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**MCDONALD LOCAL SCHOOL DISTRICT BOARD OF EDUCATION
REGULAR MEETING
WEDNESDAY, OCTOBER 20, 2021- 7:00 P.M.
M.H.S. LIBRARY
MCDONALD, OHIO 44437**

The McDonald Local School District Board of Education held a Regular Meeting on Wednesday, October 20, 2021, at 7:00 p.m., in the high school library and via McDonald Schools Facebook Live, 600 Iowa Avenue, McDonald, OH 44437.

The Regular Meeting was called to order at 7:01 p.m. by President John Saganich. Treasurer Megan Titus called the roll:

Roll Call:

Members Present: Joseph Cappuzzello, Thomas Hannon, Donna Shields, John Saganich

Members Not Present: Jody Klase

“Notice of this meeting was given in accordance with the provisions of Section 1.450 of the O.R.C. and the Ohio Administrative Procedures Act.”

Pledge of Allegiance

Res. 21-501 Approve agenda for Regular Meeting of October 20, 2021

Mr. Cappuzzello moved and Mrs. Klase seconded
Yeas: Cappuzzello, Klase, Hannon, Saganich
Nays: None
President declared motion carried

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Res. 21-502 Approval of Board Minutes:

Regular Meeting – September 15, 2021

Mr. Cappuzzello moved and Mrs. Klase seconded

Yeas: Cappuzzello, Klase, Hannon, Saganich

Nays: None

President declared motion carried

Recognition of Visitors / Audience Participation

Old Business: Any Old Business to bring before the Board - None

New Business:

A. Program/Policy Committee – Donna Shields, Chairperson

Res. 21-503 POLICIES – SECOND READING

Resolution to approve the second reading of the following policies:

| | |
|--------------------|---|
| AFC-2 (ALSO GCN-2) | EVALUATION OF PROFESSIONAL STAFF (ADMINSTRATORS BOTH PROFESSIONAL AND SUPPORT) (VERSION 2 – OPES 2.0) |
| GCN-2 (ALSO AFC-2) | EVALUATION OF PROFESSIONAL STAFF (ADMINSTRATORS BOTH PROFESSIONAL AND SUPPORT) (VERSION 2 – OPES 2.0) |
| ACAA | SEXUAL HARASSMENT |
| ACAA-R | SEXUAL HARASSMENT GRIEVANCE PROCESS |

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| DJF-R | PURCHASING PROCEDURES |
| IKF | GRADUATION REQUIREMENTS |
| DECA | ADMINISTRATION OF FEDERAL GRANT FUNDS |
| EEA | STUDENT TRANSPORTATION SERVICES |
| EEAD | NON-ROUTINE USE OF SCHOOL BUSES |
| GBK | SMOKING ON DISTRICT PROPERTY BY STAFF MEMBERS (VERSION 1) OR NO TOBACCO USE ON DISTRICT PROPERTY BY STAFF MEMBERS (VERSION 2) |
| GBQ | CRIMINAL RECORDS CHECK |
| GCD | PROFESSIONAL STAFF HIRING |
| GDBE | SUPPORT STAFF VACATIONS AND HOLIDAYS |
| GDC/GDCA/GDD | SUPPORT STAFF RECRUITING/POSTING OF VACANCIES/HIRING |
| IGAE | HEALTH EDUCATION |
| IGAG | DRUGS, ALCOHOL AND TOBACCO EDUCATION |
| IGAH/IGAI | FAMILY LIFE EDUCATION/SEX EDUCATION |

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|---------------------|---|
| IGBE | REMEDIAL INSTRUCTION (INTERVENTION SERVICES) |
| IGBEA | READING SKILLS ASSESSMENTS AND INTERVENTION (THIRD GRADE READING GUARANTEE) |
| IGBEA-R | READING SKILLS ASSESSMENTS AND INTERVENTION (THIRD GRADE READING GUARANTEE) |
| IGCH-R (ALSO LEC-R) | COLLEGE CREDIT PLUS <u>NOTE</u> : ONLY NEED TO SUBMIT EITHER IGCH-R OR LEC-R FOR PURPOSES OF UPDATING |
| IICC | SCHOOL VOLUNTEERS |
| IL-R | TESTING PROGRAMS |
| JEC | SCHOOL ADMISSION |
| JHCB | IMMUNIZATIONS |
| JHCC | COMMUNICABLE DISEASES |
| JP | POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (RESTRAINT AND SECLUSION) |
| KGC | NO TOBACCO USE ON DISTRICT PROPERTY (VERSION 2) OR SMOKING ON DISTRICT PROPERTY (VERSION 1) |

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| | |
|---------------------|---|
| LEC-R (ALSO IGCH-R) | COLLEGE CREDIT PLUS <u>NOTE</u> : ONLY NEED TO SUBMIT EITHER IGCH-R OR LEC-R FOR PURPOSES OF UPDATING |
| BD | SCHOOL BOARD MEETINGS |
| GBL | PERSONNEL RECORDS |
| GBP | DRUG-FREE WORKPLACE |
| GCC | PROFESSIONAL STAFF RECRUITING |

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

Mr. Hannon moved and Mrs. Klase seconded
Yeas: Hannon, Klase, Cappuzzello, Saganich
Nays: None
President declared motion carried

B. Finance Committee – Joseph Cappuzzello, Chairperson

Res. 21-504 TREASURER’S FINANCIAL REPORT

Treasurer’s Financial Report: September, 2021

- a. Check Register
- b. Financial Summary
- c. Bank Reconciliation

Upon the recommendation of the district treasurer, I call for a motion to approve the above resolution.

