
RECORD OF PROCEEDINGS

**MINUTES OF JUNE 12, 2017 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-present, Mr. Wadsworth-present

Motion made by Mr. Wadsworth, 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 Mrs. Brown, seconded by Mr. Wadsworth to approve the minutes from the May 8, 2017 regular meeting, May 22, 2017 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.

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, 2017** 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 Mrs. Raikes to award scholarships of \$200.00 each for the following students to their chosen college/university:

- Samantha Hargis
- Jenna Landrus
- Breanna Pennypacker
- Kylie Scott

Discussion: None

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

Appropriations Modifications

Motion made by Mr. Wadsworth, seconded by Mr. Manfredi to approve the following appropriation modifications:

Athletics	300	(25,557.08)
Straight A	466	641.27
Student Activities	200	(33,805.93)
Employee Insurance	024	(8,596.60)
Rotary	014	(4,400.00)
Latchkey	020	(4,639.41)
Agency	022	(879.36)
Trust	007	(1,683.11)

Discussion: Mr. Manfredi questioned if the employee insurance is the same as it always is. Mrs. McCaffrey stated these are appropriations based on the actual revenue we received and the majority of this is from the self-insured dental account as we had less claims than anticipated.

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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Bus Purchase and Lease approval:

Motion made by Mrs. Brown, 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 \$86,052. The treasurer is authorized to enter into a five year lease for the total purchase price of \$172,104 at a rate of 3.42%

Discussion: Mr. Manfredi confirmed after the five years, Berkshire owns the bus. Mrs. McCaffrey noted it was a capital lease and we would own them after the lease. Mrs. Brown asked what the turn around for our buses are. Mrs. McCaffrey mentioned it depends on if they are on dirt roads. She also added we are replacing about 2-3 buses every year due to the low interest rates for this bus program. Mrs. Brown added that she has gotten many compliments on our buses and the lease program we are in.

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. Manfredi, seconded by Mr. Wadsworth to approve the following property insurance coverages for the period July 1, 2017 through June 30, 2018:

- | | |
|---|-----------|
| • Ohio School Plan (Property & Liability) | \$ 50,479 |
| • Travelers Casualty (Cyber Risk) | \$ 3,970 |
| • Travelers Casualty (Crime – Additional) | \$ 3,228 |

Discussion: None

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

Temporary Appropriations for FY 2018

Motion made by Mr. Wadsworth, seconded by Mrs. Brown to approve the Temporary Appropriations for FY 2018, which begins July 1, 2017, based on the Certified Revenues as approved by the County Auditor.

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<u>General Fund</u>	17,336,396.00
<u>Special Revenue Funds:</u>	
Termination Fund	200,000.00
Misc. Grants	10,000.00
Principals Fund	45,000.00
Athletics	105,000.00
EMIS	4,000.00
One Net	3,600.00
Title VIB IDEA Part B	200,000.00
Title I	325,000.00
Title IIA – Improving Teacher Quality	50,000.00
<u>Capital Projects Fund:</u>	
Permanent Improvement	500,000.00
<u>Enterprise Funds:</u>	
Food Service	340,000.00
Uniform School Supplies	65,000.00
<u>Internal Service Funds</u>	
Rotary	13,000.00
Elementary Fund	2,000.00
Self Insurance Fund	415,000.00
<u>Fiduciary Fund:</u>	
Student Activities Fund	85,000.00
Total Temporary Appropriations	19,698,996.00

Discussion: None

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

Vocational Report-None

Committee Reports-None

SUPERINTENDENT’S REPORT AND RECOMMENDATIONS:

Personnel:

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Certified:

Motion made by Mrs. Raikes, seconded by Mr. Boyd to accept the resignation of Jennifer Ray effective August 31, 2017.

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 Mrs. Raikes to accept the retirement of Brent Gardner, Gifted Teacher, effective June 7, 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. Manfredi to approve a three (3) year contract to Michael King, High School Principal, effective August 1, 2017.

