

RECORD OF PROCEEDINGS

Minutes of Mathews Local Board of Education

Regular Meeting

Held September 19, 2018

The Mathews Local Board of Education met in a regular meeting on September 19, 2018 at 6:30 p.m. at the Mathews High School Cafeteria.

At 6:30 p.m. the President, Mr. Brown, called the meeting to order with all members present, gave the Pledge of Allegiance, which was followed by a moment of silence for the passing of Mr. Dean's father.

ROLL CALL: Mr. Brown-here, Mrs. Garman-here, Mr. Gifford-here, Mr. Pegg-here, and Mr. Rager-here.

EXECUTIVE SESSION

At 6:30 p.m. it was moved by Mr. Brown and seconded by Mr. Pegg that the Board of Education enter executive session to discuss the appointment, employment, promotion, and compensation of a public employee, and for matters required to be kept confidential by federal law or rules or state statutes, and for preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment, and for specialized details of security arrangements where disclosure of the matters discussed might reveal information that could be used for the purpose of committing or avoiding prosecution for a violation of the law.

NOW, THEREFORE, BE IT RESOLVED, that the Mathews Local School District Board of Education, by a majority of the quorum present at this meeting, does hereby declare its intention to hold an executive session on the items as listed above. All matters discussed in these executive sessions are designated to the public officials and employees as confidential pursuant to R.C. 102.03(B) because of the status of the proceedings and/or the circumstances under which the information will be received, and preserving its confidentiality is necessary to the proper conduct of government business.

ROLL CALL: Mr. Brown-yes, Mrs. Garman-yes, Mr. Gifford-yes, Mr. Pegg- yes, Mr. Rager.-yes

MOTION CARRIED.

At 7:13 p.m. the President called the meeting back to order.

APPROVAL OF MINUTES

Moved by Mr. Gifford and seconded by Mr. Rager that the Board of Education approve the minutes of the regular meeting held August 15, 2018.

DISCUSSION: None

No entries beyond this point.

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ROLL CALL: Mr. Brown-yes, Mrs. Garman-yes, Mr. Gifford-yes, Mr. Pegg- yes, Mr. Rager.-yes

MOTION CARRIED.

FINANCIAL REPORTS

Check Register
Financial Summary
Bank Reconciliation

Moved by Mr. Pegg and seconded by Mr. Gifford that the Board of Education approve the financial reports for the month of August 2018 and the short-term investments made by the Treasurer, which yielded \$10,985.66 in interest.

DISCUSSION: None

ROLL CALL: Mr. Brown-yes, Mrs. Garman-yes, Mr. Gifford-yes, Mr. Pegg- yes, Mr. Rager.-yes

MOTION CARRIED.

RECOGNITION

Jessica McIntyre: Congratulations to the McIntyre's on the birth of their 1st child, Penelope Pearl McIntyre.

Mrs. Haynie: Thank you Mrs. Haynie for assisting with our 3rd grade Parent Night. She presented important state testing information to parents, along with other important information to the 3rd grade parents. Also, a card from Mrs. Haynie, thanking the Board of Education for installing handicapped parking spaces

Mr. and Mrs. Phil Pegg and Vienna Township Neighborhood Watch: Thank you to Mr. and Mrs. Phil Pegg for their generous donation of school supplies to our 4th grade classrooms, and to Vienna Township Neighborhood Watch for their generous donation to our 5th grade classrooms.

PUBLIC PARTICIPATION

Janice Thomas (Resident) – Asked the Superintendent how many students are enrolled in the Mathews Local School District. Superintendent responded the next day.

COMMITTEE REPORTS

No entries beyond this point.

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Food Service Director Nowery - Lunches and breakfasts have been successful from the start of the year. Some students need a little extra help entering their PIN numbers in the POS system. The addition of pepperoni rolls at Baker should be a big success in the coming months. Special thanks to Lori Fiest for designing aprons for the Currie kitchen staff. Super Salads have started to be served the high school.

