
RECORD OF PROCEEDINGS

MINUTES OF JUNE 13, 2016 6:00 PM
BERKSHIRE BOARD OF EDUCATION

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

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

Motion made by Mr. Wadsworth, seconded by Mr. Manfredi to approve the current agenda.

Discussion: None

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

All Ayes

Motion Carried.

Motion made by Mr. Manfredi, seconded by Mr. Wadsworth to approve the minutes from the May 4, 2016 special meeting, May 9, 2016 regular meeting, May 23, 2016 special meeting, and May 31, special meeting.

Discussion: None

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

All Ayes

Motion Carried.

Mrs. Dawn Fleming gave a brief presentation on Berkshire starting a daycare or preschools program in the district.

Treasurer's Report:

Expenditures and Interest Earned:

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 **May, 2016** submitted subject to audit and include: Financial Summary, Appropriations and Revenue Summary, Check Register Recap, and Bank Reconciliation per *ORC 3313.29*.

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Scholarships

Motion made by Mr. Wadsworth, seconded by Mr. Boyd to award scholarships of \$200.00 each for the following students to their chosen college/university:

- McKenna Brown
- Taeler Charvat
- Nathaniel Schultz
- Madalyn Timmons
- Jarett Young

Discussion: Mrs. Raikes asked why this was not approved at the last month board meeting. Mrs. McCaffrey explained that the winner had not yet been announced and it was kept secret as to surprise the award winners at the senior awards ceremony.

Roll Call: Mr. Manfredi-aye, Mrs. Raikes-aye, Mr. Wadsworth-aye, Mr. Boyd-aye,
Mrs. Brown-abstained
4 ayes, 1 abstained
Motion Carried.

Appropriations Modifications

Motion made by Mrs. Raikes, seconded by Mr. Boyd to approve the following appropriation modifications:

Principals Fund	018	(150.00)	
Misc Grants	019	847.14	
Athletics	300	(5,723.46)	
Straight A	466	2,500.00	
Permanent Improvements	003	36,542.56	
Cafeteria	006	4,200.16	
Student Activities	200	(17,007.48)	
Trust Account	007	8,200.00	
Employee Insurance	024	69,000.00	
Agency	022	(268.44)	
Rotary	014	(2,215.12)	

Discussion: None

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Roll Call: Mrs. Raikes-aye, Mr. Wadsworth-aye, Mr. Boyd-aye, Mrs. Brown-aye, Mr. Manfredi-aye
All Ayes
Motion Carried.

Bus Purchase and Lease approval:

Motion made by Mr. Manfredi, seconded by Mr. Boyd to approve the purchase of three buses through the Ohio Schools Council Cooperative School Bus Purchasing program. The lowest and best bid is awarded to Meyers Equipment at a base price of \$82,198. The treasurer is authorized to enter into a five year lease for the total purchase price of \$246,594 at a rate of 3.17%

Discussion: Mrs. Raikes questioned the cost difference between leasing or purchasing. Mrs. McCaffrey noted it was the 3.17% of interest. Mrs. McCaffrey also noted that Berkshire would not be able to afford three buses to purchase them outright. Mrs. Raikes then asked what happens to the buses after the five year lease. Mrs. McCaffrey answered this was a capital lease and the buses would belong to Berkshire.

Roll Call: Mr. Wadsworth-aye, Mr. Boyd-aye, Mrs. Brown-aye, Mr. Manfredi-aye, Mrs. Raikes-aye
All Ayes
Motion Carried.

Approve Property Insurance Rates:

Motion made by Mr. Wadsworth, seconded by Mr. Boyd to approve renewing property insurance for Berkshire Local Schools through Ohio School Plan for \$51,590. The coverage period is July 1, 2016 through June 30, 2017.

Discussion: None

Roll Call: Mr. Boyd-aye, Mrs. Brown-aye, Mr. Manfredi-aye, Mrs. Raikes-aye, Mr. Wadsworth-aye
All Ayes
Motion Carried.

