

## RECORD OF PROCEEDINGS

### MINUTES OF KEYSTONE BOARD OF EDUCATION

#### TAX BUDGET, ORGANIZATIONAL AND REGULAR MEETING HELD JANUARY 8, 2018

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President Pro-Tempore Patricia Wakefield called the meeting to order at 6:00 p.m.

The Tax Budget Hearing was held.

Board Members in Attendance:

Renee Mezera, Carrie O'Boyle, Devin Stang, Patricia Wakefield, Dennis Walter

Public Persons in Attendance: Franco Gallo, Michael Resar Sr., James Kohler, Gina Gibson, Maura Neville, Jacqueline Vance, Michael Smith, Sarah Stang, Kim Sturgill

Those present recited the Pledge of Allegiance to the United States of America.

Michael Resar Sr., Treasurer/CFO administered the oath of office to Carrie O'Boyle, Devin Stang and Dennis Walter.

#### **ELECTION OF PRESIDENT #18-01-01**

Dennis Walter was nominated by Renee Mezera for President of the Keystone Board of Education. Moved by Renee Mezera, second by Devin Stang to close nominations for President.

Ayes: Mezera, Stang, O'Boyle, Wakefield, Walter

Motion carried.

VOTE FOR PRESIDENT: Mezera - Walter, O'Boyle - Walter, Stang – Walter, Walter – Walter, Wakefield – Walter,

#### **ELECTION OF VICE PRESIDENT #18-01-02**

Patricia Wakefield was nominated by Renee Mezera for Vice President of the Keystone Board of Education. Moved by Renee Mezera, second by Dennis Walter to close nominations for Vice President.

Ayes: Mezera, Walter, O'Boyle, Stang, Wakefield

Motion carried.

VOTE FOR VICE PRESIDENT: Mezera - Wakefield, O'Boyle – Wakefield, Stang - Wakefield, Walter – Wakefield, Wakefield - Wakefield

Dennis Walter assumed the Presidency.

#### **SET DATE, TIME, AND LOCATION OF REGULAR MEETINGS #18-01-03**

Moved by Mezera, second by Wakefield to establish the time of regular board meetings on the third Monday of each month at 6:00 p.m. at Keystone High School Conference Room with the exceptions noted below:

1. Monday, January 29, 2018
2. Tuesday, February 20, 2018
3. Thursday, June 28, 2018

Ayes: Mezera, Wakefield, O'Boyle, Stang, Walter

Motion carried.

**RECORD OF PROCEEDINGS**

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**ESTABLISH SERVICE FUND #18-01-04**

Moved by Wakefield, second by Stang to approve the following resolution:

WHEREAS, Amended ORC 3315.15 provides for the setting aside from the general fund a sum not to exceed two dollars (\$2.00) for each child enrolled or twenty thousand dollars (\$20,000.00), whichever is greater; such sum of money to be known as the "Service Fund" to be used in paying the expenses of members of the board actually incurred in the performance of their duties when sent out of the school district.

NOW THEREFORE, BE IT RESOLVED that the Board of Education for the Keystone Local School District does hereby establish a Service Fund. Such fund to be set aside as an account within the General Fund, and there is hereby appropriated for the purpose of said Service Fund the amount of \$20,000.00.

Ayes: Wakefield, Stang, Mezera, O'Boyle, Walter  
Motion carried.

**APPROVE SUPERINTENDENT COMMITTEE ASSIGNMENTS  
AND REPRESENTATIVES #18-01-05**

Moved by Mezera, second by Wakefield to establish the aforementioned Superintendent committees and representatives with Board members serving in said positions for the 2018 calendar year.

KEEP	Patricia Wakefield
JVS Representative	Deborah Melda
Legislative Liaison	Renee Mezera
Student Achievement Liaison	Devan Stang
	Patricia Wakefield
Finance/Insurance Committee	Devin Stang
	Dennis Walter
Buildings & Grounds	Carrie O'Boyle
	Dennis Walter
Public Relations Committee	Renee Mezera
	Carrie O'Boyle
Board Policy Committee	Renee Mezera
	Devin Stang

Ayes: Mezera, Wakefield, O'Boyle, Stang, Walter  
Motion carried.

**APPROVE STANDING AUTHORIZATIONS #18-01-06**

Moved by Stang, second by Wakefield to adopt the below noted standing authorizations to allow for efficient financial management and full execution of duties by the Treasurer/CFO, President, and Superintendent:

- A) Advances on Tax Settlements: Authorization for the Treasurer/CFO to secure advances on local taxes from the County Auditor when funds are available and payable to the district.
- B) Investment of Inactive Funds: Authorization for the Treasurer/CFO to invest inactive funds at the market rate of return whenever inactive funds are available.
- C) Payment of Bills: Authorization for the Treasurer/CFO to pay all bills within the limits of the appropriations resolution as bills are received and when, if applicable, the merchandise has been received in good condition.
- D) Borrowing Authority: Authorization for the Treasurer/CFO and President to borrow funds, if needed, within the limitations established by state and federal law.

