

6708

**MCDONALD LOCAL SCHOOL DISTRICT BOARD OF EDUCATION  
REGULAR MEETING  
WEDNESDAY, SEPTEMBER 16, 2020 – 7:00 P.M.  
MCDONALD LOCAL SCHOOLS FACEBOOK LIVE  
Facebook Link on [www.mcdonald.k12.oh.us](http://www.mcdonald.k12.oh.us)  
MCDONALD, OHIO 44437**

The McDonald Local District Board of Education held a Regular Meeting on Wednesday, September 16, 2020, on McDonald Local Schools Facebook Live, 600 Iowa Avenue, McDonald, OH 44437.

The Regular Meeting was called to order at 7:04 p.m., by President John Saganich. Treasurer Megan Titus called the roll:

Roll Call: Joseph Cappuzzello, Thomas Hannon, Jody Klase,  
Donna Shields, John Saganich

“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. 20-199** Approve agenda for Regular Meeting of September 16, 2020

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

September 16, 2020

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**Res. 20-200** Approval of Board Minutes:

Regular Meeting – August 20, 2020

Mr. Cappuzzello moved and Mrs. Klase seconded

Yeas: Cappuzzello, Klase, Shields, Hannon, Saganich

Nays: None

President declared motion carried

**Res. 20-201** Approval of Board Minutes:

Special Meeting – September 2, 2020

Mr. Cappuzzello moved and Mrs. Klase seconded

Yeas: Cappuzzello, Klase, Shields, Saganich

Abstain: Hannon

Nays: None

President declared motion carried

Recognition of Visitors / Audience Participation - None

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

New Business:

A. Program/Policy Committee – Donna Shields, Chairperson

**Res. 20-202** OPEN MEETINGS ACT

Resolved, that during the emergency declared by Executive Order 2020-01D (issued on March 9, 2020), and not beyond December 1, 2020, the Board of Education shall call and conduct all regular, special and emergency meetings in accordance with the provisions of the Open Meetings Act and Section 12 of Amended H.B. 197, and further in compliance with any future lawful and binding act or order of a local, state or federal governmental entity.

**6710**

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

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

**Res. 20-203** SUSPEND PUBLIC PARTICIPATION AT BOARD MEETINGS

Resolution to suspend board policy regarding public participation at board meetings. (See Exhibit A)

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

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

**Res. 20-204** OSBA DELEGATES

Resolution to appoint Jody Klase as delegate and Donna Shields as alternate delegate for the 2020 OSBA Annual Business Meeting to be held remotely, November 7, 8, 9, and 10, 2020.

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

# 6711

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

## Res. 20-205 FEDERAL LUNCH PROGRAM

Resolution to approve participation in the federal lunch program for the 2020-2021 school year.

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

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

## Res. 20-206 POLICIES – SECOND READING

Resolution to approve the second reading of the following policies to revise, add, remove, or other:

AC	NONDISCRIMINATION
GCPD	SUSPENSION AND TERMINATION OF PROFESSIONAL STAFF MEMBERS
GDPD	SUSPENSION, DEMOTION AND TERMINATION OF SUPPORT STAFF MEMBERS
JED	STUDENT ABSENCES AND EXCUSES
JEGA	PERMANENT EXCLUSION

**6712**

JFCF	HAZING AND BULLYING (HARASSMENT, INTIMIDATION AND DATING VIOLENCE)
JFCF-R	HAZING AND BULLYING (HARASSMENT, INTIMIDATION AND DATING VIOLENCE)
JG	STUDENT DISCIPLINE
JGD	STUDENT SUSPENSION
JGDA	EMERGENCY REMOVAL OF STUDENT
JGE	STUDENT EXPULSION
KLD	PUBLIC COMPLAINTS ABOUT DISTRICT PERSONNEL
KLD-R	PUBLIC COMPLAINTS ABOUT DISTRICT PERSONNEL
ACA	NONDISCRIMINATION ON THE BASIS OF SEX
ACAA	SEXUAL HARASSMENT
ACAA-R	SEXUAL HARASSMENT GRIEVANCE PROCESS
AFC-1	EVALUATION OF PROFESSIONAL STAFF (OHIO TEACHER EVALUATION SYSTEM) (VERSION RELEASED IN MAY 2020 PDQ)
EBEA	USE OF FACE COVERINGS
GCN-1	EVALUATION OF PROFESSIONAL STAFF (OHIO TEACHER EVALUATION SYSTEM) (VERSION RELEASED IN MAY 2020 PDQ)
ACA-E/ACAA-E	SEXUAL HARASSMENT COMPLAINT FORM

