
RECORD OF PROCEEDINGS

**MINUTES OF AUGUST 6, 2007, 6:00 PM
BERKSHIRE BOARD OF EDUCATION**

**REGULAR SESSION
HIGH SCHOOL LIBRARY**

* The Board of Education recognizes the value to school governance of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

In order to permit the fair and orderly expression of such comment, the Board shall provide a period for public participation at every public meeting of the Board and publish rules to govern such participation. These rules are available at each Board meeting. Anyone desiring to speak is asked to make this request in advance. Participants must be recognized by the presiding officer. Comments shall be directed to the presiding officer; not to Board members individually. Board Bylaw 0169.1

CALL TO ORDER



PLEDGE OF ALLEGIANCE

ROLL CALL: Mr. Honkala, Mr. Manfredi, Mr. Imhof, Mr. Miller, Mrs. Timmons.

APPROVAL OF AGENDA

Motion made by Mr. Miller, seconded by Mr. Manfredi, to approve the agenda.

Roll Call: All Ayes. Motion carried.

APPROVAL OF MINUTES

Motion made by Mr. Manfredi, seconded by Mr. Imhof to approve the minutes of the June 4, 2007 Regular Meeting.

Roll Call: All Ayes. Motion carried.

TREASURER'S REPORT

EXPENDITURES:

Motion made by Mr. Honkala, seconded by Mr. Miller, to approve the expenditures in the amount of \$742,238.55 for the month of July and any necessary for August, along with month end reports, including the amended certificate. Total General Fund Certified Revenues: \$10,540,019.11; Total All Other Funds Certified Revenues: \$1,498,991.09.

Roll Call: All Ayes. Motion carried.

INTEREST EARNED:

The treasurer earned \$14,230.45 in interest in July investments. The total fiscal year-to-date earnings are \$14,230.45. Current interest rate: Star 5.18%, Huntington 5.20%, Charter One 5.18%.

APPROPRIATION MODIFICATIONS:

Motion made by Mrs. Timmons, seconded by Mr. Imhof, to approve all appropriation modifications for August as needed. Total General Fund Appropriations: \$9,500,000; Total All Other Funds Appropriations: \$1,342,000.00.

Roll Call: All Ayes. Motion carried.

AFTER THE FACT PURCHASE ORDERS:

Motion made by Mr. Miller, seconded by Mr. Honkala, to approve after the fact purchase orders, #95286 and #95288 to Kessler's Sporting Goods for a total of \$6,242.91.

Mrs. Tramont stated that these invoices were received in June with no purchase order in place prior to ordering the items for the spring sports. Notification of this improper practice was given to the Athletic Director.

Roll Call: All Ayes. Motion carried.

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APPROVE 457 PLAN ADMINISTRATOR:

Motion made by Mrs. Timmons, seconded by Mr. Honkala, to approve ING as plan administrator for the 457 Plan offered by OASBO.

Mrs. Tramont reported that due to changes with IRS regulations regarding 403b investment accounts we needed to establish a plan administrator to ensure we are following all regulations correctly. ING will do this service for free as part of their program.

Roll Call: All Ayes. Motion carried.

APPROVE PARTICIPATION IN COOPERATIVE PURCHASING PROGRAM:

Motion made by Mr. Imhof, seconded by Mr. Miller, to approve the district's participation in the State of Ohio Co-Op Purchasing program as specified in the attached resolution.

Roll Call: All Ayes. Motion carried.

APPROVE PARTICIPATION WITH OHIO SCHOOLS COUNCIL PROGRAMS:

Motion made by Mr. Honkala, seconded by Mr. Miller, to approve the District's participation in the Ohio School Council - Cooperative Purchasing Program, Lake Erie Education Medial Consortium, Legal Hotline Program – for the fiscal year 2008 at a cost of \$3,637.93.

Roll Call: All Ayes. Motion carried.

PAYSCHOOLS ONLINE PAYMENT PROCESSING PROGRAM

Mrs. Tramont gave a brief overview of the program set up and availability. It is currently activated and available to the parents to use to pay for school fees and pay-to-participate fees. There is a small convenience fee added to the shopping cart based on the total spent upon checking out. This will help to cover the minimal cost we are charged to operate the program.

Mr. Manfredi wanted to make sure he was correct about the statement that once you are set up in the system are you set up for each time you go into the system. Mrs. Tramont stated yes that is right, however each time you enter you will need to select which of your children the payment is for since it is not connected to our student files.