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Mr. Cappuzzello moved and Mrs. Klase seconded
 Yeas: Cappuzzello, Klase, Hannon, Saganich
 Nays: None
 President declared motion carried

Res. 21-505 DONATIONS

Resolution to accept the following donations:

| DONOR | AMOUNT | FUND | PURPOSE |
|-------------------------------|---------------|-------------|--|
| Linco Property Management LLC | \$100 | 300-9971 | Volleyball team sponsorship. |
| Lee James Murray | \$100 | 018-9111 | Elementary School donation. |
| Sandy Wolcott | n/a | n/a | Donation of a piano to the high school music dept. |
| Kona Ice of Youngstown | \$100 | 300-9981 | HS Cardio/Spin Room donation. |

Upon the recommendation of the district treasurer, I call for a motion to approve the above resolution.

Mr. Cappuzzello moved and Mrs. Klase seconded
 Yeas: Cappuzzello, Klase, Hannon, Saganich
 Nays: None
 President declared motion carried

Res. 21-506 MEMORANDUM OF UNDERSTANDING

Resolution to approve the Memorandum of Understanding between the McDonald Local School District Board of Education and the McDonald Education Association, regarding an ERI, for Association members for the 2021-2022 school year only. (See Exhibit A)

Upon the recommendation of the district treasurer, I call for a motion to approve the above resolution.

Mr. Cappuzzello moved and Mrs. Klase seconded
 Yeas: Cappuzzello, Klase, Hannon, Saganich
 Nays: None
 President declared motion carried

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Res. 21-507 AUDITOR OF STATE - AUDIT ENGAGEMENT LETTER

Resolution to approve the Auditor of State's Office to prepare the district's GAAP financial statements for the year ending June 30, 2021. (See Exhibit B)

Upon the recommendation of the district treasurer, I call for a motion to approve the above resolution.

Mr. Cappuzzello moved and Mrs. Klase seconded

Yeas: Cappuzzello, Klase, Hannon, Saganich

Nays: None

President declared motion carried

Res. 21-508 TRANSFER OUT

Resolution to approve the transfer of \$100,000 out of fund 005-000 "District Replacement Fund" and into fund 005-9016 "Athletic Facility Fund".

Upon the recommendation of the district treasurer, I call for a motion to approve the above resolution.

Mr. Cappuzzello moved and Mrs. Klase seconded

Yeas: Cappuzzello, Klase, Hannon, Saganich

Nays: None

President declared motion carried

Res. 21-509 REVISED SNOW REMOVAL CONTRACT

Resolution to approve the revised contract of Hoffman's Property Service, for the snowplowing/salting services for McDonald Local Schools, for the 2021-2022 school year. (See Exhibit C)

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Upon the recommendation of the district treasurer I call for a motion to approve the above resolution.

Mr. Cappuzzello moved and Mrs. Klase seconded
Yeas: Cappuzzello, Klase, Hannon, Saganich
Nays: None
President declared motion carried

C. Personnel Committee – Jody Klase, Chairperson

Res. 21-510 CLASSIFIED ONE (1) YEAR LIMITED CONTRACT

Resolution to hire Gregory Fusselman, as bus driver, for the remainder of the 2021-2022 school year (effective date of October 21, 2021), pending BCII & FBI background checks. Salary is based on 3.25 hours per day, 144 days, at the rate of \$18.59 per hour (Step 0 of the negotiated OAPSE contract). Total contract is \$8,700.12.

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

Mrs. Klase moved and Mr. Cappuzzello seconded
Yeas: Klase, Cappuzzello, Hannon, Saganich
Nays: None
President declared motion carried

Res. 21-511 SUPPLEMENTAL CONTRACTS – 2021/2022

Resolution to approve the following personnel on a one (1) year supplemental contract for the school year 2021/2022, pending BCII and FBI background checks, as well as ODE Pupil Activity Permit:

Brian Kubala – Assistant Baseball Coach, \$3,128;

Michael Kollar – Assistant JV Girls Basketball Coach, \$5,083;

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Ryan Fitch – Assistant JV Boys Basketball Coach, \$5,083;

Tyler Spencer – Freshman Boys Basketball Coach, \$4,301;

Ryan Scala – 8th Grade Boys JH Basketball Coach, \$3,128;

Nate Solak – 7th Grade Boys JH Basketball Coach, \$3,128;

George Dimos – 8th Grade Girls JH Basketball Coach, \$3,128;

Lee Evans – 7th Grade Girls JH Basketball Coach, \$3,128;

Andrew Carbon – Volunteer Asst. Boys Basketball Coach, \$0;

Doug Flere - Volunteer Asst. Boys Basketball Coach, \$0; and

Ed Stonestreet – Volunteer Asst. Boys Basketball Coach, \$0.

