

**RECORD OF PROCEEDINGS**

Minutes of **KENSTON BOARD OF EDUCATION**

**REGULAR Meeting**

**7:00 P.M.**

**Timmons Elementary School Multi-Purpose School**

**July 17, 2017**

The meeting was called to order by President Beth Krause

**PLEDGE OF ALLEGIANCE**

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

**2017-65      APPROVAL OF MINUTES**

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

- June 19, 2017 - Regular Meeting
- June 25, 2017 - Special Meeting
- June 30, 2017 - Special Meeting

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

**BOARD REPORTS AND INFORMATIONAL ITEMS**

- Mrs. Santilli
  - Discussion regarding paving change order
  - Discussion regarding important repairs needed to stadium turf
  - Mrs. Santilli distributed a schedule of important upcoming dates to the board.
- Tom Manning provided a summary of The Finance Committee discussion:
  - Closing the Books for the year. Fiscal Year End fund balances.
  - Discussion of year end adjustments.
  - Presentation of Fiscal Year End Operating Analysis.
  - Discussion of athletic transfers.

**2017-66      FINANCIAL**

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

- A. 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. Treasurer recommends that the board approve the following financial statements for the period(s) ending: June 30, 2017
  - Financial Summary
  - Appropriations and Revenue Summary
  - Monthly Comparison Report
  - Check Register Recap

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- Bank Reconciliation
- Investment Report
- Corporate Credit Card Statements

ORC 3313.29

**B. Petty Cash and Cash Fund Approval**

Approve the following:

Cash Funds:

\$4,000	Boys Athletics
\$1,000	Girls Athletics

Petty cash:

\$100 for Special Education, KHS, KMS, KIS, TES,  
Central Office and Transportation

\*At the request of the State Auditor, Administrative Guidelines must be followed regarding amounts and the itemization of Petty Cash Expenditures.

**C. Transfers from General Fund**

Approve the following transfers:

\$40,000	to Boys Athletics
\$44,000	to Girls Athletics
\$27,500	to KMS Athletics

**D. Super Blanket Purchase Order Approval**

Approve the Super Blanket Purchase Orders for July, 2017.

<u>PO#</u>	<u>VENDOR NAME</u>	<u>AMOUNT</u>
109005	Automation Mailing and Shipping Solutions	\$ 844.20
109006	Francotyp-Postalia Inc.	\$ 371.00
109048	Defender Auto Glass, LLC.	\$ 1,000.00
109049	F & S Automotive	\$ 1,000.00
109050	Cintas Corporation	\$ 400.00
109051	Iron Mountain	\$ 500.00
109052	Sunrise Springs Water Co.	\$ 900.00
109053	Advanced Gas Welding Solutions	\$ 250.00
109054	Kwik Kleen	\$ 350.00
109055	Gene Ptacek & Son	\$ 300.00
109059	Cintas	\$ 4,200.00
109062	North Coast Two-Way Radio Inc.	\$ 1,000.00
109063	American Express	\$ 3,000.00
109065	Tredroc Tire Services LLC	\$ 20,000.00
109066	Robert Vacik Ohio Tool	\$ 1,000.00
109075	Ashtabula County Educational Service Ctr.	\$ 300.00
109082	Ullman Oil Co.	\$100,000.00
109083	Northeast Lubricants	\$ 3,000.00