Discussion: Mr. Manfredi welcomed Mr. King. Mr. King noted that he keeps seeing signs that say "Burton-where history is made". He noted that we are in a good position to make history.

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. Manfredi to approve a one year (1) contract to Brian Hiscox, Dean of Students/Athletic Director, effective August 1, 2017.

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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Motion made by Mrs. Brown, seconded by Mrs. Raikes, to approve extended days to the following employee:

- Meghan Hull – Technology Integration/Library 8 Days

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 Mr. Manfredi, seconded by Mr. Wadsworth to approve the following Supplemental Contracts for the 2017/2018 school year (pending sufficient number of students participating):

- | | |
|--|---------------------|
| • AV Director | Meghan Hull |
| • Band Director | Dominic Gattozzi |
| • BPDC Chairperson | Sara O'Connor |
| • BPDC Recorder | Tracy Rea |
| • BPDC Member | Kristen Boyd |
| • BPDC Member | Kim Fiest |
| • BPDC Member | Ruth Moore |
| • BPDC Member | Michelle Peters |
| • Class Adviser – Junior | Tamara Beitzel-Rowe |
| • Class Adviser – Sophomore | Maria Koler |
| • Class Advisor – Freshman | Nichole Kiczek |
| • Student Council – Elementary | Mary Jo Maxwell |
| • Department Head – Encore | Tracy Rea |
| • Department Head – English | Lynn Hunter |
| • Department Head – Math | Jim Lester |
| • Department Head – Science | Carey Maske |
| • Department Head – Social Studies | Eric Higgs |
| • Department Head – Special Education | Tamara Beitzel-Rowe |
| • Fall Play Director | Jim Lester |
| • Fall Technical Director | Jim Lester |
| • Spring Musical Director | Jim Lester |
| • Thespian Advisor | Jim Lester |
| • 8 th Grade Trip Coordinator | Rich Guthrie |
| • Newspaper Advisor | Meghan Hull |
| • NHS Advisor – Jr. High | Jill Jaskiewicz |

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| • NHS Advisor – Spanish | Tracy Rea |
| • JH Student Council | Meghan Hull |
| • Project Love/AC4P | Michelle Paluf |
| • SADD/T.I. Advisor | Carol Leikala |
| • Science Olympiad | Katie Ritts |
| • Yearbook Advisor | Tara Ryks |
| • Strength Coach (Fall Semester) | Brittany Bakalar |
| • Strength Coach (Spring Semester) | Josh DeWeese |
| • Baseball – Varsity Coach | Brian Hiscox |
| • Basketball – Boys Assistant Coach | Dave List |
| • Football – Varsity Coach | Josh DeWeese |
| • Golf – Varsity Boys Coach | Dave List |
| • Softball – Varsity Coach | Brittany Bakalar |
| • Volleyball – Varsity Coach | Joan Prots |
| • Volleyball – Assistant Coach | Jamie Bower |

Discussion: None

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

Motion made by Mrs. Brown, seconded by Mr. Wadsworth to approve Paul Hederstrom as a homebound tutor for the extended school year at the tutor rate of \$25 per hour.

Discussion: Mr. Manfredi asked where the location is for this student. Mr. DeLong answered it was the students home. Dawn Fleming also added this was for medical issues, not special needs.

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

Classified:

Motion made by Mr. Wadsworth, seconded by Mr. Manfredi to approve a continuing contract for Bonnie Makowski, Payroll Clerk.

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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 Mr. Manfredi to approve Rhonda Reid's hourly wage at \$26.58 for the 2017/2018 school year.

Discussion: Mrs. Raikes asked what Rhonda Reid does for the district. Mr. DeLong stated she was a bus driver. Mrs. Brown questioned why we are doing this and if there was a discrepancy. Mrs. McCaffrey noted there is a fluke in the salary schedule for employees between 15-20 years where the hourly amount actually decreases. Rhonda requested to stay at the amount she was making this past year.

