
RECORD OF PROCEEDINGS

**MINUTES OF JANUARY 13, 2014 6:00 P.M.
BERKSHIRE BOARD OF EDUCATION**

**ORGANIZATIONAL/ REGULAR BOARD MEETING
BERKSHIRE BOARD OFFICE**

* 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



Swearing in of Newly Elected Board Members

Administration of oath of office for Mrs. Brown and Mr. Manfredi.

Election of Officers

Mr. Honkala nominated Mr. Manfredi for President.
Nomination were closed.

Motion made by Mr. Honkala, seconded by Mrs. Brown to approve Mr. Manfredi as President.

Roll Call:

Ayes: Mr. Honkala, Mr. Miller, Mrs. Brown, Mr. Koster

Abstain: Mr. Manfredi

Nays: None

Motion Carried

Mr. Manfredi nominated Mr. Koster for Vice President.
Nominations were closed

Motion made by Mr. Manfredi, seconded by Mr. Miller to approve Mr. Koster as Vice President.

Roll Call:

Ayes: Mr. Honkala, Mr. Miller, Mrs. Brown, Mr. Manfredi

Abstain: Mr. Koster

Nays: None

Motion Carried

Business

Motion made by Mr. Honkala, Seconded by Mr. Manfredi to adopt the Agenda for the organizational meeting.

Roll Call: All Ayes

Motion Carried.

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Motion made by Mr. Manfredi, Seconded by Mr. Miller to approve the 2013 appointment of Standing Committee Liaisons:

- Auburn Career Center: Mr. Miller
- Facilities Committee: Mr. Miller and Mr. Honkala
- Legislative Liaison to OSBA: Mr. Manfredi
- Representative to B.C.P.A.: Mr. Koster
- OSBA Representative: Mr. Manfredi
- OSBA Alternate: Mrs. Brown
- Audit Committee: Mrs. Brown and Mr. Honkala
- Records Review Commission – Mr. Manfredi, Mr. Koster
- School Safety Committee: Mrs. Brown
- Athletic Booster: Mr. Honkala, Mr. Manfredi
- Tunebackers: Mrs. Brown
- Health Insurance Committee: Mr. Koster, Mrs. Brown

Roll Call: All Ayes

Motion Carried.

Motion made by Mr. Honkala, Seconded by Mrs. Brown to approve Business Meetings of the Board of Education to occur on the second Monday of each month at the Berkshire Board of Education, 14259 Claridon Troy Road., Burton, at 6:00 p.m. unless otherwise noted.

February 10th
March 10th
April 14th
May 12th
June 9th
July 14th
August 11th
September 8th
October 13th
November 17th - Third Monday
December 8th

Roll Call: All Ayes

Motion Carried.

Motion made by Mr. Miller, Seconded by Mr. Koster to approve the following depositories for 2014:

Star Ohio
Huntington National Bank
Charter One
Middlefield Banking Company

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Roll Call: All Ayes
Motion Carried.

Motion made by Mr. Manfredi, Seconded by Mr. Honkala to approve the following newspapers for legal notices:

News Herald – Geauga County Edition
Gauga County Maple Leaf

Roll Call: All Ayes
Motion Carried.

Motion made by Mr. Miller, Seconded by Mr. Koster to approve the Fiscal 2015 Alternative Tax Budget.

Roll Call: All Ayes
Motion Carried.

Motion made by Mr. Manfredi, Seconded by Mr. Koster to authorize Treasurer to establish a service fund in accordance with O.R.C. 3315.15.

Roll Call: All Ayes
Motion Carried.

Motion made by Mr. Honkala, Seconded by Mrs. Brown to authorize Treasurer to amend the certificate of estimated resources with the County Auditor with such amendment to be presented for approval by the Board at the next regular or special meeting.

Roll Call: All Ayes
Motion Carried.

Motion made by Mr. Miller, Seconded by Mr. Honkala that the Treasurer shall be authorized to make adjustments, transfers and additional modifications to budget, revenue and appropriation accounts, as necessary, to update and close fiscal year.

Roll Call: All Ayes
Motion Carried.

