

**RECORD OF PROCEEDINGS**

**MINUTES OF KEYSTONE BOARD OF EDUCATION**

**REGULAR MEETING HELD JULY 16, 2018**

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Dennis Walter called the meeting to order at 5:00 p.m.

Board Members in Attendance:

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

Public Persons in Attendance:

Franco Gallo, Michael Resar Sr., Albert Trego, Daniel White, Lawrence Hyland, Linda Hyland, Jonathan Bailey

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

**APPROVAL OF AGENDA #19-07-01**

Moved by Mezera, second by O’Boyle, to approve the agenda as presented with corrections.

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

Motion carried.

**ADOPT RETIREMENT COMMENDATION #19-07-02**

Moved by Wakefield, second by Stang to adopt retirement commendation for the individual listed below (Attachment A).

1. Lawrence Hyland – 10 years

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

Motion carried.

**APPROVAL OF PRIOR MEETING MINUTES #19-07-03**

Moved by Mezera, second by O’Boyle to dispense with the reading of the minutes of the Regular Meeting on Thursday, June 28, 2018. The minutes were distributed as required by law and shall be approved with as presented.

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

Motion carried.

**AUDIENCE PARTICIPATION**

**RECOGNITION AND HEARING OF VISITORS – NONE**

**INPUT FROM STAFF – NONE**

**APPROVE TREASURER/CFO FINANCIAL REPORTS  
AND RECOMMENDATIONS #19-07-04**

Moved by Stang, second by Wakefield that the foregoing recommendations be approved.

**A. APPROVE FINANCIAL REPORTS**

The Treasurer/CFO recommends approval of the financial reports, including investments for June 2018, as presented.

**B. THEN & NOW APPROVALS**

The Treasurer/CFO recommends approval of Then & Now purchase orders in accordance with ORC 5705. 41D:

PO Date	Invoice Date	PO Number	Check Number	Desc.	Vendor	Amount
07/02/18	07/01/18	89733	60169	INSTRUCTIONAL SOFTWARE LICENSES	NORTHWEST EVALUATION ASSOCIATION	\$ 21,187.50
07/01/18	04/01/18	89602	60191	ANNUAL ROUTING SOFTWARE FEE	TYLER TECHNOLOGIES, INC.	\$ 3,000.00
07/01/18	06/19/18	89799	60151	COPIER LEASE	COMDOC	\$ 93,196.20

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**C. RETURN FISCAL YEAR 2018 ADVANCES**

The Treasurer/CFO recommends return of advances:

Advances

From:	To:	Amount:
IDEA Part B (516 9918)	General Fund (001)	\$12,000.00
Title IA (572 9918)	General Fund (001)	\$12,000.00
Title IIA (590 9918)	General Fund (001)	\$ 1,000.00
Title IV (599 9918)	General Fund (001)	\$ 1,000.00
Secondary Transition (499 9918)	General Fund (001)	\$ 592.50

**D. FISCAL YEAR 2019 TRANSFERS**

The Treasurer CFO recommends the below transfers:

Transfers

From:	To:	Amount:
General Fund (001)	Severance Fund (035)	\$ 70,000.00

**E. APPROVE PROFESSIONAL DEVELOPMENT STIPENDS**

The Treasurer/CFO recommends approval of a stipend of \$50 per half day for the following staff members for participation in professional development to be paid from General Fund:

**August 8, 2018 – LCCC Meeting for Teaching College Credit Plus Classes**

a. Andrea Catnazarito, b. Adam Crabtree, c. Jennifer Fehlan-Jones, d. David Jones  
e. Philip Tuttle

**F. APPROVE LAKETEC AGREEMENT**

The Treasurer/CFO recommends approving the LAKETEC 5 Year Extension Reassignment Agreement as presented.

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

**APPROVE SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS #19-07-05**

Moved by Mezera, second by O'Boyle that the foregoing recommendations be approved.

**A. EMPLOYMENT OF PERSONNEL**

**1. EMPLOY 2018-2019 EXTRA DUTY PERSONNEL**

The Superintendent recommends employment of the following individuals on extra duty contracts for the 2018-2019 school year, pending all record checks and completion of state and local requirements.

