
RECORD OF PROCEEDINGS

**MINUTES OF JANUARY 13, 2015 6:00 P.M.
BERKSHIRE BOARD OF EDUCATION**

**ORGANIZATIONAL/REGULAR BOARD MEETING
BERKSHIRE HIGH SCHOOL CAFETERIA**

* 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



PLEDGE OF ALLEGIANCE

Roll Call: Mr. Koster, Mr. Manfredi, Mr. Honkala, Mrs. Brown – present

A motion made by Mr. Honkala, seconded by Mr. Koster to accept the resignation of Mr. Miller, Board Member effective January 11, 2015.

Roll Call: All Ayes
Motion Carried.

Election of Officers

Mr. Honkala nominated Mr. Koster, President

Motion made by Mr. Manfredi, seconded by Mr. Honkala to nominate Mr. Koster, Board President.

Roll Call: Mr. Manfredi – Aye, Mr. Honkala – Aye, Mrs. Brown – Aye
Mr. Koster - Abstain
Motion Carried.

Mr. Honkala nominated Mrs. Kim Brown, Vice President

Motion made by Mr. Honkala, seconded by Mr. Koster to nominate Mrs. Kim Brown, Vice President.

Roll Call: Mr. Manfredi – Aye, Mr. Honkala – Aye, Mr. Koster – Aye
Mrs. Brown- Abstain
Motion Carried

Motion made by Mr. Honkala, Seconded by Mrs. Brown to adopt the Agenda for the organizational meeting.

Roll Call: All Ayes
Motion Carried.

Motion made by Mr. Honkala, Seconded by Mr. Manfredi to approve the 2015 appointment of Standing Committee Liaisons:

- Auburn Career Center: Mr. Miller
- Facilities Committee: Mr. Honkala, Mr. Manfredi

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- Legislative Liaison to OSBA: Mr. Koster
- Representative to B.C.P.A.: Mr. Koster
- OSBA Representative: Mrs. Brown
- OSBA Alternate: Mr. Manfredi
- Audit Committee: Mrs. Brown & Mr. Honkala
- Records Review Commission : Mr. Koster & Mr. Manfredi
- School Safety Committee: Mrs. Brown
- Athletic Booster: Mr. Honkala, Mr. Manfredi
- Tunebackers: Mrs. Brown
- Health Insurance Committee: Mr. Koster & Mrs. Brown

Roll Call: All Ayes

Motion Carried.

Motion made by Mr. Manfredi, Seconded by Mr. Honakal to approve Business Meetings of the Board of Education to occur on the second Monday of each month, and any special meetings as needed, at the Berkshire Board of Education, 14259 Claridon Troy Road., Burton, at 6:00 p.m. unless otherwise noted. Board members will be compensated for all regular and special meetings of the Board.

February 9th
March 9th
April 13th
May 11th
June 8th
July 13th
August 10th
September 14th
October 12th
November 16th - Third Monday
December 14th

Roll Call: All Ayes

Motion Carried.

Motion made by, Mr. Honkala, Seconded by Mr. Manfredi to approve the following depositories for 2015:

Star Ohio
Huntington National Bank
Charter One
Middlefield Banking Company

Roll Call: All Ayes

Motion Carried.

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Motion made by Mrs. Brown, 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. Manfredi, Seconded by Mr. Honkala to approve the Fiscal 2016 Alternative Tax Budget.

Roll Call: All Ayes
Motion Carried.

Motion made by Mr. Honkala, Seconded by Mr. Manfredi to authorize Treasurer to establish a service fund in accordance with O.R.C. 3315.15.

Roll Call: All Ayes
Motion Carried.

Motion made by Mrs. Brown, Seconded by Mr. Manfredi to authorize 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. Honkala, Seconded by Mr. Manfredi that the Treasurer shall be authorized 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 approve that the Treasurer shall be authorized to make payment of all bills and invoices when due. A monthly listing certified by the Treasurer shall be presented to the Board at the regularly scheduled meeting.

Roll Call: All Ayes
Motion Carried.

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Motion made by Mrs. Brown, Seconded by Mr. Honkala to approve the Treasurer shall be authorized 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. Manfredi 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 Mrs. Brown 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 or 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. Honkala, Seconded by Mr. Manfredi to permit the Treasurer to solicit and advertise if necessary for legal counsel for the Board for 2015.

Roll Call: All Ayes
Motion Carried.

Motion made by Mr. Manfredi, Seconded by Mr. Honkala to approve the Superintendent shall be authorized 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 Mrs. Brown, 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 2015.

Roll Call: All Ayes
Motion Carried.

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Motion made by Mr. Honkala, Seconded by Mr. Manfredi to approve the Public reading of Board of Education minutes is 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.

