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# RECORD OF PROCEEDINGS

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**MINUTES OF DECEMBER 10, 2018 4:00 PM  
BERKSHIRE BOARD OF EDUCATION**

**REGULAR BOARD MEETING  
BERKSHIRE JR/SR HIGH SCHOOL**

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\* 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, Ms. Stanley, Mr. Manfredi, Mrs. Raikes, Mr. Wadsworth-present

Motion to approve the current agenda.

Discussion: None

First: Mr. Manfredi, Seconded: Mr. Wadsworth

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

All Ayes

Motion Carried.

Motion to approve the minutes from November 5, 2018 regular meeting.

First: Mr. Wadsworth, Seconded: Mr. Manfredi

Discussion: None

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

All Ayes

Motion Carried.

## **Presentation**

Ms. Bomback's and Mrs. Koler's classes presented to the Board current PBL projects.

## **Auditor of State of the State of Ohio**

James Shaw, East Regional Liaison, presented Mrs. McCaffrey and her staff with the Auditor of State Award with Distinction.

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## 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 **November, 2018** submitted subject to audit and include: Financial Summary, Appropriations and Revenue Summary, Check Register Recap, and Bank Reconciliation per *ORC 3313.29*.

## Donations

Motion made to approve the following donations:

● RW Sidley	Stone LE Track	
● Arms Trucking	Stone LE Track	
● Class of 1968	\$ 500.00	Memory Project
● Ellen Edeburn	\$ 40.00	Memory Project
● Retired Teachers	\$ 250.00	Teacher Grant - Meghan Hull

First: Mr. Manfredi, Seconded: Mr. Wadsworth

Discussion: Mr. Boyd confirmed thank you notes were sent. Ms. Stanley asked what the memory project was. Mr. Stoddard explained it is project which will allow us to electronically preserve the history of the district. Mr. Lester and his class are taking leadership with the memory project as a PBL. All class pictures from all schools along with 3D models will all be on display in the new building.

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

Motion Carried.

## Appropriations Modification

Motion to approve the following appropriation modifications:

● Permanent Improvement	Fund 003	+ 100,000
● Building Fund	Fund 040	+28,000,000
● Classroom Facilities	Fund 010	+18,707,677
● Retired Teachers Grant	Fund 019	+ 250

First: Mr. Wadsworth, Seconded: Mr. Manfredi

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Discussion: None

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

## Cash Transfers

Motion to approve the following cash transfers:

● From General	To Cafeteria	\$ 10,000.00
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First: Mr. Wadsworth, Seconded: Ms. Stanley

Discussion: None

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

## 403B Resolutions

Motion to approve the following resolution:

WHEREAS, Berkshire Local School District (the "School") has established a retirement plan under Section 403(b) of the Internal Revenue Code of 1986, as amended (the "Code");

WHEREAS, the Internal Revenue Service issued final regulations under Section 403(b) of the Code that would, in relevant part, require the School to adopt a written plan to ensure compliance with Section 403(b) of the Code and the regulations thereunder;

WHEREAS, the School previously adopted the Voya Retirement Insurance and Annuity Company 403(b) Volume Submitter Plan (the "Plan"), a tax deferred annuity plan intended to meet the requirements of Section 403(b) of the Internal Revenue Code of 1986, as amended, the regulations thereunder, and the requirements of applicable state and/or local law effective on January 1, 2009;

WHEREAS, the School desires to adopt an IRS pre-approved 403(b) plan document in accordance with IRS Rev. Proc. 2013-22;

WHEREAS, the School desires to amend and restate the Plan to the Voya Retirement Insurance and Annuity Company 403(b) Volume Submitter Plan, an IRS pre-approved 403(b) plan document;

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WHEREAS, the Board of the School (the "Board") authorizes and ratifies Beth McCaffrey, Treasurer, to execute the amendment and restatement of the Plan on behalf of the School to the Voya Retirement Insurance and Annuity Company 403(b) Volume Submitter Plan;

BE IT RESOLVED THAT: the School shall amend and restate the Plan effective January 1, 2010 to the Voya Retirement Insurance and Annuity Company 403(b) Volume Submitter Plan attached hereto as its amended and restated 403(b) plan document.

First: Mr. Manfredi, Seconded: Mr. Wadsworth

Discussion: None

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

Motion to approve the following resolution:

WHEREAS, The Berkshire Local School District has established a retirement plan (the "Plan") under Section 403(b) of the Internal Revenue Code of 1986, as amended IRS Rev. Proc. 2013-22 (the "Code");

WHEREAS, the Internal Revenue Service has issued final regulations under Section 403(b) of the Code that would, in relevant part, require the Berkshire Local School District to adopt a written plan to ensure compliance with Section 403(b) of the Code and the regulations thereunder;

WHEREAS, effective January 1, 2009, the Berkshire Local School District adopted the Voya Retirement Insurance And Annuity Company 403(b) Volume Submitter Plan.

