ADDENDUM
GEAUGA COUNTY EDUCATIONAL SERVICE CENTER
FEBRUARY 28, 2017 7:00 P.M.

E) APPROVAL OF TREASURER'S REPORT:

4a) Additional invoices payable.

H) PERSONNEL:

4) Additional work days request for approval:

Kathrine Gingerich, Occupational Therapist,
Additional 10 days at $300.49 per day,
Effective March 23, 2017 through June 30, 2017
Total additional compensation: $3,004.90.

5) Approval of Contract Non-Renewal of Deborah Tyukodi to be effective at the end of the 2016-2017 school year. Resolution attached.

6) Approval of Contract Non-Renewal of Susan Ferrazza to be effective at the end of the 2016-2017 school year. Resolution attached.

J) NEW BUSINESS:

10) Approval of School District Service Agreement template to be used with the school districts to contract for programs and services. Agreement attached.

11) Approval of additional language to the following Bylaws and Policies, so that the current bonds of the Superintendent and Treasurer, also, cover iSTEM Geauga and other entities that the Geauga County ESC is fiscal agent for.

1230 – Responsibilities of the Superintendent
1320 – Duties of the Treasurer
8740 - Bonding

I) INFORMATIONAL ITEMS:

7) STARS Fundraiser – April 8, 2017, 11 a.m. – 3 p.m. at Fowler's Mill Banquet Center. Flyer attached.

RESOLUTION FOR CONTRACT NON-RENEWAL

WHEREAS, R.C. 3319.11 provides for the non-renewal of limited teaching contracts; and

WHEREAS, R.C. 3319.11 provides, in pertinent part, that the holder of a limited teaching contract must receive written notice on or before June 1st of the Governing Board's intention not to re-employ such teacher for the upcoming school year; and

WHEREAS, the Governing Board complied with the evaluation requirements of R.C. 3319.11 and R.C. 3319.111; and

WHEREAS, the Superintendent has given the Governing Board a written recommendation that the teacher not be reemployed at the expiration of the teacher's limited contract.

THEREFORE, BE IT RESOLVED, that under R.C. 3319.11, the teaching contract of Deborah Tyukodi is hereby non-renewed; and

BE IT FURTHER RESOLVED that the Governing Board authorizes and directs the Superintendent to give such teacher written notice that the Governing Board, acting upon the superintendent's written recommendation, resolved that the teacher shall not be reemployed at the expiration of the teacher's limited contract.

Board Member _____ seconded the motion.

Upon roll call on the adoption of the Resolution, the vote was as follows:

RESOLUTION FOR CONTRACT NON-RENEWAL

WHEREAS, R.C. 3319.11 provides for the non-renewal of limited teaching contracts; and

WHEREAS, R.C. 3319.11 provides, in pertinent part, that the holder of a limited teaching contract must receive written notice on or before June 1st of the Governing Board's intention not to re-employ such teacher for the upcoming school year; and

WHEREAS, the Governing Board complied with the evaluation requirements of R.C. 3319.11 and R.C. 3319.111; and

WHEREAS, the Superintendent has given the Governing Board a written recommendation that the teacher not be reemployed at the expiration of the teacher's limited contract.

THEREFORE, BE IT RESOLVED, that under R.C. 3319.11, the teaching contract of Susan Ferrazza is hereby non-renewed; and

BE IT FURTHER RESOLVED that the Governing Board authorizes and directs the Superintendent to give such teacher written notice that the Governing Board, acting upon the superintendent's written recommendation, resolved that the teacher shall not be reemployed at the expiration of the teacher's limited contract.

Board Member _____ seconded the motion.

Upon roll call on the adoption of the Resolution, the vote was as follows:

1230 - RESPONSIBILITIES OF THE SUPERINTENDENT

The Superintendent of Schools shall strive to achieve Center goals for students by providing educational direction and supervision to the professional staff and supervision to the classified staff and by acting as a proper model for staff and students both in the school and outside the Center.

The Superintendent shall be directly responsible to the Governing Board for the performance of the following duties and responsibilities:

A. keep the Board informed of school operation by preparing monthly Board agendas, providing oral and written communication, scheduling management team committee meetings, and requesting special Board meetings that become necessary to keep the Board properly informed

B. ensure that all aspects of Center operation comply with State laws and regulations as well as Board contracts and policies

C. establish and maintain a written educational plan for the schools of the Center consistent with the educational goals adopted by the Board

D. ensure proper implementation of the current Center-wide instructional plan as it applies to each building

E. strive to increase the efficient use of Center resources in the daily operations of the schools

F. assign staff to achieve the maximum benefit toward the attainment of educational goals

G. evaluate the progress of the professional and classified staff toward the attainment of educational goals

H. analyze the results of instructional program development as it applies to the Board's educational goals

I. recommend changes in instructional or staffing patterns based on an analysis of staff and program progress

J. work cooperatively with parents and community groups concerned with programs in the schools

K. develop personal capabilities in personnel strategies and facility management

L. work cooperatively with the Board and administrative staff

M. strive toward the highest standards of personal conduct

N. serve as an officer, agent, employee, or representative for the iSTEM Geauga Early College High School and any other entity or agency that the Board serves as the fiscal agent for

O. perform such other duties as the Board may direct

1320 - DUTIES OF THE TREASURER

The Governing Board believes that the Treasurer of the Educational Service Center has responsibilities, in addition to those required by law, that can help the Center achieve its goals, by providing leadership and supervision in the program of fiscal management.

