
RECORD OF PROCEEDINGS

**MINUTES OF SEPTEMBER 12, 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. Wadsworth 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.

Executive Session:

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.

Motion moved by Mr. Boyd, seconded by Mrs. Raikes at 5:20 p.m.

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

All Ayes

Motion Carried.

Board entered executive session at 5:30 p.m.

Board exited executive session at 6:00 p.m.

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Motion made by Mr. Manfredi, seconded by Mr. Wadsworth to approve the minutes for the August 8, 2016 regular meeting and the August 29, 2016 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.

A presentation was given by Ms. Meghan Hull and Ms. Jennifer Ray regarding the new Ipad integration. They both demonstrated ways to use Google Classroom along with Apple TV as well as some education applications. Currently, grades 9th through 12th have Ipad.

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

School Nutrition Services Compliance:

Berkshire Local School District is compliant with regulations for all snack food sold by adhering to the USDA Smart Snacks at school and Ohio's food and beverage standards sold as outlined in SB 210 (whichever is stricter)

Permanent Appropriations:

Motion made by Mr. Wadsworth, seconded by Mr. Boyd to approve the following Permanent Appropriations:

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<u>General Fund</u>	16,668,471.04
<u>Special Revenue Funds:</u>	
Principals Fund	45,000.00
Misc. Grants	6,557.78
Latchkey	24,000.00
Termination Fund	32,976.53
Athletics	111,453.00
EMIS	4,000.00
One Net	3,600.00
Title VIB IDEA Part B	276,000.00
Title I	330,000.00
Title IIA – Improving Teacher Quality	50,000.00
<u>Capital Projects Fund:</u>	
Permanent Improvement	446,000.00
<u>Enterprise Funds:</u>	
Food Service	360,000.00
Uniform School Supplies	46,800.46
<u>Internal Service Funds</u>	
Rotary	13,000.00
Elementary Fund	2,000.00
Self Insurance Fund	470,000.00
<u>Fiduciary Fund:</u>	
Student Activities Fund	75,000.00
Scholarship	6,800.00
Total Permanent Appropriations	18,971,658.81

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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Vocational Report

Mr. Miller briefly discussed the change in recruitment at Auburn Career Center. They are inviting the 4th and 5th graders to the center to participate in projects. Currently, they can come to the school, design something to be printed on a 3D printer and a week later, pick up their project. He also added Fairport Harbor is now sending their sophomore and juniors as opposed to the juniors and seniors.

Committee Reports

Mr. DeLong reported that the security and safety committee has met with himself and Mrs. Randles at Burton Elementary along with Tim Delveccio to develop a floor plan to meet homeland security requirements.

SUPERINTENDENT'S REPORT AND RECOMMENDATIONS:

Certified:

Motion made by Mr. Manfredi, seconded by Mr. Wadsworth to increase the salary of the Athletic Director by \$7,500 annually, retroactive to August 1, 2016

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 salary step increases to the following staff. All requirements have been met.

- Hannah Bomback from Level I, Step 5 to Level II, Step 5
- Joy Christopher Reed from Level V, Step 15 to Level VI, Step 15
- Sara O'Connor from Level V, Step 15 to Level VI, Step 15

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 Mr. Wadsworth, seconded by Mr. Boyd to approve a One-Year Limited contract to Tricia Hart as a Guidance Counselor (level 4, step 0) at Ledgemont Elementary School. All requirements have been met.

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Discussion: Mr. Manfredi asked Ms. Timmons what she thought of her so far. Ms. Timmons stated she has not officially started yet and that she would start tomorrow.

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. Wadsworth to approve the following as the Permanent Substitute Teacher, \$90.00 per day, with no benefits, effective August 23, 2016.

- Karen Fortier Ledgemont Elementary – Recalled
- Brian Hiscox Berkshire Jr./Sr. High School (Aug. 23-Sept.23)
- Nancy Tiber Burton Elementary School

Discussion: It was noted that Brian Hiscox was only through September 23 as they will be searching for a permanent substitute after that.

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. Raikes, seconded by Mr. Wadsworth to approve the following for Title I Tutoring at Burton Elementary at the rate of \$15/hour.

- Marla Bencivenni
- Sara O'Connor

Discussion: Mr. Manfredi questioned if the rate differs from tutoring outside of school. It was reported the rate is different. Mrs. Randles added this was tutoring before school hours.

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. Boyd to approve Lori McBurnie as a homebound tutor, at the rate of \$25/hour plus mileage.

Discussion: None

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

Motion Carried.

