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# RECORD OF PROCEEDINGS

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**MINUTES OF MAY 9, 2011 6:00 PM  
BERKSHIRE BOARD OF EDUCATION**

**REGULAR MEETING  
HIGH SCHOOL LIBRARY**

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\* 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*

## **REGULAR MEETING CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**



**Roll Call:** Mr. Miller, Mr. Honkala, Mr. Koster, Mr. Manfredi, Mrs. Timmons

Motion made by Mr. Honkala, seconded by Mr. Manfredi to approve the current agenda and the minutes from April 11<sup>th</sup>, regular meeting and April 30<sup>th</sup>, special board meeting.

Roll Call: All Ayes  
Motion Carried.

### **Treasurer's Report:**

#### **Expenditures and Interest Earned:**

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 **April, 2011** submitted subject to audit and include: Financial Summary, Appropriations and Revenue Summary, Check Register Recap, and Bank Reconciliation per *ORC 3313.29*

Motion made by Mr. Miller, seconded by Mr. Honkala, to accept the following donations:

- \$1000 to Interact Club from the Burton/Middlefield Rotary
- \$250.00 to the Pay to Participate Fees from Raymond E. Kellogg

Roll Call: All Ayes  
Motion Carried.

Motion made by Mr. Manfredi, seconded by Mrs. Timmons, to designate the Uniform School Supplies Fund for the collection of student fees.

Roll Call: All Ayes  
Motion Carried.

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## **Vocational Report**

Mr. Miller reported that Auburn Career Center's performance audit will be released tonight. The audit was conducted by the Auditor of State's office and will report on five different areas of Auburn. Mr. Miller will report the results at the next regular meeting.

## **Committee Reports**

None

## **SUPERINTENDENT'S REPORT AND RECOMMENDATIONS:**

### **Personnel:**

#### **Certified:**

Motion made by Mr. Honkala, seconded by Mr. Manfredi, to accept the retirement for the following employees, effective July 1, 2011:

- Patrick Casseday
- Donna Bixler

Roll Call: All Ayes  
Motion Carried.

Motion made by Mr. Miller, seconded by Mrs. Timmons, to recall Amanda Ray, Intervention Teacher, from the RIF list for the 2011/2012 school year, due to change in student needs.

Roll Call: All Ayes  
Motion Carried.

Motion made by Mr. Honkala, seconded by Mr. Manfredi, to approve a Two Year Limited Contract to the following employee, effective July 1, 2011:

- Jeff Kwasniewski                      Technology Coordinator

Roll Call: All Ayes  
Motion Carried.

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**Classified:**

Motion made by Mr. Koster, seconded by Mrs. Timmons, to accept the retirement of Carol Hietanen, bus driver, effective July 1, 2011.

Roll Call: All Ayes

Motion Carried.

Motion made by Mr. Manfredi, seconded by Mrs. Timmons, to approve the implementation of a reduction in force (RIF) for the following classified employees for the 2011/2012 school year due to change in student needs and budgetary issues.

- Garnet Brown            Library Aide    Burton Elementary
- Darlene Cox            Library Aide    Berkshire High School

Roll Call: All Ayes

Motion Carried.

Motion made by Mr. Koster, seconded by Mr. Honkala to approve the following Contracts effective for the 2011-2012 school year:

- |                    |                 |                  |
|--------------------|-----------------|------------------|
| • Barb Lillibridge | Playground Aide | Continuing       |
| • Melissa Malkus   | Secretary       | Continuing       |
| • Cynthia Chilbert | Cook            | Continuing       |
| • Karen Holschuh   | Breakfast Cook  | Two Year Limited |

Roll Call: All Ayes

Motion Carried.

Motion made by Mr. Miller, seconded by Mr. Koster to approve the following supplemental Contracts for the 2011-2012 school year:

- |                |                      |
|----------------|----------------------|
| • Ken Landrus  | Head Custodian – BE  |
| • Mike Garling | Head Custodian – HS  |
| • Jen Harrison | Cafeteria Supervisor |

Roll Call: All Ayes

Motion Carried.

