
RECORD OF PROCEEDINGS

**MINUTES OF JANUARY 11, 2010 6:00 PM
BERKSHIRE BOARD OF EDUCATION**

**ORGANIZATIONAL/REGULAR MEETING
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

ORGANIZATIONAL MEETING CALL TO ORDER



PLEDGE OF ALLEGIANCE

ROLL CALL: Mr. Manfredi, Mrs. Timmons, Mr. Miller, Mr. Honkala and Mr. Koster.

Swearing in Of Newly Elected Board Members

Mrs. McCaffrey administered the oath of office for Mrs. Timmons and Mr. Manfredi.

Election of Officers

Mr. Honkala nominated Mr. Koster for President.
Nominations were closed.

Motion made by Mr. Honkala and seconded by Mr. Manfredi to approve Mr. Koster as President.

Roll Call:

Ayes: Mr. Manfredi, Mr. Honkala, Mr. Koster, Mr. Miller, Mrs. Timmons

Abstain: Mr. Koster

Nays: None

Motion carried.

Mr. Manfredi nominated Mr. Miller for Vice-President.

Nominations were closed.

Motion made by Mr. Manfredi, seconded by Mrs. Timmons to approve Mr. Miller as Vice President.

Roll Call:

Ayes: Mr. Honkala, Mr. Manfredi, Mrs. Timmons, Mr. Koster

Abstain: Mr. Miller

Nays: None

Motion carried.

Mr. Koster, newly elected president assumed responsibility for the meeting.

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Motion made by Mrs. Timmons, seconded by Mr. Miller to adopt the Agenda for the organizational meeting.

Roll Call: All Ayes
Motion carried.

Motion made by Mr. Miller, seconded by Mr. Manfredi to extend the interim contract for Beth McCaffrey, amending language pursuant to licensure requirements, to June 30, 2010, and to extend Loretta Petersen as Treasurer of Record to June 30, 2010.

Roll Call: All Ayes
Motion carried.

Motion made by Mrs. Timmons, seconded by Mr. Koster, to appoint Local Operations and Committee Liaisons as follows:

- | | |
|--------------------------------|----------------------------|
| - Auburn Career Center | Mr. Miller |
| - Facilities Committee: | Mr. Miller, Mr. Manfredi |
| - Legislative Liaison to OSBA: | Mr. Koster |
| - Representative to B.C.P.A.: | Mr. Koster |
| - OSBA Representative: | Mr. Manfredi |
| - OSBA Alternate: | Mr. Honkala |
| - Audit Committee: | Mr. Koster, Mr. Honkala |
| - Records Review Commission: | Mr. Manfredi, Mrs. Timmons |
| - School Safety Committee: | Mr. Koster |
| - Athletic Booster: | Mr. Honkala, Mr. Manfredi |
| - Tunebackers: | Mrs. Timmons |

And to advertise for two community members to join the Audit Committee.

Roll Call: All Ayes
Motion carried.

Motion made by Mr. Honkala, seconded by Mr. Miller to approve Business Meetings of the Board of Education to occur on the second Monday of each month at the Berkshire Jr./Sr. H.S. Library, 14510 North Cheshire St., Burton, at 6:00 p.m. unless otherwise noted.

February 8th
May 10th
August 9th

March 8th
June 14th
September 13th

April 12th
July 12th
October 11th

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November 15th Third Monday

December 13th

Roll Call: All Ayes
Motion carried

Motion made by Mr. Honkala, seconded by Mr. Manfredi to approve the following depositories for 2010:

Star Ohio
Huntington National Bank
Charter One

Roll Call: All Ayes
Motion carried

Motion made by Mrs. Timmons, seconded by Mr. Honkala to approve the following newspapers for Legal Notices:

News Herald – Geauga County Edition
Gauga County Maple Leaf

Roll Call: All Ayes
Motion carried

Motion made by Mr. Manfredi, seconded by Mrs. Timmons to approve the Fiscal 2011 Alternative Tax Budget.

Roll Call: All Ayes
Motion carried

Motion made by Mr. Miller, seconded by Mrs. Timmons to authorize the Treasurer to establish a service fund in accordance with O.R.C. 3315.15.

Roll Call: All Ayes
Motion carried

Motion made by Mr. Honkala, seconded by Mr. Manfredi, to authorize the Treasurer to amend the certificate of estimated resources with the County Auditor with such amendment to be presented for approval by the Board at the next regular or special meeting.

Roll Call: All Ayes
Motion carried

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Motion made by Mr. Miller, seconded by Mrs. Timmons to authorize the Treasurer to make adjustments, transfers and additional modifications to budget, revenue and appropriation accounts, as necessary to update and close fiscal year.