# 6713

- IND/INDA SCHOOL CEREMONIES AND OBSERVANCES/PATRIOTIC EXERCISES
- JF STUDENT RIGHTS AND RESPONSIBILITIES
- KG COMMUNITY USE OF SCHOOL PREMISES (EQUAL ACCESS)
- KJA DISTRIBUTION OF MATERIALS IN THE SCHOOLS (VERSION 1)
- KJA DISTRIBUTION OF MATERIALS IN THE SCHOOLS (VERSION 2)

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

Mrs. Shields moved and Mr. Hannon seconded

Yeas: Shields, Hannon, Cappuzzello, Klase, Saganich

Nays: None

President declared motion carried

B. Finance Committee – Joseph Cappuzzello, Chairperson

## **Res. 20-207** TREASURER’S FINANCIAL REPORT

Treasurer’s Financial Report: August, 2020

- 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.

6714

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

**Res. 20-208** DONATIONS

Resolution to accept the following donations:

DONOR	AMOUNT	FUND	PURPOSE
Winter Trimacco Co., LPA	\$100	300-9971	Girls Volleyball Sponsorships.
Village Banquet Center, LLC	\$30	300-9971	Girls Volleyball Sponsorships.
Thomas W. Kunkel, D.P.M., Inc.	\$50	018-9115	Student Outreach (Backpack Buddies) donation.
Anonymous	\$500	300-9968	Donation for Football Fund.
Donald & Laurie Smith	\$50	300-9972	Donation for Cheerleading 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, Shields, Hannon, Saganich  
Nays: None  
President declared motion carried

**Res. 20-209** ELEMENTARY CAFETERIA BID

Resolution to approve the following bid for the 2020-2021 school year:

Milk: Dean Dairy

½ Pint White Homogenized Milk	1.0%	\$0.2684
½ Pint Skim Chocolate Milk	1.0%	\$0.2574

# 6715

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, Shields, Hannon, Saganich  
Nays: None  
President declared motion carried

**Res. 20-210** WATER TREATMENT PROGRAM RENEWAL

Resolution to approve the PureResults Water Treatment Program Renewal (#C005213) with Gardiner for McDonald High School and Roosevelt Elementary School. The agreement is for one (1) year, 10-1-20 through 9-30-21, at a cost of \$2,160 per year, payable in quarterly amounts of \$540. (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, Shields, Hannon, Saganich  
Nays: None  
President declared motion carried

**Res. 20-211** SNOW REMOVAL CONTRACT

Resolution to approve the contract of Hoffman's Property Service, for the snowplowing/salting services for McDonald Local Schools for the 2020-2021 school year. (See Exhibit C)

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



6716

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

**Res. 20-212** AUDITOR OF STATE – 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, 2020. (See Exhibit D)

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, Shields, Hannon, Saganich  
Nays: None  
President declared motion carried

C. Personnel Committee – Jody Klase, Chairperson

**Res. 20-213** SUPPLEMENTAL – 2020/2021

Resolution to approve the following supplemental, on a one (1) year contract, for the 2020-2021 school year.

Meghan Barlett – Junior Class Advisor - \$2,289.

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

6717

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

D. Buildings and Grounds Committee – Thomas Hannon, Chairperson

**Res. 20-214** ATHLETIC COMPLEX PHASE 1 CHANGE ORDER #1

Resolution to approve additional Change Order #1 amounts for Phase 1 of the Athletic Complex Project. Estimated additional costs of this change order include:

Catch Basin	\$ 2,310.00
Manhole	\$ 2,625.00
Additional Tree Clearing – Detention Basin	\$ 7,500.00
Additional Tree Clearing – Along McDonald Ave.	\$ 6,500.00
<b><i>Estimated Additional Change Order #1 Total</i></b>	<b><i>\$18,935.00</i></b>

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

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

**Res. 20-215** EXECUTIVE SESSION – O.R.C. 121.22

Mrs. Klase moved and Mr. Cappuzzello seconded, that the McDonald Local School District Board of Education go into Executive Session at 7:47 p.m. and that the following resolution be adopted.