Then and Now Encumbrance:

Motion made by Mr. Manfredi, seconded by Mr. Wadsworth to approve the Then and Now Encumbrance for \$5,500.00 to Monroe Plumbing.

Discussion: Mrs. Brown asked what this was for. Mrs. McCaffrey answered by saying this was for the hot water heater that blew at Burton Elementary. She also thanked Monroe Plumbing for dropping everything to come fix it.

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Roll Call: Mrs. Brown-aye, Mr. Manfredi-aye, Mrs. Raikes-aye, Mr. Wadsworth-aye, Mr. Boyd-aye
All Ayes
Motion Carried.

Tax Abatement:

Motion made by Mr. Body, seconded by Mr. Wadsworth to approve the ten year tax abatement with Engineered Endeavors and to accept a payment in lieu of taxes in the amount of \$10,972 annually and to further waive the forty five day review period.

Discussion: Mrs. Brown asked Mrs. McCaffrey to explain this. Mrs. McCaffrey explained Engineered Endeavors was looking for property in the Berkshire Industrial Park. They bought land and will build a new building. This company produces cell towers that are disguised as trees. Engineered Endeavors approached the Burton Township Trustees and asked for a tax abatement. They want to be “good neighbors” and do the right thing to the schools Mrs. McCaffrey added.

Roll Call: Mr. Manfredi-aye, Mrs. Raikes-aye, Mr. Wadsworth-aye, Mr. Boyd-aye, Mrs. Brown-aye
All Ayes
Motion Carried.

Temporary Appropriations for FY 2017

Motion made by Mr. Wadsworth, seconded by Mr. Manfredi to approve the Temporary Appropriations for FY 2017, which begins July 1, 2016, based on the Certified Revenues as approved by the County Auditor.

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<u>General Fund</u>	16,639,076.00
<u>Special Revenue Funds:</u>	
Principals Fund	45,000.00
Athletics	85,000.00
EMIS	4,000.00
One Net	3,600.00
Title VIB IDEA Part B	276,000.00
Title I	310,000.00
Title IIA – Improving Teacher Quality	60,000.00
<u>Capital Projects Fund:</u>	
Permanent Improvement	400,000.00
<u>Enterprise Funds:</u>	
Food Service	340,000.00
Uniform School Supplies	45,270.00
<u>Internal Service Funds</u>	
Rotary	13,000.00
Elementary Fund	2,000.00
Self Insurance Fund	390,000.00
<u>Fiduciary Fund:</u>	
Student Activities Fund	65,000.00
Total Temporary Appropriations	18,677,946.00

Discussion: Mrs. Brown asked if the appropriates would be what is listed. Mrs. McCaffrey noted these numbers are based off of what was submitted to the Auditors Office back in February and that these are just temporary and will most likely change once the district can see what the grant monies will be for the next school year.

Roll Call: Mrs. Raikes-aye, Mr. Wadsworth-aye, Mr. Boyd-aye, Mrs. Brown-aye, Mr. Manfredi-aye
All Ayes
Motion Carried.

Vocational Report

Mr. Miller reported Auburn Career Center will be putting a .25 mill on the ballot this fall

Committee Reports

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Mrs. McCaffrey gave updates on various projects. Gym roof at Berkshire High School is almost complete, bleachers at the stadium are underway. Concrete slab has been poured and we are awaiting the bleachers to arrive in 2-3 weeks. Once the roof is done, the floors at all buildings will be refinished. She also mentioned the wall study at Ledgemont Elementary will be done sometime next week, depending on weather. This test will show the moisture within the walls and will also have samples of the roof taken.

SUPERINTENDENT'S REPORT AND RECOMMENDATIONS:

Personnel:

Certified:

Motion made by Mrs. Brown, seconded by Mrs. Raikes to accept the resignation of Karrie Bocci effective August 22, 2016.

Discussion: Mrs. Raikes asked Mr. DeLong what she taught. He answered by stating she taught 8th grade Science.

Roll Call: Mrs. Raikes-aye, Mr. Wadsworth-aye, Mr. Boyd-aye, Mrs. Brown-aye, Mr. Manfredi-aye
All Ayes
Motion Carried.

