
RECORD OF PROCEEDINGS

**MINUTES OF JANUARY 10, 2011 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: Mrs. Timmons, Mr. Miller, Mr. Honkala and Mr. Koster.
Mr. Manfredi, Absent (out of town)

Election of Officers

Mr. Koster nominated Mr. Miller for President.

Nominations were closed.

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

Roll Call:

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

Abstain: Mr. Miller

Absent: Mr. Manfredi

Nays: None

Motion carried.

Mr. Koster nominated Mr. Honkala for Vice-President.

Nominations were closed.

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

Roll Call:

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

Abstain: Mr. Honkala

Absent: Mr. Manfredi

Nays: None

Motion carried.

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

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

Roll Call: All Ayes
One Absent
Motion carried.

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

Roll Call: All Ayes
One Absent
Motion carried.

Motion made by Mr. Honkala, seconded by Mr. Koster 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 14th
March 14th
April 11th
May 9th
June 13th - Board of Education Building, 14259 Claridon Troy
July 11th - Board of Education Building, 14259 Claridon Troy
August 8th - Board of Education Building, 14259 Claridon Troy
September 12th
October 10th
November 21st - Third Monday
December 12th

Roll Call: All Ayes
One Absent
Motion carried

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Motion made by Mrs. Timmons, seconded by Mr. Miller to approve the following depositories for 2011:

Star Ohio
Huntington National Bank
Charter One

Roll Call: All Ayes
One Absent
Motion carried

Motion made by Mr. Koster, seconded by Mr. Miller to approve the following newspapers for Legal Notices:

News Herald – Geauga County Edition
Gauga County Maple Leaf

Roll Call: All Ayes
One Absent
Motion carried

Motion made by Mr. Manfredi, seconded by Mrs. Timmons to approve the Fiscal 2012 Alternative Tax Budget.

Roll Call: All Ayes
One Absent
Motion carried

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

Roll Call: All Ayes
One Absent
Motion carried

Motion made by Mr. Honkala, seconded by Mr. Koster, 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
One Absent
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
One Absent
Motion carried

Motion made by Mr. Honkala, 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
One Absent
Motion carried

Motion made by Mr. Koster, seconded by Mr. Miller 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
One Absent
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
One Absent
Motion carried

Motion made by Mr. Honkala, seconded by Mr. Koster 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
One Absent
Motion carried

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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 2011.

Roll Call: All Ayes
One Absent
Motion carried

Motion made by Mr. Honkala, seconded by Mrs. Timmons 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
One Absent
Motion carried

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 2011.

Roll Call: All Ayes
One Absent
Motion carried

Motion made by Mrs. Timmons, seconded by Mr. Honkala 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
One Absent
Motion carried

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

Roll Call: All Ayes
One Absent
Motion carried

Motion made by Mr. Honkala, seconded by Mrs. Timmons 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.

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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
One Absent
Motion carried

Superintendent's Report and Recommendations (Organizational)

Motion made by Mr. Miller, seconded by Mr. Timmons 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
One Absent
Motion carried

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

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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 10, 2011 and remain in effect through December 31, 2011.

Roll Call: All Ayes
One Absent
Motion carried

Motion made by Mr. Honkala, seconded by Mr. Miller 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 10, 2011 and remain in effect through December 31, 2011.

Roll Call: All Ayes
One Absent
Motion carried

Motion made by Mr. Honkala, seconded by Mrs. Timmons to adjourn the Organizational meeting at 6:21 p.m.

Roll Call: All Ayes
One Absent
Motion carried

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REGULAR MEETING CALL TO ORDER

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

Motion made by Mrs. Timmons, seconded by Mr. Koster to approve the current Agenda and Minutes of December 20th regular meeting.

Roll Call: All Ayes
One Absent
Motion carried

Release of Financial Reports:

Mrs. McCaffrey presented the Board with the Comprehensive Annual Financial Report (CAFR) and the Popular Annual Financial Report (PAFR). Several students were recognized for their contributions of artwork to the reports.

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, 2010** 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. Koster, seconded by Mr. Miller to increase the appropriations for the activities account by \$17,718.82.

Roll Call: All Ayes
One Absent
Motion carried

Vocational Reports

Mr. Miller reported that Auburn Career Center has hired an architectural firm to repair the roofs of the center.

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Committee Reports

Mr. DeLong reported that Health Care Committee will have their first Wellness Fair for the staff on Friday, January 21st.

Superintendent's Report and Recommendations:

A. Certified:

Motion made by Mr. Miller, seconded by Mr. Koster to accept the resignation of Jim Lester from the supplemental position of Assistant Director for the Spring Musical of 2011.

Roll Call: All Ayes
One Absent
Motion carried

B. Classified:

Motion made by Mr. Honkala, seconded by Mr. Koster to accept the retirement resignation of Louis Wagner, one-half time custodian, effective February 6, 2011.

Roll Call: All Ayes
One Absent
Motion carried

C. Business:

Motion made by Mr. Miller, seconded by Mr. Koster to approve the trip for the Berkshire marching band to Disney World from Monday, April 18, 2011, through Saturday April 23, 2011.

Roll Call: All Ayes
One Absent
Motion carried

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

Roll Call: All Ayes
One Absent
Motion carried

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Motion made by Mrs. Timmons, seconded by Mr. Koster to approve the Berkshire Jr./Sr. High school class fees for 2011/2012.

Roll Call: All Ayes
One Absent
Motion carried

Motion made by Mr. Koster, seconded by Mrs. Timmons to approve the First Reading of the following NEOLA policies:

2260	2260.01	2370	3122	3430.03	4122
4430.03	5111.01	5111.02	5460	5517.01	8450
9160					

Roll Call: All Ayes
One Absent
Motion carried

Old Business

None

New Business:

Motion made by Mr. Honkala, seconded by Mrs. Timmons to set the date of February 12, 2011 for the Administrative Retreat.

Roll Call: All Ayes
One Absent
Motion carried

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. Weber questioned why the financial report contained such a large carryover. Mrs. McCaffrey informed Mr. Weber that many items such as utilities cost less than expected.

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Adjournment


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

Roll Call: All Ayes


One Absent

Motion carried

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



Mr. Roger Miller President



Mrs. Beth McCaffrey Recorder of Proceedings