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# RECORD OF PROCEEDINGS

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**MINUTES OF SEPTEMBER 5, 2007, 6:00 PM  
BERKSHIRE BOARD OF EDUCATION**

**REGULAR SESSION  
HIGH SCHOOL LIBRARY**

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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*

## CALL TO ORDER



## PLEDGE OF ALLEGIANCE

**ROLL CALL:** Mr. Honkala, Mr. Manfredi, Mr. Imhof, Mr. Miller, Mrs. Timmons.

### **APPROVAL OF AGENDA**

Motion made by Mr. Miller, seconded by Mr. Manfredi, to approve the agenda as adjusted.

Roll Call: All Ayes. Motion carried.

### **APPROVAL OF MINUTES**

Motion made by Mrs. Timmons, seconded by Mr. Imhof, to approve the minutes of the August 6, 2007 Regular Meeting and the August 14, 2007 Special Meeting.

Roll Call: All Ayes. Motion carried.

### **TREASURER'S REPORT**

#### **Expenditures:**

Motion made by Mr. Manfredi, seconded by Mr. Miller, to approve the expenditures in the amount of \$922,274.57 for the month of August and any necessary for September, along with month end reports, including the amended certificate. Total General Fund Certified Revenues: \$10,540,019.11; Total All Other Funds Certified Revenues: \$1,499,974.09.

Roll Call: All Ayes. Motion carried.

#### **Interest Earned:**

The treasurer earned \$23,759.09 in interest in August investments. The total fiscal year-to-date earnings are \$37,989.54. Current interest rate: Star 5.18%, Huntington 5.18%, Charter One 5.18%.

#### **Appropriation Modifications:**

Motion made by Mr. Honkala, seconded by Mrs. Timmons, to approve all appropriation modifications for September as needed. Total General Fund Appropriations: \$9,697,846; Total All Other Funds Appropriations: \$1,400,658.

Roll Call: All Ayes. Motion carried.

#### **Purchase Of Vans:**

Motion made by Mr. Miller, seconded by Mr. Imhof, to approve two vans for special education transportation, to be paid from the reimbursement from the closing of East Shore Transportation.

*Mr. Manfredi asked how much the reimbursement will be and how much mileage will the vans have annually. Mrs. Tramont said the reimbursement is approximately \$89,000. We have had to increase the special education routes and the vans are used daily. We traded in an old van with very high mileage. She will ask Mrs. Shirkey about the number of miles expected to be driven for the vans this year. Mr. Miller asked if we have to provide the*

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*driver for the vans.* Mr. Knapp answered yes, at a cost of about \$11,000 a year per driver. We currently have a student that we have to drive into Cleveland every day for class/therapy.

Roll Call: All Ayes. Motion carried.

### **Advances From General Fund:**

Motion made by Mr. Honkala, seconded by Mr. Manfredi, to approve advances from the General Fund to cover grant monies to be received from the following accounts:

Title VIB- fund 516	\$97,812.03
Title I – fund 572	\$11,721.86
Title V – fund 573	<u>\$ 2,512.73</u>
	\$112,946.62

Roll Call: All Ayes. Motion carried.

### **Work Session:**

Mrs. Tramont stated that the Five Year Forecast for Fiscal Year 2008 must be approved at the October meeting to meet the filing requirement. Therefore if the Board is interested she would like to schedule a work session to review the forecast prior to the meeting. *Board is to agree on a meeting date by the end of the meeting.*

### **VOCATIONAL REPORT**

Mr. Miller reported that they are moving ahead with an architectural firm to get a design. They will be putting the levy back on in March and will have lots of information coming out. ACC received a CRF accreditation which enables them to do job transition services, another area to serve the community.

### **COMMITTEE REPORTS**

None.

