MINUTES
GEAUGA COUNTY EDUCATIONAL SERVICE CENTER
MAY 16, 2017 7:00 P.M.

The Geauga County Educational Service Center board met on May 16, 2017, at 7:00 p.m., 470 Center St., Bldg. 2, Chardon, Ohio, for the purpose of conducting their regular business meeting. Members present: Mrs. Cavanaugh, Mr. Burnett, Mr. Remias, Mrs. Koster, and Mr. Battles. Also present: Mr. Reno Contipelli, Mr. James Koster, Ms. Suzanne Allen and Mr. Frank Scarano.

The Pledge of Allegiance was recited.

MOTION: 84-2017
Mrs. Koster moved and Mr. Burnett seconded the motion to approve the agenda, addendum and addendum to the addendum as written. Vote: Mrs. Koster, yes; Mr. Burnett, yes; Mrs. Cavanaugh, yes; Mr. Remias, yes; and Mr. Battles, yes. Motion carried.

MOTION: 85-2017
Mrs. Koster moved and Mr. Remias seconded the motion to approve the regular meeting minutes from April 24, 2017 as written. Vote: Mrs. Koster, yes; Mr. Remias, yes; Mrs. Cavanaugh, yes; Mr. Burnett, yes; and Mr. Battles, yes. Motion carried.

MOTION: 86-2017
Mr. Remias moved and Mrs. Koster seconded the motion to approve the special meeting minutes from May 9, 2017 as written. Vote: Mr. Remias, yes; Mrs. Koster, yes; Mrs. Cavanaugh, yes; Mr. Burnett, abstain; and Mr. Battles, yes. Motion carried.

MOTION: 87-2017
Mr. Burnett 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.
5) Approval of donation to Geauga Achieve from the following:
   Preston Superstore $4,000.00
6) Approval of donation to STARS from the following:
   Preston Superstore $4,000.00
7) Approval of donations to Gaitway High School from the following:
   Heinen's $256.00
   Jason Kiner, former student $250.00
8) Approval of the iSTEM Five Year Forecast to be submitted to the Ohio Department of Education by May 31, 2017.
9) Auditor of State Awards for Fiscal Year 2015 and Fiscal Year 2016. Letter and awards attached.

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

Reno Contipelli from Ohio School Boards Association presented Mrs. Janice Koster with the OSBA 20 year award and Mr. Ken Burnett with a 30 year award and thanked them both for their service.

Mrs. Felker discussed the following topics:

1) Presentation by Frank Scarano, Director of Psychologists
2) Lake and Summit Partnership
3) Records Retention policy and committee
4) Office Move
5) Policy Committee
6) Cardinal Local Schools Payment Plan
7) Opening Day for Staff – Auburn Career Center, August 9, 2017, 8:00a.m. – 3:00p.m.

MOTION: 88-2017
Mr. Burnett moved and Mr. Remias seconded the motion to nominate Mrs. Koster as the Board representative on the Records Retention Committee. Vote: Mr. Burnett, yes; Mr. Remias, yes; Mrs. Cavanaugh, yes; Mrs. Koster, yes; and Mr. Battles, yes. Motion carried.

MOTION: 89-2017
Mr. Burnett moved and Mrs. Cavanaugh seconded the motion to approve the following personnel items:

1) Professional meeting requests for attendance:

   Dana Eggers, Brittany Landies, Jill Kellogg, Amanda Krisby, Cara Colak, ESC STARS Personnel, to attend Milestones 15th Annual Autism Spectrum Disorder Conference, Cleveland, June 15-16, total approx. cost: $1,265.00.

2) Employee resignations:

   Olivia Biello, Speech Language Pathologist, effective July 31, 2017. Letter attached.
   Jessica Duncan, Geauga Achieve Teacher, effective June 30, 2017. Letter attached.
   Annie Portman, STARS Educational Assistant, retirement effective June 1, 2017. Letter attached.
   Kathrine Gingerich, Occupational Therapist, effective July 31, 2017. Letter attached.

3) Approval of the following contract non-renewals to be effective at the end of the 2016-2017 school year:

Long-Term Substitute	Independent Contractors
Carly Crane, iSTEM	Andrea Brown, LPN
	Angela Dobbins-Rivera, LPN
	Alisha Miller, LPN

Part-Time LGCA Employees	Melissa Pucak, LPN
Gayle Geitgey	Sheri Clampitt-Dean, OT
Jennifer Schwelik	Wes Rogge, Energy Manager

4) Approval of Local Professional Development Committee stipends for the 2016-2017 school year to be paid $1,000.00:

Suzanne Allen	Danna Meek
Joan Benedejcic	Trish Randall - pro-rated to $500.00
Tina DeMattia	Frank Scarano
Jennifer Felker	

5) Approval of Longevity Bonuses for the 2016-2017 school year. List attached.