Roll Call: All Ayes
Motion carried

Motion made by Mr. Honkala, seconded by Mr. Manfredi to authorize the Treasurer to make payment of all bills and invoices when due. A monthly listing certified by the Treasurer shall be presented to the Board for approval at the next regularly scheduled meeting.

Roll Call: All Ayes
Motion carried

Motion made by Mr. Honkala, seconded by Mrs. Timmons to authorize the Treasurer to invest inactive funds of the school district. Monthly reports of investments shall be presented to the Board.

Roll Call: All Ayes
Motion carried

Motion made by Mr. Miller, seconded by Mrs. Timmons, to authorize the Treasurer to liquidate obsolete, broken, or otherwise unused school district equipment valued at less than \$1,000 per item.

Roll Call: All Ayes
Motion carried

Motion made by Mr. Honkala, seconded by Mr. Manfredi to approve the Treasurer's authorization to forward resolutions to request advances on first and second half tax collections from the Geauga County Auditor. The Treasurer shall be authorized to forward a resolution to the Geauga County Treasurer requesting direct wire transfer of tax funds from the Geauga County Treasury to Star Ohio or any other depository with a Designation of Depository resolution on file with the Treasurer.

Roll Call: All Ayes
Motion carried

Motion made by Mr. Miller, seconded by Mrs. Timmons to appoint Britton, Smith, Peters & Kalail as legal counsel for the Board for 2010.

Roll Call: All Ayes
Motion carried

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Motion made by Mr. Manfredi, seconded by Mr. Honkala to authorize the Superintendent to make application for all Federal and State Grants and programs on behalf of the district. The Treasurer is authorized to accept funds from all approved grants and programs.

Roll Call: All Ayes
Motion carried

Motion made by Mr. Honkala, seconded by Mr. Miller to approve the attendance and the expenditure of funds for the Superintendent and the certificated staff and school support personnel (at the Superintendent's approval) and the Treasurer and treasurer's staff (at the treasurer's approval) at in-service meetings, conferences, clinics and workshops within the State of Ohio during 2010.

Roll Call: All Ayes
Motion carried

Motion made by Mr. Honkala, seconded by Mr. Manfredi to approve the Public reading of Board of Education minutes to be waived for all meetings during the year. Each member of the Board shall receive copies of the minutes from the previous meeting in advance of the next regular meeting.

Roll Call: All Ayes
Motion carried

Motion made by Mr. Miller, seconded by Mrs. Timmons to approve Annual Membership in Ohio School Boards' Association, Legal Assistant Fund and subscription to the Briefcase online version.

Roll Call: All Ayes
Motion carried

Motion made by Mr. Honkala, seconded by Mr. Manfredi to approve the following groups to be retained on the District liability policy as eligible school groups at the appropriate rate determined by the insuring company, if any and to further require that each group submit a semi-annual financial statement to the Treasurer.

Berkshire Athletic Boosters
American Field Service (Foreign Exchange Student Program)
Burton P.T.O.
S.P.T.O.(Jr./Sr. High)
Tunebackers
Berkshire Operation Post Prom (B.O.P.P.)

Roll Call: All Ayes
Motion carried

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Superintendent's Report and Recommendations (Organizational)

Motion made by Mr. Honkala, seconded by Mr. Manfredi to approve the following recommendations:

1. Designate the Curriculum Director as local coordinator of all Federal and State programs.
2. Authorize the Superintendent to serve as the purchasing agent for the school district.
3. Authorize the Superintendent to hire personnel as needed, including substitutes, and accept resignations, with Board action to follow at the next meeting.
4. Authorize the Superintendent to enter into Contract Agreements for values less than \$10,000.00.
5. Designate the Superintendent to serve as the district's Asbestos, Toxic Hazard Preparedness Officer and OSHA Compliance Management Plan Coordinator.

Roll Call: All Ayes
Motion carried

Motion made by Mr. Honkala, seconded by Mr. Miller to adjourn the Organizational meeting at 6:30 p.m.

Roll Call: All Ayes
Motion carried

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REGULAR MEETING CALL TO ORDER

ROLL CALL: Mrs. Timmons, Mr. Koster, Mr. Miller, Mr. Honkala and Mr. Manfredi,

Motion made by Mr. Manfredi, seconded by Mrs. Timmons to approve the current Agenda and Minutes of December 7th regular meeting.

Roll Call: All Ayes
Motion carried

Treasurer's Report:

Let the records reflect that – The Treasurer has submitted a statement to the board and to the Superintendent showing the revenues and receipts from whatever sources derived, the various appropriations made by the board, the expenditures and disbursements therefrom, the purposes thereof, and the balances remaining in each fund. The financial statements for the period ending **December, 2009** submitted subject to audit and include: Financial Summary, Appropriations and Revenue Summary, Check Register Recap, and Bank Reconciliation per *ORC 3313.29*

Appropriation Modifications:

Motion made by Mr. Manfredi, seconded by Mr. Koster to approve all appropriation modifications for December as needed.