## RECORD OF PROCEEDINGS

### MINUTES OF KEYSTONE BOARD OF EDUCATION

#### TAX BUDGET, ORGANIZATIONAL AND REGULAR MEETING HELD JANUARY 8, 2018

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- E) Purchasing Agent: Authorize the Superintendent to serve as purchasing agent for the district.
- F) Employment of Personnel: Authorization for the Superintendent to employ such personnel as is needed subject to Board approval at the next regular meeting.
- G) Accept Resignations: Authorization for the Superintendent to accept resignations that have been submitted by employees during times when the Board is not in session; subject to Board approval at the next regular meeting.
- H) Approve Transfers, Advances, and Appropriation Modifications: Authorize the Treasurer/CFO to make transfers, advances, and modifications to appropriations, as needed.
- I) Prevailing Wage Coordinator: Authorize Treasurer/CFO to serve as prevailing wage coordinator for the school district.
- J) Settlement of Potential Claims: Authorize the Superintendent and Treasurer/CFO to take any and all actions to settle potential claims of \$5,000.00 or less (i.e. liability, contractual, etc.).
- K) Grants and Entitlements: Authorize the Superintendent to approve the application and acceptance for all grants and entitlements.
- L) Memorandums of Understanding: Authorize the Superintendent, Treasurer/CFO and Board President to approve and sign Memorandums of Understanding between the Board of Education and KLEA or OAPSE.
- M) Agreements: Authorize the Superintendent, Treasurer/CFO, and Board President to approve and sign special education agreements for the education of and services for Keystone District special education students.

Ayes: Stang, Wakefield, Mezera, O'Boyle, Walter  
Motion carried.

#### DESIGNATE LOCAL NEWSPAPER #18-01-07

Moved by Mezera, second by Wakefield to designate The Chronicle-Telegram as the official newspaper for Keystone Local Schools.

Ayes: Mezera, Wakefield, O'Boyle, Stang, Walter  
Motion carried.

#### APPOINTMENT OF COORDINATORS #18-01-08

Moved by Wakefield, second by Stang to approve the below listed coordinators:

Franco Gallo	Civil Rights & Equal Opportunity Officer Sexual Harassment Grievance Officer
James Kohler	504 High School
Gina Gibson	Title IX
Toni Filut	504 Middle School & Homeless Liaison
Maura Neville	Sexual Harassment Grievance Officer
Jacob Alferio	504 Elementary School & PowerSchool Coordinator
Michael Smith	OSHA & ADA
Jacqueline Vance	504 & IDEA Part B & ADA
Jody White	Free and Reduced Lunch Verification Officer
Dave Kish	CCIP District Test Coordinator State and Federal Funds Coordinator (Title Programs) Ohio Improvement Process (OIP) Internal Facilitator

Ayes: Wakefield, Stang, Mezera, O'Boyle, Walter  
Motion carried.

## RECORD OF PROCEEDINGS

### MINUTES OF KEYSTONE BOARD OF EDUCATION

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---

##### RETAIN LEGAL COUNSEL #18-01-09

Moved by Wakefield, second by Mezera to approve retaining the law firms of O'Toole, McLaughlin, Dooley & Pecora, Co. LPA, Squire Patton Boggs LLP, Smith Peters & Kalail Co., LPA and Brickler & Eckler LLP to provide legal services.

Ayes: Wakefield, Mezera, O'Boyle, Stang, Walter  
Motion carried.

##### APPOINT SUSPENSION/EXPULSION HEARING APPEAL OFFICER #18-01-10

Moved by Stang, second by O'Boyle to appoint a legal representative of O'Toole, McLaughlin, Dooley & Pecora, Co. LPA as the Board's designee (hearing officer) in appeals to student suspensions and expulsions by the Superintendent, or designee.

Ayes: Stang, O'Boyle, Mezera, Wakefield, Walter  
Motion carried.

##### ADJOURNMENT #18-01-11

Moved by Wakefield, second by Stang to adjourn the Organizational session at 6:17 p.m.

Ayes: Wakefield, Stang, Mezera, O'Boyle, Walter  
Motion carried.

#### REGULAR MEETING AGNEDA

##### APPROVAL OF MINUTES #18-01-12

Moved by Mezera, second by Wakefield to dispense with the reading of the minutes of the Regular Meeting on December 18, 2017. The minutes were distributed as required by law and, shall be approved as presented.

Ayes: Mezera, Wakefield, Walter  
Abstain: O'Boyle, Stang  
Motion carried.

