

**RECORD OF PROCEEDINGS**

Minutes of **KENSTON BOARD OF EDUCATION**

**REGULAR Meeting**

**7:00 P.M.**

**Timmons Elementary School Multi-Purpose Room**

**December 12, 2016**

The meeting was called to order by President Beth Krause.

The following members answered roll call: Neysa Gaskins, Beth Krause, Tom Manning, Bill Timmons and Beth Ward.

**2016-83**      **APPROVAL OF MINUTES**

Upon the recommendation of the Treasurer, a motion was made by Gaskins, seconded by Ward, to approve the following:

November 21, 2016	Regular Meeting
December 5, 2016	Special Meeting

ROLL CALL: Gaskins-Yes, Krause-Yes, Manning-Yes, Timmons-Yes, Ward-Yes  
Motion carried.

**BOARD REPORTS AND INFORMATIONAL ITEMS**

- Beth Ward - Attended Educational Service Center of Cuyahoga County, Board updated.
- Tom Manning - Kenston Citizens Advisory Committee focused on KCAC objectives and receiving a charge from the Board.
- Neysa Gaskins - Kenston Inc.
  - a. Sue Subel and Kelly Johnston presented critical thinking for students.
  - b. Katy McGrath - Alumni Association
  - c. Katy Phillips - High School Partnership

**2016-84**      **COMMENDATIONS**

A motion was made by Timmons, seconded by Manning, to commend the following:

**Melody Coniglio**, Kenston's Director of Transportation, for being first in the State of Ohio to earn the National Association of Pupil Transportation Certificate of Special Needs Transportation Endorsement.

**Joe Haker**, Haker Printing, Inc. for 31 years of dedicated service to Kenston Schools.

ROLL CALL: Gaskins-Yes, Krause-Yes, Manning-Yes, Timmons-Yes, Ward-Yes  
Motion carried.

*2 minute recess was called by President Krause to release those having been commended who wish to leave.*

**HEARING OF PUBLIC ON AGENDA ITEMS**

- None

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2016-85

FINANCIAL

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 periods ending (**November, 2016**) submitted subject to audit and include: Financial Summary, Appropriations and Revenue Summary, Monthly Comparison Report, Check Register Recap, Bank Reconciliation including Investment Report and corporate Credit Card statements. ORC 3313.29

Upon the recommendation of the Treasurer, a motion was made by Gaskins, seconded by Ward, to approve the following:

**a. Super Blanket Purchase Order Approval**

Approve the Super Blanket Purchase Orders for December, 2016.

<u>PO#</u>	<u>VENDOR NAME</u>	<u>AMOUNT</u>
107141	CRAWFORD DESIGN	\$ 5,000.00
107258	CHAGRIN VALLEY AUTO PARTS	\$ 500.00
107239	WILLO TRANSPORTATION	\$ 31,700.00
107250	GEAUGA COUNTY EDUCATIONAL SERVICE CTR	\$276,514.58
107275	SOVEREIGN INDUSTRIES	\$ 1,500.00
107277	SOVEREIGN INDUSTRIES	\$ 2,000.00
107331	AMERICAN EXPRESS	\$ 800.00
107340	AMERICAN EXPRESS	\$ 1,000.00
107381	THE FLAG STORE	\$ 400.00
107382	ADVANCED GAS WELDING SOLUTIONS	\$ 400.00
107383	CHAGRIN PET & GARDEN SUPPLY	\$ 400.00

ROLL CALL: Gaskins-Yes, Krause-Yes, Manning-Yes, Timmons-Yes, Ward-Yes  
Motion carried.

2016-86

PERSONNEL

Upon the recommendation of the Superintendent, a motion was made by Timmons, seconded by Manning, to approve the following:

Note: Approval of all new employee contracts is contingent upon receipt of a criminal records check.

Let the records reflect the following professional trips:

- Kathleen Poe**, Ohio Association for Gifted Children, Coordinators Conference
- Greg Koltas**, Northeast Ohio Mathematical Specialists Meeting\*
- Ellen Larkin**, Northeast Ohio Transition Symposium\*
- Staci Lindsey**, Lake Erie Educational Media Consortium (LEEMC) Bookscan\*

\*Paid for with Grant Funds or at no cost to district.