6) Employee request for reduction in contract days:

Suzanne Savoca-Fletcher, School Psychologist
Request to reduce contract days from 196 to 160 for the 2017-2018 school year.

7) New employee:

Deb Wilson, Substitute Visually Impaired Technician
Effective May 1, 2017 through May 31, 2017.
$17.01 per hour, as needed, up to a maximum of 40 hours.

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

MOTION: 90-2017
Mr. Remias moved and Mrs. Koster seconded the motion to approve the third and final reading of the following policies:

Revised Policy 1619.02 Administration	Privacy Protections of Fully Insured Group Health Plans
Revised Policy 3419 Professional Staff	Group Health Plans
Revised Policy 3419.02 Professional Staff	Privacy Protections of Fully Insured Group Health Plans
Revised Policy 4419 Classified Staff	Group Health Plans
Revised Policy 4419.02 Professional Staff	Privacy Protections of Fully Insured Group Health Plans
Revised Policy 5330.02 Students	Procurement and Use of Epinephrine Auto Injectors in Emergency Situations

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

MOTION: 91-2017
Mrs. Koster moved and Mr. Burnett seconded the motion to approve the following new business items:

1) Approval of contract between Summit Educational Service Center Governing Board and the Geauga County ESC to provide up to 90 days of Gifted and Talented Consultation Services, for $500.00 per day, cost not to exceed $45,000.00. Contract attached.

2) Approval of agreement with Screen Vision Media for theater ads for iSTEM for one year. Total contract amount: $5,616.00. To be paid through the marketing funds held with Auburn Career Center. Agreement Attached.

3) Approval to replace the Geauga County ESC's two physical servers with a virtual server, total approx. annual cost: $1,296.00. This is a safer method of backing up data.

4) Approval of Sophos Subscription Renewal for anti-virus protection through Prosource Technology Solutions for two years from July 16, 2017 through July 15, 2019. Total cost of the two-year license: $666.00.

5) Approval of agreement between Progressive Mastery Learning, LLC and the the Geauga County ESC for the consultation and implementation of The Grid Method – Mastery Learning System, total cost: $2,800.00. This will be 100% paid through the Competency Based Education Grant.

Jennifer clarified that Gifted Coordinator services were requested by Berkshire, Newbury and West Geauga Local School Districts and they would be billed for services.

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

Informational Items:

1) Next board meeting date – June 20, 2017.

MOTION: 92-2017
Mr. Remias moved and Mrs. Cavanaugh seconded the motion to adjourn the meeting at 8:45 p.m. Unanimous approval. Motion carried.

FY17 - May 2017 Submission
IRN No. 015329

County: Lake

iSTEM Geauga Early College High School
Statement of Receipt, Disbursements, and Changes in Fund Cash Balances
For the Fiscal Years Ended June 30, 2014 through 2016, Actual and
the Fiscal Years Ending June 30, 2017 through 2021, Forecasted

	Actual			Forecasted				
	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021
Operating Receipts				**95**	**155**	**225**	**290**	**325**
State Foundation Payments (3110, 3211, 3190)	$0.00	$0.00	$272,629.49	$671,081.82	$948,650.00	$1,396,550.00	$1,825,850.00	$2,045,475.00
Facilities Funding (3190)	$0.00	$0.00	$6,300.00	$19,100.00	$31,000.00	$45,000.00	$58,000.00	$65,000.00
Charges for Services (1500)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Fees (1600, 1700)	$0.00	$0.00	$5,650.00	$17,530.00	$35,650.00	$56,250.00	$78,300.00	$94,250.00
Other (1830, 1840, 1850, 1860, 1870, 1890)	$0.00	$0.00	$5,123.91	$7,632.41	$0.00	$0.00	$0.00	$0.00
Total Operating Receipts	$0.00	$0.00	$289,703.40	$715,344.23	$1,015,300.00	$1,497,800.00	$1,962,150.00	$2,204,725.00
Operating Disbursements								
100 Salaries and Wages	$0.00	$0.00	$253,579.56	$397,341.86	$494,699.29	$631,375.33	$686,822.84	$770,279.30
200 Employee Retirement and Insurance Benefits	$0.00	$0.00	$70,210.48	$162,224.46	$228,142.10	$296,459.20	$340,965.87	$376,129.35
400 Purchase Services	$0.00	$0.00	$8,077.58	$28,000.00	$201,075.00	$308,050.00	$328,650.00	$638,750.00
500 Supplies and Materials	$0.00	$0.00	$317.28	$12,800.00	$40,031.25	$75,062.50	$93,437.50	$113,437.50
600 Capital Outlay - New Equipment	$0.00	$0.00	-$1,279.00	$0.00	$8,000.00	$45,000.00	$130,000.00	$150,000.00
800 Other	$0.00	$0.00	$1,874.00	$17,784.00	$10,000.00	$23,000.00	$12,000.00	$27,000.00
Total Operating Disbursements	$0.00	$0.00	$332,779.90	$618,150.32	$981,947.64	$1,378,947.03	$1,591,876.21	$2,075,596.15
Excess of Operating Receipts Over (Under) Operating Disbursements	$0.00	$0.00	-$43,076.50	$97,193.91	$33,352.36	$118,852.97	$370,273.79	$129,128.85