6718

**WHEREAS**, as a public Board of Education may hold an executive session only after a majority of the quorum of this board determines by a roll call vote to hold

such a session and only at a regular or special meeting for the sole purpose of the consideration of any of the following matters:

- A. To consider one or more, as applicable, of the check marked items with respect to a public employee or official:
  - 1. \_\_\_\_\_ Appointment
  - 2. \_\_\_\_\_ Employment
  - 3. \_\_\_\_\_ Dismissal
  - 4. \_\_\_\_\_ Discipline
  - 5. \_\_\_\_\_ Promotion
  - 6. \_\_\_\_\_ Demotion
  - 7. \_\_\_\_\_ Compensation
  - 8. \_\_\_\_\_ Investigation of charges/complaints (unless public hearing requested)
  
- B. To consider the purchase of property for public purposes or for the sale of property at competitive bidding.
  
- C. Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action.
  
- D. Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment
  
- E. Matters required to be kept confidential by federal law or rules or state statutes.

6719

- F. Specialized details of security arrangements where disclosure of the matters discussed might reveal information that could be used for the purpose of committing or avoiding prosecution for a violation of the law.

**NOW, THEREFORE, BE IT RESOLVED**, that the McDonald Local School District Board of Education, by a majority of the quorum present at this meeting, does hereby declare its intention to hold an executive session on item(s) **E**, as listed above.

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

**Res. 20-216** ADJOURN EXECUTIVE SESSION

Mr. Cappuzzello moved and Mrs. Klase seconded to adjourn executive session and return to the Regular Meeting at 9:09 p.m.

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

**Res. 20-217** ADJOURNMENT

Mr. Cappuzzello moved and Mrs. Klase seconded to adjourn the Regular Meeting at 9:10 p.m.

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

**ATTEST:**

  
\_\_\_\_\_  
**PRESIDENT**

  
\_\_\_\_\_  
**TREASURER**

**Exhibit A**

**RESOLUTION SUSPENDING BOARD POLICY REGARDING  
PUBLIC PARTICIPATION AT BOARD MEETINGS**

The Board of Education of the McDonald Local School District, McDonald, Ohio, met in regular session on the 16<sup>th</sup> day of September, 2020, at 7:00 p.m., with the following members present:

\_\_\_\_\_  
\_\_\_\_\_

The Treasurer advised the Board that the notice requirement of R.C. 121.22 and the implementing rules adopted by the Board pursuant thereto were complied with for the meeting.

\_\_\_\_\_ moved the adoption of the following resolution:

WHEREAS, pursuant to Ohio House Bill 197, signed into law by Governor DeWine on March 27, 2020, members of a public body may hold, attend, and participate in meetings by means of teleconference, video conference, or any other similar electronic technology; and

WHEREAS, in conformance with the Executive Orders of the Governor's Office and the Ohio Department of Health, issued in March, 2020, prohibiting large gatherings of people and closing school buildings in response to the Coronavirus pandemic, the Board has determined to exercise its authority to hold today's meeting by means of McDonald Local Schools Facebook Live; and

WHEREAS, holding a meeting via telephone or video-conference may preclude members of the public from participating by way of public comment, as otherwise required by Board Policy BDDH; and

WHEREAS, to ensure compliance with its own Policies, the Board desires to suspend Board Policy BDDH for the duration of this meeting.

THEREFORE, BE IT RESOLVED, by the Board of Education of the McDonald Local School District, McDonald, Ohio, that:

Section 1. Pursuant to and in accordance with Board Policy BFF -- "Suspension of Policies," the Board of Education hereby suspends Board Policies BDDH and KD -- "Public

Participation at Board Meetings,” in its entirety, for the duration of this meeting.

Section 2. It is found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in these formal actions were in meetings open to the public, in compliance with the law.

\_\_\_\_\_ seconded the Motion, and upon roll call, the vote resulted as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion passed and adopted this 16<sup>th</sup> day of September, 2020

\_\_\_\_\_  
Board President

ATTEST:

\_\_\_\_\_  
Treasurer



31200 Bainbridge Road  
Solon, Ohio 44139  
Tel: 440.349.5588  
Fax: 440.349-3585  
[www.Gardiner.com](http://www.Gardiner.com)

June 26, 2020

Mr. Gary Cardiko  
McDonald Local Schools  
600 Iowa Avenue  
McDonald, Ohio 44437-1677

**SUBJECT: PureResults Water Treatment Program Renewal | C005213  
@ High School & Roosevelt Elementary**

Dear Mr. Cardiko:

The maintenance agreement between McDonald Local Schools and Gardiner is scheduled to renew October 1, 2020. Thank you for allowing *PureResults by* Gardiner to provide your water treatment solutions for the past 4 years.