Motion made by Mr. Manfredi, Seconded by Mr. Honkala to approve that the Treasurer shall be authorized to make payment of all bills and invoices when due. A monthly listing certified by the Treasurer shall be presented to the Board at the regularly scheduled meeting.

Roll Call: All Ayes
Motion Carried.

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Motion made by Mr. Koster, Seconded by Mr. Honkala to approve the Treasurer shall be authorized to invest inactive funds of the school district. Monthly reports of investments shall be presented to the Board.

Roll Call: All Ayes
Motion Carried.

Motion made by Mr. Miller, Seconded by Mr. Manfredi to authorize the Treasurer to liquidate obsolete, broken, or otherwise unused school district equipment valued at less than \$1,000 per item.

Roll Call: All Ayes
Motion carried.

Motion made by Mr. Koster, Seconded by Mr. Honkala to approve the Treasurer's authorization to approve the Treasurer's authorization to forward resolutions to request advances on first and second half tax collections from the Geauga County Auditor. The Treasurer shall be authorized to forward a resolution to the Geauga County treasurer requesting direct wire transfer or tax funds from the Geauga County Treasurer to Star Ohio or any other depository with a Designation of Depository resolution on file with the Treasurer.

Roll Call: All Ayes
Motion Carried.

Motion made by Mr. Honkala, Seconded by Mr. Manfredi to permit the Treasurer to solicit and advertise if necessary for legal counsel for the Board for 2014.

Roll Call: All Ayes
Motion Carried.

Motion made by Mr. Manfredi, Seconded by Mr. Koster to approve the Superintendent shall be authorized for all Federal and State Grants and programs on behalf of the district. The Treasurer is authorized to accept funds from all approved grants and programs.

Roll Call: All Ayes
Motion Carried.

Motion made by Mr. Honkala, Seconded by Mr. Koster to approve the attendance and the expenditure of funds for the Superintendent and the certificated staff and school support personnel (at the Superintendent's approval) and the Treasurer and treasurer's staff (at the treasurer's approval) at in-service meetings, conferences, clinics and workshops within the State of Ohio during 2014.

Roll Call: All Ayes
Motion Carried.

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Motion made by Mr. Miller, Seconded by Mr. Koster to approve the Public reading of Board of Education minutes is waived for all meetings during the year. Each member of the Board shall receive copies of the minutes from the previous meeting in advance of the next regular meeting.

Roll Call: All Ayes
Motion Carried.

Motion made by Mr. Koster, Seconded by Mr. Miller to approve the following groups to be retained on the District liability policy as eligible school groups at the appropriate rate determined by the insuring company, if any:

- Berkshire Athletic Boosters
- American Field Service (Foreign Exchange Student Program)
- Burton P.T.O.
- S.P.T.O. (Jr./Sr. High School)
- Tunebackers
- Berkshire Operation Post Prom (B.O.P.P.)

Roll Call: All Ayes
Motion Carried.

Superintendent's Report and Recommendations (Organizational):

Motion made by Mrs. Brown, seconded by Mr. Honkala to approve the substitute list submitted by the Geauga County Board of Education each month:

Roll Call: All Ayes
Motion Carried.

Motion made by Mr. Honkala, Seconded by Mr. Koster to approve the following recommendations:

1. Designate the Curriculum Director as local coordinator of all Federal and State programs.
2. Authorize the Superintendent to serve as the purchasing agent for the school district.
3. Authorize the Superintendent to enter into Contract Agreements for values less than \$10,000.
4. Designate the Superintendent to serve as the district's Asbestos, Toxic Hazard Preparedness Officer and OSHA Compliance Management Plan Coordinator.

Roll Call: All Ayes
Motion Carried.

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Motion made by Mr. Honkala, seconded by Mr. Manfredi to approve the following Resolution:

To authorize the Superintendent, during periods when this Board is not in session, to make offers of employment directly to candidates for either teaching or nonteaching positions on behalf of this Board, and to acknowledge acceptance of such offers on behalf of this Board, subject to a subsequent vote of ratification by this Board; provided, however, that upon ratification by this Board, the employment shall be deemed effective as of the date and time of the employee's acceptance of the Superintendent's offer.