	Actual			Forecasted				
	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021
Nonoperating Receipts/(Disbursements)								
Federal Grants (all 4000 except fund 532)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Federal Fiscal Stabilization Funds (SFSF)	xxxxxx	0	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx
Ed Jobs	xxxxxx	xxxxxx	0	0	xxxxxx	xxxxxx	xxxxxx	xxxxxx
State Grants (3200, except 3211)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Donations (1820)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Interest Income (1400)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Debt Proceeds (1900)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Debt Principal Retirement	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Interest and Fiscal Charges	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Transfers - In	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Transfers - Out	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total Nonoperating Revenues/(Expenses)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Excess of Operating and Nonoperating Receipts Over/(Under) Operating and Nonoperating Disbursements	$0.00	$0.00	-$43,076.50	$97,193.91	$33,352.36	$118,852.97	$370,273.79	$129,128.85
Fund Cash Balance Beginning of Fiscal Year	$0.00	$0.00	$0.00	-$43,076.50	$54,117.41	$87,469.77	$206,322.74	$576,596.53
Fund Cash Balance End of Fiscal Year	$0.00	$0.00	-$43,076.50	$54,117.41	$87,469.77	$206,322.74	$576,596.53	$705,725.38
Disclosure Items for State Fiscal Stabilization Funds								
Personal Services SFSF			xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx
Employees Retirement/Insurance Benefits SFSF			xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx
Purchased Services SFSF			xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx
Supplies and Materials SFSF			xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx
Capital Outlay SFSF			xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx
Total Expenditures - SDFSF	$0	$0	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx

Actual			Forecasted				
Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021

Revenue Assumptions

State Foundation Payments: The second year of operation is FY17 and the district has 95 students. The district expects the enrollment will increase each year of the forecast and to reach 325 students in FY21. The forecast is based on 95 students in FY17, 155 students in FY18, 225 in FY19 and 290 students in FY20. The district is using the ADM amount of $6,000 in FY17 with an additional amount of 1.5% for the remainder of the forecast. iSTEM also receives some monies from casino tax, approx. $2100 for the purpose of the forecast, based on the funding received for FY16.

Facilities Funding: The district is basing the amount on $200 per pupil for each year of the forecast. Since the district is expecting an increase in students, the amount is being increased each year to account for the additional students. There is not any increase in the per pupil amount during the years of the forecast.

Fees: Student fees are $210 per student for FY17. As of FY18, due to more class offerings, fees will continue to increase by $20 per year, per student for the purpose of the forecast.

Other: iSTEM is hoping to receive donations for program sponsorships, fundraising and community contributions as iSTEM becomes more established. For the purpose of this forecast $0 was included for now, until iSTEM can better determine the level of support.

Expenditure Assumptions

Salaries and Wages: In FY16, the district employed 4 teachers, an administrative assistant and a CEO/Superintendent as the full-time staff. Part of the salaries for the staff were paid by the Straight A grant in FY16. FY17 refelcts a change to a shared Superintendent with the Geauga County ESC and a newly hired iSTEM Chief Academic Officer to replace the FY16 CEO/Superintendent position, as well as the addition of 2 new teachers. In FY18, there will be 2 new teachers added to the forecast and another two new teachers and a .5 FTE guidance counselor for FY19. In FY20, one more teacher would be added and a second administrator for FY21. There is a 2% increase for wages each year of the forecast.

Benefits: The cost of benefits are based on the current staff and the additional staff in the years to follow. The increase used for health insurance premiums is 10% each year after FY17. Retirement, Medicare and Worker's Compensation are based on the salaries of the staff.

Purchase Services: The district purchased most of the contracts for technology and other services through the Straight A grant that was the catalyst of the school. Many of these contracts were for five years, which goes through FY20. Some services, such as legal (almost $1200 in FY16) , webhosting ($2000 in FY16), transportation, mileage and such, could not be purchased ahead of time or were only be paid one or two years ahead. Insurance on equipment was purchased through FY18, so that is factored in for FY19 and FY20. College Credit Plus, which comes into play in FY17, represents the majority of the purchase service costs and is the reason for the substantial increases from year to year. iSTEM is anticipating a large percentage of participation by the juniors and seniors in College Credit Plus. As more students enter the upper grade levels, the amount of credit hours will increase accordingly. In FY21, when a lot of the purchased services contracts run out, there was additional consideration for shared services such as security, nursing, maintenance, copiers and marketing. Other items added in include policy updates, resident educator services, curriculum assessment and instruction, audits, GAAP conversion and rent.

