

**Cardinal Local School District
Regular Meeting
October 10, 2018**

The **Regular Meeting** of the Cardinal Board of Education held at 5:00 p.m. on October 10, 2018, was attended by Ken Klima, Wendy Anderson, Barb Rayburn, Linda Smallwood and Katie Thomas.

Executive Session:

Mrs. Anderson moved and Mrs. Thomas seconded a motion for the Cardinal Local Schools Board of Education to recess into executive session for the purpose of employee evaluations. Upon conclusion of this executive session, the Governing Board President will gavel the Governing Board back into open session at this location. All matters discussed in all 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.

Motion Approved at 5:00 P.M.

Time Retired: 5:01 P.M.

Time Returned from Executive Session 5:55 P.M.

Roll call vote:

Wendy Anderson, aye Barb Rayburn, aye Linda Smallwood, aye Katie Thomas, aye Ken Klima, aye

The regular meeting began at 6:00 p.m.

Meeting was opened with the Pledge of Allegiance.

Dr. Hunt stated due to a scheduling conflict with sports, the Cardinaires will not be performing until 6:30 p.m. so we will move onto the Forecast Presentation by Ms. Knuckles.

Presentations:

Five-Year Forecast – Ms. Knuckles has been doing this presentation of the Five-Year Forecast for thirteen years and after attending a training with Rebecca Fisher they thought a Kahoot! presentation would be a fun way to review a somewhat dry subject. A test of knowledge! Please login on your phones to Kahoot.it, a pass key will be shown on the screen for you to enter the quiz.

Kahoot! Questions for Forecast Presentation:

1. The Five-Year Forecast is: Required by law and filed twice a year.

The Five-Year Forecast is required to be filed according to the ORC in October and May. Next fiscal year you will have until November to file so any levies passed in the general election can be included.

2. The Five-Year Forecast has: Detailed revenue and expenditure figures based on the current budget.

The Forecast is based on the revenues and expenditures included in the General Fund Budget, which is the main operating fund of the District.

3. The Five-Year Forecast is used as: A planning tool for current and future budgets.

The Forecast is used to plan for the current year financial events as well as those necessary in the future years. Can we bring on new staff? Do we need new buses and when can we purchase or lease those? When will we need to renew our levy or put on a new levy?

4. Revenue sources include: Taxes, Foundation, Tuition, Homestead & Rollback, Interest and Rent.

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Miscellaneous revenues are also included – those are items that do not qualify in the mentioned categories, such as pay-to-participate fees, refunds, donations, and gas well proceeds. Federal Grants have a separate fund for each grant each year they are received. Student fees are accounted for in separate building funds along with student activities, athletics, and principal funds.

5. The largest General fund revenue source is: Property Taxes.

We receive 57.57% of our total operating revenues from the voted continuing levies and the renewal levy. In 2017 we passed the first new money levy since 1992. The County Auditor will certify tax revenues at 98% of expected tax collections to begin the fiscal year with.

6. School Foundation Revenue is: Based on a formula per student times the weekly ADM.

Our second largest revenue source is School Foundation monies received twice a month. It is based on a formula that uses the assessed property valuation and the weekly student count or ADM. We currently get \$2,615.77 per student for foundation funding. There are several deductions and additions added to the basic foundation amount calculated. Open enrollment in or out is calculated at \$6,020 a student as is the community school deduction and the scholarship deduction. This formula can change with the new governor, so funding is a major uncertainty for schools.

7. Property Tax Allocations are: Made up of homestead and rollback reimbursements and TPP monies.

Taxpayers will see a deduction for homestead and rollback on their tax bills for all levies on the book prior to January 2017. Any levies passed after that time will not have this deduction. The State will then reimburse the District for those monies through the Ohio Department of Education; twice a year after each tax settlement. The TPPT monies are being phased out by 2020 and we are currently the only school in Geauga County still receiving these monies. Each year they are reduced by at least \$300,000. No replacement money has been discussed at this time. The new levy money will help to cover the loss of this money going forward.