Motion made by Mr. Manfredi, seconded by Mrs. Raikes to approve the following Supplemental Contracts for the 2016/2017 school year (pending sufficient number of students participating):

- | | |
|-----------------------|--|
| • Sara O'Connor | BPDC Chairperson |
| • Tracy Rea | BPDC Recorder |
| • Melissa Furst | BPDC Member |
| • Kim Fiest | BPDC Member |
| • Kristen Boyd | BPDC Member |
| • Jennifer Ray | Student Council Advisor-HS |
| • Jill Jaskiewicz | National Junior Honor Society |
| • Joni Prots | National Honor Society Advisor-HS |
| • Tracy Rea | Spanish National Honor Society Advisor |
| • Meghan Hull | Senior Class Advisor |
| • Tamara Beitzel-Rowe | Junior Class Advisor |
| • Maria Koler | Sophomore Class Advisor |
| • Nichole Kiczek | Freshman Class Advisor |
| • Lynn Hunter | Department Head-Language Arts |
| • Jim Lester | Department Head-Math |

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- Carey Maske Department Head-Science
- Tracy Rea Department Head-Encore
- Eric Higgs Department Head-Social Studies
- Tamara Beitzel-Rowe Department Head-Special Education
- Meghan Hull Audio/Visual Coordinator
- Michelle Paluf Project Love/AC4P
- Nichole Kiczek Care Team Advisor
- Rich Guthrie 8th Grade Trip Coordinator
- Meghan Hull Newspaper Advisor
- Nichole Kiczek Power of the Pen Advisor
- Brittany Bakalar SADD/TI Advisor
- Jim Lester Spring Musical Director
- Jim Lester Thespian Advisor/Fall Play Director
- Tara Rykes Yearbook
- Josh DeWeese Head Football Coach - Varsity
- Kelsey Kimmel Junior High Volleyball Coach
- Taylor Simmons Junior High Volleyball Coach
- Dave List Boys' Golf Coach
- Hannah Bomback Girls' Golf Coach
- Nichole Kiczek Cross Country Assistant Coach
- Mike Colabuno Assistant Football Coach

Discussion: None

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

4 ayes, 1 abstained

Motion Carried.

Motion made by Mrs. Brown, seconded by Mr. Boyd to approve Aimee Green at the OGT Boot Camp
Instructor per the negotiated agreement.

Discussion: Mrs. Brown asked if this was during the summer or the school year. Mr. DeLong said it
was going on right now in the summer.

Roll Call: Mr. Boyd-aye, Mrs. Brown-aye, Mr. Manfredi-aye, Mrs. Raikes-aye, Mr. Wadsworth-aye
All Ayes

Motion Carried.

Motion made by Mr. Wadsworth, seconded by Mr. Boyd to approve the extended school year tutor rate
to \$25 per hour.

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Discussion: Mrs. Raikes asked if that was for a specific tutor. Mr. DeLong mentioned this was not for anyone specific, just the new rate. Mr. Boyd asked how many students should need a tutor. Ms. Dawn Fleming noted there were a few students who need tutoring.

Roll Call: Mrs. Brown-aye, Mr. Manfredi-aye, Mrs. Raikes-aye, Mr. Wadsworth-aye, Mr. Boyd-aye
All Ayes

Motion Carried.

Motion made by Mr. Boyd seconded by Mr. Wadsworth to approve ten (10) extended days to Megan Hull, Technology Integration Teacher.

Discussion: Mr. Wadsworth asked if this was to run the new website. Mr. DeLong stated it was for the website upkeep and the iPad integration. Mr. DeLong mentioned this new website would not be up and running until middle of August. Mr. Manfredi mentioned he would like Mr. DeLong to help Megan Hull speed this project along so it can be running before school starts.

Roll Call: Mr. Manfredi-aye, Mrs. Raikes-aye, Mr. Wadsworth-aye, Mr. Boyd-aye, Mrs. Brown-aye
All Ayes

Motion Carried.