### **SUPERINTENDENT'S REPORT AND RECOMMENDATIONS (PRINCIPALS' UPDATES)**

Mr. Knapp reported that things progressed well on the first day back to school. The new traffic pattern at the high school helped make the traffic flow smoothly. The elementary schools started fifteen minutes earlier than last year and this went well also. Thanks to the quality administrators and staff who care about each child in the district.

Magnets will be available in the buildings with the districts new phone number on them. Joyce Hopper put the magnets together. Within the next two weeks the website directory will be updated with the phone (voicemail) extensions for all certified staff.

The Board has completed interviewing and rating three architectural firms to design a new or renovated facility for the K-8 population of the district. Once the firm is selected, the process to put ideas together within the budget will begin. We will work with the County Auditor to determine the best way to finance the construction. Community involvement will be crucial as schools are a community center.

We have set up an alumni section on our website to provide Berkshire alumni a way to stay in touch. We have also enhanced the security systems at the high school and at the Burton campus.

**Troy Elementary** – Gina Symsek reported that the first day of school went well. Enrollment for 2008 is 167 up from 149 in 2007. They have made a change to departmentalizing the instruction for grades 4-6. PTO is planning many events for the upcoming school year. Considering an anti-bullying program. Open house is Wednesday,

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September 12, 2007. It will be an interactive format this year where the parents get to spend “a day in the life” of their child’s school day.

Working on placements due to the various student educational and behavioral needs. Working with Mr. Gardner and Mr. Ferguson on assessing the CoGAT scores of last year’s 2<sup>nd</sup> graders to determine if the students meet the eligibility criteria for the gifted program.

**Burton Elementary** – Mrs. Ducca stated that they held a kick-off back to school picnic on August 29<sup>th</sup>. Thanks to the PTO for the buns, hotdogs and condiments. Kindergarten orientation went well. There is a three day phase in of the students, Friday all of the students will be together. Opening day went off without a hitch. Worked on a school wide plan with team leaders. Want to bring character education principles to the students. Made up “I” statements and the Badger “5” for the kids to refer to and follow.

Fundraiser kick-off is on Friday. PTO donated 85 copies of Franklin Goes to School for the kindergartners and supply funds for the teachers. Our open house is September 13, 2007. Laurie Lamb did a great job at the fair.

**Jr High/High School** – Mr. Reedy stated that they had a smooth start to the school year. We changed the traffic pattern and it seemed to work ok. Attended training this summer that was very good with a great speaker, Kathie Hamilton. It was very interesting presentation. She has a special needs child so she understands IEP’s and children’s background. Good points brought out in her presentation about understanding the students behavior and their backgrounds that can effect or determine that behavior.

Meet the Badger night was held inside the gym due to the rain. It went well and was well attended. For the 7<sup>th</sup> grade orientation Jenn Sabol had a scavenger hunt for the students. Went well without a hitch. Talked with the individual class groups about what they need to do in the next year. Tried to make sure they understand what is needed of them to make it through the next year and into the year after that. Will be talking to the 7<sup>th</sup> and 8<sup>th</sup> graders tomorrow.

Mrs. Gill will be used for an inservice/professional development for our three days of required time. We have two interns this year. Donna Cook will be helping in 8<sup>th</sup> grade social studies and Kelly Timmons’ project is yet to be determined. The Library ceiling tiles were fixed this summer with permanent improvement funds, the maintenance staff did a great job.

## **PERSONNEL:**

### *Certified:*

Motion made by Mr. Manfredi, seconded by Mrs. Timmons, to accept the resignation Kim Sethna, Director of Curriculum and Testing, effective 9/15/07.

*Mr. Manfredi wished her the best of luck on whatever she does. Mr. Imhof stated that Kim has been here a long time, held multiple roles serving the district and we will miss her sense of humor and good work. Mr. Honkala stated that she did a great job and had a lot of work when she came in – she handled it well. She will be missed. Mr. Knapp said she will be on the school board for Nordonnia starting in January. Mrs. Timmons said she was also going to be working on her doctorate and wishes her well.*

Roll Call: All Ayes. Motion carried.