##### APPROVAL OF AGENDA #18-01-13

Moved by Mezera, second by Wakefield to approve agenda with addendum as presented.

Ayes: Mezera, Wakefield, O'Boyle, Stang, Walter  
Motion carried.

##### AUDIENCE PARTICIPATION

**RECOGNITION AND HEARING OF VISITORS – NONE**  
**INPUT FROM STAFF – NONE**

##### APPROVE TAX BUDGET #18-01-14

Moved by Wakefield, second by Stang to approve the July 2018 through June 2019 tax budget as presented at the Tax Budget Hearing on January 8, 2018 at 6:00 p.m. in the Keystone High School Conference Room.

Ayes: Wakefield, Stang, Mezera, O'Boyle, Walter  
Motion carried.

**RECORD OF PROCEEDINGS**

**MINUTES OF KEYSTONE BOARD OF EDUCATION**

**TAX BUDGET, ORGANIZATIONAL AND REGULAR MEETING  
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---

**THEN & NOW APPROVALS #18-01-15**

Moved by Wakefield, second by Mezera to approve Then & Now purchase orders in accordance with ORC 5705.41D.

PO Date	Invoice Date	PO Number	Check Number	Desc.	Vendor	Amount
11/21/17	07/21/17	89027	58957	ANNUAL AGREEMENT	PAYSCHOOLS	\$ 5,667.00

Ayes: Wakefield, Mezera, O'Boyle, Stang, Walter  
Motion carried.

**FISCAL YEAR 2018 TRANSFERS #18-01-16**

Moved by Stang, second by Wakefield to approve the transfers as recommended below.

Transfers

From:	To:	Amount:
General Fund (001)	Employee Benefits-FSA Program Fund (024)	\$ 17,375.00

Ayes: Stang, Wakefield, Mezera, O'Boyle, Walter  
Motion carried.

**EMPLOY 2017-2018 SATURDAY SCHOOL TEACHER #18-01-17**

Moved by Wakefield, second by Stang to employ the below individuals as a Saturday School Teacher, for the 2017-2018 school year at tutor rate (\$28.00/hr), per time sheet, on an as needed basis.

- Kevin Fox
- Donald Griswold

Ayes: Wakefield, Stang, Mezera, O'Boyle, Walter  
Motion carried.

**APPROVE SUBSTITUTE TEACHERS 2017-2018 #18-01-18**

Moved by Mezera, second by Wakefield to approve the following list of substitute teachers for the 2017-2018 school year, on an as needed basis, compensation at \$90.00 per day (\$45.00 per half day) pending completion of all state and local requirements.

Dale Lehrke

Christina Rennie

Logan Wiegand

Ayes: Mezera, Wakefield, O'Boyle, Stang, Walter  
Motion carried.

**APPROVE TRANSFER #18-01-19**

Moved by Stang, second by Wakefield to approve the below transfer.

- Constance Harant from Keystone Middle School Cashier 3.0 hrs./day to Keystone Elementary School Cafeteria Worker 3.25 hrs./day effective 1/8/18

Ayes: Stang, Wakefield, Mezera, O'Boyle, Walter  
Motion carried.

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---

**APPOINT PUBLIC RECORDS DESIGNEE 18-01-20**

Moved by Mezera, second by Wakefield to approve the Treasurer/CFO, Michael Resar Sr., be appointed as public records designee for calendar year 2018.

Ayes: Mezera, Wakefield, O'Boyle, Stang, Walter  
Motion carried.

**FUTURE BOARD MEETINGS – @ 6:00 P.M.**

1. Monday, January 29, 2018 – Regular Meeting (anticipated) – KHS Conference Room
2. Tuesday, February 20, 2018 - Regular Meeting (anticipated) - KHS Conference Room
3. Monday, March 19, 2018 - Regular Meeting (anticipated) - KHS Conference Room

**COMMENTS/CONCERNS**

Board Members -

Renee Mezera: I want to welcome Carrie O'Boyle and Devin Stang to the Board of Education and I hope everyone had a Happy New Year.

Carrie O'Boyle: I want to thank everyone for the warm welcome. I am very excited to be part of the Board of Education.

Devin Stang: Thanks to everyone for the warm welcome. I hope everyone had a Happy New Year.

Dennis Walter: I want to welcome Carrie O'Boyle and Devin Stang to the board. Over the next six months, you will learn a lot about how boards operate and will continue to learn.

Public -

Franco Gallo: Welcome Carrie O'Boyle and Devin Stang.

**ADJOURNMENT #18-01-21**

Moved by Mezera, second by Wakefield to adjourn the Regular Meeting at 6:40 p.m.

Ayes: Mezera, Wakefield, O'Boyle, Stang, Walter  
Motion carried.