WHEREAS, the Berkshire Local School District desires to amend the Plan to enable participants to make Roth 403(b) contributions to the Plan pursuant to Section 402A of the Code.

BE IT RESOLVED THAT: Effective January 1, 2010, the Berkshire Board of Education (the "Board") Beth McCaffrey, Treasurer, to allow Plan participant to make Roth 403(b) contributions to the Plan in accordance with the Code and the regulations thereunder.

BE IT FURTHER RESOLVED THAT: The Plan document be amended and restated to reflect this Roth 403(b) contribution feature.

BE IT FURTHER RESOLVED THAT: the Board authorizes Treasurer of the Berkshire Board of Education to execute the Voya Financial® 403(b) Plan for Public Schools – Enhanced for Roth 403(b) and Employer Contributions (attached hereto).

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First: Mr. Manfredi, Seconded: Ms. Stanley

Discussion: Mr. Boyd asked what this resolution was for. Mrs. McCaffrey stated it was the same as the previous resolution but this resolution included Roth investments.

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

All Ayes

Motion Carried.

## Vocational Report

Roger Miller stated Auburn Career Center was going to be hiring a full time Superintendent which means most likely Brian Bontempo will be leaving the ESC and joining Auburn.

## Committee Reports

Mr. Stoddard gave a brief update on the Foundation committee and noted that the committee is now meeting every other Wednesday at 7:00 a.m. The goal of this committee is to raise funds for the new athletic complex. Mr. Stoddard reported he met with Charles Dawson, owner of Geo Surfaces about possibly working with him on our new athletic facility. The decision right now is whether to build the athletic facility on the Kent property or to utilize the land across from the board office. Mr. Boyd asked if there are any facilities in the area that currently have his product installed. Mr. Stoddard said a facility in Columbus will be the first in Ohio but that project has not started yet. Ms. Stanley questioned time and place for the meeting. Mr. Stoddard indicated the meetings are every other Wednesday (next meeting being December 12) at the board office at 7:00 a.m.

## SUPERINTENDENT'S REPORT AND RECOMMENDATIONS:

### **Certified:**

Motion to approve the following:

- Nick Fejedelem Volunteer – Wrestling

First: Mr. Boyd, Seconded: Mrs. Raikes

Discussion: None

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

All Ayes

Motion Carried.

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## Classified:

Motion to approve the following:

● Linda Bandiera	Transportation Aide	\$9,418.32
● Kelly Blair	Volunteer – Boys Basketball Coach	
● Jordyn Brezo	Substitute – Transportation Aide	\$12.36/hr.
● Alex Duncan	Volunteer – Statistician Boys Basketball	
● Cheryl Eiduke	Bus Driver	\$11,651.85
● Nathan Fiala	Assistant – Boys Basketball Coach	\$5,421
● Jason Heiden	Volunteer – Wrestling Coach	
● Karen Holschuh	Substitute - Transportation Aide	\$12.36/hr.
● Christina Hoskin	Substitute – Transportation Aide	\$12.36/hr.
● Alexis Knight	Assistant – Girls Basketball Coach	\$5,421
● Doug Lory	Assistant Baseball Coach	\$3,614
● Candace McCracken	Latchkey	\$10.00/hr.
● Ian Patterson	Jr. High (8 <sup>th</sup> Grade) Basketball Coach – Girls	\$3,614
● Barbara Springer	Substitute – Kitchen	\$11.00/hr.
● Richard Reighard	Substitute – Bus Driver	\$16.20/hr.
● Maureena Stoddard	Volunteer - 7th Grade Girls Basketball	
● Susan Thomas	Volunteer – Swim Coach	
● Tom Westover	Bus Driver	\$6,378.84
● Cindy Widing	Substitute – Kitchen	\$11.00/hr.

First: Mr. Wadsworth, Seconded: Mr. Boyd

Discussion: None

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

## Business:

Motion to approve the following overnight Varsity Wrestling Trips:

- Vision-Chrysler Border War Invitational, Defiance, Ohio  
December 28, 2018 through December 29, 2018
- Middletown High School Tournament, Middletown, Ohio  
January 11, 2019 through January 13, 2019

First: Mr. Manfredi, Seconded: Mrs. Raikes

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Discussion: Ms. Stanley asked what the plan is for these trips. Mr. Stoddard stated the first trip is during Christmas break so no school is missed and an overnight stay is needed as it is a two day tournament. The second trip is in Cincinnati and the tournament is on Saturday so the team will leave Friday after school, stay the night, wrestle on Saturday and come home. The overnight stay is needed so the team does not have to leave so early on the day of the meet.

