
RECORD OF PROCEEDINGS

**MINUTES OF JANUARY 14, 2013 6:15 PM
BERKSHIRE BOARD OF EDUCATION**

**ORGANIZATIONAL/REGULAR MEETING
BOARD OFFICES**

* 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: Ms. Timmons, Mr. Miller, Mr. Honkala, Mr. Koster and Mr. Manfredi

Election of Officers

Mr. Miller nominated Mr. Manfredi for President.
Nominations were closed.

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

Roll Call:

Ayes: Mr. Honkala, Mr. Miller, Ms. Timmons, Mr. Koster
Abstain: Mr. Manfredi
Nays: None

Motion carried.

Mr. Koster nominated Ms. Timmons for Vice-President.
Nominations were closed.

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

Motion made by Mr. Koster, seconded by Mr. Honkala to approve Ms. Timmons as Vice President.

Roll Call:

Ayes: Mr. Manfredi, Mr. Honkala, Mr. Koster, Mr. Miller
Abstain: Ms. Timmons
Nays: None

Motion carried.

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Motion made by Mr. Honkala, seconded by Ms. Timmons to adopt the Agenda for the organizational meeting.

Roll Call: All Ayes

Motion carried.

Motion made by Mr. Miller, seconded by Ms. Timmons, 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. Manfredi |
| - Representative to B.C.P.A.: | Mr. Koster |
| - OSBA Representative: | Mr. Manfredi |
| - OSBA Alternate: | Ms. Timmons |
| - Audit Committee: | Mr. Honkala, Ms. Timmons |
| - Records Review Commission: | Mr. Manfredi, Ms. Timmons |
| - School Safety Committee: | Ms. Timmons |
| - Athletic Booster: | Mr. Honkala |
| - Tunebackers: | Ms. Timmons |
| - Health Insurance Committee: | Mr. Koster |

Roll Call: All Ayes

Motion carried.

Motion made by Mr. Miller, seconded by Mr. Honkala to approve Business Meetings of the Board of Education to occur on the second Monday of each month at the Board of Education offices , 14259 Claridon Troy Rd., Burton, at 6:15 p.m. unless otherwise noted.

February 11th

March 11th

April 8th

May 13th

June 10th

July - No meeting in July

August 12th

September 9th

October 14th

November 18th - Third Monday

December 9th

Roll Call: All Ayes

Motion carried

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Motion made by Mr. Honkala, seconded by Ms. Timmons to approve the following depositories for 2013:

Star Ohio
Huntington National Bank
Charter One
Middlefield Banking Company

Roll Call: All Ayes
Motion carried

Motion made by Mr. Honkala, seconded by Mr. Manfredi 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. Koster, seconded by Mr. Miller to approve the Fiscal 2014 Alternative Tax Budget.

Roll Call: All Ayes
Motion carried

Motion made by Mr. Miller, seconded by Mr. Koster 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 Ms. Timmons, 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

Motion made by Mr. Miller, seconded by Ms. 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

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Motion made by Mr. Miller, seconded by Mr. Koster 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 Mr. Manfredi 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. Honkala, seconded by Mr. Miller, 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 Ms. Timmons 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 Mr. Koster to permit the Treasurer to solicit and advertise if necessary for legal counsel for the Board for 2013.

Roll Call: All Ayes

Motion carried

Motion made by Mr. Honkala, seconded by Mr. Manfredi 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

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Motion made by Mr. Miller, seconded by Mr. Honkala 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 2013.

Roll Call: All Ayes
Motion carried

Motion made by Mr. Manfredi, seconded by Mr. Koster 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. 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

Superintendent's Report and Recommendations (Organizational)

Motion made by Mr. Miller, seconded by Mr. Koster 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.

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Roll Call: All Ayes
Motion carried

Motion made by Mr. Honkala, seconded by Mr. Miller to approve the following Resolution:

To authorize the Superintendent, during periods when this Board is not in session, to make offers of employment directly to candidates for either teaching or nonteaching positions on behalf of this Board, and to acknowledge acceptance of such offers on behalf of this Board, subject to a subsequent vote of ratification by this Board; provided, however, that upon ratification by this Board, the employment shall be deemed effective as of the date and time of the employee's acceptance of the Superintendent's offer.

