

**Cardinal Local School District  
Regular Meeting  
August 10, 2016**

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The Board met in a **Pre-Audit Meeting** at 5:15 p.m. with a representative of the Auditor of State's Office (AOS), John Yung, to discuss the upcoming audit of the fiscal year 2016 financial reports. Mr. Yung explained the basic process of performing an audit of the financial records of the District. *Mr. Klima asked if they review every transaction during the audit.* Mr. Yung stated they do not, that would cost the District around \$50,000 or more to do and there is no pending issue to move to that extensive process. They review about 70 – 75% of the revenues received and the expenditures made by the District as part of the ORC compliance review. Materiality is a driving factor of the audit. The audit manual of required procedures is followed to complete the audit. The state threshold for grant review is now \$750,000 to be included as part of the main audit process. Mr. Yung assured the Board a sufficient audit following the required procedures will be done as it has in the past. This does not mean they will catch every little thing that may be wrong but the procedures will meet all of the required standards for the audit by law. The fiscal year 2016 audit will start on August 17, 2016 and is expected to be concluded around December, 2016, depending on the timing of other audits and the work being completed by Ms. Knuckles. Ms. Knuckles completes the work papers for the Local Government Services division of the AOS who then put the actual report together before it is audited by Mr. Yung and his staff. This District has received a clean audit every year, even the year there was a theft in office issue. *Mr. Klima asked if they did follow-up after the theft issue with each audit that followed.* Mr. Yung stated they reviewed the procedures put in place after the incident occurred and verified those procedures in the following years. *Ms. Knuckles added she knows what is needed by the auditors and has it ready for them to complete the audit timely. She saves the District time and money by putting the documentation together for LGS to complete the financials for the audit.* Mrs. Smallwood said we the bond rating issue. *Ms. Knuckles replied the rating is not an audit issue and she already discussed the late bond payment with Mr. Yung so he is aware of the situation.* Mr. Yung stated with her background at the AOS, Ms. Knuckles does a very good job with the daily operations and has clean records. She prepares very complete documentation for the audit process making the job easier for them to complete in a timely manner. He told the Board to contact him if they have any further questions. *The Board thanked Mr. Yung for his time and for meeting with them.*

The **Regular Meeting** of the Cardinal Board of Education held at 6:00 p.m. on August 10, 2016, was attended by Ken Klima, Wendy Anderson, Greg McClain, Linda Smallwood and Katie Thomas.

Meeting was opened with the Pledge of Allegiance.

**Superintendent's Report -**

**Action Items:**

**Human Resources/Personnel**

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

Resignations

- James Dasher, MS Guidance Counselor and Middle School Soccer Coach, effective August 2, 2016
- Susan Bruncak, JES Head Secretary, effective August 26, 2016

New Employees

- Emily Figliano, MS Guidance Counselor, MA, Step 4, on the current negotiated CEA contract salary schedule, effective August 1, 2016

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- Rachel Kumher, Head Nurse, BA, Step 4, on the current negotiated CEA contract salary schedule, effective August 1, 2016
- Alysha Makowski, Assistant Nurse, BA, Step 2, Level 4 on the current negotiated OAPSE contract salary schedule, effective August 1, 2016
- Camille Powell, 3<sup>rd</sup> Grade Intervention Specialist, MA, Step 1 on the current negotiated CEA contract salary schedule, effective August 1, 2016
- Katie Sivula, 5th Grade Intervention Specialist, MA+15, Step 3 on the current negotiated CEA contract salary schedule, effective August 1, 2016
- Ami Schilian, High School Science, MA, Step 4 on the current negotiated CEA contract salary schedule, effective August 1, 2016

**FMLA**

- Debbie Delbo, transportation, effective July 25, 2016 for 6-8 weeks
- Adam Johnson, MS Math, effective approximately September 21, 2016 for three weeks

**RIF Recalls**

- Michele Maruna, Transportation Aide, effective August 3, 2016
- Christine Schroeter, Transportation Aide, effective August 3, 2016