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Dennis Walter, President

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Michael Resar Sr., Treasurer/CFO

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### TAX BUDGET, ORGANIZATIONAL AND REGULAR MEETING HELD JANUARY 8, 2018

Attachment A

KEYSTONE LOCAL SCHOOL DISTRICT									
2018-2019 TAX BUDGET									
The Board of Education of said School District hereby submits to annual Budget for the year commencing July 1, 2018 for consideration of the County Budget Commission.					SUBMIT ONE COPY OF THIS BUDGET TO COUNTY CLERK BY JANUARY 25TH				
President of the Board: _____					DATE: <u>January 8, 2018</u>				
<b>GENERAL FUND</b>									
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2018	\$ 5,477,424.00	REAL ESTATE TAX	\$ 7,886,423	REVENUE FROM OTHER STATE SOURCES	\$ 5,287,678.00	FISCAL YEAR ESTIMATED RECEIPTS	\$ 1,962,121.00	TOTAL REVENUES	\$ 21,813,697.00
								TOTAL EXPENDITURES	\$ 15,255,889.00
								ENDING FUND BALANCE	\$ 6,557,808.00
<b>SPECIAL REVENUE</b>									
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2018	\$ 437,178.00	REAL ESTATE TAX	\$ -			FISCAL YEAR ESTIMATED RECEIPTS	\$ 845,789.00	TOTAL REVENUES	\$ 1,317,888.00
								TOTAL EXPENDITURES	\$ 212,533.00
								ENDING FUND BALANCE	\$ 405,355.00
<b>EMERGENCY LEVY</b>									
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2018	\$ -	REAL ESTATE TAX	\$ -			FISCAL YEAR ESTIMATED RECEIPTS	\$ -	TOTAL REVENUES	\$ -
								TOTAL EXPENDITURES	\$ -
								ENDING FUND BALANCE	\$ -
<b>DENT SERVICE</b>									
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2018	\$ 2,726,867.00	REAL ESTATE TAX	\$ 1,525,000			FISCAL YEAR ESTIMATED RECEIPTS	\$ 288,919.00	TOTAL REVENUES	\$ 4,548,286.00
								TOTAL EXPENDITURES	\$ 1,828,000.00
								ENDING FUND BALANCE	\$ 2,999,296.00
<b>CAPITAL PROJECTS</b>									
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2018	\$ 2,081,948.00	REAL ESTATE TAX	\$ 208,200	REVENUE FROM OTHER STATE SOURCES	\$ -	FISCAL YEAR ESTIMATED RECEIPTS	\$ 3,185.00	TOTAL REVENUES	\$ 2,899,233.00
								TOTAL EXPENDITURES	\$ 2,458,319.00
								ENDING FUND BALANCE	\$ 440,914.00
<b>PERMANENT FUND</b>									
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2018	\$ -					FISCAL YEAR ESTIMATED RECEIPTS	\$ -	TOTAL REVENUES	\$ -
								TOTAL EXPENDITURES	\$ -
								ENDING FUND BALANCE	\$ -
<b>INTEREST</b>									
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2018	\$ 382,187.00					FISCAL YEAR ESTIMATED RECEIPTS	\$ 877,080.00	TOTAL REVENUES	\$ 1,259,267.00
								TOTAL EXPENDITURES	\$ 877,080.00
								ENDING FUND BALANCE	\$ 382,187.00
<b>INTERNAL SERVICE</b>									
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2018	\$ 22,000.00					FISCAL YEAR ESTIMATED RECEIPTS	\$ 83,882.00	TOTAL REVENUES	\$ 105,882.00
								TOTAL EXPENDITURES	\$ 83,882.00
								ENDING FUND BALANCE	\$ 22,000.00
<b>AGENCY</b>									
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2018	\$ 47,000.00					FISCAL YEAR ESTIMATED RECEIPTS	\$ 61,080.00	TOTAL REVENUES	\$ 108,080.00
								TOTAL EXPENDITURES	\$ 61,080.00
								ENDING FUND BALANCE	\$ 47,000.00
<b>PRIVATE PURPOSE TRUST FUND</b>									
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2018	\$ 7,475.00					FISCAL YEAR ESTIMATED RECEIPTS	\$ 35,080.00	TOTAL REVENUES	\$ 42,555.00
								TOTAL EXPENDITURES	\$ 35,080.00
								ENDING FUND BALANCE	\$ 7,475.00
<b>TOTAL</b>	\$ 11,754,189.00	ESTIMATED UNENCUMBERED BALANCE	\$ 9,629,423	ESTIMATED TAX REVENUE	\$ 6,037,456.00	ESTIMATED STATE FOUNDATION	\$ 5,794,726.00	TOTAL ESTIMATED REVENUES	\$ 21,962,188.00
								ESTIMATED EXPENDITURES	\$ 15,992,492.00
								ENDING FUND BALANCE	\$ 5,969,696.00