Supplies: The district purchased most of the main supplies through the Straight A grant. However, there will gradually be additional supplies needed each year within the forecast, especially as new science classes are added, for example. Another cost starting in FY17, will be the purchase of textbooks for the College Credit Plus classes. Like the credit hours, as more students become juniors and seniors, the textbook cost will increase considerably in FY18 and FY19.

Actual			Forecasted				
Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021

Capital Outlay/New Equipment: Most of the equipment was purchased through the Straight A grant for FY16 and FY17. However, new equipment may need to be purchased. In FY19 and FY20 more Macbooks will need to be purchase for incoming students, as only 200 were purchased in the grant.

Other: Dues, such as the Ohio School Boards Association and Buckeye Association of School Administrators, are included in this line for FY17 and on. Also, liability insurance ($6500 in FY16 - $5000 of which was paid by GCESC the first year), will be paid by iSTEM starting in FY17.

Cash Assumptions

FY17 Beginning Balance: FY16 ended in a deficit of $43,076.50. The Geauga County Educational Service Center is committed to the success of iSTEM Early College High School and is currently funding the deficit until iSTEM can stand on its own.

Ending Balance: By the end of FY17, the ending balance will be positive and during the remaining years of the forecast.

Conclusion

iSTEM Geauga Early College High School is a start-up STEM school with the first year of operation in FY16. The school was started with the collaboration of Geauga County school districts and Geauga County Educational Service Center through a Straight A grant. There were students from 9 area school districts attending the school in FY16. In FY17, students are coming from 13 school districts from 3 different counties.

Since the school is in the second year of operation, there are many unknowns and the administrators will be making decisions based on the number of students that will be enrolled during the final years of the forecast.

As you read through the notes and review the forecast, remember that the forecast is based on the information that is known at the time that it is prepared.

Dave Yost · Auditor of State

Suzanne Sotkovsky, Treasurer
Geauga County Educational Service Center
470 Center Street, Building #2
Chardon, OH 44024

Dear Ms. Sotkovsky,

Congratulations! Based upon your recently completed financial audit, it gives me great pleasure to inform you that the Geauga County Educational Service Center has received the *Auditor of State Award.* Clean and accurate record-keeping are the foundation for good government, and the taxpayers can take pride in your commitment to accountability.

The *Auditor of State Award* is given to those entities that file timely financial reports in accordance with GAAP, as well as receive a "clean" audit report. The "clean" audit report means that your financial audit did not contain findings for recovery, material citations, material weaknesses, significant deficiencies, Single Audit findings or any questioned costs.

Enclosed is a certificate for your display. A template press release is also included that you may use to share the good news with your local area media. My office also sends a weekly press release announcing all *Auditor of State Award* recipients.

Congratulations again on receiving the *Auditor of State Award.* My office looks forward to continuing to work with you to ensure clean, accountable and efficient government for all Ohioans.

Sincerely,

Dave Yost

Dave Yost
Auditor of State

88 East Broad Street, Columbus, Ohio 43215
Phone: 614-466-4514 or 800-282-0370
www.ohioauditor.gov

THE STATE OF OHIO

OFFICE OF THE AUDITOR
DAVE YOST

OHIO AUDITOR OF STATE AWARD

Presented to

Geauga County Educational Service Center

This award is presented for exemplary financial reporting in accordance with Generally Accepted Accounting Principles (GAAP) for the year 2015.

The citizens you represent are well-served by your effective and accountable financial practices.

Dave Yost

Dave Yost, Auditor of State

THE STATE OF OHIO

OFFICE OF THE AUDITOR
DAVE YOST

OHIO AUDITOR OF STATE AWARD

Presented to

Geauga County Educational Service Center

This award is presented for exemplary financial reporting in accordance with Generally Accepted Accounting Principles (GAAP) for the year 2016.

The citizens you represent are well-served by your effective and accountable financial practices.

Dave Yost

Dave Yost, Auditor of State

Olivia R. Biello

124 5th Avenue, Chardon, Ohio 44024 • (440) 666-6535 • olivia.biello@gmail.com

To: Dana Eggers, Sue Sotkovsky

I am writing to formally notify you of my resignation from the Geauga County Educational Service Center that will be effective after the 2016-2017 school year. I was recently offered a new opportunity with a school located close to my home town that will provide me with some unique and enriching learning experiences, and have decided to take their offer.

I will miss my position and the incredible teachers, related service providers, and students that I have had the pleasure of working with during my clinical fellowship year.