Nothing in this resolution shall require the Board of Education to employ or continue to employ an individual who has not provided a criminal records check satisfactory to the board or who has not satisfied any other prerequisite to employment created by law or Board policy.

The authorization provided by this resolution shall commence on January 13, 2014 and remain in effect through January 12, 2015.

Roll Call: All Ayes
Motion Carried.

Motion made by Mr. Miller, seconded by Mr. Koster to approve the following Resolution:

To authorize the Superintendent, on behalf of this Board, to accept resignations which have been submitted by employees during times when this Board is not in session, subject to ratification by this Board; provided, however, that upon ratification by this Board, such resignations shall be deemed effective as of the date and time of the Superintendent's acceptance.

The authorization provided by this resolution shall commence on January 13, 2014 and remain in effect through January 12, 2015.

Roll Call: All Ayes
Motion Carried.

Motion made by Mr. Manfredi, seconded by Mr. Honkala, to adjourn the meeting.

Roll Call: All Ayes
Motion Carried.

Meeting Adjourned at 6:24 p.m.

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REGULAR JANUARY MEETING January 13, 2014

Call to Order

Roll Call: Mr. Miller, Mr. Honkala, Mrs. Brown, Mr. Koster, Mr. Manfredi - present

Motion made by Mr. Miller, seconded by Mr. Manfredi to approve the current Agenda and Minutes of December 9, 2013 regular meeting.

Roll Call: All Ayes

Motion Carried.

Treasurer's Report:

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 **December, 2013** submitted subject to audit and include: Financial Summary, Appropriations and Revenue Summary, Check Register Recap, and Bank Reconciliation per *ORC 3313.29*.

Appropriation Modification:

Motion made by Mr. Miller, seconded by Mr. Honkala to approve the following appropriation modification:

| | | |
|----------------------------|-----------|---|
| Permanent Improvement Fund | + 100,000 | (To Account for Advance Return to general fund) |
|----------------------------|-----------|---|

Roll Call: All Ayes

Motion Carried.

Donation

Motion made by Mr. Honkala, seconded by Mr. Manfredi to accept the donation of \$1,500 from Party with a Purpose, for athletic fees.

Roll Call: All Ayes

Motion Carried.

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Invoice

Motion made by Mr. Miller, seconded by Mr. Honkala to approve membership to the Ohio School Boards Association for 2014.

Roll Call: All Ayes

Motion Carried.

Vocational Report

Mr. Miller reported that Tony Podojil has been appointed as the new ESC representative to the Auburn Career Center Board. He also reported that Auburn will be opening a CDL Truck Driving Class in 2014.

Committee Reports:

None

Superintendent's Report and Recommendations:

Classified:

Motion made by Mr. Manfredi, seconded by Mr. Honkala to approve Don Breckinridge as a volunteer coach for the girls' junior high basketball team:

Roll Call: All Ayes

Motion Carried.

Business:

Motion made by Mr. Miller, seconded by Mr. Honkala to approve a 1.70 mill replacement with additional levy (1.2 mill replacement with additional .5 mill) for current expenses for Burton Public Library to be placed on the May 6, 2014, ballot pursuant to OCR 5705.23.

Roll Call:

Ayes: Mr. Manfredi, Mr. Miller, Mr. Koster, Mr. Honkala, Mrs. Brown.

Nays: None

Motion Carried.

Old Business

Mr. DeLong reported on Career Day. It was a great success with over 30 Employers from around Geauga County participating.

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Mr. Manfredi reported on the consolidation with Newbury Local Schools. He reported on the State Board of Education meeting that he, Mr. DeLong and Mrs. McCaffrey attended that morning.

New Business:

Mr. DeLong presented the Board Members with certificates in recognition of Board Member Appreciation Month.

Open Public Participation:

None

Motion made by Mr. Honkala, seconded by Mr. Miller, to adjourn the meeting.

Roll Call: All Ayes

Motion Carried.

Meeting Adjourned at 6:47 p.m.

Mr. John Manfredi President

Mrs. Beth McCaffrey Recorder of Proceedings