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 Mrs. Brown to approve the following Supplemental Contracts for the 2017/2018 school year (Pending sufficient number of students participating, where applicable):

- | | |
|---------------------------------------|-----------------|
| • Band Assistant | Aimee Green |
| • NHS Advisor | Aimee Green |
| • HS Student Council | Aimee Green |
| • Head Custodian-High School | Mike Garling |
| • Head Custodian-Burton Elementary | Jim Palmer |
| • Cleaning Position/BOE | Bonnie Makowski |
| • Faculty Manager | Melissa Malkus |
| • Assistant Faculty Manager | Aimee Green |
| • Badgerette Advisor | Sami Sickafoose |
| • Basketball – Boys Varsity Coach | Keith Clapacs |
| • Basketball – Girls Varsity Coach | Dennis Lory |
| • Basketball – Girls Assistant Coach | Doug Lory |
| • Cheerleading – HS Fall | Robin Stanley |
| • Cheerleading – Jr. High Fall | Kim Freiling |
| • Cheerleading – HS Winter | Robin Stanley |
| • Cheerleading – Jr. High Winter | Kim Freiling |
| • Cross Country – Varsity Boys Coach | David Kindall |
| • Cross Country – Varsity Girls Coach | Aimee Green |

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- | | |
|---------------------------------------|------------------|
| • Football – Assistant Coach | Ron Brown |
| • Football – Assistant Coach | Rich Klemencic |
| • Football – Assistant Coach | Tom Hinkle |
| • Soccer – Boys Varsity Coach | Dallas Provost |
| • Soccer – Boys Assistant Coach | Tyler Briggs |
| • Soccer – Girls Varsity Coach | Rick Nerone |
| • Soccer – Girls Assistant Coach | Jon DiFiore |
| • Soccer – Jr. High Coach | Barb Lillibridge |
| • Soccer – Jr. High Coach | Gary Wasson |
| • Track & Field – Boys Varsity Coach | David Kindall |
| • Track & Field – Girls Varsity Coach | Aimee Green |
| • Volleyball – Assistant Coach | Rebekah Goff |
| • Volleyball – Freshman Coach | Kirstin Hunt |
| • Wrestling – Varsity Coach | Adam Lange |

Discussion: Mrs. Brown asked if we needed a band assistant but then added that it is in the contract so there is nothing that can be done about it.

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 the following as volunteers:

- | | |
|------------------|----------------|
| • Band | Sandy O'Connor |
| • Soccer – Girls | Rich Ford |

Discussion: Mr. Manfredi added this is based on pending paperwork, Mr. DeLong confirmed.

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 following as substitutes for the remainder of the 2016/2017 school year and for the 2017/18 school year:

- | | |
|---------------------|---------------------|
| • Jeffrey Grabinski | Bus Driver |
| • Lavada Hanley | Secretary |
| • Georgia Luoma | Transportation Aide |

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Discussion: Mr. Manfredi asked if we are in good shape as far as substitute bus drivers. Mrs. McCaffrey added we are much better than last year and we have three drivers that have really stepped up to help with the spring sports this year.

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

Business:

Motion made by Mr. Wadsworth, seconded by Mr. Boyd to approve a contract in the amount of \$40,0000, for Pre-bond Services, to ThenDesign Architecture, Ltd.

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. Manfredi, seconded by Mrs. Brown to approve the roof bid from Roberts Roofing to tear off and replace the roof at Berkshire High School in the amount of:

Base Roof Labor and Materials	\$ 142,000.00
Lightning Protection System	4,200.00
Performance Bond	<u>2,400.00</u>
Total Price	\$ 148,600.00

Discussion: Mr. Manfredi asked the location of this replacement. Mrs. McCaffrey reported it was over the small gym and part of the discovery lab.

