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# RECORD OF PROCEEDINGS

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MINUTES OF SEPTEMBER 24, 2007, 7:00 AM  
BERKSHIRE BOARD OF EDUCATION

SPECIAL/WORK SESSION  
ADMINISTRATION CENTER

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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*

## CALL TO ORDER



## PLEDGE OF ALLEGIANCE

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

## **ITEMS TO BE DISCUSSED:**

**Five Year Forecast** – Mrs. Tramont presented the five-year forecast based on known revenue and expenditure facts for the General fund for fiscal years 2008 – 2012. The various line items were discussed and some changes were made to bring the forecast more in align with current operations.

The driving factors of the forecast are:

- ❖ **Real Property Taxes** – Every three years the county auditor will update the assessed valuations and it is then reflected in changes to the taxes collected. Each year small increases/decreases can occur due to new construction or destruction of homes.
- ❖ **Personal Property Taxes** – This tax is being phased out over the next few years, do not expect to collect it past fiscal year 2012. The replacement/make-up monies are classified as property tax allocations.
- ❖ **Income Tax** – The new monies from the income tax levy replacement to earned income only will not show up until fiscal year 2009, it is expected to collect approximately \$1,580,000 per year.
- ❖ **Unrestricted Grants** – This is the monies received through the school foundation settlements each month. The amount expected for fiscal year as the basic aid amount is \$3,200,134, plus or minus various items such as open enrollment, career tech, and special education monies.
- ❖ **Restricted Grants** – This is the monies received through the school foundation settlements each month that can only be used for specific purposes such as bus purchase allowances.
- ❖ **Property Tax Allocations** – These monies include the tangible personal property tax make-up amounts as well as the homestead and rollback reimbursements from the state and the electric deregulation property tax replacement amounts.
- ❖ **Other Revenues** – This includes interest, tuition, pay-to-participate fees, class fees, rentals, donations and other services provided.
- ❖ **Transfers/Advances** – This includes the return of monies needed by other funds due to timing of grants and expenditures.
- ❖ **Salaries** – This includes salaries and sick, vacation and personal time payments for all employees of the districts. Minor increases are expected each year due to step increases and educational credit increases as listed in the negotiated contracts.
- ❖ **Benefits** – There will be a small increase in insurance premiums and a corresponding increase in retirement benefits to correlate with the increase in salaries. It is possible that SERS and STRS will be increasing the employer's share to more than 14% as we currently pay now.

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- ❖ **Purchased Services** – There will be large increases to all services connected to special education students with the transfer of duties from Metzenbaum. Utilities will see increases up to 10% over the next few years.
- ❖ **Materials and Supplies** – There will be minor increases in supplies for classrooms, bus repairs, building maintenance and janitorial services.
- ❖ **Capital Outlay** – Replacement of aging equipment and major updates to extend the useful life of current assets. Will need to continue to replace an aging fleet one bus at a time over the next few years.
- ❖ **Other Expenditures** – Includes the Auditor and Treasurer fees charged on our tax collections and increases to the County ESC deductions on the foundation statement settlements.
- ❖ **Transfers/Advances** - This includes monies needed by other funds due to timing of grants and expenditures.
- ❖ **Reservation of Fund Balance for Capital Improvements** – This includes funds from the general fund setaside to cover future capital improvements/repairs to our aging buildings.

## **Job Descriptions:**

*Tech Coordinator* – Mr. Knapp presented a job description for the new position of tech coordinator for the board to review. Discussed position.

*Outdoor Education* – Mr. Knapp presented a revised job description for the position of outdoor education advisor for the board to review. Discussed position and changes needed.

## **Architect Contract Proposal:**

*Three choices of how to do a construction manager for the project -*

1. Construction Manager functions included in architect contract.
2. Lead Contractor with scheduling and cost consultants during pre-building phase.
3. Straight Construction Manager contract.

The Board discussed the differences and options and decided they preferred the lead contractor with scheduling and cost consultants during the pre-building phase of the project.

## **Committees:**

*Supplemental Committee* – Administrators are Steve Reedy, Jenn Sabol, Mandy Burzanko and Jim Knapp. Board Members will be Roger Miller and Tim Honkala.

*Teacher Evaluation Committee* – Administrators are Cindy Ducca, Gina Symsek and Jim Knapp. Board Members will be Val Timmons and John Manfredi.

## **EXECUTIVE SESSION:**

Motion made by Mr. Imhof, seconded by Mr. Miller, to go into executive session for the purpose of considering the purchase or sale of property.

Roll Call: All Ayes. Motion carried.

Entered into executive session: 6:55 pm

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Motion made by Mrs. Timmons, seconded by Mr. Manfredi, to leave executive session.  
Roll Call: All Ayes. Motion carried.

Exited executive session: 7:15 pm

## **Adjournment**

Motion by Mrs. Timmons, seconded by Mr. Manfredi, to adjourn the meeting.  
Roll Call: All Ayes. Motion carried.

Meeting was adjourned at: 7:16 pm.

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Mr. Tim Honkala, President

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Mrs. Merry Lou Tramont, Treasurer