Maintenance/Transportation Supervisor Pulice – Repairs and maintenance have occurred at all three buildings including, repairing the fence at the football field, repairing the bleachers, repairing toilets at the high school, and cleaning septic beds. Maintenance and repairs are also being made on all buses. Special thanks to the building secretaries for helping the district with transportation needs. The district has some custodians that are on extended leave, so please be patient with your maintenance needs.

Principal King – Currie Book Fair will be the first week of October, and Title 1 parent meeting night will be 9/21. Parent Assist is up and running and many parents are taking advantage of it. 3rd grade reading test will be October 23 and 24. Field trips are being scheduled for the start of the year, and the fall fundraiser is concluding. Special thanks to Mustangs Care for all they contribute to the community and the students.

Superintendent McQuaide – the water testing at Currie has shown improvements. Mr. McQuaide shared a letter from a substitute teacher about her positive experience with staff and students at Baker and Currie. Presentation of the 2017/2018 Report Card which is available on ODE. The District received an overall “C”, but showed improvement in many categories, including gap closure. Superintendent gave the first reading of Policy #3220.

Track Coach Chris Vesey – Mr. Vesey expressed interest in adding indoor track to the winter sports schedule. YSU will let the District use their facilities for free, and about 15 schools in the area already have indoor track as a winter sport.

FINANCIAL (Recommended by the Treasurer)

#56-2018

- A. It is recommended that the Board of Education accept the donation of a King Model 601 trumpet, serial number 107591 from the McQuaide family, estimated value of \$250.00.
- B. The CD listed below will be reinvested into a new 12-month brokered CD at the best rate available, which currently is 2.35% for a 12-month term, but subject to change when settled:

\$202,000 CD that matures on 9/20/2019
- C. It is recommended that the Board of Education authorize the following transfers from the General Fund to the fund listed:

| <u>Fund</u> | <u>Amount</u> | <u>FYTD Total</u> |
|---------------|---------------|-------------------|
| 300 Athletics | \$40,000.00 | \$40,000.00 |

No entries beyond this point.

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D. It is recommended that the Board of Education approve an advance from the General Fund to the fund listed:

| <u>Fund</u> | <u>Amount</u> | <u>FYTD</u> |
|---------------|---------------|-------------|
| 006 Cafeteria | \$40,000.00 | \$40,000.00 |

E. It is recommended that the Board of Education approve a transfer from the Senior Class of 2018 fund (200 9018) to the Class of 2022 fund (200 9022) in the amount of \$900.24 as authorized by the Senior Class of 2018.

F. It is recommended that the Board of Education approve the Fiscal Year 2019 Estimated Resources.

G. It is recommended that the Board of Education approve the Fiscal Year 2019 Permanent Appropriations.

H. It is recommended that the Board of Education authorize tuition reimbursement pending receipt of required documentation as follows:

| | |
|--------------------|-----------------|
| Whitney Yoak | 405.00 |
| Gregory Denovchek | 387.50 |
| Sarah Rouzzo | 1,351.50 |
| Gail Suchanek | 2,500.00 |
| Lisa Albani | 500.00 |
| Jeanette Cole | 599.00 |
| Christina Lamberto | 2,709.00 |
| Jared Terlecky | 500.00 |
| Julie Berkhouse | 1,987.50 |
| Douglas Berkhouse | 880.00 |
| DeAnna Meese | 3,000.00 |
| Claire Ferrando | 1,520.00 |
| Melissa Stiver | <u>2,299.98</u> |

Total: \$18,639.48

Moved by Mrs. Garman and seconded by Mr. Pegg that the Board of Education approve the above items.

DISCUSSION: The Board of Education thanked Mr. McQuaide for the donation of the instrument

ROLL CALL: Mr. Brown-yes, Mrs. Garman-yes, Mr. Gifford-yes, Mr. Pegg- yes, Mr. Rager-yes

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MOTION CARRIED.