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109084	USA Mobile Drug Testing of Northeast Ohio	\$ 1,300.00
109085	Marymount Hospital Inc.	\$ 400.00
109086	Cardinal Bus Sales & Service	\$ 15,000.00
109087	Chagrin Valley Auto Parts	\$ 7,500.00
109088	Custom Electric Service Inc.	\$ 1,000.00
109089	Hans Freightliner of Cleveland	\$ 2,000.00
109090	Kimball Midwest	\$ 4,000.00
109091	Liberty Ford	\$ 500.00
109092	PPC Lubricants Inc.	\$ 4,000.00
109093	Rush Ruck Center	\$ 15,000.00
109095	Sovereign Industries, Inc.	\$ 3,000.00
109096	Unity School Bus Parts Inc.	\$ 5,000.00
109097	Yost Equipment Sales & Service	\$ 3,000.00
109102	Enzo's Cleaning Solutions LLC	\$ 700.00
109112	Airgas	\$ 485.00
109120	Crawford Design, LLC	\$ 5,000.00
109121	American Express	\$ 3,000.00
109122	Business Card	\$ 20,000.00
109123	Docmann Printing	\$ 8,000.00
109124	Docmann Printing	\$ 3,500.00
109125	American Express	\$ 7,500.00
109126	Pitney Bowes Global Financial Services	\$ 1,400.00
109127	Pitney Bowes Global Financial Services	\$ 600.00
109128	Reserve Account	\$ 8,000.00
109129	Safely Home	\$ 33,000.00
109130	Squire Patton Boggs LLP	\$ 12,000.00
109131	Walter & Haverfield LLP	\$ 10,000.00
109134	American Express	\$ 24,000.00
109138	Pure Water Technology LLC	\$ 599.40
109204	Vision Service Plan - (OH)	\$ 44,300.00
109266	Vendor	\$ 1,000.00
109279	Geauga County Educational Service Center	\$ 10,710.00
109287	American Express	\$ 500.00
109288	Advanced Gas Welding Solutions	\$ 900.00
109289	Active Plumbing Supply	\$ 3,000.00
109290	B & J Environmental Inc.	\$ 10,000.00
109291	The Brewer-Garrett Company	\$ 4,000.00
109292	BioSolutions	\$ 9,000.00
109293	Bican Plumbing Inc	\$ 5,000.00
109294	Chagrin Valley Auto Parts	\$ 1,000.00
109295	Cintas	\$ 3,000.00
109296	Cintas Corporation	\$ 1,000.00
109297	Clearwater Operations & Maintenance	\$ 5,000.00
109298	Equiparts Corp.	\$ 5,000.00
109299	The Flag Store	\$ 500.00
109300	Grainger	\$ 5,000.00
109301	Gardiner Trane	\$ 7,000.00
109302	Mars Electric	\$ 5,000.00
109303	Home Depot Inc.	\$ 5,000.00
109304	Mack Industries Inc.	\$ 400.00
109305	McMaster-Carr Supply Co.	\$ 5,000.00
109306	Marshall Power Equipment LLC	\$ 5,000.00
109307	Crown Cleaning Systems	\$ 3,000.00
109308	Sovereign Industries Inc.	\$ 3,000.00
109309	Crown Cleaning Systems	\$ 3,000.00
109310	Sovereign	\$ 3,000.00

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109311	Bainbridge SPS Pest Control	\$ 5,000.00
109312	Sherwin Williams	\$ 4,000.00
109313	Southgate Lock & Security	\$ 500.00
109314	Sunrise Springs Water Co.	\$ 500.00
109315	Waste Management of Ohio Inc.	\$ 6,000.00
109316	Cleveland Vicon Co. Inc.	\$ 1,000.00
109317	Servisoft of Middlefield, Inc.	\$ 3,000.00
109318	Thompson Electric	\$ 2,000.00
109319	Buckeye Excavating	\$ 2,000.00
109320	Buckeye Bleacher Repair	\$ 2,000.00
109321	Gillmore Security	\$ 5,000.00

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

**2017-67      PERSONNEL**

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

Let the records reflect that Jennifer Miller's longevity for KMS Student Council should be in the amount of \$404 for the 2017-2018 school year.

Let the records reflect that Jessica Kardamis' supplemental contract for KHS Guidance, 20 extended days should be in the amount of \$6,699.

Let the records reflect that Salvatore Maiorana has resigned his supplemental contract as 7th Grade Football, Asst. Coach and PreSeason for the 2017-2018 school year.

Let the records reflect that Teresa DiMarco's 2017-2018 contract as Transportation Aide PM should be in the amount of \$5,661.68.

Let the records reflect that Eileen Kubas' supplemental contract for TES Guidance Extended Days should be for 8 days in the amount of \$2,190.72.

Let the records reflect that Wendy Wilk has resigned her 2017-2018 supplemental contracts as the 8th Grade Washington, D.C. Trip Coordinator and KMS Science Content Leader.

Let the records reflect that Jeanette DiBernardo has resigned her 2017-2018 supplemental contract as KHS Cross Country Head Coach.

Let the records reflect that Eric Nelson's 2017-2018 contract as KIS Custodian should be in the amount of \$32,821.92.

Let the records reflect that Eric Nelson's 2017-2018 contract for Maintenance should be in the amount of \$9,964.