**Supplementals**

- Co-curricular
  - Lee Fenner
    - Mentor Teacher, .04
    - Building Tech (split contract), .03
  - Ruth Russell, Mentor Teacher, .04
  - Jean Jerina
    - Mentor Teacher, .04
    - Freshman Class Advisor, .045
    - Building Tech (split contract), .03
    - CHS Student Council Advisor, .03
  - Josh Esenwine
    - National Honor Society Advisor, .02
  - Candi Peters
    - Junior Class Advisor, .05
    - Key Club Advisor, .02
  - Meg Turon, Senior Class Advisor, .03
  - Tim Florjancic, Marching Band, Step 2 - .16
  - Jeff Williams, Assistant Marching Band, Step 2 - .06
  - Kourtney Kelly, Flag Advisor, Step 1 - .05
- Athletics
  - Brian Gallagher, JV Soccer, Step 0 - .06
  - Lou Ruscitto, MS Soccer, Step 1 - .07
  - Jeff Zeigler, HS Wrestling, Step 2 - .17
  - Brian George, Varsity Baseball, Step 2 - .12

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- Joe DiMattia, JV Baseball, Step 0 - .07
- Dennis Ikeler, Varsity Softball, Step 2 - .12
- Kim Domen, HS Girls Basketball Volunteer
- Jim Gubanyar, HS Girls Basketball Volunteer
- Milt Boggs, MS Football Volunteer
- Rescinded Contract
  - Daniel Cappelucci, MS Cross Country, due to no team

Substitutes

- Anita Brown, Food/Secretarial, completed paperwork on file
- Teacher List and Classified List from the Geauga County Educational Service Center for the 2016-17 school year

ESY Services

- Susan Stacho, speech therapy, 3 hours at \$70.00/hour

Roll call vote:

Ken Klima, aye Wendy Anderson, aye Greg McClain, aye Linda Smallwood, aye Katie Thomas, aye

**Contracts and Service Agreement**

Mrs. Anderson moved and Mrs. Thomas seconded a motion to approve the following contracts and service agreement:

- Collective Bargaining Agreement between the Cardinal Board of Education and the Ohio Association of Public School Employees (OAPSE) effective July 1, 2016 through June 30, 2019.
- Purchase Service Agreement with Valerie Parker, behavior training and consultation services for the 2016-17 school year at a rate of \$3,000. (ATTACHMENT A)
- Contract with Cornerstone Bible Church to use Cardinal Middle School for Sunday services and children's classes at a cost of \$348.00/week from July 2016 through August 2017.

*Dr. Hunt stated that Mrs. Parker would be working with our Behavioral Resource Center (BRC) being established in place of those students who previously attended Gund. This is no longer a county program, these are our kids in our District. Mrs. Thomas asked who she is working with here at the District. Dr. Hunt replied Debra Immarino, Tammy Misinec, the teacher of the class and the other teachers in the program.*

Roll call vote:

Greg McClain, aye Linda Smallwood, aye Katie Thomas, aye Ken Klima, aye Wendy Anderson, aye

**Transportation**

Mrs. Anderson moved and Mrs. Smallwood seconded a motion to approve the following transportation department requests:

- Release the following Newbury & Berkshire students to Cardinal Local Schools for transportation:

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- Liam Sullivan (Newbury)
  - Isabella Simpkins (Newbury)
  - Rebecca Sukol (Newbury)
  - Andrew Zembiak (Newbury)
  - Navaeh Allen (Berkshire)
  - Dani Taraba (Berkshire)
- Use of Cardinal Schools' accessible bus as a shuttle from Huntsburg Park to the Town Hall during the Huntsburg Pumpkin Festival on October 1-2, 2016 from 9:00 a.m. – 6:00 p.m. at no cost to the district.
  - Approve Sue Urbanski as an eligible van driver for the Cardinal Local School District for the 2016-17 school year.

Roll call vote:

Linda Smallwood, aye   Katie Thomas, aye   Ken Klima, aye   Wendy Anderson, aye   Greg McClain, aye

**Pay-to-Participate Fees**

Mrs. Anderson moved and Mrs. Thomas seconded a motion to approve the Pay-to-Participate fees for the 2016-17 school year:

Family Cap: \$1,200

<u>Middle School</u>	<u># Participating</u>	<u>Fee</u>
Track	20	\$200
Football	20	\$200
Soccer	14	\$200
Volleyball	10/20	\$200
Cross Country	10	\$200
Boys/Girls Basketball	10/20	\$200
Wrestling	10	\$200
Cheerleading	6	\$100 (fall)
Cheerleading	6	\$100 (winter)

<u>High School</u>	<u># Participating</u>	<u>Fee</u>
Baseball/Softball	15/25/35	\$300
Track	20/40	\$300
Football	25	\$300
Volleyball	10/18/25	\$300
Cross Country	10/20	\$300
Golf	6/10	\$300
Soccer	15/25	\$300
Boys/Girls Basketball	10/18/25	\$300
Wrestling	10	\$300
Cheerleading	6	\$150 (fall)
Cheerleading	6	\$150 (winter)
Marching Band	70	\$150