PERSONNEL (Recommended by the Superintendent)

#57-2018

- A. It is recommended that the Board of Education approve the horizontal movement of Julie Berkhouse to Masters +30, Column 5, Step 5 at a salary of \$45,112.00 effective for the 2018-2019 school year.
- B. It is recommended that the Board of Education approve the horizontal movement of Douglas Berkhouse to Masters +18, Column 4, Step 15 at a salary of \$60,046.00 effective for the 2018-2019 school year.
- C. It is recommended that the Board of Education approve FMLA leave for Jessica McIntyre effective August 30, 2018 – November 22, 2018 (12 weeks).
- D. It is recommended that the Board of Education approve FMLA leave for Betty Swank effective August 13, 2018 – November 2, 2018 (12 weeks).
- E. It is recommended that the Board of Education accept the resignation of Jodi Omerzo as a Regular Food Service Employee, effective August 17, 2018.
- F. It is recommended that the Board of Education approve the hiring of Jodi Omerzo as the Accounts Payable Clerk, effective August 20, 2018, 25 hours per week at a rate of \$14.00 per hour.
- G. It is recommended that the Board of Education approve the hiring of Erica Corson to the MHS Food Service Department, at 2.75 hours per day, Step 0, at a rate of \$12.97 per hour, effective September 19, 2018.
- H. It is recommended that the Board of Education approve Jodi Omerzo to substitute on an as needed basis as the Superintendent's Secretary at a rate of \$14.00 per hour.
- I. It is recommended that the Board of Education approve Jodi Omerzo to work 3 additional hours for accounts payable training, on August 31, 2018.
- J. It is recommended that the Board of Education approve Vicki Bragg to work 2 additional hours on August 20, August 21, and August 22, 2018, for a total of 6 additional hours.
- K. It is recommended that the Board of Education approve Heather Eagle to work 2 additional hours on August 20, August 21, August 22, August 24 and August 27, for a total of 10 additional hours.

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- L. It is recommended that the Board approve the following wage increases for substitutes for classified positions effective September 24, 2018:
- Custodian \$14.45 per hour
 - Food Service – Regular Cafeteria - \$12.97 per hour
 - Lunchroom Monitor - \$9.63 per hour
 - Secretary - \$12.72 per hour
 - Library Secretary - \$11.12 per hour
 - Educational Aide - \$10.36 per hour
 - Bus Driver - \$15.66 per hour

- M. It is recommended that the Board of Education approve the following teachers for Saturday detention for 3.5 hours at \$65.00 per session.

Grace Jerasa
Ashley Street

- N. It is recommended that the Board of Education approve the TCTC bus driver to work an additional ½ hour per day to transport nursing students to St. Joes, to be reimbursed by TCTC.
- O. It is recommended that the Board of Education employ the following in the supplemental positions listed for the 2018-2019 school year pending a signed job description:

| | | |
|--------------------------|------------------------------|------------------------------|
| James Stitt..... | HS Student Council | \$1,135.00 |
| Julie Berkhouse..... | Awards Assembly Advisor | \$573.00 |
| Julie Berkhouse..... | Junior Class Advisor | \$1,135.00 |
| Julie Berkhouse..... | Freshman Class Advisor | \$569.00 |
| Erika Matola..... | Sophomore Class Advisor | \$569.00 |
| Melissa Stiver..... | 7/8 grade Math Team Advisor | \$517.00 |
| Janice Lucas..... | Elementary Math Team Advisor | \$517.00 |
| Claire Ferrando..... | HS Spanish Club Advisor | \$569.00 |
| Erika Matola..... | Art Club Advisor | \$517.00 |
| Sarah Rouzzo..... | Senior Class Advisor | \$689.00 |
| Samantha Hintemeyer..... | HS Yearbook Advisor | \$1,848 |
| Kelli Guarnieri..... | 7/8 grade Track Head Coach | \$1,753.00 |
| Leah Nicholas..... | NHS Advisor | \$900.00 |
| James Parry..... | Mentor | \$1,000.00 (Claire Ferrando) |
| James Parry..... | Mentor | \$1,000.00 (Kelli Guarnieri) |
| Nicole Kenreigh..... | Mentor | \$1,000.00 (Grace Jerasa) |
| Nicole Kenreigh..... | Mentor | \$1,000.00 (Leah Nicholas) |
| Mike Palumbo..... | Mentor | \$1,000.00 |
| Vickie Amerine..... | Mentor | \$1,000.00 |
| Etta Atwell..... | Mentor | \$1,000.00 |