Classified:

Motion made by Mr. Wadsworth, seconded by Mr. Manfredi to approve the following Aide positions for the 2016/2017 school year:

Judy Lester One year limited contract

Discussion: Mrs. Brown asked where she would be. Mr. DeLong stated she would be at Burton Elementary to help students

Roll Call: Mrs. Raikes-aye, Mr. Wadsworth-aye, Mr. Boyd-aye, Mrs. Brown-aye, Mr. Manfredi-aye
All Ayes

Motion Carried.

Motion made by Mrs. Brown, seconded by Mr. Manfredi to approve the following Supplemental Contracts for the 2016/2017 school year (Pending sufficient number of students participating, where applicable):

- Michael Garling Head Custodian-High School
- Jim Palmer Head Custodian-Burton Elementary
- Calvin Brady Head Custodian-Ledgemont Elementary
- Keith Clapacs Head Coach Boys Basketball
- Dennis Lory Head Coach Girls Basketball

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- Adam Lange Head Coach Wrestling
- Nick Burzanko Asst. Varsity Football Coach
- Ron Brown Asst. Varsity Football Coach
- Tom Hinkle Freshman Football Coach
- Rich Klemencic Asst. Varsity Football Coach
- Matt McDermott Junior High Football Coach
- Dallas Provost Boys' Varsity Soccer Coach
- Richard Narone Girls' Varsity Soccer Coach
- Barb Lillibridge Jr. High Soccer Coach
- Gary Wasson Jr. High Soccer Coach
- Jon DiFiore Girls' Assistant Soccer Coach
- David Kindall Boys' Cross Country Coach
- Aimee Green Girls' Cross Country Coach
- Mary Sullivan Badgerette Advisor
- Robin Stanley Cheerleading Advisor-HS Fall
- Kim Freiling Cheerleading Advisor-Junior High Fall
- Kim Freiling Cheerleading Advisor-Junior High Winter
- Bonnie Makowski Cleaning Position/BOE

Discussion: Mrs. Raikes asked if all position were posted internally and externally. Mr. DeLong said yes. Mr. Boyd questioned if Dennis Lory was the only one to apply for girls basketball coach. Mr. Hiscox said yes, he was the only one to apply. Mrs. Brown added they are making some changes with the coaches and what they are and are not allowed to do. For example, the coaches are no longer allowed in the locker room of the opposite sex and there must always be 2 coaches together.

Roll Call: Mr. Wadsworth-aye, Mr. Boyd-aye, Mrs. Brown-aye, Mr. Manfredi-aye, Mrs. Raikes-aye
All Ayes
Motion Carried.

Motion made by Mr. Manfredi, seconded by Mr. Boyd to approve Lavada Hanley as a substitute secretary.

Discussion: Mrs. Raikes asked what building this would be for. Mr. DeLong answered by saying that it was for any buildings.

Roll Call: Mr. Boyd-aye, Mrs. Brown-aye, Mr. Manfredi-aye, Mrs. Raikes-aye, Mr. Wadsworth-aye
All Ayes
Motion Carried.

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Business:

Motion made by Mr. Wadsworth, seconded by Mrs. Raikes to approve the Memorandum of Understanding with the Berkshire Education Association to alter the Donation of Sick leave policy from 30 days to 60 days and to allow the time to be used for the care of a child between the ages of newborn and 18 years of age.

Discussion: None

Roll Call: Mrs. Brown-aye, Mr. Manfredi-aye, Mrs. Raikes-aye, Mr. Wadsworth-aye, Mr. Boyd-aye
All Ayes

Discussion: Mrs. Brown informed Mr. Boyd that he needed to abstain. Mr. Boyd responded that there was no need for him to abstain from this motion.

Motion Carried.

Motion made by Mrs. Brown, seconded by Mr. Manfredi to approve to advertise for a half-time art position at Ledgesmont Elementary.

Discussion: None

Roll Call: Mr. Manfredi-aye, Mrs. Raikes-aye, Mr. Wadsworth-aye, Mr. Boyd-aye, Mrs. Brown-aye
All Ayes

Motion Carried.