Your new contract amount will be **\$2,160.00 per year, payable in quarterly amounts of \$540.00** for the period of **October 1, 2020, through September 30, 2021**. Upon execution of this Agreement, McDonald Local Schools shall be responsible for determining proper Ohio sales tax. If you are tax exempt, please include your tax exemption certificate.

Please acknowledge to Pam Findley @ [pfindley@whgardiner.com](mailto:pfindley@whgardiner.com) or at 440/349.5588 ext.1586, and notify if a new purchase order number is required for the renewal.

There are two phone numbers, which connect you to us **24-hours a day**. The Gardiner Service number is **440/349-5588**, and the Gardiner line is **440/248-3400**. Please feel free to use our toll free numbers, 800/582-4344 and 800/251-4044, during normal business hours. The following is a list of names and extension for your reference when calling for service, assistance or need a question answered:

Wendy Grau	Service Dispatch	Ext. 1495
Pam Findley	Contract Administrator	Ext. 1586
<b>Brian Riegel</b>	<b>Water Treatment Business Development</b>	<b>Ext. 1463</b>
	Mobile Phone	440/724-6195
	E-mail	<a href="mailto:briegel@whgardiner.com">briegel@whgardiner.com</a>

Your business is always appreciated. We look forward to continuing to service the needs of your facility.

Sincerely,

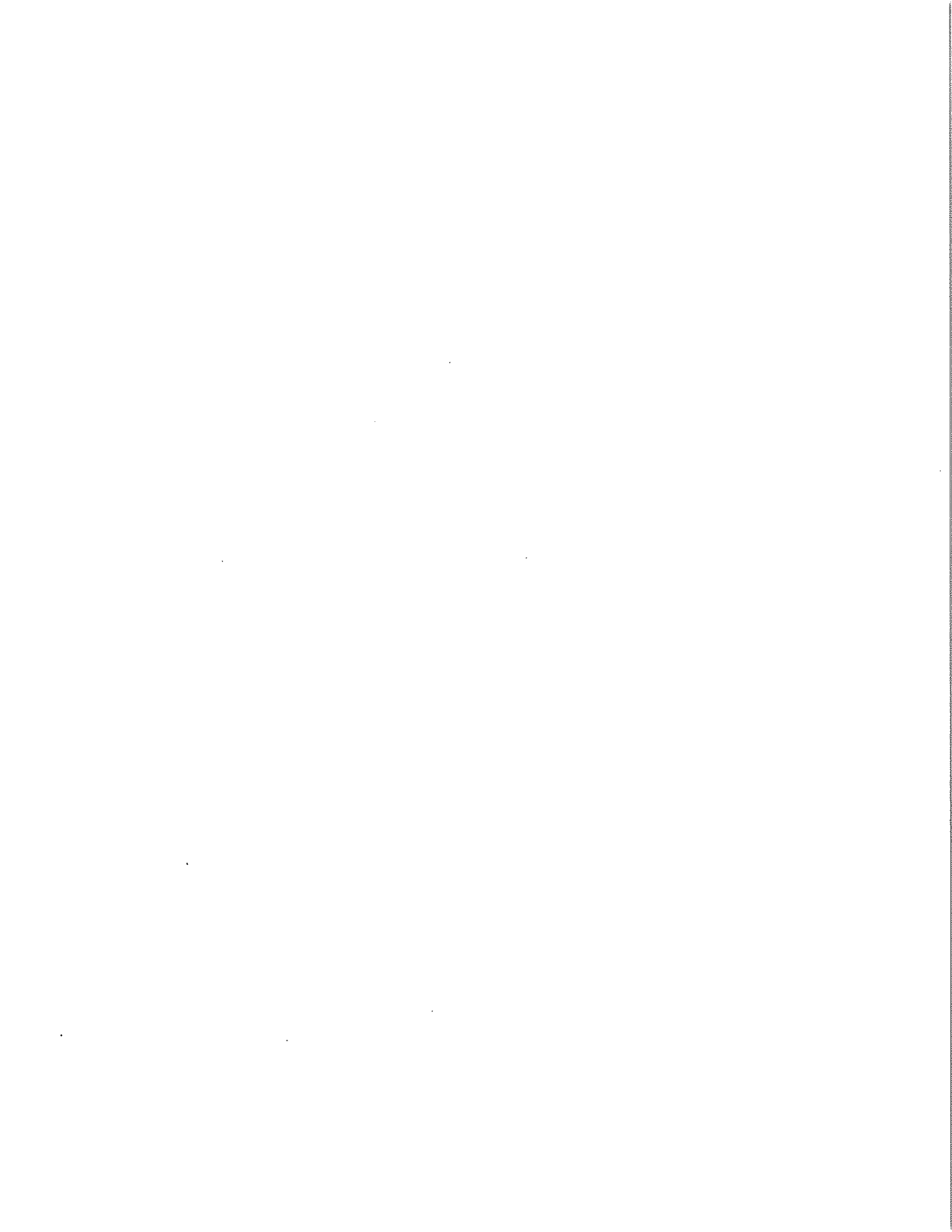
Brian Riegel  
Water Treatment Business Development