- a. Philip Tuttle – Assistant Varsity Football – Step 7 - \$5,387.40
- b. Brittany Chudakoff – Middle School Cheerleader Advisor – Step 2 - \$1,795.80

**2. SALARY RECLASSIFICATIONS – CERTIFIED**

The Superintendent recommends the following change in salary schedule placement for the 2018-2019 school year due to continuing education.

- a. Elizabeth Branco from MA+15 to MA+30 – Step 18
- b. Andrea Catnazarito from BA+15 to MA – Step 6
- c. Holly Gross from BA+15 to MA – Step 4
- d. Tina McNulty from MA to MA+15 – Step 24
- e. Philip Tuttle from BA+15 to MA – Step 30

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**3. EMPLOY 2018-2019 CLASSIFIED STAFF**

The Superintendent recommends hiring the following classified individual for the position and hourly rate as noted, on an eighteen-month probationary contract, pending all record checks and completion of state and local requirements for the 2018-2019 school year.

- a. Paul Stainbrook – Custodian/Maintenance – Step 0 - \$14.07/hr. – effective 7/26/18

**4. EMPLOY CLASSIFIED SUBS FOR THE 2018-2019 SCHOOL YEAR**

The Superintendent recommends employment of the following 2018-2019 classified substitutes for the positions and hourly rates noted, pending all record checks and completion of state and local requirements.

- a. Linda Archer  
Cleaning \$10.09/hr. – effective 7/2/18
- b. Austin Carter  
Technology Assistant \$11.84/hr.
- c. Leann Cromer  
Cleaning \$10.09/hr. – effective 7/2/18
- d. Ann Green  
Bus Driver \$13.77
- e. Kelly Isenhart  
Bus Driver \$13.77/hr. – effective 7/2/18  
Monitor - \$10.50/hr.
- f. Emily Nagy  
Cleaning \$10.09/hr. – effective 7/2/18  
Monitor - \$10.50/hr.
- g. Melanie Ternes  
Monitor \$10.50/hr.  
Paraprofessional – Special Needs \$10.50/hr.  
Building Secretary \$12.41/hr.

**5. APPROVE CLASSIFIED CONTINUING CONTRACT**

The Superintendent recommends granting a continuing contract to the following individual as they have successfully completed an eighteen-month probationary period:

- a. Emily Nagy – Special Needs Paraprofessional – effective – 8/7/18

**6. APPROVE TRANSFERS**

The Superintendent recommends transferring the following individuals:

- a. Constance Harant from Keystone Middle School Special Needs Paraprofessional 4.0 hours to Murray Ridge School Special Needs Paraprofessional 6.0 hours effective 8/22/2018.
- b. Amy Mitterling from Keystone Elementary School Special Needs Paraprofessional 5.5 hours to Murray Ridge School Special Needs Paraprofessional 6.0 hours effective 8/22/2018.

**7. ACCEPT RESIGNATIONS**

The Superintendent recommends accepting the resignation of the following individuals.

- a. Austin Carter – Technology Assistant – effective end of day 7/13/18
- b. Charlotte Jarvis – KES Cleaner - effective 6/25/2018

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

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#### APPROVE OTHER BUSINESS AND SUPERINTENDENT'S RECOMMENDATIONS 19-07-06

Moved by Stang, second by Mezera that the foregoing recommendations be approved.

**A. APPOINT DELEGATE TO CAPITAL CONFERENCE**

It is recommended that Carrie O'Boyle be appointed as delegate and Renee Mezera be appointed as the alternate to the 2018 OSBA Capital Conference annual business meeting to be held on Sunday, November 11, 2018 through Tuesday, November 13, 2018.

**B. ACCEPT EXPULSION DECISION**

The Board of Education accepts the hearing officer's decision regarding the expulsion of a Keystone High School student as presented.

**C. APPROVE 2018-2019 BUS ROUTES**

The Superintendent recommends approving the 2018-2019 bus routes as presented. Routes are subject to change at the discretion of the Transportation Supervisor.

**D. APPROVE OUT OF STATE TRIP TO MYRTLE BEACH, SC**

The Superintendent recommends approving an out of state field trip for Keystone High School Band, Choir and Symphonic Choir to Myrtle Beach, SC during the period of Monday, April 22, 2019 through Friday, April 26, 2019.