I cannot thank you enough for all the opportunities and experiences you have provided me during my time with the Geauga ESC. I truly feel that I have grown into a more experienced and knowledgeable clinician.

I appreciate your support and understanding, and I wish you all the very best. Please let me know if I can help with any transitioning needed for the next school year.

Sincerely,

Olivia Biello M.A. C.F. SLP

Olivia Biello MA CFSLP

Jessica Duncan

Intervention Specialist

Geauga Achieve

West Geauga High School

Attn: Jennifer Felker, School Board,

And Robin Ludwig

May 2, 2017

Dear Administrators,

I regretfully am writing this letter to serve as a letter of resignation from my position of Intervention Specialist- Moderate/Severe at West Geauga High School. I have held this wonderful position since 2007, and unfortunately will be resigning at the end of this school year, June 2017. The dynamics of my family life have necessitated a move out of state in order to reunite my family. My years with the Geauga County Educational Service Center have been tremendous, influential and very memorable. I have not made this decision lightly, but have taken into account the needs of my own children and my personal well being. I leave the ESC very sorrowfully because of all the time I have spent dedicated to the children in my care. These years for me professionally were the best I could have hoped for, and the leadership I have worked with has truly been extraordinary. I take years and years of fond memories with me and will do everything I can to make the transition smooth for the next teacher. Thank you for allowing me to grow with and develop a deeper understanding of our unique students. I treasure my time with the ESC.

Sincerely,

Jessica Duncan

11-May-2017

To Whom it May Concern,

This is to inform you of my retirement from the STARS, GESC effective June 1st, 2017. I have been in contact and presented my papers to the SERS.

It has been an honor and privilege to work with such dedicated staff. STARS provides service and opportunity to those in need of their guidance - I am proud to have been a part of this.

Sincerely

Anne M Portman

Sotkovsky Sue

From: Sotkovsky Sue
Sent: Monday, May 15, 2017 9:19 AM
To: Sotkovsky Sue
Subject: FW: Thank you

Dear Jennifer, Dana, Robin, and Sharon

I would have liked to meet with you each prior to sending this email but I understand that decisions are currently being made regarding staff assignments therefore wanted to provide this information as soon as possible. If anyone would like to follow up with a meeting or phone call I will gladly accept the opportunity.

Please accept this letter as a formal announcement of my resignation at the end of my contract with the Geauga County Educational Service Center. I will be happy to assist in the transition process if needed prior to the end of my contract.

On a more personal note, I want to communicate a deep sense of gratitude to the Geauga County ESC for the opportunities which have presented themselves throughout my employment. I have not only been fortunate to develop rapport with amazing children, but have also developed lasting friendships with like minded colleagues who work tirelessly to ensure school success for children of all abilities. I have been privileged to help develop two programs servicing children with autism (STARS and Twinkle) and work in other fantastic ESC run programs including preschool and briefly Achieve. I have the utmost respect for the programs, the directors and the people who make the programs the amazing educational opportunities that they are.

While I look forward to the opportunities that I have moving forward, I will always appreciate my time with the Geauga ESC. I wish the ESC continued opportunities to prosper and promote school success for children of all abilities.

With Appreciation,

Kathrine Gingerich

Kathrine Gingerich, OTR/L

Longevity Bonuses for the 2016-2017 School Year

Employees with 6-10 years of consecutive service
$850.00

Employee	# of Years
Donald Baker	10
Brad Bowser	8
Carena Brittain	7
Karrie Campbell	7
Jessica Chaky	7
Rachael Cogswell	10
Eric Drennen	9
Jessica Duncan	10
Dana Eggers	9
Donna Fischer	6
Jaina Gandolfi	8
Kathrine Gingerich	8
Pamela Gingerich	8
Catherine Havel	10
Jennifer Heiman	7
Sylvia Jurcak	9
Shelby Kaminski	7
William Kennedy	7
Crystal King-Morrison	10
Jennifer Klock	10
Carrie Koch	10
Amber Kokal	7
Rachel Kustron	7
Karen Lackey	7
Polly Larrick	10
Robin Ludwig	10
Jill Maiorca	7
Patricia McCollum	9
Laura Melkerson	9
Katelyn Natalie	9
Linda Pentilla	6
Julie Ramos	8
Patricia Randall	7
Nancy Rosenbaum	9
Catherine Rugg	10
Janet Sapp	10
Pamela Shelton	10
Glee Slivka	6
Theresa Stefancin	10
Michelle Szastak	6
Amanda Tovar	9
Patricia Welch	10
	42