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Cardinaires	20	\$150
Flag Corp.	15	\$150
Musical		\$75

*Dr. Hunt stated there is no change in costs this year. Mrs. Thomas asked if these were the correct figures for this year. Ms. Knuckles stated these are the numbers needed to have a team; we do not have numbers for participants for this year. Dr. Hunt did state there will be no middle school cross country or cheerleading due to not having the numbers to hold a team. Mrs. Anderson had asked Ms. Knuckles for the cost from the school for PTP costs last year, which was significantly higher than the last two years, and wants to know what is being done to ensure that the money is being received. Mrs. Smallwood asked if they are paying before they are playing. Dr. Hunt said we need to revisit our booster support as it was not as much as they expected them to pay towards the PTP costs. Mrs. Smallwood asked if we still have kids who owe and are playing. Dr. Hunt responded the kids on the list as owing current and past fees has been given to the coaches and they are not allowed to play until the fees are paid. Mrs. Anderson has questions in regards to the booster support and the fees. Mrs. Thomas stated we need to work with the volunteers to get more support for the boosters and PTP fee donations. Ms. Knuckles added the drop in support is due to the IRS guidelines we have to follow as far as fundraising is concerned. Dr. Hunt will get more information from Andy Cardinal and invite him to a board meeting to give them an athletics report. The plan was to get families the opportunity to participate in extracurriculars and not cost them too much to do so. Mr. McClain shared that he has been on two After Prom committees and it was different this year. It was a little more restrictive with a basic accounting system of checks and balances through the school and not individual checking account, but it wasn't intrusive.*

Roll call vote:

Ken Klima, aye Wendy Anderson, aye Greg McClain, aye Linda Smallwood, aye Katie Thomas, aye

**Team Cancellation**

Mrs. Anderson moved and Mrs. Smallwood seconded a motion to approve the cancellation of the middle school Cross Country and Cheerleading teams for the 2016-16 school year due to lack of participation.

Roll call vote:

Wendy Anderson, aye Greg McClain, aye Linda Smallwood, aye Katie Thomas, aye Ken Klima, aye

**Building Handbooks**

Mrs. Anderson moved and Mrs. Thomas seconded a motion to approve the following building handbooks for the 2016-17 school year:

- JES/CIS (ATTACHMENT B)
- CMS (ATTACHMENT C)
- CHS (ATTACHMENT D)

*Mrs. Anderson requested the changes to be highlighted for the Board so they know exactly what was changed. Dr. Hunt replied there were mostly typos corrected and the Middle School added electronic cigarettes as being banned.*

Roll call vote:

Greg McClain, aye Linda Smallwood, aye Katie Thomas, aye Ken Klima, aye Wendy Anderson, aye

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**Building Fees**

Mrs. Smallwood moved and Mrs. Anderson seconded a motion to approve the following building fees for the 2016-17 school year:

- JES/CIS: \$50.00
- CMS: \$60.00
- CHS: \$75.00

*Dr. Hunt stated the fees have stayed the same as last year; previously we had several fees and now there is just one per building.*

Roll call vote:

Katie Thomas, aye Ken Klima, aye Wendy Anderson, aye Greg McClain, aye Linda Smallwood, aye

**OSBA Capital Conference**

Mrs. Anderson nominated Linda Smallwood and Greg McClain to be the delegate and alternate for Capital Conference this year.

Mr. Klima moved and Mrs. Anderson seconded a motion to select Linda Smallwood as the Delegate and Greg McClain as the Alternate for the OSBA 2016 Capital Conference.

*Dr. Hunt stated that Mr. Klima usually goes through Auburn and he will be attending as well. He submitted a video of the band and Cardinaires to perform at the conference, but they were not selected.*

Roll call vote:

Linda Smallwood, aye Katie Thomas, aye Ken Klima, aye Wendy Anderson, aye Greg McClain, aye

**Social Media Policy**

Mrs. Smallwood moved and Mrs. Thomas seconded a motion to adopt the following Social Media Policy for student athletes:

While social networking can be an important aspect of one's life, texting, blogging, and items such as Facebook, Twitter, Snap Chat and other similar applications can pose a serious danger to personal health, safety, and welfare. Certain actions within these sites can also lead to serious issues at school and within the athletic department. As participation in interscholastic athletics is a privilege and not a right, student-athletes and their parents must accept personal responsibility for any images, postings, or any other information appearing on the Internet.