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Motion made by Mr. Manfredi, seconded by Mrs. Brown to approve the following supplemental contracts for the 2016/2017 school year:

- Jill Bittinger BLCC Member – 90%
- Jamie Bower BLCC Member – 90%
- Kristen Boyd Non-Resident Mentor (R. Martin)
- Janet Duns BLCC Member – 90%
- Karen Kirby BLCC Member – 90%
- Tanya Klingman BLCC Member – 90%
- Laurie Lamb BLCC Member – 90%
- MaryJo Maxwell BLCC Member – 90%
- Roxie Musacchio BLCC Member – 90%
- Sara O'Connor BLCC Member – 90%
- Janet Sherman BLCC Member – 90%
- MaryJo Maxwell Student Council Advisor/Burton Elementary
- Lori McBurnie Resident Educator Mentor (N. Toomey)
- Lori McBurnie Resident Educator Mentor (R. Kelly)
- Katie Ritts Science Olympiad

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 Mr. Wadsworth, seconded by Mrs. Raikes to approve the following as
medication administration staff to disperse medication for the 2016/2017 school year:

- Janet Sherman Burton Elementary
- Amy Hochschild Burton Elementary

Discussion: None

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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Classified:

Motion made by Mrs. Raikes, seconded by Mr. Manfredi to approve the following as substitutes for the Latchkey Program at Ledgemont Elementary.

- Sarah Sidley
- Diane Winter

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 a One-Year Limited Contract to Tina Auth as recess aide at Ledgemont Elementary School.

Discussion: Mrs. Brown asked if that is all Ledgemont needed as far as recess aides. Ms. Timmons stated she still needs one more aide and it is still posted.

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. Manfredi, seconded by Mr. Wadsworth to approve the following substitutes. All requirements have been met:

- | | |
|-------------------|------------|
| • Kathleen Maresh | Cafeteria |
| • Tom Westover | Bus Driver |
| • Barry Kingery | Bus Driver |

Discussion: None

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

All Ayes

Motion Carried.

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Business:

Motion made by Mrs. Brown, seconded by Mr. Boyd to approve the Handbook for Ledgemont Elementary School.

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. Raikes, seconded by Mr. Boyd to approve Ledgemont Elementary's Latchkey Program Parent Handbook.

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 Mrs. Brown, seconded by Mr. Wadsworth to approve the rescinding of payment in lieu of and the subsequent release, for Transportation purposes, the Dillworth Family.

Discussion: Mrs. Brown asked Mr. DeLong to explain this. Mr. DeLong stated this student was being transported one way by the parent and the other way by the school bus. Mr. DeLong mentioned they would have to choose one or the other. He is still waiting on the answer.

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 following **for transportation purposes only** for the 2016/2017 school year:

- Release of Berkshire Local School students to Cardinal Schools
- Release of Berkshire Local School students to Chardon Schools
- Acceptance of Cardinal Schools students to Berkshire Local Schools
- Acceptance of Chardon Schools students to Berkshire Local Schools
- Acceptance of Kenston Schools students to Berkshire Local Schools

Discussion: Mrs. Brown asked Mrs. McCaffrey if the transportation kinks have all been worked out. Mrs. McCaffrey replied that they have for the most part. It seemed as though the problems were happening while the Cardinal bus coordinator was out. She is back now and all seems to be well.

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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 the contract for Program and Related services, with the Geauga County Educational Service Center for fiscal year 2017 for \$319,956.58.

Discussion: Mrs. Brown asked Mr. DeLong to explain why it is so expensive. Mr. DeLong mentioned that the Geauga ESC provides off of the special education services. Mr. Manfredi asked how many schools are now in the Geauga ESC. Mr. DeLong answered there are currently 4 total (Newbury, Berkshire, Cardinal and West Geauga). Mr. Manfredi added that we looked at going with Cuyahoga but the costs were going to be much more.

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. Brown to approve a contract with Timothy O'Keefe to provide for SF14 and SF14-H billing for fiscal year 2017.

Discussion: Mr. Manfredi asked Mr. DeLong to explain what Mr. O'Keefe does. Mr. DeLong noted that he looks at the students in the district and bills them back to their home district. Mrs. McCaffrey added that he does a lot of paperwork and really digs deep with the court records as many of these students are court placed. Last year, he was able to bill other districts about \$120,000.

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. Wadsworth, seconded by Mrs. Brown to approve the Standard-Based School Counselor Evaluation NEOLA Policy 3223, to take effect in the 2018-2019 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.

Old Business

None

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New Business

Mr. DeLong noted a representative from Apple will be out on Thursday for a math and science in-service. This is part of the Ipad integration grant. Virginia Tech students will be out on September 22 to meet with the AC4P students. They are currently in the process of planning a get together with students from Orange and Chardon sometime in October at Orchard Hills.

Mr. Manfredi asked Mr. DeLong how much a classroom set of books would cost. Mr. DeLong was not sure but estimated about \$100 per book. Mr. Manfredi then asked Ms. Hull if more Ipads were received mid-year if that would create problems with implementation. Ms. Hull did not see that being an issue. Most of the problems have already been worked out so it would be a matter of the I/T department uploading the apps and getting them ready to go.

Open Public Participation

Eric Higgs commended the Board and Mrs. McCaffrey about the new lunch program. He mentioned the food is much better and students seem happy with the choices.

Mrs. McCaffrey added that 17 students bought breakfast at Burton Elementary which is huge compared to previous years. There are currently 80 students enrolled in the free/reduced lunch program and it is the goal to have each of them participating.

Board Discussion

The Board set up a meeting on September 26th at 6:00 p.m. to go over staff evaluations and bids for the masonry project at Ledgemont Elementary.

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. Boyd, to enter executive session to discuss personnel matters at 6:51 p.m. with no action to be made after.

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

Board entered executive session at 6:51 p.m.