Customer Acceptance:

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_ PO# \_\_\_\_\_





**CONTRACT**

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

This 16<sup>th</sup> day of September, 2020, the McDonald Local Board of Education hereby agrees to receive snowplowing/salting services from Hoffman's Property Services, Eric Hoffman (Contract) for the 2020-2021 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 \$335.00 for salting services per occurrence provided to the district on an as needed basis. An additional \$85.00 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 provided proof of workers' compensation insurance and liability insurance coverage to the Board of Education prior to September 16, 2020. 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.

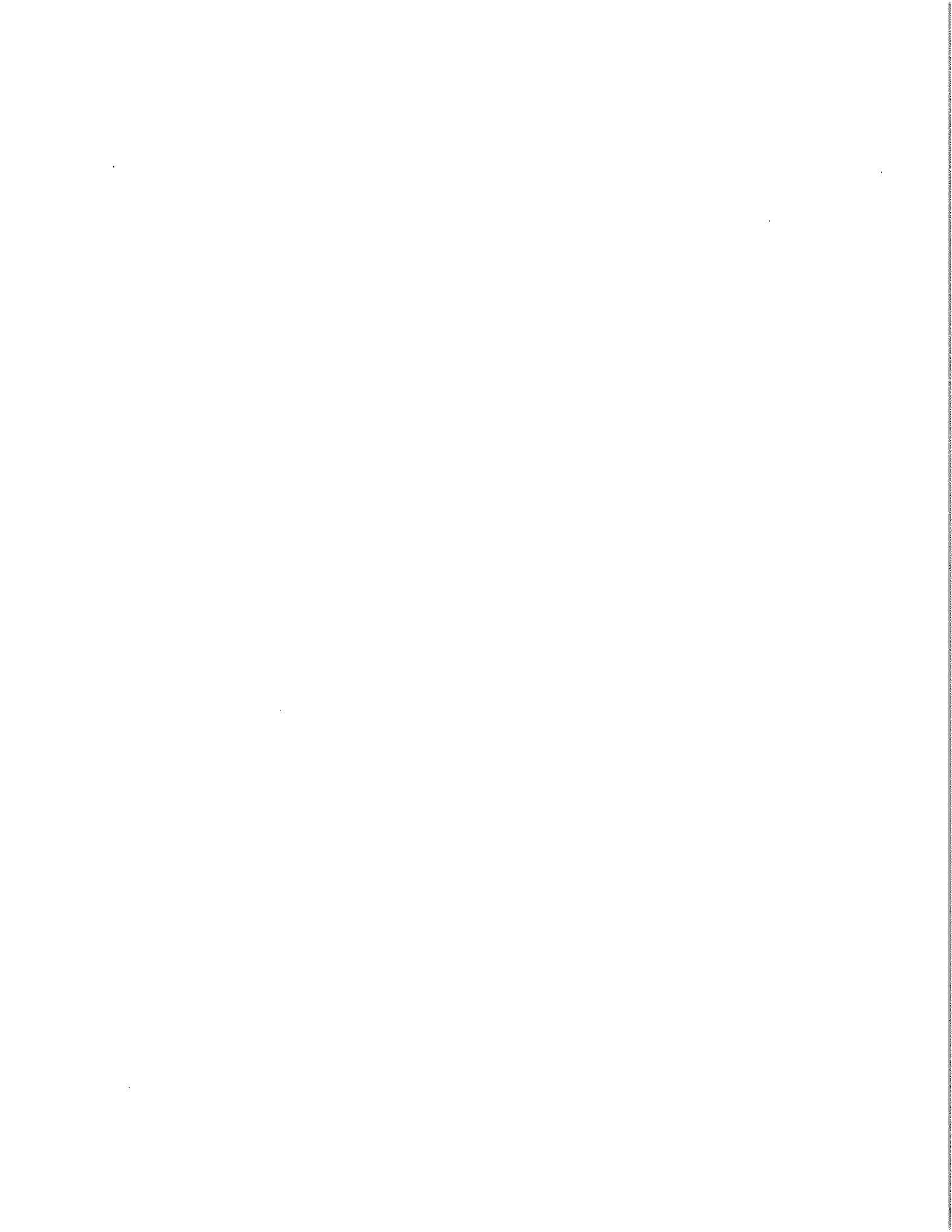
McDonald Local Board of Education

X \_\_\_\_\_  
President

X \_\_\_\_\_  
Treasurer

Contractor – Hoffman's Property Services

X \_\_\_\_\_



# OHIO AUDITOR OF STATE KEITH FABER

101 Central Plaza South  
700 Chase Tower  
Canton, Ohio 44702-1509  
(330) 438-0617 or (800) 443-9272  
EastRegion@ohioauditor.gov

August 5, 2020

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, 2020. 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 January 31, 2021.

### 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 audits, 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.

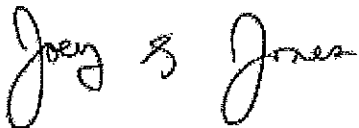
**Peer Review Report**

As required by *Government Auditing Standards*, we have made our most recent external quality control review report (Peer Review) publicly available, at [https://www.ohioauditor.gov/publications/Peer\\_Opinion\\_2018.pdf](https://www.ohioauditor.gov/publications/Peer_Opinion_2018.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	