VOCATIONAL REPORT

Mr. Miller stated that not much is happening at this time. The superintendent will probably leave in three years; they gave him a small raise to keep him current with other joint districts. We will need to start looking for a replacement soon.

COMMITTEE REPORTS

None.

SUPERINTENDENT'S REPORT AND RECOMMENDATIONS (PRINCIPALS' UPDATES)

Mr. Knapp mentioned there are several new staff members joining the Berkshire Family and several current staff members are accepting new assignments:

New at the High School:	Michael Chuppa, Jr. High Language Arts
	Tamara Beitzel, Jr./Sr. High School C.D. class
New at Burton Elementary:	Monica Reedy, Kindergarten Teacher
	MaryJo Maxwell, Kindergarten Teacher
	Jennifer Ambrose, Secretary

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New at Troy Elementary: Michelle Ferraton, Special Education Tutor
Ammie Evers, Secretary

New at the Central Office: Paula Gardner, Records Control Secretary

Assignment Changes: Amanda Burzanko, to HS Intervention and Athletic Director
Carole Donlin, to S.L.D. Tutor at HS
Tricia Lunardi, to First Grade at BE
Gina Kriz, to Third Grade at BE
Amy Vinecourt, to Fifth Grade at BE
Karen Kirby, to 5/6 size reduction class at BE
Kim Vance, to Fifth Grade at Troy

New services at the District: **PaySchools** online payment processing program located on the District's website.
Lunch System will now be computerized for Burton Elementary and the High School lunch programs.
One number Dialing has been activated for the District. Our new number is 440-834-3380. A magnet with the new number will be going home with the students.

Please stop by the School District's display at the Fair and see you in school the day after Labor day.

PERSONNEL:

Certified:

Motion made by Mr. Imhof, seconded by Mr. Manfredi, to accept the following resignations:

- Pat Murphy, High School Business Teacher, effective end of 06/07 SY
- Rennae Yun, teacher, retirement resignation effective October 1, 2007

Roll Call: All Ayes. Motion carried.

Motion made by Mr. Manfredi, seconded by Mr. Miller, to approve One Year Limited Teaching Contracts for 2007/2008 School Year for the following staff members:

- Michael Chuppa, Eighth Grade Language Arts, BA-1
- Michelle Ferraton, Elementary Special Ed., MA-1
- Tamara Ann Beitzel, Jr./Sr. High School CD, MA-1

Roll Call: All Ayes. Motion carried.

Motion made by Mr. Honkala, seconded by Mr. Imhof, to approve the following supplemental contracts for 2007/2008 school year. (Contingent upon sufficient numbers of students signing up and paying participation fees.)

- Brent Nenadal, Jr. High Cross Country Coach
- Matt Marks, Band Director
- Matt Marks, Music Coordinator
- Joan Prots, Asst. Faculty Manager
- Meghan Hull, Newspaper Advisor
- Jackie Arnold, ½ Sr. High Student Council Advisor
- Ellen Edeburn, ½ Sr. High Student Council Advisor

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- Linda Stone, Jr. High Student Council Advisor
- Joan Prots, High School National Honor Society Advisor
- Linda Stanley, Jr. High National Honor Society Advisor
- Margaret Peters, Spanish National Honor Society Advisor
- Jim Lester, Sr. Class Advisor
- Kelly Mathews, Jr. Class Advisor
- Maria Ritter, Sophomore Class Advisor
- Lynn Hunter, Freshman Class Advisor
- Jackie Arnold, English Department Head
- Jim Lester, Math Department Head
- Carey Maske, Science Department Head
- Linda Stanley, General Department Head
- Ellen Edeburn, Social Studies Department Head
- Mindy Cannella, Spec. Ed. Department Head
- Cheri Goggins, CARE Team Advisor
- Sara O'Connor, SADD Advisor
- Sara O'Connor, Teen Institute Advisor
- Kelly Timmons, Interact/Leadership Advisor
- Jim Lester, Drama/Thespian Advisor
- Matt Marks, Spring Musical Director
- Meghan Hull, Asst. Spring Musical Director
- Maria Ritter, Technical Director, Fall and Spring
- Donna Bixler, BPDC Chairperson
- Sara O'Connor, BPDC Recorder
- Susan Rice, BPDC Member
- Maria Ritter, BPDC Member
- Laurie Lamb, BPDC Member
- Janet Sherman, BPDC Member
- Gina Kriz, Mentor (Monica Reedy)
- Mike Chuppa, Jr. High Football Coach
- Pat Casseday, 7th Grade Boys' Basketball Coach
- Pat Casseday, 8th Grade Girls' Basketball Coach

Mr. Honkala stated that it was nice to see some positions filled this year that were not filled last year. Thanks to Jim Lester, Maria Ritter and Meghan Hull for taking on the musical programs.