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 Mr. Manfredi to approve the roof bid from Roberts Roofing to tear off and replace the roof at Ledgemont Elementary School in the amount of:

Base Roof Labor and Materials	\$ 68,000.00
Lightning Protection System	2,100.00
Performance Bond	<u>1,200.00</u>
Total Price	\$ 71,300.00

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Discussion: Mr. Manfredi again asked the location of this replacement. Mrs. McCaffrey stated it was over the cafeteria. Mr. Manfredi then asked if we have money budgeted to replace the ceiling tiles as the roofs are getting done. Mrs. McCaffrey mentioned there is \$9,000 extra set aside for ceiling tiles. Ledgemont cafeteria is the worst wing but we had to wait to replace them until the roof was replaced. Mrs. McCaffrey also added the project will hopefully be completed by August 15.

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 Mr. Wadsworth to approve the payment of moving expenses for John Stoddard not to exceed \$1,500.

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. Manfredi, seconded by Mrs. Raikes to approve the following medication administration staff to disperse medication for the 2017/2018 school year:

- Berkshire Jr./Sr. High School – Michael King, Maryalice Horton, Nancy Sherbondy, Brian Hiscox, Michelle Paluf, Brittany Bakalar
- Burton Elementary – Mandy Randles, Jennifer Ambrose, Barb Lillibridge, Cindy Metzung, Michelle Peters, Mary Jo Paul, Jennifer Chase, Lisa Starr, Gina Kriz, Kristina Neumore, Roxie Musacchio, Janet Duns
- Ledgemont Elementary – Kelly Timmons, Kathy McKeon, Michelle Sivillo, Cathy Zembower, Pam Nguyen, Stephanie Svingel, 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. Raikes, seconded by Mr. Boyd to approve an 8th Grade Trip to Washington DC & Gettysburg for May 2nd through May 4th, 2018.

Discussion: None

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

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Motion made by Mr. Manfredi, seconded by Mr. Wadsworth to approve the final list for the Graduating Class of 2017.

Discussion: Mr. Manfredi mentioned all seniors graduated.

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 Burton Public Library Tax Budget for 2018.

Discussion: None

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

Old Business

Mr. Manfredi asked Mr. Stoddard to look into Infinite Campus options to allow communication lines to be left open when a student's portal is locked due to unpaid school fees. Mr. Manfredi added he would like this to be resolved by the beginning of the school year.

New Business

Mr. Manfredi asked that Mr. Stoddard reaches out to Emily, Public Relations for ThenDesign as we move forward with the Kent project. He would like a newsletter or press release to go out each week with updates for the residents. Mr. Stoddard added he wants to get as much information out as quickly as possible.

Building Reports

Burton Elementary-6th grade camp, assemblies, end of year activities, Burton Library presentations, PBIS walkthrough, retirements and interviews, transition day for 6th graders, concerts, fun day.
Mr. Manfredi asked Mrs. Randles what kindergarten enrollment was for next year so far. Mrs. Randles stated there were 45 registered at this time, which is high compared to previous years. She also added the open enrollment numbers were high as well.

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High School- senior shadow project, exit interviews, senior awards, jr. high awards career readiness dates for next year have been established, graduation ceremony

Board Discussion

Mr. Boyd asked Mrs. Randles to plan a little better with events so they do not overlap with Ledgesmont Elementary. Mr. Boyd thanked Mr. Manfredi for fixing the pictures at Ledgesmont but added he would like to set a date to hang them. Mr. Manfredi stated he was there on Sunday and they have all been hung. Mr. Manfredi also added that some of the older pictures need some more attention. Mr. Boyd also added he would like a protocol to be in place so items are not given away from that building.

Open Public Participation-

None

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 to confer with our attorney concerning court actions. No action to follow. Mr. Manfredi asked Mr. DeLong, Mrs. Fleming and Mr. Stoddard to join.

Motion by Mrs. Brown seconded by Mr. Wadsworth, to enter executive session at 6:36 p.m.

Board entered executive session at 6:39 p.m.

Adjournment

A motion made by Mr. Wadsworth, seconded Mr. Manfredi to adjourn the meeting at 8:14 p.m.

Mr. John Manfredi

President

Mrs. Beth McCaffrey

Recorder of Proceedings