No entries beyond this point.

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P. WHEREAS, the Board of Education has posted the following positions as being available to employees of the District who hold educator licenses, and no such employee meeting all of the Board’s qualifications has applied for, been offered, and accepted such positions, and

WHEREAS, the Board of Education then advertised these positions as being available to licensed individuals not employed by the District, and no such person meeting all of the Board’s qualifications has applied, been offered, and accepted such positions,

BE IT THEREFORE RESOLVED that the following non-licensed individuals be employed for the 2018-2019 school year pending proof of proper credentials, FBI, and BCII check, signed job description, and the existence of a team.

- Adam Hughes.....Varsity Asst. Football Coach \$3,242.00
- Mark Rhodanz.....Varsity Asst. Boys Basketball Coach \$3,242.00
- Tom Sharp.....9th grade Boys Basketball Coach \$1,980.00
- Jason Lee.....8th grade Boys Basketball Coach \$1,980.00
- Drew McLaughlin.....7th grade Boys Basketball Coach \$1,980.00

Q. It is recommended that the Board of Education approve the following individuals as volunteer assistants effective for the 2018-2019 school year pending proof of proper credentials, FBI, and BCII check and the existence of a team.

- Mike Kennedy.....High School Boys Basketball Volunteer
- Aimee Bonar.....7/8 grade Boys Basketball Volunteer

Moved by Mr. Gifford and seconded by Mr. Pegg that the Board of Education approve the above items.

DISCUSSION: Substitute pay raised from minimum wage, in order to get more subs for classified employees.

ROLL CALL: Mr. Brown-yes, Mrs. Garman-yes, Mr. Gifford-yes, Mr. Pegg- yes, Mr. Rager-yes

MOTION CARRIED.

CONTRACTS/AGREEMENTS (Recommended by the Superintendent)

#58-2018

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- A. It is recommended that the Board of Education approve the Agreement between the Trumbull County Educational Service Center and the Mathews Local School District to provide special education programs, supervisory and related services and personnel.
- B. It is recommended that the Board of Education approve the Agreement between the Trumbull County Educational Service Center and the Mathews Local School District to provide public/community relations.
- C. It is recommended that the Board of Education approve the 2018-2019 yearbook agreement with Robert Senn Studio of Photography at a rate of \$43.00 per yearbook, purchased by students, no minimum number required.
- D. It is recommended that the Board of Education approve the agreement with W.D. Packard Music Hall to use the premises for Senior Graduation and rehearsal on Thursday, May 16, 2019. The Board of Education agrees to pay facility use fees and charges (rehearsal, stage services, tech coordinator, security, etc.) at a flat rate of \$3,500.00. The Board of Education agrees to pay a \$500.00 deposit upon signing of the agreement. Total cost not to exceed \$3,500.00 and authorization is also granted for the corresponding purchase order.
- E. It is recommended that the Board of Education approve payment of mileage to Mrs. Melissa Jones for transporting her children to Liberty Local School District at the rate of \$28.34 per day effective for the 2018-2019 school year totaling \$5,101.20.
- F. It is recommended that the Board of Education approve payment of mileage to Mrs. Jessica Snowden for transporting her children to Liberty Local School District at the rate of \$8.28 per day for the 2018-2019 school year totaling \$1,490.40.
- G. It is recommended that the Board approve the designated bus stops as approved by the Superintendent.
- H. It is recommended that the Board of Education approve the agreement with Peak Performance Physical Therapy to provide Sports Medicine coverage for fall sports at a rate of \$1,500, and corresponding purchase order.
- I. It is recommended that the Board of Education approve the Memorandum of Understanding between the Board and O.A.P.S.E. Local #611 to increase the pay of short hour employees when substituting for other classified staff. If a short hour employee is substituting within his/her classification, he/she will be paid his/her regular rate. If the employee is substituting in a classified position

