

**Cardinal Local School District  
Regular Meeting  
August 8, 2018**

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The **Regular Meeting** of the Cardinal Board of Education held at 6:00 p.m. on August 8, 2018, was attended by Ken Klima, Wendy Anderson, Barb Rayburn, Linda Smallwood and Katie Thomas.

Meeting was opened with the Pledge of Allegiance.

**Presentation:**

**Pay-to-Participate Fees** – Dr. Hunt thanked Joyce and Tom Peters for being at the meeting tonight. The District appreciates the effort put into the Pig Roast and the generous donation. He received an email from the Boosters in regards to the donation from the Joe Peters Memorial Pig Roast and how they would like to distribute it among the different sports. Ms. Knuckles put together a summary on how it will plan out for the PTP fees with this donation. All adjustments will be shown in Infinite Campus. For High School sports, the Board set the fee at \$355 to cover the cost of the coaches at an estimate of \$106,413 less the Board paid 30% of \$31,924, leaving a balance of \$74,489 and a minimum of 210 participants. The Booster donation will “float” until the end of the season to verify the actual costs, but for right now the fee will be adjusted down to \$180 with the 210 minimum participants. The Booster donation will be a maximum of \$175 to cover the remaining cost. For Musical Activities, the Board set the fee at \$94 to cover the cost of the advisors at an estimate of \$19,772 less the Board paid 30% of \$5,932, leaving a balance of \$13,840 and a minimum of 147 participants. The Booster donation will “float” until the end of the season to verify the actual costs, but for right now the fee will be adjusted down to \$45 with the 147 minimum participants. The Booster donation will be a maximum of \$49 to cover the remaining cost. For Middle School sports, the Board set the fee at \$179 to cover the cost of the coaches at an estimate of \$32,754 less the Board paid 30% of \$9,826, leaving a balance of \$22,928 and a minimum of 128 participants. The Booster donation will “float” until the end of the season to verify the actual costs, but for right now the fee will be adjusted down to \$90 with the 128 minimum participants. The Booster donation will be a maximum of \$89 to cover the remaining cost. If there are more participants at the end of the season less will be donated, but the costs will be zeroed out at the end of the season regardless. This will allow us to track in IC and make the necessary adjustments with the Boosters if more than the minimum number participate. Again THANKS for your generosity for our kids. *Joyce Peters wanted to let everyone know they did not do as well as last year; we knew that could happen. We were disappointed in the car sales but we have a few ideas to improve them for next year. They would like to ask that they be included in any conversations regarding PTP fees and fundraising. Everyone has ideas to contribute and they would like to be a part of your process.* Dr. Hunt stated we will be getting this information out to the parents so they can start making the final payments for the current sports season. *The Board greatly appreciates all of your work and support!*

**Discussion Item:**

**School Law Seminar** – Mr. Klima has an invitation from Pebble and Wagoner for a School Law Seminar where two board members can attend for free. There is one session in Independence on October 11<sup>th</sup>. *Mrs. Anderson asked if there was an agenda. Mr. Klima showed it to her and the rest of Board. Mrs. Smallwood and Mrs. Rayburn will be attending. Ms. Knuckles will make the reservations.*

**Superintendent’s Report**

**Action Items:**

**Human Resources/Personnel**

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

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A. Resignations

- Miles Andersen, MS Intervention Specialist, effective August 24, 2018
- Rebecca A. Fisher, JES Paraprofessional, effective August 13, 2018
- Adam Johnson, MS Math Teacher, effective August 2, 2018
- Sherry Peters, Special Education Director, effective August 14, 2018

B. Rescind Supplemental Contract

- David Detweiler, MS Football Coach; rescind original contract approved 7/25/18
- Troy Sullivan, Varsity Assistant Football Coach; rescind original contract approved 6/16/18 due to personal reasons

C. Hire

- Bill Fisher, Casual Labor - MS/HS Field Maintenance, \$10/hr. as needed
- William Fisher, Casual Labor - MS/HS Field Maintenance, \$10/hr. as needed
- Rhonda Hostetler, van driver, 60-day probationary contract, Level 2
- William Kermavner, HS Principal, 2-year Administrative Contract, effective August 1, 2018-July 31, 2020, Step 9 Administrative Index
- Jeffrey Throckmorton, MS Intervention Specialist, MA, Step 5

D. Drivers

- Approve the following individuals as drivers for the 2018-19 school year for insurance purposes

○ Bus Drivers

Harold Adams	Patricia Burkey	Leesa Burzanko
James Butvin	Paula Callison	Tammy Clendenin
Clark Cutlip	Robert Delbo	Colleen Hall
Jerry Jacobs	Laura Klatik	Doris McLaughlin
Samuel Miller	Richard Reighard	Lynn Rose
Elizabeth Sanders	John Sass	Kim Sass
Petra Springer	Suzanne Steinhoff	Sandra Strichko
Vanessa Tucholski	Valerie Warner	Marsha Wasson
Kelly Wojtasik		

○ Van only drivers

Diane Baumgartner	Debbie Delbo	Rhonda Hostetler
Simone Lee	Alvin Rhodes	Glenn Travers
Sue Urbanski	LaRue Westover	Brian Zeigler
Jeff Zeigler		