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Motion made by Mr. Honkala, seconded by Mr. Manfredi, to approve the following supplemental contracts for 2007/2008 school year. (Contingent upon sufficient numbers of students signing up and paying participation fees.)

- Meghan Hull, Yearbook Advisor
- John Savage, AFS Advisor
- John Savage, French National Honor Society Advisor
- Michelle Peters, Boys' Cross Country Coach (1/2)
- Kelly Mathews, Varsity Softball Assistant Coach
- Linda Stone, Mentor (Mike Chuppa)

Roll Call: All Ayes. Motion carried.

Motion made by Mr. Miller, seconded by Mr. Imhof, to approve the substitute teachers on County ESC List.

*Mr. Knapp said there is a very small sub list per the County.*

Roll Call: All Ayes. Motion carried.

*Classified:*

Motion made by Mr. Miller, seconded by Mr. Honkala, to approve the following supplemental contracts for 2007/2008 school year. (Contingent upon sufficient numbers of students signing up and paying participation fees.)

- Ken Landrus, Head Custodian, Burton Elementary
- Aimee Green, Boys' Cross Country Coach (1/2)
- Gary Laymon, Boys' JV Basketball Coach
- Mark Mallon, Assistant Soccer Coach  
Paying Jr. High contract amount per B.E.A.

Roll Call: All Ayes. Motion carried.

Motion made by Mr. Manfredi, seconded by Mrs. Timmons to approve the following classified substitutes:

- Doris Delbo
- Jennifer Misconin
- Kim Brown

Roll Call: All Ayes. Motion carried.

Motion made by Mr. Honkala, seconded by Mr. Manfredi, to approve Laurie Keyes as the Volunteer Cheerleading Coach.

Roll Call: All Ayes. Motion carried.

Motion by Mr. Miller, seconded by Mrs. Timmons, to approve the Administering of Medication – Board of Education Policy (#5331[c]) which requires that the Board of Education assign to specific employees the responsibility of storage and administration of medication following in-service by, and under the supervision of, the school nurse. The following should be approved for these duties for the 2007-2008 school year:

Berkshire Jr./Sr. High School: Steve Reedy, Jennifer Sabol, Maryalice Horton, Joann Green, Nancy Sherbondy, Jim Knapp.

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Burton Campus: Cindy Ducca, Jennifer Ambrose, Garnet Brown, Michelle Peters, Laurie Lamb, Jim Knapp.

Troy Campus: Gina Symsek, Ammie Evers, Joann Green, Priscilla Keefe, Amy Burzanko, Jim Knapp.

Transportation Personnel: All have been trained for emergency administration of the anti-seizure medication Diastat Liquid Rectal Gel as ordered by the student's doctor.

*Mr. Knapp stated that Kathy Pinkava does an excellent job of keeping track of who is on medication within the district.*

Roll Call: All Ayes. Motion carried.

Motion made by Mrs. Timmons, seconded by Mr. Manfredi, to approve the Jr./Sr. High School Faculty Handbook and Student Handbook.

Roll Call: All Ayes. Motion carried.

Motion made by Mr. Honkala, seconded by Mr. Miller, to approve the following limited one year contracts. (Salary and benefits per current negotiated agreement.)

- Courtney Bucholtz, Playground Aide
- Jackie Peters, Playground Aide
- Carolyn Miller, Van Driver (with CDL, at bus rate)

Roll Call: All Ayes. Motion carried.

Motion made by Mr. Miller, seconded by Mr. Manfredi to adopt OSBA revision to Policy #8310 "Public Records Policy".

*Mr. Knapp stated that the new public records law requires each entity to adopt a revised policy by September 30, 2007. Our policy development service is working on the one we will adopt as a revised policy in October, but must adopt this one to be in compliance with new law.*

## **OTHER BUSINESS**

*Architect Selection:*

Mr. Knapp reported that we are following ORC for the proper procedures when considering a construction project.