Motion made by Mr. Honkala, seconded by Mrs. Timmons to approve Bruce Cline to give support assistant for a special education student to attend the prom.

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Roll Call: All Ayes  
Motion Carried.

Motion made by Mr. Honkala, seconded by Mr. Manfredi to approve the supplemental Contract for 75% Head Boys' Track coach to Jordan Hazen for the 2010/2011 school year.

Roll Call: All Ayes  
Motion Carried.

Business:

Motion made by Mr. Honkala, seconded by Mr. Manfredi, to approve the preliminary list for the Graduating Class of 2011. Graduating seniors must complete all district and state requirements in order to receive a diploma. At the June regular meeting, the final list will be approved and recorded in the minutes.

Roll Call: All Ayes  
Motion Carried.

Motion made by Mr. Miller, seconded by Mr. Koster, to approve the Student Handbook for the Berkshire Junior/Senior High School for the 2011/2012 school year.

Roll Call: All Ayes  
Motion Carried.

Motion made by Mr. Manfredi, seconded by Mrs. Timmons, to approve the following class fees for Burton Elementary for the 2011/2012 school year:

- Kindergarten \$40.00
- 1<sup>st</sup> Grade \$45.00
- 2<sup>nd</sup> Grade \$45.00
- 3<sup>rd</sup> Grade \$40.00
- 4<sup>th</sup> Grade \$40.00
- 5<sup>th</sup> Grade \$40.00
- 6<sup>th</sup> Grade \$40.00

Roll Call: All Ayes  
Motion Carried.

Motion made by Mr. Honkala, seconded by Mrs. Timmons, to approve the following students as Counselors for the 2011 sixth grade camp:

- Miranda Barth 12<sup>th</sup> Grade

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- Marie Carrigan 12<sup>th</sup> Grade
- Lisa Koehn 12<sup>th</sup> Grade
- Allie Noble 12<sup>th</sup> Grade
- Amanda Ray 12<sup>th</sup> Grade
- Nicole Sickafoose 12<sup>th</sup> Grade
- Harley Adler 11<sup>th</sup> Grade
- Lisa Gregory 11<sup>th</sup> Grade
- Bryan Briggs 12<sup>th</sup> Grade
- Kevin Hix 12<sup>th</sup> Grade
- Mack Neil 12<sup>th</sup> Grade
- Jai Perrin 12<sup>th</sup> Grade
- Andrew Smith 12<sup>th</sup> Grade
- Tim Goff 11<sup>th</sup> Grade
- Dave Byler 11<sup>th</sup> Grade
- Kyle Blair 11<sup>th</sup> Grade

Alternates:

- Katie Fabian 12<sup>th</sup> Grade
- Becca Koziol 11<sup>th</sup> Grade
- David Ayres 12<sup>th</sup> Grade

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:

**New:**

1613            2461            6550            8550

**Revised:**

0160            2120            2412            3213            3215            4213            4215  
5200            5512            5751            6231            6232            6320            6460  
7434            7540            7540.03        7540.04        8431            8500            9150  
9160

Roll Call: All Ayes  
Motion Carried.

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## Old Business

None

## New Business

None

## Open Public Participation

None

## **Executive Session**

Motion made by Mr. Miller, seconded by Mr. Manfredi to enter into Executive Session to discuss personnel issues.

Motion made at 6:10 p.m.

Roll Call: Mr. Koster – Aye, , Mr. Manfredi – Aye, Mr. Miller – Aye Mr. Honkala – Aye, Mrs. Timmons – Aye

Motion Carried

The Board entered into executive session at 6:15 p.m.

The Board exited executive session at 7:15 p.m.

## **Adjournment**

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

Roll Call: All Ayes

Motion Carried.

Meeting Adjourned at 7:16 p.m.

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Mr. Roger Miller

President

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Mrs. Beth McCaffrey

Recorder of Proceedings