Total this amendment	\$0.00
Previous fee estimate	
Revised fee estimate	\$0.00

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

Return to:  
Ohio School Boards Association  
8050 N. High St., Suite 100  
Columbus, Ohio 43235-6482  
(614) 540-4000

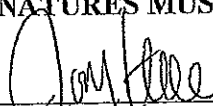
**ORIGINAL**  
Return no later than:  
Oct. 9, 2020

The McDonald Local School District  
Board of Education of Trumbull County hereby  
appoints Jody Klase as the delegate to  
*(name of delegate)*

the 2020 OSBA Annual Business Meeting and in the event the delegate cannot serve,  
Donna Shields has been appointed as  
*(name of alternate)*

alternate. The delegate and alternate were appointed at the meeting of the board of education on  
September 16, 2020  
*(date)*

**SIGNATURES MUST BE ON ALL COPIES**

  
\_\_\_\_\_  
*Signature of delegate*

704 New York Av, McDonald, OH 44437

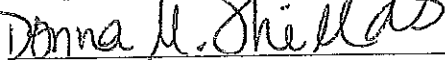
*Home address (Please print this line)*

klasj@mcdonald.k12.oh.us

*Email address for delegate*

330-550-3535

*Cell phone number for delegate*

  
\_\_\_\_\_  
*Signature of alternate*

490 Dakota Ave., McDonald, OH 44437

*Home address (Please print this line)*

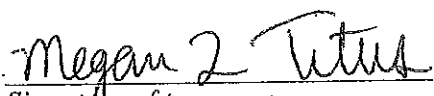
shied@mcdonald.k12.oh.us

*Email address for alternate*

330-719-3567

*Cell phone number for alternate*

**TREASURER'S CERTIFICATION**

  
\_\_\_\_\_  
*Signature of treasurer*

McDonald Local Schools

*School district*

Trumbull

*County*

600 Iowa Ave., McDonald, OH

*District address*

titum@mcdonald.k12.oh.us

*Email address for treasurer*

330-719-6790

*Cell phone number for treasurer*