Motion made by Mrs. Brown, seconded by Mr. Wadsworth to approve an 8th Grade Trip to Washington DC & Gettysburg for May 3rd through May 6th, 2017.

Discussion: None

Roll Call: Mrs. Raikes-aye, Mr. Wadsworth-aye, Mr. Boyd-aye, Mrs. Brown-aye, Mr. Manfredi-aye
All Ayes

Motion Carried.

Motion made by Mrs. Brown, seconded by Mr. Boyd to approve an contract for medical review and prescription services, affiliated with the Medicaid program, with Dr. Paul Martin for the 2015/2016 and 2016/2017 school years at \$40 and \$45 per prescription respectively.

Discussion: Mrs. Brown asked Mrs. McCaffrey to explain this. Mrs. McCaffrey stated this is not a new policy nationwide, just new to Ohio. Every service that is billed to Medicaid must have a prescription attached to it. Some students may have many and other may just have one. Mrs. McCaffrey also added since we belong to Ohio Alliance Billing, they will go through all IEP's and write the prescriptions. They suggested this is the best way to handle this as it is the most cost effective.

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Roll Call: Mr. Wadsworth-aye, Mr. Boyd-aye, Mrs. Brown-aye, Mr. Manfredi-aye, Mrs. Raikes-aye
All Ayes
Motion Carried.

Motion made by Mr. Manfredi, seconded by Mrs. Raikes to approve the Handbook for Burton Elementary for the 2016/2017 school year.

Discussion: None

Roll Call: Mr. Boyd-aye, Mrs. Brown-aye, Mr. Manfredi-aye, Mrs. Raikes-aye, Mr. Wadsworth-aye
All Ayes
Motion Carried.

Motion made by Mr. Boyd, seconded by Mrs. Raikes to approve the Handbook for Berkshire Jr./Sr. High School for the 2016/2017 school year.

Discussion: None

Roll Call: Mrs. Brown-aye, Mr. Manfredi-aye, Mrs. Raikes-aye, Mr. Wadsworth-aye, Mr. Boyd-aye
All Ayes
Motion Carried.

Motion made by Mrs. Brown, seconded by Mrs. Raikes to approve the Student Athlete/Parent and Coaches Handbooks for the 2016/2017 school year.

Discussion: None

Roll Call: Mr. Manfredi-aye, Mrs. Raikes-aye, Mr. Wadsworth-aye, Mr. Boyd-aye, Mrs. Brown-aye
All Ayes
Motion Carried.

Motion made by Mr. Boyd, seconded by Mr. Manfredi to approve the final list for the Graduating Class of 2016.

Discussion: Mrs. Raikes asked why this list is being approved again. Mr. DeLong mentioned this is the final list as the first list was just all the seniors and not all of them graduated. Mr. Steve Reedy also mentioned that three did not graduate but two are attending summer school and the other will be attending Berkshire again next year.

Roll Call: Mrs. Raikes-aye, Mr. Wadsworth-aye, Mr. Boyd-aye, Mrs. Brown-abstained,
Mr. Manfredi-aye
4 ayes, 1 abstained

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Motion Carried.

Motion made by Mr. Wadsworth, seconded by Mr. Manfredi to approve a Contract between the Berkshire Board of Education and Exceptional Kids Therapy Services, LLC. for the 2016/2017 school year to provide physical therapy services for students.

Discussion: None

Roll Call: Mr. Wadsworth-aye, Mr. Boyd-aye, Mrs. Brown-aye, Mr. Manfredi-aye, Mrs. Raikes-aye
All Ayes
Motion Carried.

Motion made by Mrs. Brown, seconded by Mrs. Raikes to approve a contract between the Berkshire Board of Education and Precision Orthopedics for sports medicine professional services for the 2016/2017 school year.

Discussion: Mrs. Brown asked if Mario would be the trainer again. Mr. Hiscox said yes, he is the one that is provided to use by Precision.

Roll Call: Mr. Boyd-aye, Mrs. Brown-aye, Mr. Manfredi-aye, Mrs. Raikes-aye, Mr. Wadsworth-aye
All Ayes
Motion Carried.