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

#### APPROVE RESOLUTION AUTHORIZING CHANGE ORDER INCREASING CONTRACT SUM FOR RUNYON & SONS ROOFING, INC. TO PROVIDE ADDITIONAL ALLOWANCE FOR UNFORESEEN CONDITIONS ON THE HIGH SCHOOL BUILDING ENVELOPE REMEDIATION PROJECT #19-07-07

Moved by O'Boyle second by Stang to approve the below resolution.

The Superintendent requests that the Board authorize a change order with Runyon & Sons Roofing, Inc. to provide additional funds in the contract to provide for work items associated with addressing the discovery of unforeseen conditions on the High School Building Envelope Remediation Project.

Rationale:

1. The District has experienced defective construction work to the building envelope of the High School which was performed by a previous contractor, and the defective work needs to be corrected as quickly as possible to minimize its impact on the 2018/19 school year.
2. The Board previously authorized the District to enter into an agreement with Runyon & Sons Roofing, Inc. for remediation of that defective work to the High School's building envelope.
3. It was discovered the existing roof edge to wall conditions on the gymnasium are different than as shown on the original drawings.
4. The previously-included \$1,000 allowance for addressing unforeseen conditions on the Project will not be sufficient to remedy the discovery of these unforeseen conditions.
5. The Owner Representative on the Project, Mays Consulting & Evaluation Services, Inc., recommended that \$10,000 be added to the allowance via a Change Order, increasing the allowance to \$11,000, to provide for work items associated with addressing these unforeseen conditions.
6. The Superintendent recommends the change order be authorized, allowing Runyon & Sons Roofing, Inc. to proceed with the work without delay.

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The Keystone Local School District Board of Education resolves as follows:

The Board authorizes the Superintendent and the Treasurer to sign the necessary documents to execute a change order with Runyon & Sons Roofing, Inc., in an amount of \$10,000.00, which will increase the allowance to \$11,000.00

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

#### **FUTURE BOARD MEETINGS - @ 6:00 P.M.**

1. Monday, August 20, 2018 – Regular Meeting – KHS Conference Room
2. Monday, September, 17, 2018 – Regular Meeting – KHS Conference Room
3. Monday, October 15, 2018 – Regular Meeting – KHS Conference Room

#### **COMMENTS/CONCERNS**

Board Members:

Devin Stang - Congratulations to Larry on his retirement. Best wishes to Franco this being his last meeting. Thank you for helping me during the transition as a board member.

Patricia Wakefield - Thank you Franco for pulling us out of a bad situation when you took this position.

Renee Mezera - Best of luck and thank you Larry. Thank you Franco for stepping in during a rough time. You rolled up your sleeves and put this district in a good spot.

Carrie O'Boyle - Congratulations Larry. I will miss seeing you at school events. Thank you Franco and best of luck. Thank you for your help as I adjusted to being a board member.

Dennis Walter - Thank you for getting us out of a bad situation. You finished the building projects and passed a levy for us.

Public:

Franco Gallo - Thank you for the opportunity to be the Superintendent at Keystone. I wish everyone the best and this is not a good bye, I won't be far at the Lorain County ESC.

#### **ADJOURNMENT #19-07-08**

Moved by O'Boyle, second by Mezera to adjourn the regular meeting at 5:18 p.m.

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

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Dennis Walter, President

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Michael Resar Sr., Treasurer/CFO

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**ATTACHMENT A**

**RESOLUTION – LAWRENCE HYLAND**

WHEREAS, Lawrence Hyland has served the staff, students, and residents of the Keystone Local School District for 10 years; and

WHEREAS, Lawrence Hyland has proved to be a major positive influence in the lives of hundreds of school students; and

WHEREAS, Lawrence Hyland has performed an indispensable function in the effective and humane operation of the Keystone Local Schools;

THEREFORE, BE IT RESOLVED, that the Board of Education, on behalf of the staff, students, and residents of the Keystone Local School District, commend Lawrence Hyland for his outstanding contribution to the growth of the children in the Keystone Local School District; and

BE IT FURTHER RESOLVED, that a true copy of this resolution be delivered to Lawrence Hyland.