Employees with 11+ Years of Consecutive Service
$1,100.00

Employee	# of Years	
Suzanne Allen	13	
Lindsay Baar	11	
Martha Barcikowski	15	
Joan Benedejcic	19	
Lisa Bridge	17	
Jennifer Burky	12	
Kary Clark	12	
Bruce Cline	12	
Tina DeMattia	29	
Nancy Fade	13	
Jeffrey Ferguson	21	
Suzanne Fletcher	15	
Denise Formica	16	
Michelle Fraley	13	
Melissa Gingerich	15	
Gerlyn Hall	15	
Jackie Hass	14	
Stacy Heatwole	12	
Cindy Hendrickson	15	
Michelle Horner	13	
Terri Karn	11	
Jill Kellogg	11	
Sharon Knotek	31	
Tammy Kuhn	17	
Emily Larkin	24	
Bryan Less	12	
Kristen Liguzinski	15	
Kay Low	11	
Sue Maas	18	
Barbara Madachik	12	
Cathy Manning	16	
Christina McNaughton	13	
William McSherry	15	
Danna Meek	27	
Sherri Noble	13	
Christine Nozling	13	
Kelly Oblaczynski	13	
Maria Perusek	18	
Karen Porter	11	
Anne Portman	15	
Frank Scarano	44	
Kathy Schmelzer	16	
Katie Seifried	11	
Greg Sopko	11	
Suzanne Sotkovsky	11	
Karen Terrill	16	
Beth Timen	13	Prorated $550
Christina Vondracek	11	
Lindsay Watson	13	
Sabine Weizer	13	
Civia Wiesner	16	
Laura Williams	18	
Mary Ann Yanesh	13	
Donna Zoldak-Cook	18	
	54	

Total Cost = $ 94,550.00

Jennifer Felker, Superintendent
Geauga County Educational Service Center
470 Center St. Bldg. #2
Chardon OH, 44024

May 12, 2017

Dear Mrs. Felker,

I am requesting to reduce my contract from 196 days a year to 160 days a year for a placement with the Berkshire Local School District for the 2017-2018 school year. Please know that I am willing to work additional days in Geauga County, if necessary throughout the school year.

Thank you for your consideration to this matter.

Suzanne J Savoca-Fletcher
(440)668-2874

CONTRACT FOR SERVICES
SUPERVISED BY ESC BOARD

This **AGREEMENT** is entered into this 16th day of May, **2017** between **Geauga County Educational Service Center**, Geauga County, Ohio, (hereinafter referred to as "LEA" Local Education Agency) and the **Summit Educational Service Center Governing Board**, Cuyahoga Falls, Ohio (hereinafter referred to as the "ESC Board").

1. The ESC Board shall provide to the LEA, the following services for during the **2017-2018** school year (hereinafter referred to as "the Service'):

   90 days of Gifted and Talented Consultation Services at $500.00 per day

2. The ESC Board shall hire and pay an individual to provide the Service (hereinafter referred to as "the Service Provider").

3. The LEA shall pay the ESC Board the sum **not to exceed $45,000.00** by the end of the term indicated in paragraph 1, above for the agreed number of days indicated in paragraph 1, above. This sum shall not be subject to any pro rata reduction for days on which the Service Provider is assigned to the LEA but does not work for the LEA due to sick or emergency leave. If, due to long term illness, the Service Provider does not work for five (5) consecutive work days or more and the ESC Board does not provide a substitute, the LEA may claim a pro rata reduction of this sum for those days not provided as a result of the long term illness. There shall be no pro rata reduction of the sum for time spent by the Service Provider on ESC supervision, staff development and inter-district projects related to the assigned work.

4. The ESC Board shall assign the Service Provider to the LEA for the specified number of days during the term specified in paragraph 1, above.

5. The ESC Board shall attempt to make arrangements for a substitute for the Service Provider when the Service Provider is on extended leave.

6. The LEA shall provide adequate workspace for the Service Provider, if necessary.

7. The ESC Board shall provide all supplies, materials, equipment, clerical support, mileage reimbursement and staff development for the Service Provider. The need for such items shall be determined by the ESC Board.

8. The ESC Board shall supervise the Service Provider in the provision of the Service and shall evaluate the Service Provider in accordance with Section 3319.111, Ohio Revised Code.

9. The ESC Board shall determine the work schedule and work rules of the Service Provider.

10. The Service Provider shall follow the ESC Board's policies concerning wage and benefits.

11. The Service Provider shall follow the ESC work rules, including but not limited to, reporting procedures and working conditions.

12. The Service Provider shall report times worked in the manner prescribed by the ESC Board and complete the necessary ESC Board leave forms when necessary.