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

Mrs. Klase moved and Mr. Cappuzzello seconded

Yeas: Klase, Cappuzzello, Hannon, Saganich

Nays: None

President declared motion carried

Res. 21-512 ACT BOOT CAMP

Resolution to approve the following personnel on a one (1) year supplemental contract, for the 2021-2022 school year, as an ACT Boot Camp tutor. This instruction will be held November 6, 13, and 20, 2021, from 8:00 – 11:00 a.m. The hourly rate will be \$20.50 per hour:

Mr. Hecker (ELA)

Mrs. Averell (Science)

Mrs. Ronghi (Math)

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Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

Mrs. Klase moved and Mr. Cappuzzello seconded
Yeas: Klase, Cappuzzello, Hannon, Saganich
Nays: None
President declared motion carried

Res. 21-513 E-RATE CERTIFICATION

Resolution to approve Jeff Studer, Technology Coordinator, and Diane Fossaceca, EMIS Coordinator, as the authorized representatives to submit and certify E-rate forms.

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

Mrs. Klase moved and Mr. Cappuzzello seconded
Yeas: Klase, Cappuzzello, Hannon, Saganich
Nays: None
President declared motion carried

Res. 21-514 SUBSTITUTE CUSTODIAN/DOMESTIC RATE INCREASE

Resolution to approve the hourly substitute custodian and hourly substitute domestic rate increases, as follows, effective retro-active on October 18, 2021:

Substitute Custodian Rate from \$10.40 per hour to \$12.00 per hour; and

Substitute Domestic Rate from \$9.40 per hour to \$11.00 per hour.

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

Mrs. Klase moved and Mr. Cappuzzello seconded
Yeas: Klase, Cappuzzello, Hannon, Saganich
Nays: None
President declared motion carried

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Res. 21-515 SUBSTITUTE TEACHER RATE INCREASE

Resolution to approve the daily substitute certified teacher rate increase from \$80 per day to \$90 per day, effective retro-active on October 18, 2021.

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

 Mrs. Klase moved and Mr. Cappuzzello seconded
Yeas: Klase, Cappuzzello, Hannon, Saganich
Nays: None
 President declared motion carried

Res. 21-516 RATES FOR BASKETBALL WORKERS

Resolution to approve the attached rates related to McDonald 2021-2022 Basketball games (Jr. High, JV, and Varsity) for all workers. (See Exhibit D)

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

 Mrs. Klase moved and Mr. Cappuzzello seconded
Yeas: Klase, Cappuzzello, Hannon, Saganich
Nays: None
 President declared motion carried


Res. 21-517 ADJOURNMENT

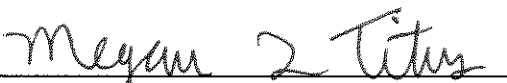
 Mr. Cappuzzello moved and Mrs. Klase seconded to adjourn the Regular Meeting at 8:08 p.m.

Yeas: Cappuzzello, Klase, Hannon, Saganich
Nays: None
 President declared motion carried

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ATTEST:

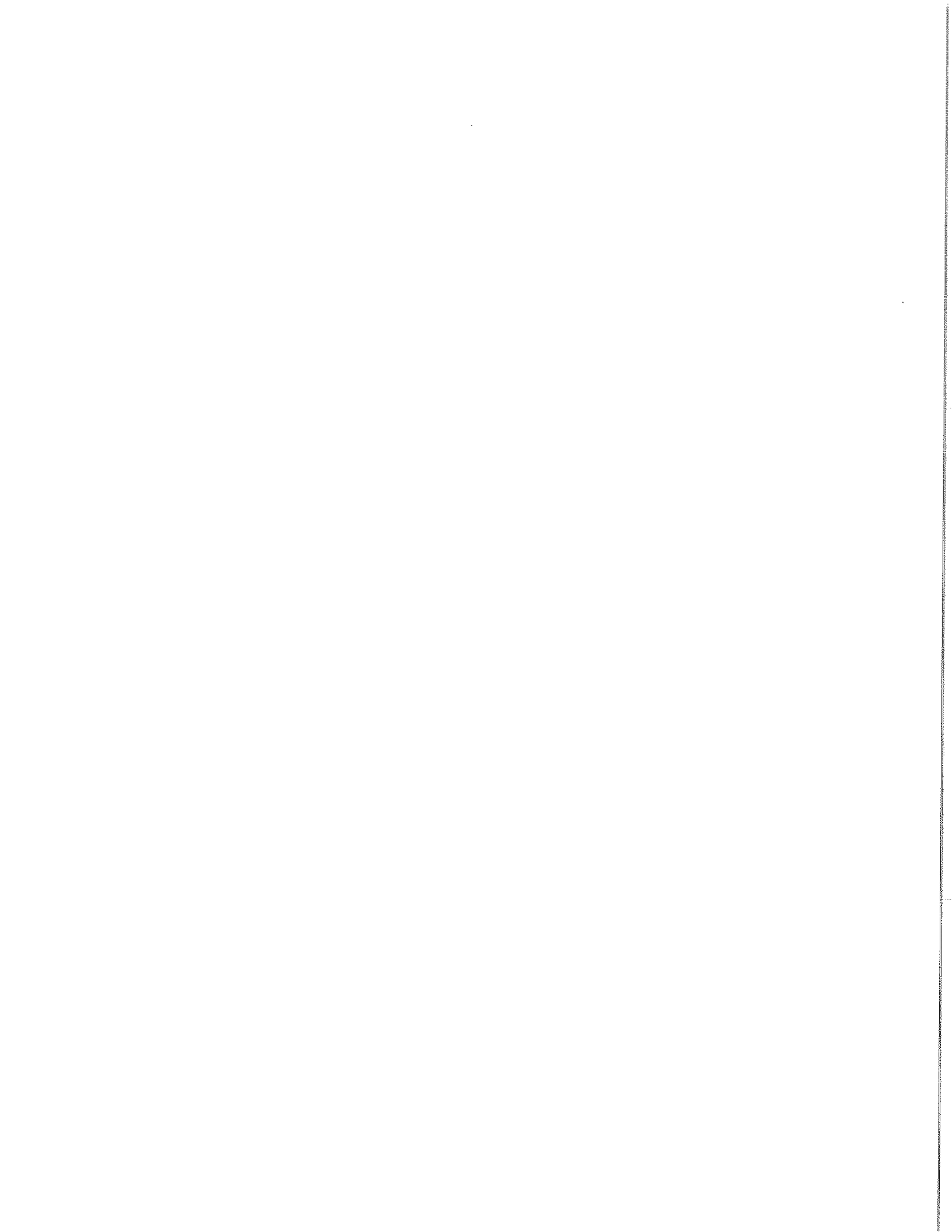

PRESIDENT


TREASURER

MCDONALD LOCAL SCHOOL DISTRICT BOARD OF EDUCATION
REGULAR MEETING
OCTOBER 20, 2021 - 7:00 P.M.
M.H.S. LIBRARY
MCDONALD, OHIO 44437

Visitors, please register.

1. Bill Miller
2. Samantha Kopp
3. Brian Backer
4. Cathy Wood
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
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- 20.



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made and entered into by and between the McDonald Local School District Board of Education ("Board") and the McDonald Education Association ("Association").

WHEREAS, the Board and the Association are parties to the Negotiated Agreement effective September 1, 2019 through August 31, 2022 (the "Agreement"); and,

WHEREAS, the parties intend, through this Memorandum, to establish a Retirement Incentive Plan (the "Plan") for Association members for the 2021-2022 school year only.

NOW, THEREFORE, the Board and the Association hereby agree as follows:

Section 1: The Board and the Association establish the Plan under the following terms and conditions:

- A. The Plan is available to any employee represented by the Association who is eligible for system retirement from the State Teachers Retirement System ("STRS") on or before July 1, 2022.
- B. Eligible employees electing to participate in the Plan must do the following:
 - (1) On or before December 1, 2021, submit to the Treasurer, in writing, their intent to participate in the Plan and an irrevocable resignation with an effective date of June 30, 2022; and
 - (2) On or before July 1, 2022, retire from STRS, and provide the Treasurer with written evidence of such retirement.
- C. Participating employees shall be entitled to receive a retirement incentive payment of Twenty Thousand Dollars (\$20,000). This payment will be payable in two equal installments:
 - (1) The employee will receive the first payment of Ten Thousand Dollars (\$10,000) by the second regular payroll date in July 2022; and
 - (2) The employee will receive the second payment of Ten Thousand Dollars (\$10,000) by the second regular payroll date in July 2023.

Section 2: This Memorandum shall be in effect only for the 2021-2022 school year and shall expire automatically on June 30, 2022.

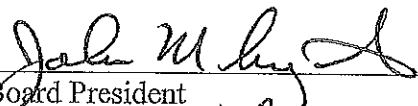
Section 3: The implementation of the Plan shall not establish any precedent or past practice with respect to any future matter. Moreover, the implementation of the Plan shall not obligate the Board to offer the Plan or any other retirement incentive in a subsequent school year, and this Memorandum shall not be incorporated into the Negotiated Agreement between the Board and the Association or otherwise affect the terms and conditions thereunder.

Section 4: Except as modified by this Memorandum of Understanding, all other terms and conditions of the Negotiated Agreement and other applicable provisions of law remain in full force and effect. This Memorandum of Understanding represents the entire agreement of the parties with respect to the subject matter, may be executed in multiple counterparts, and shall only be amended by a signed writing.

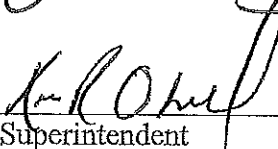
IN WITNESS WHEREOF, the parties hereto have entered into this Memorandum of Understanding on this 20 day of October, 2021.

MCDONALD LOCAL SCHOOL
DISTRICT BOARD OF EDUCATION

MCDONALD EDUCATION
ASSOCIATION

By: 
Board President

By: 
MEA President

By: 
Superintendent

By: _____

By: 
Treasurer



Conference Center, Suite 154
6000 Frank Ave. NW
North Canton, OH 44720
East.Region@ohioauditor.gov
(800) 443-9272

October 4, 2021

Megan Titus, Treasurer

McDonald Local School District

This engagement letter describes the arrangement between the McDonald Local School District (the District) and the Auditor of State including the objective and scope of the services we will provide, the District's required involvement and assistance in support of our services, the related fee arrangements, and other terms and conditions designed to ensure that our professional services satisfy the District's audit requirements.

Summary of Services

We will audit the District's basic financial statements as of and for the year ended June 30, 2021. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. The objective of an audit is to express our opinion concerning whether the basic financial statements and related notes present fairly, in all material respects, the District's financial position, changes in financial position, required budgetary comparisons, in conformity with U.S. generally accepted accounting principles.

We expect to deliver our report on or about March 31, 2022.

Engagement Team

The engagement will be led by:

- * Joey S. Jones, Chief Auditor, who will be responsible for assuring the overall quality, value, and timeliness of our services to you;
- * Erik Holesko, Senior Audit Manager, who will be responsible for managing the delivery of our services to you; and
- * Courtney Pastore, Audit Manager, who will be responsible for on-site administration of our services to you.