The Treasurer shall be directly responsible to the Board for the performance of the following duties and responsibilities:

A. call special meetings of the Board (R.C. 3313.16)

B. sign all checks of the Board (R.C. 3313.51)

C. record the proceedings of each meeting of the Board (R.C. 3313.26)

D. notify the Board of Elections of all changes in boundaries of the Educational Service Center (R.C. 3313.261)

E. deduct from the wages and salaries of teachers amounts authorized by the teacher and Board (R.C. 3313.262)

F. produce all money, bonds, and securities in his/her hands at the expiration of his/her term (R.C. 3313.27)

G. deliver all books and papers in his/her hands to his/her successor at the expiration of his/her term (R.C. 3313.28)

H. keep an account of all Center funds and maintain all records pertaining thereto in the manner described by law (R.C. 3313.29)

I. render a statement of accounts to the Board and Superintendent in the form prescribed by law and at the times required by law and by the Board (R.C. 3313.29)

J. direct and assign employees who are engaged in the day-to-day fiscal operations of the Center, as designated by the Board

K. execute all conveyances of the Board (R.C. 3313.33)

L. meet the qualifications specified for the position by law (A.C. 3301-5-01)

In addition, the Treasurer shall:

A. establish and maintain long-range fiscal and building plans and prepare the annual budget based on Center resources and needs;

B. ensure that all Center fiscal activities comply with the laws and regulations of the State, the negotiated agreements and policies of the Board, and the rules of the Superintendent;

C. provide for efficient management of the Center fiscal systems of purchasing and supply management;

D. ensure that proper personnel are employed and positions levels adequately maintained in the areas of his/her responsibility;

E. implement an evaluation system for his/her staff;

F. increase the capability of his/her staff through supervision and in-service training;

G. analyze the effectiveness of those Center programs in his/her areas of responsibility and recommend changes in program, staffing, or management strategies as necessary;

H. ensure efficient use of resources toward the achievement of Center goals;

I. work cooperatively with the Superintendent and staff toward the achievement of Center objectives;

J. help interpret the budget and the Center affairs under his/her supervision to interested members of the community;

K. improve personal capabilities in financial strategies and supervisory methods.

L. serve as an officer, agent, employee, or representative for the iSTEM Geauga Early College High School and any other entity or agency that the Board serves as the fiscal agent for

M. perform such other duties as the Board may direct

The Treasurer shall be directly responsible to the Board for the performance of his/her assigned duties and responsibilities.

Observation of his/her performance and preparation of performance reports shall be the responsibility of the Board.

R.C. 3301.074

8740 - BONDING

The Governing Board recognizes that prudent trusteeship of the resources of this Center dictate that employees responsible for the safekeeping of Center monies be bonded.

The Center shall be indemnified against loss of money by bonding of employees holding the positions and in the amounts determined by the Board.

All other employees handling money shall be covered under a blanket bond to an amount determined by the Board.

The Superintendent shall be covered under a blanket bond that applies to both the Center and any entity in which the Superintendent serves as an officer, agent, employee, or representative as part of Superintendent's official duties and responsibilities as an employee of the Governing Board.

The Treasurer shall be covered under a bond that applies to both the Center and any entity in which the Treasurer serves as an officer, agent, employee, or representative as part of Treasurer's official duties and responsibilities as an employee of the Governing Board.

The Board shall bear the cost of bonding each employee required to be bonded by this policy.

Please Save The Date!

and help us build

A PROGRAM OF CHAMPIONS!

Saturday, April 8, 2017

S.T.A.R.S. Autism Program

GEAUGA COUNTY EDUCATIONAL SERIVCE CENTER

CHINESE AUCTION • LUNCH • ART WORK • SILENT AUCTION

FOWLER'S MILL BANQUET CENTER
13095 ROCKHAVEN ROAD
CHESTERLAND OH 44026

11am ~ 3pm

Lunch will be served at noon.

2 Chinese auction tickets and chance to win Brand NEW iPad
All proceeds benefit the STARS Autism Progam!

TICKETS ON SALE NOW!!!
$35

10th Annual Luncheon Fundraiser