When using electronic communications, those involved in the Cardinal Athletic Program are expected to maintain high standards of conduct and acceptable behavior. Any electronic posting or communication that disrupts either the educational or athletic environment, or which advocates the violation of any school, athletic department, or team policy is unacceptable. These would include, but are not limited to: the consumption of alcohol or use of illegal drugs; inappropriate sexually-oriented material; and/or activities involving bullying, hazing, or intimidation. The use of email messages, blogs, websites, texts, or any other electronic communications to make inappropriate or derogatory comments, and/or inappropriate descriptions or pictures regarding another team member, another student, a coach or school staff member, another school or team, or officials is strictly prohibited. For the purposes of this policy, inappropriate comments may include, but are not limited to: pictures and/or descriptions

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regarding another person's race, ethnic background, culture, religion, gender, or sexual orientation.

Violation of this policy may involve disciplinary action including single or multiple game suspension and/or dismissal from the team. Violation of this policy may also result in consequences from school administration.

Roll call vote:

Linda Smallwood, aye   Katie Thomas, aye   Ken Klima, aye   Wendy Anderson, aye   Greg McClain, aye

**Donations**

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

- Cardinal Huskies Music Boosters, \$584.56
  - \$114.50 – T-shirts – Musical
  - \$32.56 – Custodial Costs
  - \$437.50 – Transportation for a field trip to Cedar Point
- Geauga Park District Foundation, \$204.80 for 2<sup>nd</sup> grade field trip transportation
- Cardinal Middle School PTSA, \$1,204.37
  - Body balls - \$204.07
  - Transportation for 6<sup>th</sup> grade field trip - \$312.20
  - Transportation for STEM field trip - \$688.10
- Merryfield Electric, \$1,849.64 – work done on the cheese trailer
- Gary Cox, Great Day Daycare, 75 book bags filled with various school supplies (paper, pencils, crayons, glue sticks) approximate value: \$750.

Roll call vote:

Katie Thomas, aye   Ken Klima, aye   Wendy Anderson, aye   Greg McClain, aye   Linda Smallwood, aye

**Treasurer's Report:**

**Minutes**

Mr. McClain moved and Mrs. Anderson seconded the motion to approve the minutes of the July 13, 2016, regular meeting.

Roll call vote:

Ken Klima, aye   Wendy Anderson, aye   Greg McClain, aye   Linda Smallwood, aye   Katie Thomas, aye

**Bills**

Mrs. Smallwood moved and Mr. McClain seconded a motion to approve the bills in the amount of \$1,840,757.66 (includes payroll) paid during July, 2016, and those necessary for August, 2016.

Roll call vote:

Wendy Anderson, aye   Greg McClain, aye   Katie Thomas, aye   Linda Smallwood, aye   Ken Klima, aye

**Financial Reports**

Mrs. Anderson moved and Mrs. Smallwood seconded a motion to approve the SM1, the Monthly Financial Reports and Cash Reconciliation for the month ending July 31, 2016, as submitted. Also approve the amendments to the Certified Revenues and Appropriations for the month of July, and those amendments

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necessary for August. General Fund Certified Revenues are \$13,670,015. All Other Fund Certified Revenues are \$2,620,832. General Fund Appropriations are \$10,000,000. All Other Fund Appropriations are \$2,053,760.

Roll call vote:

Greg McClain, aye Linda Smallwood, aye Katie Thomas, aye Ken Klima, aye Wendy Anderson, aye

**Interest Income**

The School District earned \$263.09 in interest income for the month of July; fiscal year-to-date total is \$263.09. Interest rates are: Middlefield Bank – 0.30%.

**Transfers**

Mr. Klima moved and Mrs. Thomas seconded a motion to the following fiscal year end transfers from the General Fund to:

Online Learning special cost centers, \$18,775.58  
Food Service Fund, \$25,000

*Mrs. Anderson thanked Ms. Knuckles for the food service figures and is glad to see the amount of the transfers is going down each year.*

Roll call vote:

Linda Smallwood, aye Katie Thomas, aye Ken Klima, aye Wendy Anderson, aye Greg McClain, aye

**Then and Nows**

Mrs. Anderson moved and Mr. Klima seconded a motion to approve the Then and Nows for the Geauga County ESC in the amount of \$275,918.94 (various invoices) due to timing issues.