The Auditing Process

Our Responsibilities:

The *Summary of Services* above describes our responsibilities for the District's basic statements and other financial information.

We will conduct our audit in accordance with U.S. generally accepted auditing standards (GAAS) and the Comptroller General of the United States' standards for financial audits included in *Government Auditing Standards*. Those standards require that we plan and perform the audit to reasonably assure that the financial statements are free of material misstatement.

Because of inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatement may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

We may limit certain procedures to selective testing of data. Therefore we might not detect material error and fraud if it exists. It is not cost-efficient to design procedures to detect immaterial error or immaterial fraud. Also, because of the characteristics of fraud, including attempts at concealment through collusion and forgery, a properly designed and executed audit may not detect a material fraud.

We will communicate all instances where we believe fraud *may* exist to you. These would include instances where we:

- Have persuasive evidence that fraud occurred.
- Determined fraud risks exist and were unable to obtain convincing evidence to determine that fraud was unlikely.

Similarly, noncompliance may have occurred. However, our audit provides no assurance that noncompliance generally will be detected and only reasonable assurance that we will detect noncompliance directly and materially affecting the determination of financial statement amounts. We will inform you regarding material error or noncompliance that come to our attention.

Our evaluation of internal control may provide evidence of waste or abuse. Because the determination of waste and abuse is subjective, we are not required to perform specific procedures to detect waste or abuse. If we detect waste or abuse, we will determine whether and how to communicate such matters.

If for any reason we are unable to complete the audit or are unable to form an opinion, we may disclaim an opinion on your financial statements. In this unlikely event, we will communicate the reason for disclaiming an opinion to you, and to those charged with governance, in writing.

Your Responsibilities and Identification of the Applicable Reporting Framework:

We will audit assuming that management and those charged with governance acknowledge and understand they are responsible for:

1. Preparing the financial statements and other financial information, including related disclosures and selecting and applying accounting principles in accordance with accounting principles generally accepted in the United States of America. This includes compliance with Ohio Admin. Code § 117-2-01 which requires designing, implementing and maintaining internal controls relevant to preparing and fairly presenting financial statements free from material misstatement whether due to fraud or error.
2. Providing us with:
 - a. Access to all information of which management is aware that is relevant to preparing and fairly presenting the financial statements such as records, documentation, and other matters;
 - b. Written representations as part of the engagement, from management and/or attorneys, understanding separate legal fees from attorneys may result;
 - c. Additional information that we may request from management for the audit; and
 - d. Unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.
3. Inform us of events occurring or facts discovered subsequent to the date of the financial statements, of which management may become aware, that may affect the financial statements.
4. Preparing supplementary information in accordance with the applicable criteria.
 - a. Include our report on the supplementary information in any document that includes the supplementary information and that indicates that the auditor has reported on this supplementary information.
 - b. Present the supplementary information with the audited financial statements or, if the

supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by the District of the supplementary information and the auditor's report thereon.

5. Reporting fraud and noncompliance of which you are aware to us.
6. Making available to the auditor draft financial statements and any accompanying other information in time to allow the auditor to complete the audit in accordance with the proposed timeline.
7. Reviewing drafts of the audited financial statements, footnotes, any supplemental information, auditor's reports and any findings; and informing us of any edits you believe may be necessary.
8. Designing and implementing programs and controls to prevent and detect fraud.

You should not rely on our audit as your primary means of detecting fraud.

Compliance with Laws and Regulations

Our Responsibilities

As part of reasonably assuring whether the financial statements are free of material misstatement, we will test the District's compliance with certain provisions of laws, regulations, contracts, and grants if noncompliance might reasonably directly and materially affect the financial statements. However, our objective is not to opine on overall compliance with these provisions.

Your Responsibilities:

Management and those charged with governance are responsible for:

1. Being knowledgeable of, and complying with, laws, regulations, contracts, and grants applicable to the District.
2. Identifying for us other financial audits, attestation engagements, performance audits, internal audits¹, reports from regulators or other studies related to the District (if any), and the corrective actions taken to address these audits' significant findings and recommendations.
3. Tracking the status of prior audit findings.
4. Taking timely and appropriate steps to remedy fraud, noncompliance, violations of provisions of laws, regulations, contracts or grant agreements, or abuse we may report.
5. Providing your views and planned corrective action on audit findings we may report.

Internal Control

Our Responsibilities:

As a part of our audit, we will obtain an understanding of your District and its environment, including its internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses.

In assessing risk, we consider internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of opining on the effectiveness of the District's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

Your Responsibilities:

Design, implement and maintain internal control relevant to compliance and the preparing and fairly presenting financial statements that are free from material misstatement, whether due to fraud or error. Appropriate supervisory reviews are necessary to reasonably assure that adopted policies and prescribed procedures are followed.

Your Responsibility for Service Organizations:

Service organizations are other governmental entities, organizations, or companies that provide services to you, as the user District, relevant to your internal controls over financial reporting. Service organizations process transactions reflected in your District's financial statements, and therefore fall within the scope of our audit. While service organizations are responsible for establishing and maintaining their internal control, you are responsible for being aware of the service organizations your District uses, and for establishing controls to monitor the service organization's performance. Because the complexity of service organization transaction processing can vary considerably, your monitoring activities can vary accordingly.

