
RECORD OF PROCEEDINGS

**MINUTES OF JANUARY 11, 2016 6:00 P.M.
BERKSHIRE BOARD OF EDUCATION**

**ORGANIZATIONAL/REGULAR MEETING
BERKSHIRE BOARD OF EDUCATION**

* 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

Swearing in of Newly Elected Board Members

Administration of oath of office for Mr. Boyd, Mrs. Raikes and Mr. Wadsworth

President Pro Tem (Kim Brown)

Roll Call: Mr. Boyd, Mr. Wadsworth, Mrs. Brown, Mr. Manfredi, Mrs. Raikes – present

Election of Officers:

Mr. Manfredi nominated Mrs. Brown, President

Motion was made by Mr. Manfredi, seconded by Mrs. Raikes to nominate Mrs. Brown for Board President.

Roll Call: All Ayes

Motion Carried.

Mrs. Brown nominated Mr. Manfredi, Vice President

Motion made by Mrs. Brown, seconded by Mr. Wadsworth to nominate Mr. Manfredi, for Board Vice President.

Roll Call: All Ayes

Motion Carried.

Motion made by Mr. Manfredi, Seconded by Mr. Boyd to adopt the Agenda for the organizational meeting.

Roll Call: All Ayes

Motion Carried.

RECORD OF PROCEEDINGS

*MINUTES OF JANUARY 11, 2016 6:00 P.M.
BERKSHIRE BOARD OF EDUCATION*

*ORGANIZATIONAL/REGULAR MEETING
BERKSHIRE BOARD OF EDUCATION*

Motion made by Mr. Manfredi, Seconded by Mr. Boyd to approve the 2016 appointment of Standing Committee Liaisons:

- Auburn Career Center: Mr. Miller
- Facilities Committee: Mr. Boyd & Mr. Manfredi
- Legislative Liaison to OSBA: Mrs. Brown
- Representative to B.C.P.A.: Mr. Koster
- OSBA Representative: Mr. Wadsworth
- OSBA Alternate: Mrs. Brown
- Audit Committee: Mr. Wadsworth & Mrs. Brown
- Records Review Commission: Mrs. Brown & Mrs. Raikes
- School Safety Committee: Mr. Boyd
- Athletic Booster: Mrs. Wadsworth & Mrs. Raikes
- Tunebackers: Mrs. Brown

Roll Call: All Ayes
Motion Carried.

Motion made by Mr. Boyd, Seconded by Mr. Wadsworth 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 8th
March 14th
April 11th
May 9th
June 13th
July 11th
August 8th
September 12th
October 10th
November 21th - Third Monday
December 12th

Roll Call: All Ayes
Motion Carried.

Motion made by Mr. Manfredi, Seconded by Mr. Boyd to approve the following depositories for 2016:

Star Ohio
Huntington National Bank
Middlefield Banking Company

Roll Call: All Ayes
Motion Carried.

RECORD OF PROCEEDINGS

*MINUTES OF JANUARY 11, 2016 6:00 P.M.
BERKSHIRE BOARD OF EDUCATION*

*ORGANIZATIONAL/REGULAR MEETING
BERKSHIRE BOARD OF EDUCATION*

Motion made by Mrs. Raikes, Seconded by Mr. Wadsworth 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. Boyd to approve the Fiscal 2017 Alternative Tax Budget.

Roll Call: All Ayes
Motion Carried.

Motion made by Mrs. Raikes, Seconded by Mrs. Brown 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 Mr. Boyd, 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 Mrs. Raikes, Seconded by Mr. Wadsworth 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 Mrs. Brown, Seconded by Mr. Boyd 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.

Motion made by Mr. Boyd, Seconded by Mr. Wadsworth 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.

RECORD OF PROCEEDINGS

*MINUTES OF JANUARY 11, 2016 6:00 P.M.
BERKSHIRE BOARD OF EDUCATION*

*ORGANIZATIONAL/REGULAR MEETING
BERKSHIRE BOARD OF EDUCATION*

Roll Call: All Ayes
Motion Carried.

Motion made by Mr. Manfredi, Seconded by Mrs. Brown 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. Boyd, Seconded by Mrs. Raikes 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 Mrs. Brown, Seconded by Mr. Wadsworth to permit the Treasurer to solicit and advertise if necessary for legal counsel for the Board for 2016.

Roll Call: All Ayes
Motion Carried.

Motion made by Mr. Manfredi, Seconded by Mr. Boyd to approve the Superintendent to 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. Wadsworth 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 2016.

Roll Call: All Ayes
Motion Carried.

RECORD OF PROCEEDINGS

*MINUTES OF JANUARY 11, 2016 6:00 P.M.
BERKSHIRE BOARD OF EDUCATION*

*ORGANIZATIONAL/REGULAR MEETING
BERKSHIRE BOARD OF EDUCATION*

Motion made by Mr. Boyd, 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 Mrs. Raikes, Seconded by Mr. Boyd 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.)
- Ledgemont PTO

Roll Call: All Ayes
Motion Carried.