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a. Approval of Substitutes/Curriculum Pay

Approve the following:

Teacher Substitutes, \$92/day

Sandra Vettel                      Jacalyn Cingcade  
Marianne Gallagher

Substitute Bus Aide, \$9.07/hour

Teresa DiMarco

Substitute Aide/Certified Teacher, \$92/day

John Kartley

KMS Choral Concert Accompanist, \$230

Kerry Norman

KHS Spring Musical Accompanist, \$750

Kerry Norman

Curriculum Work, ELA Course of Study

Rachel Carter (1/2 day attendance at daily rate)

Spanish Interpreter at Special Education Meetings, \$29.53/hour

Jessica Verbic (not to exceed 10 hours)

IEP Review and Meetings, \$29.53/hour

Kristen Rudlosky,(not to exceed 5 hours)	Ann Frasz,(not to exceed 7 hours)
Ellen Larkin,(not to exceed 2 hours)	Joe Papp,(not to exceed 7 hours)
Kim Craig,(not to exceed 2 hours)	Sandy Galicki,(not to exceed 6 hours)
Brian Holley,(not to exceed 3 hours)	Kathleen Thorn (not to exceed 6 hours)
Scott Anderson,(not to exceed 3 hours)	Jodie Todia,(not to exceed 2 hours)
Christine Zack,(not to exceed 2 hours)	Sabrina Fuller,(not to exceed 5 hours)
Mary Lou Rose,(not to exceed 5 hours)	Rachel Kujala,(not to exceed 2 hours)
Heidi Jones,(not to exceed 7.5 hours)	Mary Trimm,(not to exceed 6 hours)
Brian Love,(not to exceed 5 hours)	Molly Jansen,(not to exceed 6 hours)

Let the records reflect that Theresa Petrick has resigned her supplemental contract for TES Student Council and 3<sup>rd</sup> Grade, Grade Level Chair for the 2016-2017 school year, effective December 1, 2016. Student Council supplemental shall be in the amount of \$403.83. 3<sup>rd</sup> Grade, Grade Level Chair shall be in the amount of \$1,241.93.

b. Approval of Supplemental Contracts

Approve the following list of supplemental contracts:

Staff, 2016-2017 School Year

<b>Michelle Spicuzza</b> ,TES Student Council (pro-rated 109.5 days)	\$ 609.92
<b>Kaitlyn Huml</b> ,TES 3 <sup>rd</sup> Grade,Grade Level Chair (pro-rated 109.5 days)	\$2,110.07

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**c. Approval of Contract - Non-Teaching**

Approve following non-teaching contract for the 2016-2017 school year:

**Teresa DiMarco**, Transportation Aide 2.0 hours \$3,035.34

**d. Resignation - Non-Teaching**

Accept the resignation of **Stacey Boden**, Transportation Aide, effective November 11, 2016.

ROLL CALL: Gaskins-Yes, Krause-Yes, Manning-Yes, Timmons-Yes, Ward-Yes  
Motion carried.

**OLD BUSINESS**

- None

**2016-87**

**NEW BUSINESS**

Upon the recommendation of the Superintendent, a motion was made by Timmons, seconded by Ward, to approve the following:

**a. Obsolete Equipment and Textbooks**

Declare the following obsolete:

Technology Department

iPad2, tag #21945, 22331\*\*  
Dell 260, tag #14928\*\*  
Dell 2150, tag #21653\*\*  
Nobilis Laptop, tag #15138\*\*  
Optoma Projector, tag #14755\*\*  
2400 Projector, tag #17622\*\*  
Dell mini, tag #20527, 20840\*\*  
Dell 2400, tag #19194, 19127, 19130, 20220\*\*  
Dell 1410, tag #20871\*\*  
Overhead, tag #19478, 12496, 7898, 17518\*\*  
HP 6540, tag #18057\*\*  
HP 6940, tag #20098\*\*  
Cisco, tag #7940, tag #17423\*\*  
Cisco 7960, tag #17390\*\*  
Cisco 7912, tag #17402\*\*  
Cisco 7940, tag# 17394, 17401\*\*  
TV, tag #16689, 16732\*\*  
Monitor, tag #16086, 15753, 145224\*\*  
Dell computer, tag #16134, 16484, 16486\*\*  
HP 4050 printer, tag #11858\*\*  
Dell 280, tag #16535\*\*