When transaction processing is complex and the volume of transactions is relatively high, obtaining and reviewing a service organization auditor's *Independent Service Auditor's Report on Management's Description of a Service Organization's System and the Suitability of the Design and Operating Effectiveness of Controls* Report (Type 2 Service Organization Control Report (SOC 1)) may be the most effective method of meeting your responsibility to monitor a service organization, and may also be the only efficient means by which we can obtain sufficient evidence regarding their internal controls. AT Section 801, *Reporting on Controls at a Service Organization* for service organization reports dated prior to May 1, 2017 and AT-C Section 320, *Reporting on an Examination of Controls at a Service Organization Relevant to User Entities' Internal Control Over Financial Reporting* for service organization reports dated on or after May 1, 2017 discuss the aforementioned report. (In some circumstances, we can accept a suitably-designed agreed-upon procedures report (AUP) in lieu of a SOC 1 report.)

You are responsible for informing our staff of the service organizations your District uses, and for monitoring these service organizations' performance.

Service organizations of which we are aware are:

- Northeastern Ohio Management Information Network (NEOMIN), which provides your District's accounting software
- Trumbull County Auditor to process and distribute property tax collections.

Please confirm to us that, to the best of your knowledge, the above listing is complete.

Representations from Management

Your Responsibilities

Upon concluding our engagement, management and, when appropriate, those charged with governance will provide to us written representations about the audit that, among other things, will confirm, to the best of their knowledge and belief:

- Management's responsibility for preparing the financial statements in conformity with generally accepted accounting principles.
- The availability of original financial records and related data, the completeness and availability of all minutes of the legislative or other bodies and committee meetings;
- Management's responsibility for the District's compliance with laws and regulations;
- The identification and disclosure to the auditor of all laws, regulations, and provisions of contracts and grant agreements directly and materially affecting the determination of financial statement amounts and;
- The absence of fraud involving management or employees with significant roles in internal control.

Additionally, we will request representations, as applicable, regarding:

- The inclusion of all components, and the disclosure of all joint ventures and other related organizations;

- The proper classification of funds, net position and fund balances;
- The proper approval of reserves of fund equity;
- Compliance with laws, regulations, and provisions of contracts and grant agreements, including budget laws or ordinances; compliance with any tax or debt limits, and any debt covenants;
- Representations relative to required supplementary information;
- The identification of all federal assistance programs, and compliance with grant requirements.
- Events occurring subsequent to the fiscal year end requiring adjustment to or disclosure in the financial statements.

Management is responsible for adjusting the financial statements to correct misstatements we may detect during our audit and for affirming to us in the representation letter that the effects of any uncorrected misstatements we aggregate during our engagement and pertaining to the latest period the statements present are immaterial, both individually and in the aggregate, to the opinion units. (*Financial statements include the related footnotes and required and other supplemental information*).

Communication

Our Responsibilities

As part of this engagement the Auditor of State will communicate certain additional matters (if applicable) to the appropriate members of management and to those charged with governance. These matters include:

- The initial selection of and changes in significant accounting policies and their application;
- The process management uses to formulate particularly sensitive accounting estimates and the basis for their conclusions regarding the reasonableness of those estimates;
- Audit adjustments, whether posted or waived;
- Any disagreements with management, whether or not satisfactorily resolved, about matters that individually or in the aggregate could be significant to the financial statements or our opinion;
- Our views about matters that were the subject of management's consultation with other accountants about auditing and accounting matters;
- Major issues that were discussed with management related to retaining our services, including, among other matters, any discussions regarding the application of accounting principles and auditing standards; and
- Serious difficulties we encountered in dealing with management during the audit.

We will present those charged with governance our Summary of Identified Misstatements (if any) at the conclusion of our audit.

Terms and Conditions Supporting Fee

As a result of our planning process, the District and the Auditor of State have agreed to an approach designed to meet the District's objectives for an agreed-upon fee, subject to the following conditions.

Our Responsibilities:

In providing our services, we will consult with the District regarding matters of accounting, financial reporting or other significant business issues. Accordingly, our fee includes estimated time necessary for this consultation. Circumstances may require the Auditor of State to confirm balances with your financial institution resulting in additional nominal charges which will not require an amendment to this agreement. However, should a matter require research, consultation or audit work beyond this estimate, the Auditor of State and the District will agree to an appropriate revision in services and fee. These revisions will also be set forth in the form of the attached *Amendment to Engagement Letter*.

Your Responsibilities:

The District will provide in a timely manner all financial records and related information to us, an initial list of which will be furnished to you, including timely communication of all significant accounting and financial reporting matters, as well as working space and clerical assistance as mutually agreed upon and as is normal and reasonable in the circumstances. When and if for any reason the District is unable to provide these schedules, information and assistance, the Auditor of State and the District will mutually revise the fee to reflect additional services, if any, we require to achieve these objectives. These revisions will be

set forth in the form of the attached *Amendment to Engagement Letter*.

Confidential Information:

You should make every attempt to minimize or eliminate the transmission of personal information to the Auditor of State (AOS). All documents you provide to the AOS in connection with our services including financial records and reports, payroll records, employee rosters, health and medical records, tax records, etc. should be redacted of any personal information. Personal information includes social security numbers, date of birth, drivers' license numbers or financial institution account numbers associated with an individual. The public office should redact all personal information from electronic records before they are transmitted to the AOS. This information should be fully blacked out in all paper documents prior to sending to the AOS. If personal information cannot be redacted from any records or documents; the public office must identify these records to the AOS.

