$26,366.34

Last Name	First Name	Title	Days	Recommend	17-18 Raise	17-18 Salary
Sotkovsky	Suzanne	Treasurer	260	2 yr		$66,100.00
Stefancin	Theresa	Educational Assistant	186	NA		$19,194.92
Swisher Krisby	Amanda	Intervention Specialist	185	2 yr	$ 1,100.00	$59,182.00
Szastak	Michelle	Vision Services Coordinator	190	NA		$51,610.38
Terrill	Karen	Educational Assistant	186	NA		$24,800.20
Tucker	Tamee	CAO of iSTEM	210	NA		$92,000.00
Tvergyak	Judy	Certified Occupational Therapist Assistant	185	1 yr		$43,422.13
Ventresco	JoAnn	Intervention Specialist	185	NA	$ 1,100.00	$50,226.00
Vondracek	Christina	Intervention Specialist	185	NA	$ 1,100.00	$62,468.00
Walunis	Patricia	iSTEM Teacher	185	1 yr	$ 766.50	$51,866.50
Ware	Victoria	Psychologist	120	2 yr	$ 713.51	$31,459.84
Warmuth	Darcie	Physical Therapist	188	1 yr		$50,450.00
Watson	Lindsay	Physical Therapist	120	1 yr		$45,442.60
Weizer	Sabine	Educational Assistant	186	NA		$22,382.22
Welch	Patricia	Early Intervention Specialist	185	NA	$ 1,100.00	$66,379.00
Wiesner	Civia	Speech Therapist	185	NA	$ 1,100.00	$78,292.00
Williams	Laura	DH Teacher	185	NA	$ 1,100.00	$63,273.00
Willis	George	Truancy and Home Schooling Coordinator	90	1 yr		$27,540.00
Wright	Moriah	iSTEM Teacher	185	1 yr	$ 646.50	$43,746.50
Yanesh	Mary Ann	Educational Assistant	186	NA		$20,788.57
Young	Steve	Higher Education Liaison	Up to 10 day	1 yr		$3,110.25
Ferrazza	Susan	Early Intervention Specialist	185	1 yr	$ 1,100.00	$49,553.00
Tyukodi	Deborah	Early Intervention Specialist	100	1 yr		$22,480.55
Timen	Beth	Physical Therapist	30	1 yr		$11,245.50
Adams	Kim	Student User Liaison	260	NA	$ 992.00	$50,592.00
Atwell	Kim	Director of Operations	260	NA	$ 1,332.50	$67,957.50
Folkman	Amanda	LGCA Fiscal Liaison	260	NA	$ 963.50	$51,138.50
Klein	John	Technical Support	260	NA	$ 1,198.36	$61,116.46
Mangan	Brian	Communication/Network Specialist	260	NA	$ 1,903.04	$97,054.81
Minor	Justus	LGCA Tech Support Level 2	260	NA	$ 820.00	$41,820.00
Reynolds	Kathy	LGCA Student/EMIS Liaison	260	NA	$ 881.50	$44,956.50
Ruffner	Brian	Assistant Director	260	NA	$ 2,337.13	$119,193.52
Turk	Jim	Director	260	NA	$ 2,128.33	$108,545.05
Vinborg	Susan	Programmer	160	NA	$ 929.97	$47,428.33
Hunter	Jeremy	LGCA CurriculumTechnology Coordinator	260	NA	$ 1,700.00	$86,700.00
Sowry	Cami	LGCA Fiscal Liaison	260	2 yr	$ 800.00	$42,800.00

Supplemental Days for the 2017-2018 School Year

Name	Position/Purpose	# of days	Daily Rate	Compensation
Michael Abraham	Carrington Youth Academy Supervisor	20	$ 362.91	$ 7,258.20
Carena Brittain	Autism and Behavior Consultant	5	$ 322.30	$ 1,611.50
Jaina Gandolfi	Vocational Director	5	$ 385.22	$ 1,926.10
Alanna Hruska	Early Childhood Supervisor/Transition	5	$ 350.00	$ 1,750.00
Shelby Kaminski	Preschool Supervisor/Transition	5	$ 295.45	$ 1,477.25
Robin Ludwig	Director	10	$ 392.59	$ 3,925.90
Donna Zoldak-Cook	Grant writing	5	$ 386.08	$ 1,930.40