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that is outside of his/her regular classification, he/she will be paid step zero of the O.A.P.S.E Salary Schedule. If the substitute employee performs the duties of a higher classification for more than five consecutive days, the employee will be paid at the rate of the higher classification, at the employee's own step.

- J. It is recommended that the Board of Education approve the lowest and or best quote received from Rhiel Supply Co. to supply commercial grade de-icer to Mathews Local, in the amount of \$2,940.00 and further authorize the corresponding purchase order.
- K. It is recommended that the Board of Education approve the lowest and/or best quote received from Bockelman's Landscaping for the landscaping of the Board Office at a price of \$2,450, and further authorize the issuance of the corresponding purchase order.
- L. It is recommended that the Board of Education approve the lowest and/or best quote received from AEY Electric Inc. for the replacement of an electric pole, the hanging of the new transforming, and the removal and disposal of the old transformer at the football field at a price of \$6,652.00, and further authorize the issuance of the corresponding purchase order.
- M. It is recommended that the Board of Education approve the following purchase orders not to exceed the amounts listed:

| NEW PO Number | Date | Vendor | Description | Amount |
|------------------|-----------------|------------------------------------|---|-------------------|
| 0034112 | 08/29/18 | TRINITY 3 TECHNOLOGY | 25 DISTRICT CHROMEBOOKS | \$2,959.00 |
| Pending | 09/18/18 | FIRST BAPTIST CHURCH WARREN | GYM RENTAL FOR ATHLETICS | \$3,000.00 |
| Pending | 09/18/18 | HOUGHTON MIFFLIN HARCOURT | ELEMENTARY GIFTED IDENTIFICATION | \$389.15 |

AMENDED

| PO Number | Date | Vendor | Description | Amount |
|-----------|----------|-----------------------|-------------------------------|------------|
| 0033821 | 07/01/18 | BRIGHT IDEAS PRESS | CURRIE ELA AND MATH WORKBOOKS | \$3,932.51 |
| 0033847 | 07/01/18 | FLINN SCIENTIFIC INC. | MHS BIOLOGY SUPPLIES | \$1,545.21 |

Moved by Mrs. Garman and seconded by Mr. Rager that the Board of Education approve the above items.

DISCUSSION: None

ROLL CALL: Mr. Brown-yes, Mrs. Garman-yes, Mr. Gifford-yes, Mr. Pegg- yes, Mr. Rager-yes

MOTION CARRIED.

No entries beyond this point.

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CONTRACTS/AGREEMENTS (Recommended by the Superintendent)

- A. It is recommended that the Board of Education approve the Contract and Memorandum of Understanding between the Board and the Vienna Township Trustees to provide a School Resource Officer (Michael Sheehy) at a rate of \$34,074.25 for the 2018-2019 school year, and approve the corresponding purchase order.

Motion was TABLED.