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

Motion to approve the 2019/2020 and 2020/2021 school calendars.

First: Mr. Boyd, Seconded: Mr. Manfredi

Discussion: None

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

Motion to approve the first reading for the following NEOLA Policies New/Revisions/Deletions:

0131	0141.2	0164	0165.1	0165.2	0165.3	0166
0168	0169.1	1240.01	1422	1541	1662	2111
2260	2261	2261.01	2261.03	2370.01	2700 (Rescind)	
3122	3140	3362	4122	4140	4162	4362
5113	5517	5517.02	5610	5610.02	5610.03	5611
6320	6325	6423	6605	8141	8403	9700

First: Mr. Wadsworth, Seconded: Mr. Boyd

Discussion: None

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

## Old Business

Motion to open official territory transfer discussions between Berkshire and Newbury Local School Districts, facilitated by the Geauga County Educational Services Center, with three contingencies; 1) OFCC Approval, 2) Newbury will right-size their staff to Berkshire staffing ratios, and 3) Newbury will

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bring sufficient cash balance to accommodate additional square footage for the construction of the new school to open in August of 2021.

First: Mr. Manfredi, Seconded: Mrs. Raikes

Discussion: Ms. Stanley wanted to be brought up to date since last month. Mr. Stoddard stated Newbury has been meeting with both West Geauga and Berkshire. Mr. Stoddard and Mrs. McCaffrey met with Newbury regarding staffing ratios and they believe those numbers could be met. Hopefully at the next board meeting there will be a more official resolution. The OFCC will need an official board action before any calculations could be made. Ms. Stanley wanted to know if the same resolution was passed at Newbury's meeting. Mr. Stoddard stated he thought a similar resolution would be passed the same night. The districts are trying to release information at the same time. Mr. Stoddard also stated he believes West Geauga was going to do a community survey before deciding to have more conversations with consolidation.

Roll Call: Mr. Manfredi-aye, Mrs. Raikes-aye, Mr. Wadsworth-aye, Mr. Boyd-aye, Ms. Stanley-nay  
4 Ayes, 1 Nay  
Motion Carried.

## **New Business**

Motion to hold the January Re-organizational meeting on January 14, 2019 at 6:00 p.m., with the regular meeting to immediately follow. An alternative date of January 15, 2019 will be held in case of inclement weather.

First: Mrs. Raikes, Seconded: Mr. Wadsworth

Discussion: None

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

Motion to appoint Mr. Jim Boyd President Pro Tem, effective until the annual Reorganizational Meeting in January 2019.

First: Mr. Manfredi, Seconded: Mr. Wadsworth

Discussion: None

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

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## **Board Discussion**

January Board Meeting:      January 14, 2019  
Berkshire Board of Education  
14259 Claridon Troy Road  
Burton, Ohio 44021

Thompson Park Board Letter- Mr. Stoddard stated he receive a letter from Thompson Park Board inviting the district to use the park and to help them promote the new reading lab. Mr. Wadsworth asked if it was for all ages in which Mr. Stoddard said it was for all ages, they just want to get people out and using the park. Mr. Boyd stated he would be interested in setting up a meeting to see how we could help. Mrs. Raikes mentioned contacting the Frances Leighton Trust Committee for their thoughts and comments.

Mr. Boyd reported the entire board visited Inventionland in Pittsburgh, PA today and it was an amazing and interesting place and that he is excited to see what the school can do with PBL (Project Based Learning). Mr. Boyd thanked Mr. Stoddard for arranging this visit.

Mr. Boyd also commented on recent newspaper articles concerning Middlefield mayor pushing for a consolidation with Berkshire. Mr. Boyd mentioned there have been no official talks and no one from the Cardinal School Board has contacted him but the door is always open.

## **Open Public Participation**

Roger Miller stated it was awesome to see what the students are doing with the new project based learning. Mr. Miller also wondered if the 403B resolution that was approved was something new. Mrs. McCaffrey stated our employees already have access to a 403B but since the IRS has new rules in place, the board needed to adopt a new resolution regarding employee contributions. Mr. Miller questioned if the board matches these contributions in which Mrs. McCaffrey stated they do not. Mr. Miller also applauded the board for having an open mind regarding Newbury and Cardinal.

Michael King gave an update regarding the Hall of Fame and inductions. He noted a Legacy Class will be added from Ledgement to be sure their athletes and coaches are inducted as well. Mr. King also stated the committee will be sending out forms for nominations and that is how inductees will be inducted going forward.

## **Adjournment**

Motion to adjourn meeting:

First: Mrs. Raikes, Seconded: Mr. Manfredi

Discussion: None

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

Meeting Adjourned at 4:46 PM



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Mr. Jim Boyd

President



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Mrs. Beth McCaffrey

Recorder of Proceedings