Roll Call: All Ayes
Motion carried

Advance:

Motion made by Mr. Manfredi, seconded by Mr. Honkala to approve the following advances made in December 2009:

| | |
|---------------------------|------------|
| 001 General Fund | (\$349.89) |
| 009 Uniform Supplies Fund | \$349.89 |

Roll Call: All Ayes
Motion carried

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Approve Invoice:

Motion made by Mr. Honkala, seconded by Mrs. Timmons to approve the Then and Now for the invoices that were presented for payment without an open encumbrance adequate to pay.

Appropriations were available at the time of expenditure for invoices:

| | | |
|-------------------|-----------------------|------------|
| HF Group | Rebind Books | \$ 510.00 |
| Master Security | Fire Alarm | \$6,480.00 |
| Cerni Motor Sales | Parts - Buses | \$ 630.00 |
| Blair Printing | Winter Sports Program | \$1,170.00 |

Roll Call: All Ayes

Motion carried

Accept Donation

Motion made by Mr. Honkala, seconded by Mr. Miller to accept an anonymous donation in the name of Ray Porter for the amount of \$1,520.00 to be applied to Middle School wrestling.

Roll Call: All Ayes

Motion carried

Motion made by Mr. Miller, seconded by Mr. Honkala to accept a donation by Saint Gobain in the amount of \$1,420.00 to be used for the class of 2010 after prom.

Roll Call: All Ayes

Motion carried

Vocational Reports

Mr. Miller reported that Auburn Career Center had the final reading and adoption of the Volunteer Policy.

Committee Reports

Mrs. Timmons reported that Health Care Committee is underway and has had two meetings.

Mr. DeLong reported that the gym floor at Burton Elementary will begin the weekend of January 15th pending the installation of gas regulators that control the heating system.

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Superintendent's Report and Recommendations:

Certified:

Motion made by Mr. Honkala, seconded by Mr. Manfredi to approve the following supplementals for the remainder of the 2009/2010 school year:

- Karin Mathews French National Honor Society Advisor
- Tracy Rea Spanish National Honor Society Advisor

Roll Call: All Ayes

Motion carried

Classified:

Motion made by Mr. Miller, seconded by Mrs. Timmons to approve a supplemental contract to Michael Garling for head custodian of Berkshire High School for the remainder of the 2009/2010 school year.

Roll Call: All Ayes

Motion carried

Business:

Motion made by Mr. Manfredi, seconded by Mr. Koster to approve the Field Experiences/Student Teaching Agreement between Kent State University and the Berkshire Local School District.

Roll Call: All Ayes

Motion carried

Motion made by Mrs. Timmons, seconded by Mr. Manfredi to approve the English/Language Arts Courses of Studies.

Roll Call: All Ayes

Motion carried

Motion made by Mr. Miller, seconded by Mr. Manfredi to approve the Second Reading of the following NEOLA policies:

| | | | | | |
|------|---------|---------|------|------|---------|
| 0140 | 3121 | 3140 | 3362 | 4362 | 5200 |
| 5335 | 5460 | 5517 | 5630 | 5722 | 7420 |
| 7540 | 7540.03 | 7540.04 | 7542 | 7543 | 8320.01 |
| 8400 | 8800 | | | | |

Roll Call: All Ayes

Motion carried

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Motion made by Mr. Honkala, seconded by Mrs. Timmons to approve the eight grade trip to Washington DC from April 15, 2010 through April 17, 2010.

Roll Call: All Ayes
Motion carried

Old Business

None

New Business:

Motion made by Mr. Honkala, seconded by Mr. Manfredi to set the date of March 6, 2010 for the Administrative Retreat.

Roll Call: All Ayes
Motion carried

Burton Village Councilman Jeff Coleman informed the Board of a recent vehicle accident at Ford and Goodwin Avenues that occurred during school dismissal involving his son. He expressed his concern as a parent and a councilman that the lack of flashing lights is causing unsafe conditions as busy times of the day. He asked that the Board consider contributing monies to fund flashing signs that would operate at peak school hours. Each set of lights would cost approximately \$5,000.

Mr. Manfredi congratulated Mrs. Shirkey on the efficiency rating that was assigned to the District through the Ohio Department of Education.

Board Members Recognition Month

Mr. Delong presented each Board Member with a certificate from the OSBA in thanks for their service on the School Board.

Open Public Participation

Mrs. Shirkey expanding on the efficiency rating and informed the Board that the rating is attached to more state dollars up to 10% of current funding.

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Adjournment

Motion made by Mr. Honkala, seconded by Mrs. Timmons, to adjourn the meeting.

Roll Call: All Ayes

Motion carried

Meeting was adjourned at: 7:15 p.m.

Mr. Jim Koster President

Mrs. Beth McCaffrey Recorder of Proceedings