Roll Call: All Ayes. Motion carried.

Motion made by Mrs. Timmons, seconded by Mr. Miller to approve Michelle Peters as the Cross Country Volunteer Coach.

Roll Call: All Ayes. Motion carried.

Classified:

Motion made by Mr. Imhof, seconded by Mr. Manfredi to accept the resignation of Bonnie Ward as Records Control Secretary, Effective 7-6-07.

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Mr. Knapp stated that Mrs. Ward did an outstanding job and will be missed. Mrs. Timmons stated her only concern in replacing Mrs. Ward was the amount of time spent on the job. Seemed like a lot of hours were being put in for this position. Mr. Knapp said the days of the contract have been increased to 209 to mirror the secretaries contract and this should help with that issue.

Roll Call: All Ayes. Motion carried.

Motion made by Mr. Honkala, seconded by Mr. Miller to approve One Year Limited Contracts for the following staff members:

- Ammie Evers, Troy Elementary Secretary, three days a week, salary and benefits per the current negotiated agreement.
- Pauline Gardner, Records Control Secretary, salary and benefits per the current negotiated agreement.

Roll Call: All Ayes. Motion carried.

Motion made by Mr. Manfredi, seconded by Mrs. Timmons to approve the following supplemental contracts for 2007/2008 school year. (Contingent upon sufficient numbers of students signing up and paying participation fees.)

- JoAnn Green, Faculty Manager
- Darlene Cox, Audio Visual Director
- Darlene Cox, Project Love Advisor
- Nick Pitorak, Head Custodian, Troy Elementary
- Jeff Hedrick, Head Custodian, Burton Elementary
- Rick Burzanko, Head Custodian, Berkshire Jr./Sr. High School
- Leesa Burzanko, Cheerleading Advisor, Fall and Winter
- Rich Klemencic, Jr. High Football Coach

Roll Call: All Ayes. Motion carried.

Motion made by Mr. Miller, seconded by Mr. Honkala, to approve Nick Burzanko as a Substitute Custodian.

Roll Call: All Ayes. Motion carried.

Motion made by Mr. Honkala, seconded by Mr. Manfredi to approve Aimee Green as Cross Country Volunteer Coach and Zach Burzanko as Football Volunteer Coach.

Mr. Knapp told the media that anything they could do to get the word out to the public that substitutes are needed for custodians, cooks and other classified personnel would be greatly appreciated.

Roll Call: All Ayes. Motion carried.

Motion made by Mr. Miller, seconded by Mr. Honkala, to approve the 2% Salary Increase for Administrators, Supervisors and Central Office Staff for 2007/2008 School Year.

Mr. Knapp stated that the range of salary increases is between \$3.45 to \$7.00 a day for these folks. Mr. Honkala stated that we are still the lowest in the county for administrator pay, the total increase in costs of this is \$14,000. Mr. Manfredi asked about the insurance premium paid by the employees. Mr. Knapp replied that the administrators pay \$35/month for single and \$50/month for family.

Roll Call: All Ayes. Motion carried.

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Motion made by Mr. Imhof, seconded by Mr. Miller to approve a 1% Salary Increase for the Superintendent for 2007/2008 School Year.

Per Mr. Knapp this will keep him under \$100,000 for the year.

Roll Call: All Ayes. Motion carried.

Motion made by Mr. Imhof, seconded by Mr. Honkala, to approve the salary of \$70,000 (Berkshire's Share = \$35,000) for Treasurer for 2007/2008 School Year.

Mr. Imhof asked if we still bill 1/2 of the cost of insurance to Cardinal. Mr. Knapp stated that we split all costs associated with the Treasurer with Cardinal.

Roll Call: All Ayes. Motion carried.

Motion made by Mr. Honkala, seconded by Mr. Manfredi, to approve Student Tracking Agreement with LEAF for the 2007/2008 academic year.

Mr. Knapp reported that we are now required to track students after they graduate, we have done this informally in the past and now we have to do more. The same group that does the scholarship and college guidance assistance for the District will be doing this part. Mr. Honkala stated that this shows how good a job these folks do with scholarship assistance if we have many students to track after they graduate.