○ Board Owned Vehicles (van only, no passengers)

Andy Cardinal	Scott Hunt	Debra Iammarino
Tim Florjancic	Bill Kermavner	Merry Lou Knuckles
Kristan Mast	Michelle Nizen	Brittany Peters
Vanessa Pintabona	Jennifer Sabol	

E. Substitutes

- Teacher List and Classified List from the Geauga County Educational Service Center for the 2018-19 school year

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F. New Assignments

- Jennifer Sabol, Director of Pupil Services, new 3-year Administrative Contract, effective August 1, 2018-July 31, 2021, Step 12

G. Supplemental Contracts, 2018-19 school year

- Deena Avalon, 7th Grade Teacher Leader, .03
- Kevin Baggett, Varsity Assistant Football Coach, Step 2, .13
- Olivia Brown, MS Cheerleading Coach, Step 0, .05
- David Detweiler, MS Football Coach, Step 0, .04 (split contract)
- Joel Kithcart, JES PBIS Teacher Leader, .03
- Elisabeth Robinson, 8th Grade Teacher Leader, .03

H. Home Instruction Tutor

- Edward Schmidtke, effective 2018-19 school year, \$24.00/hr.

I. Service Agreement

- Claire Zurbuch, science consultant, \$3,200 (paid from Title funds)

J. FMLA

- Patricia Pennza, HS Custodian, effective August 21, 2018 for 8-12 weeks

K. Volunteers

- Vanessa Pintabona, HS Girls Soccer Coach
- Shannon Portman, HS Cheerleading Coach

Roll call vote:

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

**2018-19 Student/Parent Handbooks**

Mrs. Anderson moved and Mrs. Smallwood seconded a motion to approve the student/parent handbooks for the 2018-19 school year:

- JES (ATTACHMENT A)
- CMS (ATTACHMENT B)
- CHS (ATTACHMENT C)

Roll call vote:

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

**Agreements**

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

- Lease agreement with Cornerstone Bible Church to use Cardinal Middle School for Sunday services and children's classes at a cost of \$348.00/week from August 1, 2018 through July 31, 2019.
- Agreement for Provision of Special Education and Certain Related Services with Bellefaire Jewish Children's Bureau (Bellefaire JCB) for the 2018-19 school year.

Roll call vote:

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

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**Cheerleading Camp**

Mrs. Thomas moved and Mrs. Smallwood seconded a motion to approve the high school cheerleaders to attend Cheerleading Camp at Americheer, Inc. in Westerville, Ohio, from August 1-3, 2018, at no cost to the District.

*Dr. Hunt stated this has already taken place, He approved them to go and brought it to the Board for their approval. Mr. Klima asked why we did not hear about this at the July 25<sup>th</sup> meeting. Did it materialize after that meeting? Dr. Hunt replied yes, the procedural piece was not followed by the coach. We found out about this late as we did last year. She has been talked to about the proper procedures going forward.*

Roll call vote:

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

**Exchange Student**

Mrs. Anderson moved and Mrs. Smallwood seconded a motion to approve the acceptance of an exchange student through Youth for Understanding pending requirements being met for the 2018-19 school year.

Roll call vote:

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

**Building Fees**

Mr. Klima moved and Mrs. Anderson seconded a motion to approve the following building fees for the 2018-19 school year:

- JES: \$50.00
- CMS: \$60.00
- CHS: \$75.00
- CHS Parking Fee: \$5.00

*Dr. Hunt reported there is no change in fees from last year.*

Roll call vote:

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

**Administrative Index**

Mrs. Anderson moved and Mr. Klima seconded a motion to approve the updated Administrative Index to reflect Director of Pupil Services position and salary (ATTACHMENT D).

Roll call vote:

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

**OSBA Capital Conference**

*Mr. Klima stated we should plan on at least two people going this year from our Board. He will be going with the Auburn Board. After checking the dates, Mrs. Anderson, Mrs. Smallwood and Mrs. Thomas will be attending. Dr. Hunt will also be attending with the Board.*

Mr. Klima moved and Mrs. Rayburn seconded a motion to select Mrs. Anderson as a Delegate and Mrs. Thomas as the Alternate for the OSBA 2018 Capital Conference.

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Roll call vote:

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

**Bus Routes**

Mrs. Thomas moved and Mrs. Smallwood seconded a motion to approve Bus Routes for the 2018-19 school year (ATTACHMENT E).

Roll call vote:

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

**Donations**

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

- Gary Cox/Great Day Childcare, 50 bookbags and supplies to JES for student use (\$500.00 value).
- Vincent Puruczky, popcorn machine to athletic concessions (value: \$530.00).

Roll call vote:

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

**New Hires**

Mrs. Thomas moved and Mr. Klima seconded a motion to approve the following new hires:

- Kristin Burt, 5<sup>th</sup> Grade Math Teacher, BA +30, Step 6
- Amanda Matchinga, Middle School Technology Teacher, MA, Step 5
- Andrea Quinones, High School Science Teacher, MA +30, Step 5

Roll call vote:

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

**Contract Adjustment**

Mrs. Anderson moved and Mrs. Thomas seconded a motion to approve a contract adjustment for Diane Baumgartner from two hours to six hours for Transportation Coordinator, effective July 23, 2018, Level 4, Step 20.