If redacting this personal information compromises the audit or the ability to prepare financial statements, the public office and the AOS will consider these exceptions on a case-by-case basis. Additionally, if redacting this information creates a hardship on the public office in terms of resources, recordkeeping or other issues, the public office and the AOS may collaborate on alternative methods of providing the public office's data to the AOS without compromising the personal information of individuals served by the public office. The AOS is willing to work with the public office and it is our intent to greatly reduce the amount of personal information submitted to the AOS for audit or financial statement preparation purposes. It is important that the public office review internal policies to find ways to eliminate as much personal information from financial records as possible by substituting non-personal information (i.e., change social security numbers to employee identification numbers).

Fee

Except for any changes in fees and expenses which may result from the circumstances described above, we expect our fees and expenses for our audit services will not exceed \$19,475.

Pursuant to Ohio Rev. Code Section 117.13, you may charge all of this audit's cost to the general fund or you may allocate the cost among the general fund and other eligible funds.

Reporting

We will issue a written report upon completing our audit of your financial statements. We will address our report to those charged with governance. We cannot assure you that we will issue an unmodified opinion. Circumstances may arise in which it is necessary for us to modify our opinion, add an other matters or emphasis-of-matter paragraph or withdraw from the engagement.

Upon completing our audit, we will also issue a written report in accordance with Government Auditing Standards on internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters.

Access to Our Reports and Working Papers

AU-C 905—*Alert That Restricts the Use of the Auditor's Written Communication* requires our reports to disclose the following:

Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by Government Auditing Standards:

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

AU-C 905 requires us to include this restrictive language in our reports due to concerns that other readers may not fully understand the purpose of the report, the nature of the procedures applied in its preparation,

the basis or assumptions used in its preparation, the extent to which the procedures performed are generally known or understood, and the potential for the report to be misunderstood, when taken out of the context for which it was intended.

However, under Revised Code Section 117.26, an audit report becomes a public record under Section 149.43, Revised Code, when we file copies of the report with the public officers enumerated in the Revised Code. When we file the reports, our working papers become available to the public upon request, subject to information protected for criminal investigations, by attorney-client privilege or by local, state or federal law. AU-C 905 does not affect public access to our reports or working papers.

Under generally accepted auditing standards, we must retain working papers for five years after the release date of our opinion. However, AOS policy requires we retain working papers for seven years or longer, as needed.

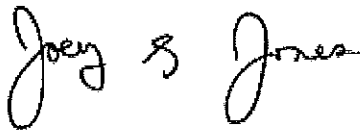
Peer Review Report

As required by *Government Auditing Standards*, we have made our most recent external quality control review report (Peer Review) publicly available, at https://ohioauditor.gov/publications/Peer_Opinion.pdf. Audit organizations can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. The Auditor of State received a peer review rating of pass.

Please sign and return this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities. If you have any questions, please call Erik Holesko, Senior Audit Manager at 330-797-9900.

Sincerely,

KEITH FABER
Auditor of State



Joey S. Jones
Chief Auditor, East Region

Attachment

cc: Board of Education

ACCEPTED BY

DATE

TITLE

**SAMPLE
AMENDMENT #___ TO ENGAGEMENT LETTER**

[Date]

[ENGAGEMENT LETTER ADDRESSEE]

Dear _____:

The engagement letter dated _____ between the Auditor of State and the District is hereby amended to reflect the following:

| <u>Description of / Causes for Amendment</u> | <u>Estimated Fee Effect</u> |
|--|---------------------------------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| | <hr/> |
| Total this amendment | \$0.00 |
| Previous fee estimate | |
| | <hr/> |
| Revised fee estimate | <u>\$0.00</u> |

Please sign the copy of this letter in the space provided and return it to us. If you should have any questions, please call _____ at _____.

Sincerely,

KEITH FABER
Auditor of State

[Name of Chief Auditor]
Chief Auditor, [Name] Region

cc: [Engagement Letter cc's]

ACCEPTED BY

DATE

TITLE

EXHIBIT C

CONTRACT

Between the
McDonald Local Board of Education
And
Hoffman's Property Services
Eric Hoffman

This 20th day of October, 2021, the McDonald Local Board of Education hereby agrees to receive snowplowing/salting services from Hoffman's Property Services, Eric Hoffman (Contract) for the 2021-2022 school year.

As set forth in the proposal submitted by the contractor, McDonald Local Board of Education agrees to pay the contractor a total of \$360.00 for snowplowing services per plow and \$355.00 for salting services per occurrence provided to the district on an as needed basis. An additional \$100.00 charge if snow should exceed five (5) inches. The Contractor further agrees to comply with all terms and conditions set forth on the bid sheet. In addition, salting services will not necessarily be provided each time plowing occurs, but rather on an as needed basis as icing occurs.

It is further agreed, upon that the Contractor will provide proof of workers' compensation insurance and liability insurance coverage to the Board of Education prior to October 20, 2021. In addition, should the services required by the district not be performed in accordance with the proposal, the district may terminate the contract at any time due to the contractor's inability to meet the needs of the district as set forth on the bid sheet/proposal.