8. Expenditure categories on the Forecast are: Personal Services, benefits, purchased services, supplies, and other.

Our day to day expenditures are grouped into five main categories – personal services, benefits, purchased services, materials and supplies, and other.

9. The largest expenditure category is: Personal Services.

Personal Services accounts for 41.59% of the total expenditure budget. Benefits account for 21.87% of budget, Purchase Services account for 25.83%, Materials and Supplies account for 2.12%, and all other expenditures are 8.59% of the budget.

10. Personal Services includes: Salaries & wages for employees of the District & the Board Members.

We currently have 142 employees on staff. The certified staff account for 63.04% of the Personal Services budget, Classified staff is 16.33%, Administrative staff is 6.87%, Confidential staff is 4.97%, supplementals are 3.65%, substitutes are 2.62%, other compensation is .83%, overtime is .36%, retirement is 1.1% and board members are .23%. This past fiscal year we were subjected to a Federal Grant desk review and we no longer able to pay certain teaching positions from those grants. Therefore, we had to move them back into the General Fund creating an increase in the budget. Some new positions were brought on to use the grant monies – educational coaches, elementary counselor and teacher stipends.

11. Benefits for all employees includes: Medical, dental and life insurances, and payroll taxes.

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The District offers medical, dental and life insurance to qualified employees and they can opt to get vision insurance at their own expense. All payroll taxes – STRS, SERS, Medicare, and Workers Compensation – are also included with benefits.

12. Purchase Services are contracts with: Outside vendors for a variety of services.

We have contracts with vendors for special education services outside of the normal classroom, staff training, computer services, repair services, legal services and utilities. The District will also pay out \$563,349 in open enrollment out costs for 94 students attending other districts, \$294,495 for 41 students attending community/online schools and \$60,385 for post-secondary options at local colleges. This is our most volatile line item of the budget and has the biggest changes during the fiscal year.

13. Materials and Supplies do not include: Educational computer programs.

Educational computer programs are paid from the purchased services line item since we have to contract with the company for the licenses. We implemented a supplies warehouse in FY 2014 for office and classroom supplies creating a savings of over \$6,000 a year by participating in purchasing groups through Ohio Schools Council and using Quill Education for our supplies.

14. The biggest item included in Other is: Transfers to the Food Service fund as required by ORC to cover deficit.

Other includes capital outlay payments, debt payments for the energy conservation debt, miscellaneous expenditures like fees from the bank, the county ESC per pupil costs, fees charged by the County Auditor and Treasurer for tax settlement distribution, and annual audit costs. The biggest expenditure is the transfers to the Food Service Fund to keep them from an operating deficit during and at the end of the year. The lunch costs and federal monies do not cover the full cost of operating the cafeterias in each of the building. We would have to charge over \$5 a lunch to cover those costs.

15. It is very important to have _____ as of June 30th: A positive cash balanced on hand.

When the State came in to review our Forecast and financial outlook a year ago, they stressed it was important to have a positive or zero balance on the “Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses” line of the Forecast. This shows you have good spending habits and ensures financial stability. It will also lead to a positive cash balance at the end of the fiscal year, June 30th.

16. Sound financial management requires: The equivalent of at least one month’s worth of bills in the bank at all times.

Sound Financial Management is to have the equivalent of at least one month’s bills in the bank at all times. On the Forecast the Unreserved Fund Balance as of June 30 should be at least \$1,218,214 (total expenditures divided by 12) in money available for the start of the next fiscal year and free from encumbrances and other obligations. We are currently showing \$136,412 to carry over into the next fiscal year.

17. The forecast is based on: The best information available at the time it is put together.

I have said before, when I got my treasurer’s license they did not give us a crystal ball. Therefore, the forecast is based on the best information available from the school, the county and the state at the time the Forecast is put together. The facts can change the very next day or the next month, but you use what you know at that time.

18. It is best for the District to: Make sure the Expenditure budget is always less than the Revenues budget.

Each year as the District reviews the financial situation and makes the necessary decision to keep us operating at or below current levels, we need to make sure our expenditures are less than our incoming revenues.