Roll call vote:

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

**Treasurer's Report:**

**Minutes**

Mr. Klima moved and Mrs. Smallwood seconded the motion to approve the minutes of the July 11, 2018, regular meeting and the July 25, 2018, special/work session meeting.

Roll call vote:

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

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**Bills**

Mrs. Thomas moved and Mrs. Rayburn seconded a motion to approve the bills in the amount of \$1,426,459.74 (includes payroll) paid during July 2018, and those necessary for August 2018.

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. Thomas seconded a motion to approve the SM1, the Monthly Financial Reports and Cash Reconciliation for the month ending July 31, 2018, as submitted. Also approve the amendments to the Certified Revenues and Appropriations for the month of July, and those amendments necessary for August. General Fund Certified Revenues are \$14,614,455. All Other Fund Certified Revenues are \$2,636,124 General Fund Appropriations are \$10,000,000. All Other Fund Appropriations are \$3,412,301.

*Ms. Knuckles explained these figures are based on the Temporary Budget passed in July to start the new fiscal year. We will start to build the permanent budget to be approved in September and used for the Forecast in October.*

Roll call vote:

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

**Interest Income**

The School District earned \$4,586.36 in interest income for the month of July, fiscal year-to-date total is \$4,586.36. Interest rates are: Middlefield Bank – 0.30%, STAROhio 1.99%

**Transfers**

Mr. Klima moved and Mrs. Smallwood seconded a motion to approve the following transfers:

- General Fund to Food Service Fund, initial start-up transfer - \$50,000.
- Permanent Improvement COP Bond SCC to Permanent Improvement SCC, current projects with bond money – \$546,000.

Roll call vote:

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

**Then and Now**

Mrs. Anderson moved and Mrs. Thomas seconded a motion to approve the following Then and Nows:

- Educational Alternatives for \$43,365, Geauga County ESC for \$27,900, Mentor EX Schools for \$36,901.16 and Bellefaire JCB for \$46,375, due to timing issues.

Roll call vote:

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

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**Information:**

Building Projects Update – Dr. Hunt reported to the Board the door company had a key person leave so they were behind at Jordak, but the door and window are now in place. Visitors and parents will come in a different area from the students and staff doors. The front of the building and the new lobby will be monitored by the office where they will come in the door and up to a window to speak with the secretary. At the High School they are finishing up moving the double doors back to the hallway to create a visitor lobby. They will come to a window by the main office that is monitored by the secretary. It is still being worked on but should be completed by the start of school. The Middle School paving project is completed. The lighting project is 50% completed; we are replacing the old lights with new LED ones. *Mrs. Thomas asked about the progress on the field lights.* Dr. Hunt replied the field lights are up, but the electrical update component is not completed. There will be a lighting ceremony when completed. They will leave about six feet of the old poles in place and use that to hold the ropes to block off the field. We are moving forward with the windows, doors and entryway systems. Also he received a confirmation the air conditioning units currently in place will have new windows with a removable panel so those units can be used.

**Dates:**

August 9: CMS Locker Set Up, 3:30-5:30 p.m.  
August 10: New Teacher Orientation  
August 10: K Orientation: Boys, 9:00-11:00 a.m.; Girls, 1:00-3:00 p.m.  
August 13: All Staff Opening Day  
August 13: JES Open House, 4:00-5:00 p.m.  
August 13: CMS Open House, 5:00-6:00 p.m.  
August 14: First Day of School  
August 15: Early Release Day  
August 17: CHS Open House, 4:30-5:30 p.m.  
August 22: Early Release Day  
August 22: BOE Work Session, 6:00 p.m.  
August 23: First Day for Kindergarten  
August 30-31: No School, Fair Days  
September 3: No School, Labor Day  
September 7: JES Walk-A-Thon, 9:30 a.m.  
September 8: Friends of Mike Dinner at CMS, 3:00-8:00 p.m.  
September 8: CHS Band Night, 7:00 p.m.  
September 12: Early Release Day  
September 12: BOE Meeting, 6:00 p.m.  
September 14: Kiwanis Fish Fry at CMS, 4:30-7:00 p.m.

**Meetings:**

August 22 – Special Meeting/Work Session, 6:00 p.m.

**Legislative Update:** Mrs. Anderson reported HB 318 will have some safety money in it for School Resource Officer training, mental health awareness and other areas for safety education. They are looking at backing up the due date for the Forecast by one month so this will impact Ms. Knuckles.

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**Auburn Career Center**: Mr. Klima reported the summer projects are complete. They are just waiting on some furniture to arrive for the restaurant set up. The new sidewalk for the tech center is done and will be heated. They gained more students so they are almost at 100%.

**Adjournment:**

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

Meeting adjourned at 6:42 P.M.

Roll call vote: unanimous yes.

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Kenneth Klima, President

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Merry Lou Knuckles, Treasurer