Geauga County
EDUCATIONAL SERVICE CENTER

470 Center St., Bldg. #2
Chardon, OH 44024

Ph: 440-279-1700 Fax: 440-286-7106
www.gcesc.k12.oh.us

Committed to the improvement of student achievement

Jennifer A. Felker, Superintendent
Suzanne M. Sotkovsky, Treasurer

CONTRACT FOR ACCOUNTS PAYABLE SERVICES

This Agreement, authorized by Ohio Revised Code Section 3313.171, is made by and between the Geauga County Educational Service Center with its principal place of business at 470 Center Street, Bldg. #2, Chardon, Ohio 44024 (herein "Geauga ESC") and Lake County Educational Service Center (herein "Lake ESC") 8221 Auburn Rd, Painesville, Ohio 44077.

1. Terms of Contract

   A. This agreement will be effective from July 1, 2017 through June 30, 2018 or until earlier terminated as provided in this Agreement below.
   B. Geauga ESC agrees to provide Lake ESC with accounts payable services for 11 hours per week at $36.60 per hour to be billed in quarter hour increments. This rate does not include mileage for travel which will be reimbursed to Geauga ESC upon receipt of payment documentation.
   C. Quarterly, Geauga ESC will submit to Lake ESC a statement of services rendered for the prior quarter. Lake ESC agrees to pay the amount due to Geauga ESC within 30 days of the statement date.

2. Termination of Agreement

   A. Notwithstanding any other provision of this Agreement, either party may terminate this Agreement at any time by giving 30 days written notice to the other party via regular U.S. mail, addressed to the location listed above. Should such a termination occur, Lake ESC shall remain obligated to pay for all accounts payable services provided from the notice to the effective date of the termination of the Agreement.
   B. If Geauga ESC defaults in the performance of this Agreement or materially breaches any of its provision, Lake ESC, at its option, may terminate this Agreement immediately by giving written notice to Geauga ESC, via regular U.S. mail, sent to the address listed above.

3. General Provisions

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

Entered into this _____day of _____, 20___.

_____
Geauga County ESC Governing Board President

_____
Geauga County ESC Treasurer

Board Approval Date: _____

Entered into this _____day of _____, 20___.

_____
Lake County ESC Governing Board President

_____
Lake County ESC Treasurer

Board Approval Date:_____

Sotkovsky Sue

From: Eggers Dana
Sent: Wednesday, June 21, 2017 1:38 PM
To: Sotkovsky Sue; Felker Jennifer
Subject: Board meeting info

Hi Sue and Jennifer,

Please add the following to the board agenda for approval:)

For the 2017-18 school year, I will need to apply for another ODE waiver. The STARS Autism Program Cardinal High School unit will be in violation of age range per instruction period as my classroom consists of students who are more than 60 months of age apart from each other.

Local Educational Agencies (LEAs) who apply for and are granted a waiver are required to assure that all students with disabilities receiving services will receive a free appropriate public education (FAPE) in the least restrictive environment (LRE) and that for those children affected by the waiver, progress will be monitored through their individualized education programs (IEPs). When applying for the waiver, I will include a plan and timeline for bringing the district into compliance, including any special provisions necessary to provide appropriate instruction during the period in which the waiver is in effect to ensure that the students with disabilities are provided with FAPE in the LRE. FAPE cannot be denied to a student due to the provision of a waiver.

In order to apply for the waiver, verification is needed that documents the school board approved the waiver requested. By approving, the school board assures that that services will be provided consistent with the requirements under IDEA, Operating Standards and the Doe Consent Order.

The waiver application will not be provided by ODE until the fall, but I will need to provide documentation (i.e. school board minutes) showing the waiver approval.

Let me know if you have further questions or need more information from me. Thank you:)

Dana Jancik Eggers
S.T.A.R.S. Program Supervisor
Coordinator of Speech and Language Services
Geauga County Educational Service Center
(w) 440-632-9062
(c) 216-410-2879