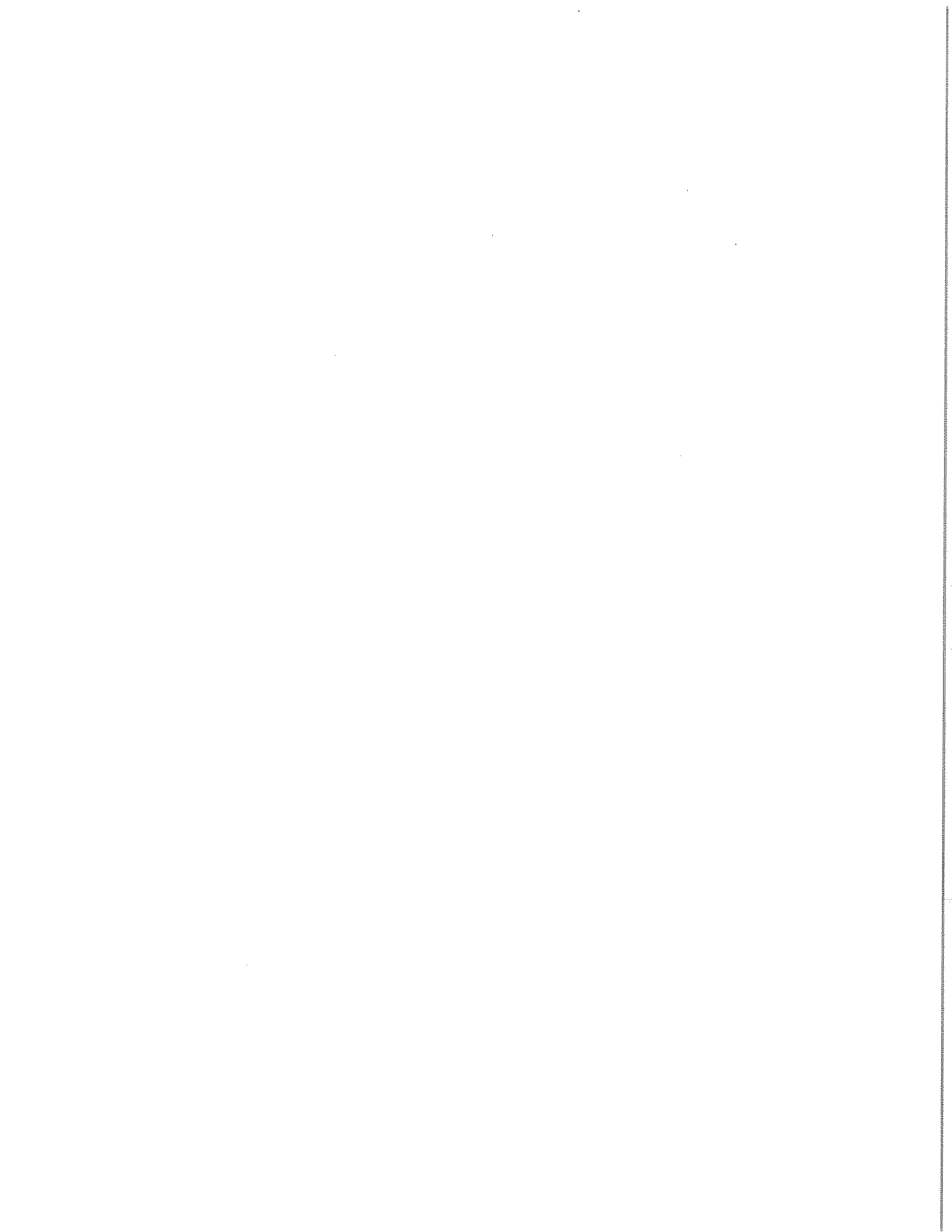
McDonald Local Board of Education

X _____
President

X _____
Treasurer

Contractor – Hoffman's Property Services

X _____



| 2021-2022 Basketball Worker Rates | | | | |
|--|----------|---------------|------------------------|-------------------|
| Junior Varsity/Varsity | | | | |
| Boys | | | | |
| | # | Amount | Total | # Of Games |
| Varsity Officials | 3 | \$78.00 | \$234.00 | 11 |
| JV Officials | 2 | \$54.00 | \$108.00 | |
| Security | 2 | \$70.00 | \$140.00 | |
| Ticket Sellers | 2 | \$40.00 | \$80.00 | |
| Scoreboard | 1 | \$65.00 | \$65.00 | |
| Scorebook | 1 | \$20.00 | \$20.00 | |
| | | Total/Game | \$647.00 | |
| | | Total/Season | \$7,117.00 | |
| Junior Varsity/Varsity | | | | |
| Girls | | | | |
| | # | Amount | Total | # Of Games |
| Varsity Officials | 3 | \$78.00 | \$234.00 | 11 |
| JV Officials | 2 | \$54.00 | \$108.00 | |
| Security | 2 | \$70.00 | \$140.00 | |
| Ticket Sellers | 1 | \$30.00 | \$30.00 | |
| Ticket Sellers | 1 | \$30.00 | \$30.00 | |
| Scoreboard | 1 | \$65.00 | \$65.00 | |
| Scorebook | 1 | \$20.00 | \$20.00 | |
| | | Total/Game | \$627.00 | |
| | | Total/Season | \$6,897.00 | |
| Junior High B/G | | | | |
| | # | Amount | Total | # Of Games |
| Officials | 2 | \$73.00 | \$146.00 | 16 |
| Ticket Sellers | 2 | \$15.00 | \$30.00 | |
| Scoreboard | 1 | \$30.00 | \$30.00 | |
| | | Total/Game | \$206.00 | |
| | | Total/ Season | \$3,296.00 | |
| | | | 2021-2021 Season Total | |
| | | | \$17,310.00 | |