13. The Service Provider shall abide by the customs of the LEA.

GEAUGA COUNTY EDUCATIONAL SERVICE CENTER

By: Jennifer A Felker
Title Superintendent

Date: 5-16-17
Date

By: Suzanne Sattorsky
Title Treasurer

Date: 5/16/17
Date

SUMMIT EDUCATIONAL SERVICE CENTER GOVERNING BOARD

By: _____
Title: President, Governing Board

_____

By: _____
Title: Treasurer of Governing Board

_____

4/99

SCREEN VISION MEDIA

245 Kenneth Drive Suite 400
Rochester, New York 14623
Phone (585) 486-8600 Fax (585) 486-8660

FOR OFFICE USE ONLY
- [ ] New
- [x] Renewal
- [ ] Lead

Screenvision Direct, Inc. Representative: James McKowne Date: 5/4/17

LOCAL ADVERTISING INSERTION ORDER

Legal Name (Advertiser): Auburn Career Center

Bill to:

☐ Individual/Sole Proprietor ☐ Corporation ☐ LLC ☐ Partnership ☐ Government ☐ Other

Federal Tax ID/SS No: 34-0926564

Street Address: 8140 Auburn Rd.

Street Address:

City State Zip Code: Concord Twp. , OH 44077

City State Zip Code:

Phone Number: 440.357.7542 Fax Number:

Phone Number: Fax Number:

Email Address: dbubonic@auburncc.org

Email Address:

The Advertiser hereby agrees to purchase the cinema advertising described on the Campaign Display Schedule below and authorizes Screenvision Direct, Inc ("SVD") to produce the media content for any Advertisements that are used as part of this Campaign SVD will be responsible for the exhibition of the advertising materials purchased herein

NAME ON VISUAL: iSTEM Geauga

Preferred Start Date (subject to availability): 6/2/17

Theatre Code	Theatre Name	No Screens	Format	Product	Duration	Show Position	Frequency	Pods	*Net Weekly Rate
592002	Atlas Great Lakes	16	J	AA	15	EPS	1	2	$ 63.00
593003	Atlas Diamond	16	J	AA	15	EPS	1	2	$ 45.00

Format Codes:	D = Digital	L = Looped	J = JPEG
Product Codes:	A = Animation	AA = Animation with Audio	AV = Audio Video Spot
Promotion Codes:	SDE = Standee	P = Poster	CC = Counter Cards SP = Special/Other
Show/Position Codes:	EPS = Early Pre-Show	LPS = Late Pre-Show	

(*) The rate is adjusted to reflect a delivery of at least 90% of the advertising described in the table above Shortfalls may occur due to routine maintenance projector lamp replacement, screen upgrades, or other events Makegoods will be provided for any delivery that is less than 90%.

PAYMENT METHOD
- [ ] CC
- [ ] Check
- [x] PO

Net Total Media Cost: $ 5,616.00

No of Weeks 52

PRODUCTION / HANDLING COSTS (See Box Below) to be billed separately

TAX $0.00

TOTAL Net ("Agreed Sum"): $ 5,616.00

Deposit Paid on Signing: $

PRODUCTION / HANDLING COSTS

New Creates		@ $	each
Supplied Ad		@ $	each
Versions		@ $	each
Other	1	@ $ 0.00	each

_____ The Exhibition of Advertiser's Campaign is subject to pre-emption and may be moved at SVD's discretion to a different location in the loop or different time period
(initial)

Co-Op Funds: To the extent that Advertiser elects to use 3rd party Co-Op funds to purchase advertising hereunder Advertiser shall be solely responsible for obtaining all necessary approvals and completing all paperwork in connection therewith Notwithstanding any intent of Advertiser to use 3rd party Co-Op funds, Advertiser is solely responsible to SVD for the payment to SVD of the Agreed Sum

TERMS AND CONDITIONS

This Agreement consists of this Insertion Order and the Screenvision Direct, Inc. Local Advertising Terms and Conditions ("Terms and Conditions"). A copy of the Terms and Conditions is located at http://screenvisionmedia.com/wp-content/uploads/2015/12/TEMPLATE-Insertion-Order-LOCAL-TC-v1-13.pdf. Screenvision Direct, Inc. may change or modify the Terms and Conditions at any time without notice to Advertiser. It is Advertiser's responsibility to periodically review the Terms and Conditions for updates or changes. A hard copy will be provided to you upon request. The Terms and Conditions are incorporated herein by reference, and are hereby made a part of this Agreement. This Agreement is subject to New York State law. Advertiser hereby acknowledges that he/she has had an opportunity to review this Agreement, including the Terms and Conditions, prior to signing this Insertion Order, and agrees to and intends to be bound by the Terms and Conditions. Further, Signatory hereby warrants that he/she is duly authorized to enter into this Agreement on behalf of the Advertiser.

Authorized Signatory Print Name & Title of Signatory Date

Sophos Renewal

Please complete the sections below, indicating which subscription term you wish to renew. Please fax, e-mail or mail the completed form to the address below.