Nothing in this resolution shall require the Board of Education to employ or continue to employ an individual who has not provided a criminal records check satisfactory to the board or who has not satisfied any other prerequisite to employment created by law or Board policy.

The authorization provided by this resolution shall commence on January 14, 2013 and remain in effect through January 13, 2014.

Roll Call: All Ayes
Motion carried

Motion made by Mr. Manfredi, seconded by Mr. Koster to approve the following Resolution:

To authorize the Superintendent, on behalf of this Board, to accept resignations which have been submitted by employees during times when this Board is not in session, subject to ratification by this Board; provided, however, that upon ratification by this Board, such resignations shall be deemed effective as of the date and time of the Superintendent's acceptance.

The authorization provided by this resolution shall commence on January 14, 2013 and remain in effect through January 13, 2014.

Roll Call: All Ayes
Motion carried

Motion made by Mr. Honkala, seconded by Mr. Manfredi to adjourn the Organizational meeting at 6:33 p.m.

Roll Call: All Ayes
Motion carried

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REGULAR MEETING CALL TO ORDER

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

Motion made by Mr. Miller, seconded by Mr. Manfredi to approve the current Agenda and Minutes of December 10th 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, 2012** submitted subject to audit and include: Financial Summary, Appropriations and Revenue Summary, Check Register Recap, and Bank Reconciliation per *ORC 3313.29*

Vocational Reports

Mr. Miller reported that Auburn Career Center is continuing its exploration of a new building. Construction is expected to begin in September.

Committee Reports

Mr. DeLong reported that Health Care Committee will have their Wellness Fair for the staff on Friday, January 25th. The Facilities Committee will have their first meeting on February 6th at 3:45 p.m. at the Board Offices.

Superintendent's Report and Recommendations:

A. Certified:

Motion made by Mr. Manfredi, seconded by Mr. Koster, to accept the retirement resignation of Patricia Laughlin, music teacher, effective March 4, 2013.

Roll Call: All Ayes
Motion carried

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B. Classified:

Motion made by Mr. Miller, seconded by Mr. Koster, to approve the following supplemental positions:

- Nick Burzanko Strength Coach, 2nd Semester

Roll Call: All Ayes

Motion carried

Motion made by Mr. Koster, seconded by Mr. Manfredi, to approve John Emig as a volunteer for the junior high math club.

Roll Call: All Ayes

Motion carried

Motion made by Ms. Timmons, seconded by Mr. Honkala, to approve the following substitute positions:

- Michael T. Girolamo Bus Driver and Custodian
- James D. Novak Custodian

Roll Call: All Ayes

Motion carried

C. Business:

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

0167.2 Bylaw	1220	1310	1411	1422
1520	2260	2340	2623	2623.02
3120	3120.04	3120.05	3120.06	3120.07
3120.08	3122	3142	3211	4120
4120.04	4120.08	4122	4211	5112
5136V1-Delete	5136V2-Delete	5410	5460	5517.01
6107	6320	6440	6450	6460
7300	7530.02	7542	3120.06-Table	3120.07-Table
8120-Delete	8210	8462	8800	8900
1422F1	1422F2	2260F1	2260F2	
2260F8-Delete	3122F1	3122F2	3122F8-Delete	4122F1
4122F2	4122F8-Delete	7530.01F1		

Roll Call: All Ayes

Motion carried

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Old Business

None

New Business:

The Burton Police Chief addressed the recent article in the Maple Leaf.

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

Mr. Hornyak asked about security in the school building. Mr. DeLong said that all security procedures have been reviewed by the administration.

Executive Session:

Pursuant to Ohio Revised Code Section 121.22(G)(1), we hereby move that the Board adjourn to executive session for the purpose of personnel matters

Motioned by Mr. Honkala, seconded by Mr. Miller to enter into executive session to discuss personnel matters,

Roll Call: All Ayes
Motion Carried.

The Board entered into executive session at 7:10 p.m.

The Board exited executive session at 8:00 p.m.

Adjournment

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

Roll Call: All Ayes
Motion carried

Mr. John Manfredi President

Mrs. Beth McCaffrey Recorder of Proceedings