- Berkshire Athletic Boosters
- American Field Service (Foreign Exchange Student Program)
- Burton P.T.O.
- S.P.T.O. (Jr./Sr. High School)
- 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. Honkala, seconded by Mr. Manfredi to approve the substitute list submitted by the Geauga County Board of Education each month of 2015:

Roll Call: All Ayes
Motion Carried.

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 enter into Contract Agreements for values less than \$10,000.
4. 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.

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Motion made by Mr. Honkala, seconded by Mr. Koster 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 13, 2015 and remain in effect through January 12, 2016.

Roll Call: All Ayes
Motion Carried.

Motion made by Mr. Honkala, seconded by Mr. Manfredi 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 13, 2015 and remain in effect through January 12, 2016.

Roll Call: All Ayes
Motion Carried.

Motion made by Mr. Honkala, Seconded by Mrs. Brown to adjourn the meeting.

Roll Call: All Ayes
Motion Carried.

Meeting Adjourned at 6:33 P.M.

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REGULAR JANUARY MEETING January 13, 2015

Call to Order

Roll Call: Mr. Honkala, Mrs. Brown, Mr. Koster and Mr. Manfredi - present.

Motion made by Mr. Honkala, seconded by Mr. Manfredi to approve the current Agenda and Minutes of December 10th regular meeting.

Roll Call: All Ayes

Motion Carried.

Presentation of Joint Forecast for Berkshire LSD and Ledgesmont LSD

Mrs. McCaffrey presented a joint forecast for Berkshire Local and Ledgesmont Local School Districts.

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, 2014** 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. Honkala, seconded by Mr. Manfredi to approve the following appropriation modifications:

Straight A Fund	\$95,000.00
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Roll Call: All Ayes

Motion Carried.

New Fund:

Motion made by Mrs. Brown, seconded by Mr. Honkala to approve a new fund to account for grant monies received for the I Learn Ohio E-textbook Grant.

Roll Call: All Ayes

Motion Carried.

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Donation:

Motion made by Mr. Honkala, seconded by Mr. Manfredi to accept the \$500.00 donation from Saint Gobain to defer pay to participate fees.

Roll Call: All Ayes

Motion Carried.

Income Tax Resolution:

Motion made by Mr. Manfredi, seconded by Mrs. Brown to approve the resolution proposing the levy of an annual tax for current operation expenses on the school district income of individuals and determining to proceed with the submission of said levy of .25% earned income to be placed on the May 5, 2015 election.

Roll Call: All Ayes

Motion Carried.

Vocational Report

None

Committee Reports

February will be the first facilities meeting of the year and BCPA will be meeting on Thursday. The Tunebackers will be going to Disney and will be having a sub sandwich fundraiser Super Bowl Sunday to raise funds for this trip.

Superintendent's Report and Recommendations

Classified:

Motion made by Mr. Honkala, seconded by Mr. Manfredi to approve a one year limited contract for Kerry Kish for the position of cook, Step 0 with salary and benefits per the classified agreement.

Roll Call: All Ayes

Motion Carried.

Motion made by Mr. Honkala, seconded by Mr. Koster to approve Melissa Malkus as Administrative Assistant at the Board Office, responsibility Level 8, Step 5 for the remaining of the 129 days left in the 14/15 school year.

Roll Call: All Ayes

Motion Carried.

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Motion made by Mrs. Brown, seconded by Mr. Honkala to approve Kristen Csontos as a volunteer girls basketball coach.

Roll Call: All Ayes
Motion Carried.

Business:

Motion made by Mr. Honkala, seconded by Mr. Koster to accept the bid from Southeast Security Corp, as the lowest and the best, for \$118,900 for wireless services.

Roll Call: All Ayes
Motion Carried.

Old Business:

January 6 was Career Day with Geauga County Growth Partnership with Ledgemont and Newbury schools participating.

New Business:

A joint meeting between Ledgemont LSD and Berkshire was tentatively arranged for January 20th at 6:00 PM at Kent State University Geauga Campus.

Board Members Recognition Month

Mr. DeLong presented each Board Member with a certificate of Recognition for their service as Board Members.

Open Public Participation:

Mr. Eric Higgs, teacher, requested copies of reports mentioned in number 15 and 21 of the organizational meeting and number 4 of the regular meeting.

Questions were asked regarding the Tech Committee and how often they meet, where and when.

Sara O'Connor, teacher, asked about Ledgemont having Chromebooks issued to them. Wanted to know if funds were available for Berkshire students to get Chromebooks for curriculum would align.

Carrie Maske, teacher, wanted further explanation regarding the two grants Berkshire has been awarded. Mr. DeLong explained the STEM grant through the Auburn Career Center and the OSU grant.

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Adjournment

Moved by Mr. Honkala, Seconded by: Mr. Manfredi to adjourn the meeting

Roll Call: All Ayes

Motion Carried.

Meeting Adjourned at 7:58 P.M.

Mr. James Koster President

Mrs. Beth McCaffrey Recorder of Proceedings