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19. The District can use the Forecast to: Plan for the future. Decide when a new levy may be necessary. Know when to make spending cuts. Keep on track to avoid overspending.

All four of these are important uses of the Forecast. It is most important not to overspend or spend all of the money in the bank as that will put us in a stressed financial position once again. There are always unknown factors that can and will affect the District either positively or negatively and that impact can be significant to the operations of the District.

20. After participating in this presentation, I admit:

- a. I need something to wake me up.
- b. I understand a bit more than I did when I got here.
- c. I chose C for every answer.
- d. I would like to hear more, please.

If you chose A, please take a copy of the Forecast home with you so you can fall asleep on those nights when you lie awake at 4 am. If you chose C, Kudos with a C to you. If you chose B or D, thank you and if you need additional information please contact her here at the board office or online.

Ms. Knuckles thanked everyone for playing along and hopes they learned something new tonight. And now for the real entertainment of the night – The Cardinares.

Cardinares – Dr. Hunt stated due to a scheduling conflict in December the Cardinares will not be able to attend our December meeting so he has invited them to perform tonight. *Vanessa Pintabona shared that Cardinares is a show choir and they have performed at festivals and dinners and have their own shows. Since this is October, there will be no Christmas music. Their current set is based on the music from Queen. They will be doing a few songs and a medley of songs tonight.* The Board thanked them for performing tonight. It was a very good performance.

Student Recognition:

Walk-A-Thon: Our Jordak pups lucked out on September 14 with a gorgeous (and warm) day for their first ever Walk-A-Thon fundraiser! Grades 3 and 4 walked around the CHS track in the morning and K-2 walked in the afternoon. When they weren't walking laps, students were able to enjoy some fun field activities such as bubbles, an obstacle course, and hula hoops. The Jordak PTO did an outstanding job organizing the walk and we are grateful to Trumbull Memorial Hospital for helping to sponsor the fundraiser. In all, students raised \$2,983.00. 2nd grader Charles Arnold raised \$300.00 on his own – which was the most in the entire school. All money raised goes right back to Jordak. Congratulations Charles and all who participated!

Safety Summit: We are extremely proud of Cardinal High School senior Kaylee Klepper and junior Abby Geesling for representing Cardinal so well at the Ohio Association for Career and Technical Education (ACTE) School Security and Safety Summit in Columbus on September 12. The summit itself was a free event sponsored by the Ohio School Boards Association (OSBA) for school district administrators, board members, educators, counselors, psychologists, support staff, mental health professionals, parent leaders, and first responders to learn more about how education groups, mental health organizations, and law enforcement agencies are addressing issues surrounding the safety and security of Ohio's schools. Kaylee and Abby are part of the Geauga Youth Led Prevention group and have been working alongside Superintendent, Dr. Scott Hunt and other community agencies that are part of the Community Forum Work Group to assist in building a framework of services to support students. Through their efforts, a community-wide youth work group has been established to get input on the framework, they've started developing a website for student to student support, and have been an integral part of the decision making process of the work group.

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The OSBA conference was looking for innovative ways to promote school safety, and thought the work being done here in our District, the community and county as a whole was an excellent example of preventative measures. The program was just one of about a dozen state-wide that was chosen for presentation. Along with district Superintendent Dr. Hunt, and community liaisons, both Kaylee and Abby spoke in front of a crowd of several hundred people about school safety, how it's viewed from a student perspective, and the impact of social media and the risks involved in student transitions. Our students were the only youth to speak and received outstanding reviews on their comments from many attendees. This is an issue both Kaylee and Abby have been very passionate about in our district since last school year and we are grateful for their insight and their leadership to improve upon what we are already doing here district-wide.

Hearing of the Public

Mr. Klima stated three people signed in to talk about consolidation. Our ears are open but nothing new is out there. The School Boards of both districts and the ESC superintendent are the ones to make the decision on consolidation. We will continue to listen but there will be no further discussion at this time.