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VHS player, tag #17518\*\*

*\*Sealed bids for the obsolete equipment must be submitted to the Treasurer's office by noon on January 4, 2017. All items are "as is" and all sales are final. Minimum bid \$1.00 unless otherwise noted.*

*\*\* Not for bid*

**b. Appointment of Auburn Career Center Representative**

Approve the appointment of Mary Wheeler as the Auburn Career Center representative for a three year term beginning January 1, 2017 through December 31, 2019.

**c. Memorandum of Understanding - Kenston Education Association**

Approve a memorandum of understanding with the Kenston Education Association to modify the terms and conditions of the collective bargaining agreement pertaining to the salary schedule.

**d. Memorandum of Understanding - Kenston Education Association**

Approve a memorandum of understanding with the Kenston Education Association to incorporate certain changes authorized by House Bill 64, as signed into law on June 30, 2015 which changes certain requirements of the Ohio Teacher Evaluation System for the 2016-2017 school year.

**e. Approval of Certified OSCES (Ohio School Counselor Evaluation System) Administrator**

Approve Kristen Hasenohrl as an Ohio School Counselor Evaluation System Administrator.

**f. Approval of Contract - Mentor Public Schools**

Approve a contract with Mentor Public Schools for specialized educational and behavioral services for a student to attend the Mentor CARES Program during the 2016-2017 school year.

**g. Approval of Agreement - Virtual Intervention Project**

Approve participation in the Cuyahoga County Educational Service Center's virtual intervention project for a term of six years beginning in 2016.

ROLL CALL: Gaskins-Yes, Krause-Yes, Manning-Yes, Timmons-Yes, Ward-Yes  
Motion carried.

2016-88

NEW BUSINESS

Upon the recommendation of the Kenston Board, a motion was made by Timmons, seconded by Ward, to approve the following:

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**h. Approval to Appoint President Pro Tem for January, 2017 Organizational Meeting**

Approve Dr. Beth Krause as the Kenston Board of Education President Pro Tem for the January, 2017 Organizational Meeting.

ROLL CALL: Gaskins-Yes, Krause-Yes, Manning-Yes, Timmons-Yes, Ward-Yes  
Motion carried.

**2016-89 DONATIONS**

Upon the recommendation of the Superintendent, a motion was made by Gaskins, seconded by Manning, approve the following:

- Artificial 9½ foot spruce tree with 15 strands of lights to the KHS Music Department from Mark Lowe.
- 3X5 Ohio State University flag for KHS flag pole and Ohio State University Marching Band
- CD to the KHS Music Department from Mark Lowe.
- Water and wellness snacks to the KMS Fitness Night from Sodexo.

ROLL CALL: Gaskins-Yes, Krause-Yes, Manning-Yes, Timmons-Yes, Ward-Yes  
Motion carried.

**FIRST READING - BOARD POLICIES**

I. VOLUME 35, NO. 1:

- 0100 BYLAWS - Definitions
- 0167.1 BYLAWS - Use of Electronic Mail/Text Messages
- 0169.2 NEW -- BYLAWS - Open Meetings/Sunshine Law
- 1530 Evaluation of Principals and Other Administrators
- 1619 NEW - Group Health Plans - Administration
- 1619.01 Privacy Protections of Self-Funded Group Health Plans - Administration
- 1619.03 NEW - Patient Protection and Affordable Care Act - Administration
- 2460 Special Education
- 3419 NEW - Group Health Plans - Professional Staff
- 3419.01 Privacy Protections of Self-Funded Group Health Plans - Professional Staff
- 3419.03 NEW - Patient Protection and Affordable Care Act - Professional Staff
- 3420 \*\*DELETE - Health Insurance Benefit - Professional Staff
- 4419 NEW - Group Health Plans - Classified Staff
- 4419.01 Privacy Protection and Affordable Care Act - Classified Staff
- 4419.03 NEW - Patient Protection and Affordable Care Act - Classified Staff
- 4420 \*\*DELETE - Health Insurance Benefit - Classified Staff
- 5830 Student Fundraising
- 6325 NEW - Procurement - Federal Grants/Funds