Roll call vote:

Ken Klima, aye Wendy Anderson, aye Greg McClain, aye Linda Smallwood, aye Katie Thomas, aye

**Discussion Items:**

**Staffing Clarification** – Dr. Hunt wanted clarify the recent staffing changes. We have hired ten new employees and have one more to go. Part of the projected savings from the RIF's was to hire our own speech teacher and school psychologists. We will see a savings on the ESC billings for their costs plus the 5% administration fee. We also reduced the administrators by two people. Julie Fulton has taken a job as a principal in Ashtabula but he is not sure if Alana Hruska has gotten another job yet. Sherry Peters will be taking over as special education director and Andy Cardinal will be the Assistant Principal/Athletic Director. He is our utility guy and will be in all buildings as needed. Traditionally the AP was in charge of discipline and positive behaviors. *Ms. Knuckles commented on the name of the AP from the presentation the day before – the dean of engagement.* Dr. Hunt stated the administrators attended a presentation where the superintendent of Cleveland Municipal Schools spoke of Cleveland schools and the changes in the culture and overall improvements to the district. *Ms. Knuckles asked how many more positions were left to fill; she thought five.* Dr. Hunt replied six, a middle school counselor, two nurses, an intervention specialist, an elementary secretary and a high school science teacher.

**Strategic Plan** – Dr. Hunt has been talking with other districts in regards to the Strategic Plan and it should not be just a binder that sits on a shelf. We need to plan for what will happen going forward. We need to have people from the District as well as getting the community engaged to make this work. There is a lot involved



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with this process and we can get a group to come in and facilitate it. There is a cost to having them here but they help put it all together. He would like to see it get started soon and have it wrap up in April. It will cover everything from education through transportation and through finances as well. It should be a short term period of two to three years tops. Too many changes can happen over a five year period as we have seen with the five-year forecast. The Board will need to provide direction in this process. *Mr. McClain asked what he meant by getting the community engaged.* Dr. Hunt replied we need to use programs like Knowledge Café, Google and others to show how it works and bring the stakeholders into the mix. We would use surveys to see what they think we need to do as a district and what our strengths and weakness are. Dr. Hunt will provide the Board with more information at a later date.

**Information:**

- August 11 - CHS College Credit Plus informational meeting, 6:00 p.m.
- August 12 – New Staff Orientation
- August 12 – K Orientation (Boys: 9-11 a.m.; Girls: 1-3 p.m.)
- August 12 – 9<sup>th</sup> grade iPad Distribution, 12:30-2:00 p.m.
- August 12 – Freshman Orientation, 2:00 p.m.
- August 16 – Staff Opening Day
- August 16 – JES/CIS Open House, 4:00-5:00 p.m.
- August 16 – CMS Open House, 5:00 – 6:00 p.m.
- August 17 – First Day of School
- August 24 – BOE Work Session, 5:00 p.m.
- August 26 – First full day of Kindergarten
- August 26 – Huskie Pride Assemblies JES/CIS
- September 1 & 2 – No School (Fair Days)
- Sept. 5 – No School (Labor Day)
- Sept. 13: JES/CIS PTA Fall Fundraiser Kick-off
- Sept. 14: Early Release Day
- Sept. 14: Board Meeting, 6:00 p.m.

*Dr. Hunt welcomed the Board to join the staff at opening day at the middle school on August 16<sup>th</sup>. The middle school had locker set up and an open house tonight. Diane Baumgartner asked when kindergarten is starting. Is the date for all students or staggered like in years past? Transportation needs to know what to expect for ridership. Dr. Hunt said they all start on the 26<sup>th</sup>. Mrs. Smallwood asked if any routes have changed this year. Mrs. Baumgartner replied she has worked on the removal of students and is rerunning the routes. Mrs. Smallwood asked if it will be posted so people know. Mrs. Baumgartner replied yes, soon.*

**Auburn Career Center:**

Mr. Klima reported they are getting ready to kick off the new school year. They have pretty much filled the seats for all classes. Lake Erie compact agreement has filled any of the remaining seats. All summer projects are completed and under budget.

**Executive Session:**

Mrs. Anderson moved and Mrs. Smallwood seconded a motion to retire to executive session for the purpose of Superintendent's Evaluation and Treasurer's Evaluation.

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Roll call vote:

Wendy Anderson, aye    Greg McClain, aye    Katie Thomas, aye    Linda Smallwood, aye    Ken Klima, aye

Motion approved:        6:50 P.M.

Time Retire:              6:55 P.M.

Time Return from Executive Session:    8:59 P.M.

**Adjournment:**

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

Meeting adjourned at 8:59 P.M.

Roll call vote: unanimous yes.

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Kenneth Klima, President

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Merry Lou Knuckles, Treasurer