Discussion Items

First Reading of NEOLA policy update Vol.37, No.1 – Dr. Hunt reported they have moved from paper to an online BoardDoc program to save printing out stacks of paper. We will need to meet with you and go through the program as you will need a login and password.

Superintendent's Report

Action Items:

Human Resources/Personnel

Mrs. Anderson moved and Mrs. Smallwood seconded a motion to approve the following personnel matters:

A. FMLA

- Sara Brodnan, JES Physical Education teacher, effective on or around November 21, 2018 for 60 days.

B. Certificate to Driver for the 2018-19 school year

Harold Adams	Diane Baumgartner	Patricia Burkey
James Butvin	Paula Callison	Tammy Clendenin
Debbie Delbo	Robert Delbo	Rhonda Hostetler
Jessica Kurzeika	Simone Lee	Alvin Rhodes
Elizabeth Sanders	Nicholas Sass	Petra Springer
Sandra Strichko	Vanessa Tucholski	Susan Urbanski
Valerie Warner	LaRue Westover	Kelly Wojtasik

Roll call vote:

Wendy Anderson, aye Barb Rayburn, aye Linda Smallwood, aye Katie Thomas, aye Ken Klima, aye

Contract

Mrs. Thomas moved and Mrs. Anderson seconded a motion to approve the snow plow contract to Hauser for the 2018-19 and 2019-2020 school years.

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Roll call vote:

Barb Rayburn, aye Linda Smallwood, aye Katie Thomas, aye Ken Klima, aye Wendy Anderson, aye

Bus Usage

Mrs. Anderson moved and Mrs. Thomas seconded a motion to approve the usage of a district school bus for the “Stuff the Bus” campaign at the Middlefield Walmart on November 24, 2018, from 9:00 a.m. - 3:00 p.m. at no cost to the district.

Roll call vote:

Linda Smallwood, aye Katie Thomas, aye Ken Klima, aye Wendy Anderson, aye Barb Rayburn, aye

Disposals

Mrs. Thomas moved and Mrs. Smallwood seconded a motion to approve the disposal of sixty (60) math textbooks and twenty (20) corresponding workbooks purchased in 2003.

Roll call vote:

Katie Thomas, aye Ken Klima, aye Wendy Anderson, aye Barb Rayburn, aye Linda Smallwood, aye

Donations

Mrs. Anderson moved and Mrs. Rayburn seconded a motion to approve the following donations:

- CMS PTO, interactive notebooks for 8th grade math (\$119.98 value)
- Sam & Tracy Martello, piano to CMS music classes (\$800 value)
- RadioActive Electronics, security cameras, servers, and programs (\$6,500 value)

Roll call vote:

Ken Klima, aye Wendy Anderson, aye Barb Rayburn, aye Linda Smallwood, aye Katie Thomas, aye

Testing Coordinator

Mrs. Smallwood moved and Mrs. Thomas seconded a motion to approve Bill Kermavner as the District Testing Coordinator, effective August 1, 2018, \$5,000 stipend to be paid quarterly from Title funds.

Dr. Hunt stated we had a discussion about this when we were discussing the CCIP monies and how to use them.

Roll call vote:

Ken Klima, aye Wendy Anderson, aye Katie Thomas, aye Linda Smallwood, aye Barb Rayburn, aye

Treasurer’s Report:

Minutes

Mrs. Anderson moved and Mrs. Rayburn seconded the motion to approve the minutes of the September 12, 2018, regular meeting and the September 26, 2018, special/work session meeting.

Roll call vote:

Ken Klima, aye Wendy Anderson, aye, Barb Rayburn, aye Linda Smallwood, abstain Katie Thomas, aye

Bills

Mrs. Anderson moved and Mrs. Thomas seconded a motion to approve the bills in the amount of \$1,338,119.67 (includes payroll) paid during September 2018, and those necessary for October 2018.