Motion made by Mrs. Brown, seconded by Mr. Boyd to approve the service agreement with the Lake County Educational Service Center for the 2016/2017 school year.

Discussion: Mrs. Brown asked what the price difference was contracting with Geauga County as opposed to Lake County. Mr. DeLong replied by saying the cost was next to nothing.

Roll Call: Mrs. Brown-aye, Mr. Manfredi-aye, Mrs. Raikes-aye, Mr. Wadsworth-aye, Mr. Boyd-aye
All Ayes
Motion Carried.

Motion made by Mr. Manfredi, seconded by Mr. Boyd to approve Burton Public Library Tax Budget for FY 2017.

Discussion: Introduction of new Library Director, Katie Ringenbach.

Roll Call: Mr. Manfredi-aye, Mrs. Raikes-aye, Mr. Wadsworth-aye, Mr. Boyd-aye, Mrs. Brown-aye
All Ayes
Motion Carried.

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Motion made by Mr. Manfredi, seconded by Mr. Boyd to approve the Second Reading for the following NEOLA Policies New/Revisions/Deletions:

1130	2460.03	3113	4113
4162	5112	5200	5223
5320	6110	6111	6112
6114	6116	6325	6550
7300	7310	7450	8500
9270			

Discussion: None

Roll Call: Mrs. Raikes-aye, Mr. Wadsworth-aye, Mr. Boyd-aye, Mrs. Brown-aye, Mr. Manfredi-aye
All Ayes
Motion Carried.

Old Business:

None

New Business:

Mr. Manfredi thanked Mr. Boyd for bringing up that Berkshire needed to act upon the Leighton Trust. Mr. Manfredi thanked Ms. Fleming and Robert Cireddu for coming up a technology plan and Mrs. McCaffrey for submitting the plan and attending the hearing. Because of this, the district will retain and keep the \$300,000.

Open Public Participation

Sara Sidley attended graduation and thanked the Board for acknowledging the Ledgemont students. She also heard rumors that the Board was going to change the name of Ledgemont Elementary. Mrs. Brown stated she has not heard that and that is not the plan.

Kaylee Poley a 5th grade student at Burton Elementary read a letter she wrote in support of keeping Mr. Gardner full time as the gifted teacher. Mrs. Brown mentioned they were going to be talking in executive session about this and they plan on retaining him full time.

Judy Ray stated she is grateful they are thinking about bringing back Mr. Gardner full time as students need to be challenged.

Sara Sidley asked if there were plans to add a gifted program to Ledgemont Elementary. Mr. DeLong mentioned that he is meeting with Ms. Timmons next week at Ledgemont to discuss next year. Ms. Fleming noted that if a student qualifies for gifted within the Ledgemont Elementary building, they can be bussed to Burton Elementary and attend school there.

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Mr. Roger Miller compared the financial aspects of a daycare vs. preschool. Ms. Fleming noted that it is not really like comparing apples to apples. Mr. Miller asked Mr. DeLong if there was a cost to join the Lake County Education Service Center. Mr. DeLong answered by saying no.

Board Discussion

Mrs. Brown noted the beautiful graduation and was impressed with the faculty and staff. Mrs. Raikes also commented on the graduations she went to, saying they were all very nicely done.

Executive Session:

Purpose: To adjourn to an executive session in accordance with Ohio Revised Code Section 121.22(G)(1), for the purpose of considering the appointment, employment, discipline, promotion, or demotion of a public employee.

No Action will follow Executive Session

Motion by Mr. Wadsworth, seconded by Mrs. Raikes, to enter executive session to discuss personnel matters at 6:47 p.m.

Discussion: None

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

All Ayes

Motion Carried.

Board entered Executive Session at 6:51 p.m.

Board exited Executive Session at 8:15 p.m.

Adjournment

A motion made by Mr. Wadsworth, seconded by Mrs. Raikes to adjourn the meeting at 8:16 p.m.

Mrs. Kim Brown

President

Mrs. Beth McCaffrey

Recorder of Proceedings