**A. Professional Trips**

Let the records reflect the following professional trips:

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Larry Klimkowski, OTES Credentialing, ESC of Central Ohio  
Caren Vicich, eSERS Workshop  
(also Barb Driscoll)

B. Approval of Substitutes/Curriculum Pay

Approve the following:

Kindergarten Readiness Training, \$30.12/hour  
Kaitlyn Huml (not to exceed 8 hours)

ETR Meeting/IEP Development, \$29.53/hour  
Madison Monroe (not to exceed 3 hours)  
Molly Jansen (not to exceed 10 hours)  
Heidi Jones (not to exceed 10 hours)  
Chris Fogel (not to exceed 3 hours)

Designated for Assignment Substitute, 2017-2018  
Sharon Reminder

C. Approval of Supplemental Contracts

Approve the following list of supplemental contracts:

Staff 2017-2018 School Year

<b>Michael Burns</b>	KMS Track, Asst. Coach, (12/15)	\$3,093
<b>Todd Malkus</b>	KHS Dept. Head, Art, Longevity	\$ 808
<b>Samantha Mason</b>	Director, 5th Grade Chorus, (0/0)	\$1,212
<b>Julia Green</b>	Student Teaching	Volunteer
<b>Wendy Wilk</b>	Science Olympiad, KHS Head Coach, (0/0)	\$2,707

Non-Staff 2017-2018 School Year

Laura Penkava	Volleyball, 7th Grade Head Coach, (0/0)	\$2,739
Robert Sofranko	Science Olympiad KMS, Head Coach, (12/14)	\$2,868
	Longevity	\$ 404

D. Approval of Contract - Teaching

Approve the following teacher contract for the 2017-2018 school year:

**Lindsay Hixenbaugh**, District Speech Pathologist  
Step 5, Level 5 \$56,357

E. Resignation - Non-Teaching

Accept the following non-teaching resignations:

**Dan Thompson**, Bus Driver, effective with the end of the  
2016-2017 school year.

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Carla Coats, KIS Custodian, effective July 17, 2017.
Michael Bernosky, Maintenance Department, effective July 17, 2017.

F. Approval of Contracts - Non-Teaching

Approve the following non-teaching contracts for the 2017-2018 school year:

Table with 3 columns: Name/Title, Hours/Days, Amount. Rows include Jessica Fratoe, Suzanne Bednar, Kim Rataiczak, Daniel Thompson, Suzanne Jones, Miles Foster-Davis, Dennis Terry, Dave Parker, Carla Coats, and Michael Bernosky.

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

2017-68 PERSONNEL

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

G. Approval of Contracts - Non-Teaching

Approve the following non-teaching contracts for the 2017-2018 school year:

Table with 3 columns: Name/Title, Hours/Days, Amount. Row: Christine Bacon, KIS Educational Aide, Step 0, 4.0 hours/186 days, \$10,743.36

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

OLD BUSINESS

- None

2017-69 NEW BUSINESS

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

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**A. Obsolete Equipment**

Declare the following obsolete:

KHS

TV/display, tag #21909

Radio - jobcom, no tag

Sealed bids for the obsolete equipment must be submitted to the Treasurer's Office by noon on July 27, 2017. All items are "as is" and all sales are final. Minimum bid \$1.00 unless otherwise noted.

**B. Approval of Agreement - Ashland University**

Approve the agreement between Ashland University and Kenston Local Schools for student teaching internships and field experiences for Kenston certified staff through Ashland University.

**C. Approval of Bus Routes**

Approve the school bus routes established for the 2017-2018 school year.

**D. Approval of Agreement - Cuyahoga County Educational Service Center**

Approve the agreement with the Cuyahoga County Educational Service Center for the educational programs/services and "not to exceed" costs for the 2017-2018 school year.

**E. Approval of Bomberette Trip - KHS**

Approve the overnight trip to the Citrus Bowl in Orlando, Florida for the KHS Bomberette Dance Team leaving December 28, 2017 returning January 2, 2018.

**F. Approval of Contract - Cuyahoga County Educational Service Center**

Approve a contract with the Cuyahoga County Educational Service Center to provide Occupational Therapy Services (Karen Boose) for the 2017-2018 school year for 185 days at an estimated cost of \$59,600 plus benefits.

**G. Approval of Contract - Cuyahoga County Educational Service Center**

Approve a contract with the Cuyahoga County Educational Service Center for Occupational Therapy Assistant services (Kelly Chambers) for the 2017-2018 school year for 185 days at an estimated cost of \$37,950.90 plus benefits.