Superintendent's Report and Recommendations (Organizational):

Motion made by Mr. Manfredi, seconded by Mr. Wadsworth to approve the substitute list submitted by the Gauga County Board of Education each month of 2016:

Roll Call: All Ayes
Motion Carried.

Motion made by Mr. Boyd, Seconded by Mrs. Brown 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.

RECORD OF PROCEEDINGS

*MINUTES OF JANUARY 11, 2016 6:00 P.M.
BERKSHIRE BOARD OF EDUCATION*

*ORGANIZATIONAL/REGULAR MEETING
BERKSHIRE BOARD OF EDUCATION*

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

The Superintendent is required to inform the Board members prior to an offer of employment on new and added positions. This may be done via board notes.

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 11, 2016 and remain in effect through January 9, 2017.

Roll Call: Mr. Wadsworth, Mrs. Raikes, Mrs., Brown, Mr. Manfredi, Mr. Boyd

All Ayes

Motion Carried.

Motion made by Mrs. Brown, 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 11, 2016 and remain in effect through January 9, 2017.

Roll Call: Mr. Wadsworth, Mrs. Raikes, Mrs. Brown, Mr. Manfredi, Mr. Boyd

All Ayes

Motion Carried.

RECORD OF PROCEEDINGS

*MINUTES OF JANUARY 11, 2016 6:00 P.M.
BERKSHIRE BOARD OF EDUCATION*

*ORGANIZATIONAL/REGULAR MEETING
BERKSHIRE BOARD OF EDUCATION*

Adjournment

Motion made by Mrs. Raikes, seconded by Mr. Boyd to adjourn the organizational meeting at 6:25 p.m.

Roll Call: All Ayes

Motion Carried.

Mrs. Kim Brown

President

Mrs. Beth McCaffrey

Recorder of Proceedings

RECORD OF PROCEEDINGS

MINUTES OF JANUARY 11, 2016 6:00 P.M.
BERKSHIRE BOARD OF EDUCATION

ORGANIZATIONAL/REGULAR MEETING
BERKSHIRE BOARD OF EDUCATION

REGULAR JANUARY MEETING January 11, 2016

Roll Call: Mr. Wadsworth, Mr. Boyd, Mrs. Brown, Mrs. Raikes, Mr. Manfredi-present

Motion made by Mrs. Brown, seconded by Mr. Manfredi to approve the current Agenda and Minutes of December 14th regular meeting.

Roll Call: All Ayes
Motion Carried.

Mrs. McCaffrey released the Comprehensive Annual Financial Report for the period ending June 30, 2015.

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, 2015** submitted subject to audit and include: Financial Summary, Appropriations and Revenue Summary, Check Register Recap, and Bank Reconciliation per *ORC 3313.29*.

Appropriation Changes:

Motion made by Mr. Manfredi, seconded by Mrs. Raikes to approve the following Appropriation changes:

General Fund	+ 491,529.51
Title I	+ 2,772.70
Title II	+ 2,166.00

Roll Call: All Ayes
Motion Carried.

Transfers:

Motion made by Mr. Manfredi, seconded by Mr. Boyd to approve the following transfer:

From General to Termination Benefits	\$139,704.67
From General to Food Services	\$ 30,000.00

Roll Call: All Ayes
Motion Carried.

RECORD OF PROCEEDINGS

MINUTES OF JANUARY 11, 2016 6:00 P.M.
BERKSHIRE BOARD OF EDUCATION

ORGANIZATIONAL/REGULAR MEETING
BERKSHIRE BOARD OF EDUCATION

Ohio Schools Council Cooperative Bus Purchase

Motion made by Mr. Manfredi, seconded by Mrs. Brown to participate in the 2016/2017 Ohio Schools Council Cooperative School Bus Purchased Program and authorizes the Ohio Schools Council to advertise and receive bids on behalf of the Berkshire Board of Education as per the specifications submitted for the cooperative purchase of three (3) 72 passenger conventional school bus chassis and body.

Roll Call: All Ayes
Motion Carried.

Donations:

Motion made by Mrs. Raikes, seconded by Mr. Boyd to approve the following donations to Power of the Pen:

Richard and Megan Guthrie	\$ 20.00
Mark and Sandra O'Conner	\$ 20.00
Jennifer Catanese	\$ 10.00
Maria Koler	\$ 50.00
Rebecca Hall	\$150.00
Carey Maske	\$ 10.00
Karen Fortier	\$ 20.00
Michelle Paluf	\$ 20.00
Kathy Pinkava	\$ 10.00

Roll Call: All Ayes
Motion Carried.