OTHER RECOMMENDATIONS (Recommended by the Superintendent) #59-2018

- I. It is recommended that the Board of Education approve the High School Biology field trip to various locations in Vienna and Fowler, on Wednesday, August 29, 2018.
- J. It is recommended that the Board of Education approve the High School Spanish class field trip to Pittsburgh, PA, on Tuesday, October 30, 2018.
- K. It is recommended that the Board of Education approve the Kindergarten field trip to White House Fruit Farms on Thursday, October 11, 2018.
- L. It is recommended that the Board of Education approve the sophomore field trip to TCTC on Wednesday, October 3, 2018.
- M. It is recommended that the Board of Education approve the senior field trip to Howland High School for a college and career fair, to be held on Friday, October 5, 2018.
- N. It is recommended that the Board of Education approve the following student activity budgets for the 2018-2019 school year:

| | Actual Beginning Balance 7/1/2018 | Estimated Resources | Estimated Expenditures |
|---------------|--|------------------------|---------------------------|
| Class of 2020 | \$ 3,422.64 | \$9,000.00 | \$ 7,100.00 |
| Class of 2022 | \$ - | \$1,850.24 | \$ 100.00 |

- G. It is recommended that the Board of Education approve offering payment in lieu of transportation:

No entries beyond this point.

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WHEREAS the students identified below have been determined to be residents of this school district, and eligible for transportation; and

WHEREAS after a careful evaluation of all available options, it has been determined that it is impractical to provide transportation for these students to their selected schools; and

WHEREAS the following factors as identified in Revised Code 3327.02 have been considered:

1. The time and distance required to provide transportation
2. The number of pupils to be transported
3. The cost of providing transportation in terms of equipment, maintenance, personnel, and administration
4. Whether similar or equivalent service is provided to other pupils eligible for transportation
5. Whether and to what extent the additional service unavoidably disrupts current transportation schedules
6. Whether other reimbursable types of transportation are available; and

WHEREAS the option of offering payment in lieu of transportation is provided in Revised Code;

THEREFORE BE IT RESOLVED that the Mathews Board of Education hereby approves the “declaration of impractical to transport” for the identified students, and offers them payment in lieu of transportation.

| <u>Student Name</u> | <u>School Selected</u> | <u>Grade</u> | <u>Parent/Guardian</u> |
|---------------------|------------------------|--------------|------------------------|
| William Reardon | Villa Maria | 1 | Joni Reardon |
| Lucy Reardon | Villa Maria | 1 | Joni Reardon |
| Daniel Reardon | Villa Maria | 1 | Joni Reardon |
| Caroline Sekola | Ursuline | 11 | Philip Sekola |

Moved by Mr. Pegg and seconded by Mrs. Garman that the Board of Education approve the above items.

DISCUSSION: None

ROLL CALL: Mr. Brown-yes, Mrs. Garman-yes, Mr. Gifford-yes, Mr. Pegg- yes, Mr. Rager-yes

MOTION CARRIED

No entries beyond this point.

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OTHER DISCUSSIONS – The next Regular Board meeting will be held October 17, 2018 at 6:00 p.m. in the Mathews High School cafeteria. As a reminder, the executive session will begin at 6:00 p.m. with the public portion of the meeting to be held immediately after.

EXECUTIVE SESSION

At 8:18 p.m. it was moved by Mr. Brown and seconded by Mr. Gifford that the Board of Education enter executive session to discuss the employment and compensation of a public employee, and for specialized details of security arrangements where disclosure of the matters discussed might reveal information that could be used for the purpose of committing or avoiding prosecution for a violation of the law.

NOW, THEREFORE, BE IT RESOLVED, that the Mathews Local School District Board of Education, by a majority of the quorum present at this meeting, does hereby declare its intention to hold an executive session on the items as listed above. All matters discussed in these executive sessions are designated to the public officials and employees as confidential pursuant to R.C. 102.03(B) because of the status of the proceedings and/or the circumstances under which the information will be received, and preserving its confidentiality is necessary to the proper conduct of government business.

ROLL CALL: Mr. Brown-yes, Mrs. Garman-yes, Mr. Gifford-yes, Mr. Pegg- yes, Mr. Rager-yes

MOTION CARRIED.

At 9:22 p.m. the President called the meeting back to order.

ADJOURNMENT

At 9:22 p.m. it was moved by Mr. Brown and seconded by Mr. Gifford to adjourn.

Unanimously in favor.

MOTION CARRIED.

President

Treasurer