Roll Call: All Ayes. Motion carried.

Motion made by Mr. Imhof, seconded by Mr. Miller, to approve the firm of Bricker & Eckler to serve as construction counsel for the Board, and authorize the Treasurer and Superintendent to finalize an hourly rate for the services to be used during the design and building process.

Mr. Knapp stated that their hourly rate is between \$145–350/hour, average \$235 per hour depending on who is doing the work from within the firm. Mr. Imhof asked if we are required to use a firm for this. Mr. Honkala said yes, the county prosecutor does not represent schools during construction.

Roll Call: All Ayes. Motion carried.

Motion made by Mrs. Timmons, seconded by Mr. Honkala, to approve the pay to participate amount of \$425.00 per participant for high school sports and \$325.00 per participant for junior high sports for 2007-2008 school year. Maximum payment per participant for multiple sports would be \$850.00 for varsity sports and \$650.00 for junior high sports.

Mr. Honkala stated that basically the third sport is free. Mr. Miller asked if there are any family limits. Mr. Knapp said that he and Ms. Burzanko looked at things and it is not possible.

Roll Call: All Ayes. Motion carried.

Motion made by Mr. Miller, seconded by Mr. Manfredi, to authorize the Superintendent to form a committee of Board, Administration, staff, parents and community members to examine the scope of extra-curricular offerings (athletic and non-athletic) for K-12 in light of increasing costs and declining enrollment.

Mr. Knapp stated that this comes from the strategic planning for the district, what we can offer with costs going up and enrollment going down. Will need to look at solutions. Mr. Honkala said that his feeling and some of his colleagues is that a well rounded student includes extra-curricular activities. It is also important when completing

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a college application. *Mrs. Timmons asked what the timing of getting the committee together was.* Mr. Knapp said he wants to get one together in November so they can report back to the board by May, 2008.

Roll Call: All Ayes. Motion carried.

Motion made by Mr. Miller, seconded by Mr. Manfredi, to approve the Berkshire Elementary Parent Handbook as submitted by Mrs. Ducca.

Mr. Honkala commented on how Mrs. Ducca did a nice job of paring things down to be included in the handbook.

Roll Call: All Ayes. Motion carried.

Old Business

None.

New Business

Mr. Knapp will be setting up a meeting date to talk with design professionals, looking at Thursday, August 23rd at 6 pm at the High School. It will be executive session with no board action to follow. Notice will be put in papers.

Open Public Participation

Mr. Weber asked the board if one year was going to be sufficient to build onto BE or build a new structure. Can this be enough time to move 150 Troy students into some structure? *Mr. Knapp responded the time frame depends on what the design and costs are, we have the option to lease Troy for another year if needed.* Mrs. Timmons also stated that industry changes make it difficult to tie down the costs of the project until we know what is the best action to take.

Mr. Weber commented that as a taxpayer he has to express concerns about these excessive pay raises to the administrative staff. He has received thousands of calls regarding this 5-6% increase in two years. Either you need money in this district or you don't. You'll have to pass a bond issue, then two operating levies to run the building. The taxpayers need to know what is what.

Mr. Roy stated that he was the point-counterpoint guy. He commented that the district has reduced the administrative staff from 7 to 5 people, with no reduction in work load. He feels this is appropriate recognition to the extra work expected of these people. In the system of free enterprise, costs go up and you still need to produce good widgets. Our widgets are our students and you need good teachers and administrators to produce good students.

Mr. Honkala stated that the point made many times is we have good people, good administration and we are trying to do the best that we can to keep them here at our District. They can go elsewhere for more money.

Mr. Manfredi said that the board continues to review the staffing and will continue to make changes as needed, but we need to keep a quality staff for quality education.

Mrs. Timmons commented that our kids have so many changes in their environments every day now and we need to strive for some stability within our system. To do this, we need to be able to keep quality teachers here at Berkshire.

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Executive Session:

Motion made by Mr. Imhof, seconded by Mr. Miller to enter into executive session for the purposes of legal matters.

Roll Call: All Ayes. Motion carried.

Time entered into Executive Session: 6:50 pm

Time exited Executive Session: 7:10 pm

Adjournment

Motion by Mr. Imhof, seconded by Mr. Miller, to adjourn the meeting.

Roll Call: All Ayes. Motion carried.

Meeting was adjourned at: 7:15 pm.

Mr. Tim Honkala, President

Mrs. Merry Lou Tramont, Treasurer