Five Year Forecast:

Motion made by Mr. Manfredi, seconded by Mrs. Raikes to approve the updated five year forecast.

Roll Call: All Ayes
Motion Carried.

Vocational Report:

Mr. Miller reported the addition at the Auburn Career Center is moving along and that the curriculum team is meeting next week. The building will be done June 1. They are on schedule and under budget.

RECORD OF PROCEEDINGS

*MINUTES OF JANUARY 11, 2016 6:00 P.M.
BERKSHIRE BOARD OF EDUCATION*

*ORGANIZATIONAL/REGULAR MEETING
BERKSHIRE BOARD OF EDUCATION*

Committee Reports:

Mr. DeLong noted the facilities committee in meeting next month to look at the buildings and put together a list of permanent improvement projects to be completed this summer. Beth mentioned there is about \$420,000 this year.

Mr. Manfredi asked Mr. DeLong the status is of the Ipads at the high school. Mr. DeLong mentioned the staff all has the devices and within two weeks, all the students will as well. Mr. DeLong also mentioned Berkshire has a Straight A grant and has \$160,000 to spend on technology, which he plans to purchase more Ipads with. Mr. Manfredi added he would like a time line with the technology implementation in the buildings.

Mrs. Brown asked what the status is of the Leighton Trust monies. Mr. DeLong mentioned nothing has been done as of yet.

Superintendent's Report and Recommendations - Regular Meeting:

Certified:

Motion made by Mrs. Raikes, seconded by Mr. Manfredi to approve the following supplemental contracts for 2015/2016:

- Eric Germovsek Sixth Grade Camp
- Matt Morbeto Sixth Grade Camp
- Debbie Zenz Sixth Grade Camp

Roll Call: All Ayes
Motion Carried.

Classified:

Motion made by Mrs. Brown, seconded by Mr. Wadsworth to approve a revision to the contract of Cheryl Chapman, Cafeteria Worker, from 2.0 hours per day at Ledgemont Elementary to 4.0 per day at the High School effective January 11, 2016.

Roll Call: All Ayes
Motion Carried.

Motion made by Mr. Boyd, seconded by Mr. Manfredi to approve Robert Lausin as a substitute bus driver at \$15.12 per hour.

Roll Call: All Ayes
Motion Carried.

RECORD OF PROCEEDINGS

*MINUTES OF JANUARY 11, 2016 6:00 P.M.
BERKSHIRE BOARD OF EDUCATION*

*ORGANIZATIONAL/REGULAR MEETING
BERKSHIRE BOARD OF EDUCATION*

Motion made by Mr. Brown, seconded by Mr. Boyd to approve the first reading for the following NEOLA Policies New/Revisions/Deletions:

1130

Roll Call: All Ayes
Motion Carried.

Old Business:

Mr. DeLong mentioned Junior Career Day is taking place tomorrow at Kent Geauga. This is in conjunction with the Geauga Growth Partnership. The students will work on resume writing.

The Kent consolidation “focus group” is meeting this Wednesday at 7:00pm in the high school library.

The Kent consolidation meeting is at Kent Geauga on Thursday at 6:00pm at Kent Geauga.

New Business:

Board Members Recognition Month

Motion made by Mr. Wadsworth, seconded by Mr. Boyd to approve Sixth Grade Camp at 4-H Camp Whitewood (Windsor) from May 9 – May 13, 2016.

Roll Call: All Ayes
Motion Carried.

Mr. DeLong mentioned this Wednesday after school the AC4P group will be meeting the student from Virginia Tech.

February 25, the high school will be holding an informational night regarding College Credit Plus. Newbury and Cardinal will also be attending.

Mr. Manfredi asked Mr. DeLong to look ahead at next year to see if positions need to be added or subtracted as we have to start thinking about being financially responsible now and not waiting until May.

RECORD OF PROCEEDINGS

*MINUTES OF JANUARY 11, 2016 6:00 P.M.
BERKSHIRE BOARD OF EDUCATION*

*ORGANIZATIONAL/REGULAR MEETING
BERKSHIRE BOARD OF EDUCATION*

Open Public Participation

Mr. Miller stated he would like to attend the facility committee meetings as a community member. He also mentioned the athletic director should contact all coaches about the upcoming facilities meetings.

Mr. Reedy asked for a number of savings needed so they can begin to look at staffing. He asked what the ideal class size would be. Mr. DeLong responded by saying on average, about 25 students. It does not make sense to offer a class with single digit number of students enrolled. Mr. Higgs added they are limited as far as adding classes and some important decision making needs to happen.

Adjournment of Regular Meeting

A motion made by Mr. Manfredi, seconded by Mrs. Raikes to adjourn the meeting.

Roll Call: All Ayes
Motion Carried.

Meeting Adjourned at 7:05 p.m.

Mrs. Kim Brown

President

Mrs. Beth McCaffrey

Recorder of Proceedings