
RECORD OF PROCEEDINGS

**MINUTES OF JULY 11, 2016 6:00 PM
BERKSHIRE BOARD OF EDUCATION**

**REGULAR BOARD 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. Boyd, Mrs. Brown, Mr. Manfredi, Mrs. Raikes, Mr. Wadsworth-present

Motion made by Mr. Manfredi, seconded by Mr. Boyd 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. Boyd to approve the minutes from the June 13, 2016 regular meeting.

Discussion: Mrs. Raikes would like the minutes from the previous meeting in her board packet.

Executive Session

Pursuant to Ohio Revised Code Section 121.22(G)(1), for the purpose of considering the appointment, employment, discipline, promotion, or demotion of a public employee

Motion by Mr. Wadsworth, seconded by Mr. Manfredi, to enter executive session to discuss personnel matters at 6:02 p.m.

Joe Koziol of the Geauga Courier gave information to Mrs. Brown regarding the laws from the Ohio Attorney General when going into executive session. She informed community member she will send that over to the attorney.

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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Board entered Executive Session at 6:03 p.m.

Board exited Executive Session at 6:18 p.m.

Public Hearing

Retire/Rehire of Debbie Zenz, Elementary Teacher

The public was invited to provide input to the Board on the issue of Debbie Zenz's re-employment with the Board in the position of Teacher as a retiree.

Sara Sidley asked where Mrs. Zenz would be teaching. Mrs. Brown stated that she will remain at Burton Elementary

Amy Hochschild stated that Mrs. Zenz is fantastic and she has the children all reading independently and loving it and added that she is a great asset to the Berkshire staff.

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

Appropriations – FY2016

Motion made by Mr. Wadsworth, seconded by Mr. Boyd to approve the following changes to the FY 2016 appropriations:

Straight A Fund	+ 8,701.20
Employee Insurance	(20,000.00)

Discussion: none

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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Transfers/Advances

Motion made by Mrs. Raikes, seconded by Mr. Manfredi to approve the following cash transfers/advance from the General Fund:

Fund 300	Transfer	Athletics	25,000.00
Fund 024	Transfer	Insurance	325,000.00
Fund 006	Transfer	Cafeteria	40,000.00
Fund 034	Transfer	Termination Benefits	97,275.22
Fund 003	Advance	PI	100,000.00

Discussion: Mr. Manfredi asked Mrs. McCaffrey if these were appropriations for the next school year. She stated this was cash that would be given to the funds for the 2016/2017 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

In Mr. Miller's absence, Mrs. Brown reported that was nothing new to report other than usual summer projects going on.

Committee Reports

Mr. DeLong reported the tech committee has set up three meeting dates and the family and civic committee has set two meeting dates.

SUPERINTENDENT'S REPORT AND RECOMMENDATIONS:

Personnel:

Certified:

Motion made by Mrs. Brown, seconded by Mr. Wadsworth to reinstate Brent Gardner to full time status effective for the 2016/2017 school year.

Discussion: none

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

All Ayes

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Motion Carried.

Motion made by Mr. Wadsworth, seconded by Mr. Boyd to approve Kitlyn Lieb as Intervention Specialist, for the extended school year services, for the 2015/2016 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.

Classified:

Motion made by Mr. Boyd, seconded by Mrs. Raikes to accept the resignation of Holly Potti, Secretary, effective July 31, 2016.

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. Wadsworth, seconded by Mrs. Brown to approve the following Supplemental Contracts for the 2016/2017 school year (Pending sufficient number of students participating):

- Aimee Green Assistant Faculty Manager
- Melissa Malkus Faculty Manager
- Robin Stanley Cheerleading Advisor-HS Winter

Discussion: Mrs. Raikes asked what the positions were. Mr. DeLong answered and said they were as listed.

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 Mr. Wadsworth to approve the following Kitchen Supplemental Contracts for the 2016/2017 school year:

- Jenny Harrison Kitchen Supervisor/High School Manager (\$6,000)
- Pam Wilmot Burton Elementary Manager (\$1,500)
- Julie Sollars Ledgemont Elementary Manager (\$1,500)

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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 one year limited contract for Ryan Zwolinski, Crossing Guard 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.

Business:

Motion made by Mrs. Brown, seconded by Mr. Manfredi to rescind the motion made on June 13, 2016 regarding the Memorandum of Understanding with the Berkshire Education Association regarding the donation of sick leave.

Discussion: none

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

Motion made by Mrs. Brown, seconded by Mr. Manfredi 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: Mr. Manfredi-aye, Mrs. Raikes-aye, Mr. Wadsworth-aye, Mr. Boyd-abstained,
Mrs. Brown-aye
4 Ayes, 1 Abstained
Motion Carried.