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- 6605 NEW - Crowdfunding
- 8330 Student Records
- 9700 Relations with Special Interests Groups

**FIRST READING - TEXTBOOKS AND MATERIALS**

1st Reading - New Curriculum:

- 7<sup>th</sup> Grade ELA/SS Novel - KMS
  - o "I Will Always Write Back: How One Letter Changed Two Lives", Novel by Caitlin Alifirenka & Martin Ganda with Liz Welch

**HEARING OF PUBLIC ON NON-AGENDA ITEMS**

- None

**TREASURER'S REPORT**

- **Remind District** - Forecast is complete, update in early January.
  - o Will be updates for Retirement, Healthcare, Property Values
- **Financial Assessment**
  - o Micro departmental financial analysis.
    - Food Service - Update in January with FOUR months of data
    - Special Ed - Preschool, Psychs
- **District Financial Process Update**
  - PRIOR
    - All requisition, regardless of amount are now approved by Treasurer
    - RAM system in place and working
    - Eliminating Multivendor Purchase Orders
  - CURRENT/NOW
    - Locking down departmental budgets - Budgets are locked. Thank you to many of our administrators for balancing their budgets
  - FUTURE
    - Examining processes with in the treasurer's office in an effort to streamline, economize and increase efficiency
    - Instituting greater control over credit card use
  - o Board Doc's
    - Training occurred today with our staff and board
    - Staff at 1pm
    - Board at 4pm
    - Chromebooks ready to go
    - More training if necessary
    - Live in Regular January meeting
  - o Next Big Project
    - District Budget - Major Analysis - Update
    - Forecast Update
    - Credit Card payments for all fees

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- Tax Budget

**SUPERINTENDENT'S REPORT**

- Tomorrow morning our high school Varsity Jazz and Jazz Ensemble will perform for the Chagrin Valley Rotary at their annual holiday breakfast.
- Many of our students are volunteering in a variety of ways. The KHS Interact group spent their Saturday ringing the bell for the Salvation Army at Giant Eagle and Mazzulo's. Our Hockey Team had a food drive to benefit Bainbridge Food for Friends. The National Honor Society students assisted in the "Shop with a Cop" program and also served as volunteers at the Valley Art Center and Silver Bells Holiday Botique.
- Kenston Intermediate School fifth grader, Gracelyn Skladany's dog, ESPN, was selected as the Number 1 Dog in Geauga County based on her winning essay sponsored by Geauga County Auditor, Frank Gliha.
- This week, our second grade classrooms were "connected" through a Google Hangout with students from North Royalton and a contact in Sweden to share cultural traditions for the holidays.
- This year Kenston hosts the 52<sup>nd</sup> annual Kenston Wrestling Invitational Tournament on December 29<sup>th</sup> and 30<sup>th</sup>. We hope you will be able to attend.
- Under a new leadership, we have been working closely with the Geauga Educational Service Center, as they have been doing with all districts, to increase quality and efficiency of services offered. Preschool special needs programming has operated at Kenston for over 15 years, alongside our Kindergarten program.
- Our teachers and principals are participating in the Regional Leadership Academy with the Schlechty Center. The Schlechty Center works with schools to increase student and staff engagement and learning.
- I wish to gratefully acknowledge the boards' time and contribution to my 360 degree feedback instrument from the Center for Creative Leadership.
- Thank you to Tom Byich, Marc Lobosco and Melody Coniglio for being diligent in their assessment of the recent weather conditions.
- I want to wish all of you a wonderful holiday season.

**NEXT REGULAR MEETING**

7:00 P.M.      January 9, 2017  
Location:      Timmons Elementary School Multipurpose Room

**ADJOURNMENT**

At 6:10 P.M., a motion was made by Timmons, seconded by Gaskins, to adjourn.

ROLL CALL: Gaskins-Yes, Krause-Yes, Manning-Yes, Timmons-Yes, Ward-Yes  
Motion carried.



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APPROVED: January 9, 2016

SIGNED \_\_\_\_\_  
President

ATTEST \_\_\_\_\_  
Treasurer