Shelly Gregg
Prosource Technology Solutions
9482 Meridian Way
West Chester, OH 45069

Email to:
sgregg@totalprosource.com
Fax to:
(513) 779-5703

Current License Information:

Name:	Don Baker
Company:	Geauga County Educ. Service Center
Product Description:	EPA
Number of Users:	100 Users
Expiration Date:	7/15/2017

Renewal License Quote:

Choose Option Below

One-Year License	$444.00	
Two-Year License	$666.00	✓
Three-Year License	$888.00	

Purchase Order Number: _____

Payment terms are Net 30 with approved credit, and we do accept MC, Visa and American Express. Quote valid for 30 days from the date of this notice.

Name: _____

Date: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

This document serves as a renewal quote. Once signed and returned, an invoice will follow with applicable sales tax applied unless a tax exempt form is emailed to itaccounting@totalprosource.com.

PROGRESSIVE Mastery Learning
Learn. Develop. Thrive.

Progressive Mastery Learning, LLC

3420 Culver Dr. NW
Canton OH, 44709

e-mail: chad@thegridmethod.com
phone: 330.933.6200
website: www.thegridmethod.com

Creators of:

THE GRID METHOD
Mastery Learning System

PROFESSIONAL DEVELOPMENT PROPOSAL:

This document will outline and serve as an agreement between The Geauga County ESC (hereinafter "GCESC") and Progressive Mastery Learning, LLC ("PML"), as to how the proposed services, consultation, and implementation of The Grid Method - Mastery Learning System ™ will be provided. Services will be provided on (Specific Times & Date TBD) at The Dayton Regional STEM School.

SERVICE:	DESCRIPTION:	COST:
Symposium Presentation & Development ~ 120 attendees **Date: June 2nd, 2017**	**Symposium Presentation:** This presentation will be developed in collaboration with DRSS Staff and facilitated by PML. This presentation will include a full introduction by PML as well as data and information collected from staff and student surveys. Additional information can be shared via DRSS Staff members based on voluntary participation.	$1,500
Full Day Visit / Survey / Data Collection **Date: (TBD)**	**Full Day Visit / Data Collection:** PML will coordinate and schedule a visit to provide a "round table" session opportunity for students to participate in. PML will also create Student and Staff Surveys to be distributed by DRSS administration / staff members. Data will be collected by PML and Report of results will be developed for use in presentation.	$1,000
Travel	Travel and Accommodations For all events and services.	$300
	TOTAL INVESTMENT:	**$2,800**

TERMINATION

This Agreement may only be terminated:

- If one party commits a material breach of any provision of this Agreement (the breaching party) and such party fails to cure the same within twenty (20) days after receiving written notice specifying such breach. If such breach cannot reasonably be cured within 20 days, the breaching party may request a longer period of time as may be reasonably necessary to effect such cure by furnishing to the non-breaching party within such 20 day period a feasible plan demonstrating that it is capable of curing the breach and diligently proceeds to implement such plan to completion. Such extension is permitted solely at the express agreement of the non-breaching party.

- In the event that either party (a) becomes insolvent, is dissolved or liquidated; (b) files or has filed against it a petition in bankruptcy and, in the case of an involuntary petition, such petition is not dismissed within 30 days; or (c) ceases conducting business in the ordinary course.

FORCE MAJEURE
In the event that either party is unable to perform its obligations under this Agreement as a result of a force majeure, neither party shall be liable to the other for direct or consequential damages resulting from lack of performance. "Force Majeure" shall mean fire, earthquake, flood, act of God, riots or civil commotions, litigation, war or other act of any foreign nation, power of government, or governmental agency or authority, or any other cause like or unlike any cause above mentioned which is beyond the control of either party.

ENTIRE AGREEMENT
This Agreement constitutes the entire agreement and there are no oral or other representations regarding the subject of this Agreement that are binding on either party. All changes to this Agreement must by in writing and signed by both parties. It is understood and agreed that e-mail correspondence shall not constitute "a writing" to this agreement unless expressly included herein.

PAYMENT *(Invoice will be sent once proposal is signed. All checks should be made payable to "Progressive Mastery Learning")*

- **TOTAL DUE:** $2,800
  - Due within Thirty (30) Days of provision of services described.

Agreement and Signatures
By signing and dating below, both parties hereto agree to the terms set forth in this Agreement. Upon execution of this Agreement, all services to be provided by PML and all fees to be paid by GCESC, and the schedule of fees and schedule of services, shall all be considered agreed upon by both parties. This Agreement will be considered executed on the date listed below.

Progressive Mastery Learning, LLC Representative		GCESC Representative	
		Suzanne Sottkorsky	Treasurer
Chad A. Ostrowski, CEO		Representative Name	Title
Signature	Date	Signature	Date 6/16/17