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Motion made by Mr. Manfredi, seconded by Mr. Wadsworth to approve the following medication administration staff to disperse medication for the 2016/2017 school year:

- Berkshire Jr./Sr. High School – Steve Reedy, Doug DeLong, Maryalice Horton, Nancy Sherbondy, Michelle Paluf, Brittany Bakalar, Brian Hiscox
- Burton Elementary – Mandy Randles, Jennifer Ambrose, Barb Lillibridge, Cindy Metzung, Michelle Peters, Mary Jo Paul, Jennifer Chase, Kim Fiest, Gina Kriz, Kristina Neumore, Roxie Musacchio, Janet Duns
- Ledgemont Elementary – Kelly Timmons, Kathy McKeon, Michelle Sivillo, Cathy Zembower, Pam Nguyen, Stephanie Svigel, Stephanie Chongris, Eric Germovsek.

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. Wadsworth to approve the following handbooks and policies for Nutrition Services:

Nutrition Services Staff Handbook
Nutrition Services Charge Policy
Nutrition Services Cashier Policy and Procedure Handbook

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 Mr. Manfredi to approve an agreement between Lake/Geauga Educational Assistance Foundation (LEAF) and Berkshire Local Schools. LEAF to provide 185 hours of service for a total cost of \$8,880 for the 2016/2017 school year.

Discussion: Mrs. Brown asked Mr. DeLong to explain the LEAF program. Mr. DeLong noted this program basically comes to the building and helps students and parents complete the FAFSA form and filing process. The program also helps in career readiness.

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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Motion made by Mr., Wadsworth, seconded by Mr. Manfredi to approve FinalForms as the software provider for the Athletic Department at a one-time fee of \$500 and an additional \$5 per athlete for the 2016/2017 school year.

Discussion: Mr. Manfredi asked what all do we get with this program. Brian Hiscox answered by saying this software will build all of the district athletic forms and put them all online. All parents will need to do is sign them electronically. Mr. Hiscox added these forms can be accessed anywhere so in the event of an emergency, it makes contacting parents, locating allergies, etc. a lot easier and faster. Mr. Manfredi asked what will happen to the families that are not as tech savvy. Mr. Hiscox stated they have their athletic meetings in the cafeteria so anyone who needs help or access to a computer is able to walk in the library or computer lab to sign the forms. Mrs. Raikes asked if there will be other fees when the software needs upgraded. Mr. Hiscox informed the board the \$500 is a one-time fee and all that would be charged going forward is the \$5 per athlete. If the software has an update, we will be able to download the new update for free.

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. Wadsworth to approve the third and Final 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: Mr. Manfredi-aye, Mrs. Raikes-aye, Mr. Wadsworth-aye, Mr. Boyd-aye, Mrs. Brown-aye
All Ayes
Motion Carried.

Old Business

none

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New Business

Mr. Manfredi asked Mr. DeLong about the new website. Mr. DeLong explained the new website was much easier and faster to use.

Mr. Boyd questioned why Burton Elementary purchased new cabinets instead of using cabinets from Ledgemont Elementary School that are not being used. Mrs. McCaffrey explained they took a few top cabinets from Ledgemont but did not want to start stripping the building. She also explained this purchase for new cabinets was approved by the PI committee

Mrs. McCaffrey sent out the results from the wall study at Ledgemont Elementary and asked if there were any questions. Mrs. McCaffrey summarized the report by saying the approximately one half million dollars were needed to completely repair the roofs at Ledgemont Elementary. Since those monies would not be available immediately, the first step would be to replace the drain sumps and install through-wall flashing.

Mr. Wadsworth asked when safety town was at Burton Elementary. Mr. DeLong noted it is usually sometime in August.

Mrs. Raikes mentioned she would like the public agendas to mirror what the Boards agendas look like.

Open Public Participation

Sara Sidley thought a roof was just put on at Ledgemont Elementary. She was told just a part of the roof was replaced.

Sara also asked about the murals being painted over at Ledgemont Elementary. Kelly Timmons said the murals were being painted over as they were a graduation theme and did not apply to elementary students. She also added she talked to Mrs. Liekala about this.

Sara gave Mrs. Brown a petition that was sent around to have a football game at the Ledgemont Elementary stadium. The youth used that field so it is still taken care of she added. Sara suggested maybe the football game during the fair as Burton is congested at that time. Mrs. Brown said she would take a look into it.

Terry McIntee, an alumnus of Berkshire announced that she is running for Ohio House and will be an advocate for public education. She was pleased to see how well the Ledgemont/Berkshire territory transfer went.

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Executive Session:

Pursuant to Ohio Revised Code Section 121.22(G)(1), we hereby move that the Board adjourn to executive session for the purpose of considering the appointment, employment, discipline, promotion, or demotion of a public employee.

Motion by Mrs. Raikes, seconded by Mr. Boyd, to enter executive session to discuss personnel matters at 6:44 p.m.

Discussion: None

Board entered Executive Session at 6:44 p.m.

Board exited Executive Session at 7:22 p.m.

Adjournment

A motion made by Mrs. Raikes, seconded by Mr. Wadsworth to adjourn the meeting at 7:23 p.m.

Mrs. Kim Brown

President

Mrs. Beth McCaffrey

Recorder of Proceedings