- ❖ Advertise for architect firms.
- ❖ We interviewed three firms.
- ❖ Each firm was given an identical set of questions to respond to as developed by our construction counsel. The Board members then ranked the firms.
- ❖ The Superintendent and Treasurer will work with the construction counsel to negotiate a contract with the firm selected by the Board as #1. If a contract cannot be made with #1, we then got to #2 and negotiate a contract.
- ❖ All ranking and discussion will be included in the board minutes.

Mr. Imhof – All firms were quality firms, there were things we liked about all of them. They put a lot of work on their parts into their presentations.

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Mr. Miller – All were professional and had good presentations. Ranked them based on what I felt. Some are more geographically located and have some workers in our district. All were good firms.

Mrs. Timmons – Based on the presentations and discussions ranking them is difficult. They all did a great job. I have ranked them 1 – Burt Hill, 2 – Eckles and 3 – BHSM. I think Burt Hill looked at the district's needs, I liked their overall presentation and they looked closely at our budget.

Mr. Imhof and Mr. Miller agreed with Mrs. Timmons' rankings.

Mr. Honkala – All things being equal it was very tough to choose between the top two firms – Burt Hill and Eckles.

Mr. Manfredi – I ranked Burt Hill as #1 and Eckles/MHSM tied for #2. Considering the proximity and history, Burt Hill seemed like the right choice.

Mrs. Timmons stated that this is only the first step. Mrs. Timmons requested that they make a motion to rank the firms as agreed.

Motion made by Mr. Manfredi, seconded by Mr. Honkala, to rank the architect firms as follows:

1 – Burt Hill                      2 – Eckles                      3 – BHSM

Roll Call: All Ayes. Motion carried.

Mr. Manfredi requested that they make a motion to offer a contract to Burt Hill.

Motion made by Mr. Imhof, seconded by Mr. Miller, to authorize the Superintendent and Treasurer to negotiate a contract with Burt Hill for architect services.

Roll Call: All Ayes. Motion carried.

Mr. Knapp said that we have an Eckles rep here tonight. I never heard of Eckles and they probably never heard of Berkshire before this project. They did a tremendous job in their presentation and we are sure there will be future opportunities for their services. Construction counsel stated that we should have a construction manager and if not, at least a scheduling consultant. We need a more thorough study plan to make sure the site is buildable. We do not want to find out later that the site is not buildable to our needs.

## **Old Business**

None.

## **New Business**

Mr. Honkala received a letter from the Maple Leaf regarding a trophy to the winner of the Berkshire/Cardinal football game. The Maple Leaf will provide and maintain the trophy. The winning team will get to display the trophy until the next "rivalry" game the next season.

Thompson United Methodist Church is holding a meeting on September 22, 2007 from 1:00 – 3:30 pm regarding school funding issues.

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## Open Public Participation

Steve Reedy commented that one reason we are able to stay successful at Berkshire is because we have veteran teachers mentoring students and young teachers helping folks out. *Mr. Honkala stated that we have a great staff here at Berkshire.*

Mr. Roy, citizen at large, asked for a clarification. Tim how long have you been president? *Mr. Honkala stated since January of 2007.*

Mr. Knapp reminded the board they needed to pick a date for the forecast work session. It was decided to hold it on Monday, September 24, 2007 at 6 pm at the Board Office, with no board action that evening.

Mr. Knapp also commented that the band looked great at the Bandorama at the fair. We won the snow plow competition for a \$500 scholarship for an art student.

## Adjournment

Motion by Mr. Imhof, seconded by Mr. Honkala, to adjourn the meeting.  
Roll Call: All Ayes. Motion carried.

Meeting was adjourned at: 7:00 pm.

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Mr. Tim Honkala, President

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Mrs. Merry Lou Tramont, Treasurer