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Roll call vote:

Wendy Anderson, aye, Barb Rayburn, aye Linda Smallwood, aye Katie Thomas, aye Ken Klima, aye

Financial Reports

Mrs. Anderson moved and Mrs. Rayburn seconded a motion to approve the SM1, the Monthly Financial Reports and Cash Reconciliation for the month ending September 30, 2018, as submitted. Also approve the amendments to the Certified Revenues and Appropriations for the month of September, and those amendments necessary for October. General Fund Certified Revenues are \$14,856,751. All Other Fund Certified Revenues are \$4,328,626 General Fund Appropriations are \$14,602,273. All Other Fund Appropriations are \$5,624,815.

Roll call vote:

Barb Rayburn, aye Linda Smallwood, aye Katie Thomas, aye Ken Klima, aye Wendy Anderson, aye

Interest Income

The School District earned \$4,685.75 in interest income for the month of September, fiscal year-to-date total is \$14,237.32. Interest rates are: Middlefield Bank – 0.30%, STAROhio 2.01%

Transfers

Mrs. Thomas moved and Mrs. Smallwood seconded a motion to approve the following transfer:

- General Fund to Food Service Fund – to cover operating cash deficit - \$30,000
- PI-COP Bond SCC to PI Fund – to cover project costs - \$400,000

Roll call vote:

Linda Smallwood, aye Katie Thomas, aye Ken Klima, aye Wendy Anderson, aye Barb Rayburn, aye

Five-Year Forecast

Mrs. Smallwood moved and Mrs. Rayburn seconded a motion to approve the Five-Year Forecast for FY 2019 through FY 2023, to be submitted to the Ohio Department of Education by the October deadline as required.

Ms. Knuckles noted there was a total of \$6,000 difference in ending balance from the one discussed at the September work session meeting. Mr. Klima asked if it was good or bad. Ms. Knuckles responded lower and things will definitely change again after the final tax settlement.

Roll call vote:

Katie Thomas, aye Ken Klima, aye Wendy Anderson, aye Barb Rayburn, aye Linda Smallwood, aye

Information:

October 11: MS/HS Parent-Teacher Conferences
October 12: No School Students - NEOEA Day
October 12: Kiwanis Fish Fry, 4:30-7:00 p.m. at CMS
October 17: Early Release Day
October 17: CMS PTO Meeting, 6:30 at CMS
October 18: JES Picture Day
October 18: CHS Homecoming Pep Rally
October 20: Homecoming Dance
October 22-26: Spirit Week
October 22: Music Booster Meeting, 6:00 p.m. at CHS

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October 23: Report Cards
October 24: Early Release Day
October 24: BOE Work Session/Meeting, 6:00 p.m.
October 25: CHS Spirit Parade and Bonfire
October 26: Kiwanis Fish Fry, 4:30-7:00 p.m. at CMS
October 31: Early Release Day
November 1-2: JES Book Fair
November 7: Early Release Day
November 7: JES Academic Rallies
November 8: JES Parent/Teacher Conferences
November 13: JES PTO Meeting
November 14: Early Release Day
November 14: BOE Meeting, 6:00 p.m.
November 14: CMS PTO Meeting, 6:30 p.m.
November 15: JES Parent/Teacher Conference - Make-up date only
November 15-16: JES Mobile Dentist
November 16: Picture Day make ups & Winter Sports pictures
November 16-17: CHS Fall Play, 7:00 p.m. at CMS
November 18: CHS Fall Play, 3:00 p.m. at CMS

Meetings:

October 24 – Special Meeting/Work Session, 6:00 p.m.

Legislative Update: Mrs. Anderson reported possible changes to 2018 graduation requirements. Mental health training is being introduced; not sure what that will be.

Auburn Career Center: Mr. Klima reported the zoning was approved to move forward with the new sign.

Adjournment:

Mrs. Anderson moved and Mrs. Thomas seconded a motion to adjourn the meeting.

Meeting adjourned at 6:55 P.M.

Roll call vote: unanimous yes.

Kenneth Klima, President

Merry Lou Knuckles, Treasurer