**H. Approval of Amended Contract - Exousia Rehab Services, LLC**

Approve 10 additional contracted hours at a rate of \$67/hour for Exousia Rehab Services, LLC.

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I. Approval of Board Policies

Approve the following board policies:

1. VOLUME 35, NO. 2:

- 2430 District-Sponsored Clubs and Activities - Program
- 2430.02 NEW - Participation of Community/STEM School Students in Extracurricular Activities - Program
- 2431 Interscholastic Athletics - Program
- 2461 Recording of District Meetings Involving Students and/or Parents - Program
- 2623 Student Assessment and Academic Intervention Services - Program
- 3120.08 Employment of Personnel for Co-Curricular/Extracurricular Activities - Program
- 3220 Standards-Based Teacher Evaluation - Professional Staff
- 5111 Eligibility of Resident/Non-Resident Students - Students
- 5200 Attendance - Students
- 5460 Graduation Requirements - Students
- 5610 Removal, Suspension, Expulsion, and Permanent Exclusion of Students - Students
- 5630.01 Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion - Students
- 6320 Purchases - Finances
- 6325 NEW - Procurement - Federal Grants/Funds - Finances
- 6423 NEW - Use of Credit Cards - Finances
- 6700 NEW - Fair Labor Standards Act (FLSA) - Finances
- 8210 School Calendar - Operations
- 8310 Public Records - Operations
- 8320 Personnel Files - Operations
- 8330 Student Records - Operations
- 8452 Automated External Defibrillators (AED) - Operations
- 8500 Food Services - Operations
- 8510 Wellness - Operations
- 9270 Equivalent Education Outside the Schools and Participation in Extracurricular for Students not Enrolled in the District - Relations

2. ESSA:

- 5111.01 Homeless Students - Students
- 5111.03 NEW - Children and Youth in Foster Care - Students
- 8340 NEW - Letters of Reference - Operations

3. SPECIAL RELEASE - TECH UPDATE - PHASE I:

- 7540 Technology - Property
- 7540.01 Technology Privacy - Property
- 7540.02 NEW - Web Content, Services and Apps - Property



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

**2017-70      NEW BUSINESS**

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

**j. Change Order for IAP**

Approve change order to IAP for paving the parking lot, adjacent to the stadium, not to exceed \$24,000.

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

**2017-71      DONATIONS**

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

**A. Approval of Donations**

Library books from Max and Lizzie Dooley to the Timmons Elementary School Library.

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

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

- None

**TREASURER'S REPORT**

- Bottom line #1 : FY 17 Balance
  - o Within .2% of projections made in April
- Revenue Surplus Predicted: \$701k vs Actual \$676k
- Most significant variance on the revenue side: additional catastrophic aide
- Most significant variance on the expense side: operating transfers out
- October Forecast variances due to:
  - o Additional delinq. Real Estate Funds received
  - o Reclassification of bus lease payments to capital outlay
  - o Reclassification of Kind, MRDD, and Catastrophic Aide funding to Other Revenue
  - o Increase in Purchased Services due to reclassification of revenue

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SUPERINTENDENT'S REPORT

- We are busy preparing for the start of the 2017-2018 school year. The paving of our parking lots is moving forward; and the repair and replacement of some of our roofs is underway.
- The bicentennial celebrations and 4<sup>th</sup> of July fireworks were celebrated by both Bainbridge and Auburn residents.
- Many were able to join us for The Army Band Concert. We appreciate Band Director, Jeff Link's commitment to bring the band that he is a part of to our community.
- Safety Town is underway at Timmons Elementary School for our new kindergarten students.
- On Friday, Assistant Superintendent, Katie Poe and I attended a presentation by Ohio Department of Education Superintendent, Paolo DeMaria, at the Cleveland City Club.
- In preparation for the new school year, we met with PTO Council to set up dates and discuss topics for our meetings.
- Last week, our football program kicked off the start of the new school year with a picnic.
- Kenston held a terrific girls soccer tournament and a "7 on 7" scrimmage for football.
- Our district planning meetings continue as we prepare for the new school year.
- We ask the community to be aware of our paving projects and the stadium closure for turf maintenance.

NEXT REGULAR MEETING

August 14, 2017      7:00 P.M.  
 Location:              Timmons Elementary School Multipurpose Room

ADJOURNMENT

At 8:25 P.M., a motion was made by Gaskins, seconded by Timmons, to adjourn.

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

APPROVED: August 14, 2017

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

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