

RECORD OF PROCEEDINGS

MINUTES OF KEYSTONE BOARD OF EDUCATION

REGULAR MEETING HELD OCTOBER 15, 2018

Dennis Walter called the meeting to order at 6:00 p.m.

Board Members in Attendance:

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

Public Persons in Attendance:

Daniel White, Michael Resar Sr., David Kish, Jacob Alferio, Jacqueline Vance,
Albert Trego, Therese Jackson, Kristen Campbell

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

Grade 3-5 Presentation by Jacob Alferio

APPROVAL OF AGENDA #19-10-01

Moved by Mezera, second by Stang, to approve the agenda as presented with corrections.

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

Motion carried.

APPROVAL OF PRIOR MEETING MINUTES #19-10-02

Moved by Wakefield, second by O’Boyle to dispense with the reading of the minutes of the Regular Meeting on Monday, September 17, 2018. The minutes were distributed as required by law and shall be approved as presented.

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

Motion carried.

AUDIENCE PARTICIPATION

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

CURRICULUM CORNER

David Kish, Director of Curriculum and Instruction – 2018 Gap Closing State Report Card Component Grade

APPROVE TREASURER/CFO FINANCIAL REPORTS
AND RECOMMENDATIONS #19-10-03

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

A. APPROVE FINANCIAL REPORTS

The Treasurer/CFO recommends approval of the financial reports, including investments for September 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
08/21/18	08/09/18	90093	60722	MAINTENANCE CONTRACT	LAKETEC COMMUNICATIONS	\$ 6,048.00
09/06/18	07/01/18	90234	60739	YEARLY BILLING	SCHINDLER ELEVATOR CORPORATIN	\$ 4,264.90

C. APPROVE FIVE YEAR FORECAST AND ASSUMPTIONS

The Treasurer/CFO recommends approval of the Five Year Forecast and Assumptions as presented. (Attachment A)

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D. APPROVE MATH VERTICAL PLANNING MEETING

The Treasurer/CFO recommends approval for a Math Vertical Planning Meeting for the following individuals at \$28.00 per hour, per time sheet, not to exceed 1.5 hours each, to be paid from Title I funds.

- a. Tracy Clarico, b. Robert Clarico, c. Adam Crabtree, d. Stephen Ody,
- e. Mark Sobel, f. Leah Tesny, g. Kristin Zatik

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

APPROVE SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS #19-10-04

Moved by O'Boyle, second by Wakefield 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. Kathryn Dillen – Outdoor Learning Camp - \$300.00
- b. Kelly Marxen – Outdoor Learning Camp - \$300.00
- c. Staci Rapson – Outdoor Learning Camp - \$300.00
- d. Mark Sobel – Outdoor Learning Camp - \$300.00
- e. Kimberly Sturgill – Outdoor Learning Camp - \$300.00
- f. Rocky Houston – Junior Varsity Boys' Basketball – Step 7 - \$4,848.66
- g. Chad Elliott – Head Freshmen Boys' Basketball – Step 6 - \$3,412.02
- h. Gregory Morgan- Head 8th Grade Boys' Basketball – Step 7 - \$3,771.18
- i. Gregory Morgan - Head 7th Grade Girls' Basketball - Step 7 - \$3,771.18
- j. Christopher Vondruska – Head Varsity Wrestling-Step 7 - \$6,644.46
- k. Kari Dove Deal – Winter Faculty Manager – Step 2 - \$1,257.06
- l. Meredith Karg – Announcer - \$20.00 Per Game
- m. Meredith Karg – Score Board Operator - \$20.00 Per Game
- n. Meredith Karg – Ticket Taker - \$20.00 Per Game

2. APPROVE VOLUNTEERS

The Superintendent recommends approving the following individuals as a volunteer for the 2018-2019 school year for the position indicated, pending all record checks and completion of state and local requirements:

- a. Dylan Buffington – Boys' Basketball
- b. Chad Whitacre – Boys' Basketball

3. APPROVE FAMILY MEDICAL LEAVE ACT – PAMELA MINNICH

The Superintendent recommends approving the absence for Pamela Minnich under the Family Medical Leave Act for the period on or about December 19, 2018 through on or about January 7, 2019.

4. APPROVE FAMILY MEDICAL LEAVE ACT – JESSICA KOBE

The Superintendent recommends approving the absence for Jessica Kobe under the Family Medical Leave Act for the period on or about October 15, 2018 through on or about April 12, 2019.

5. APPROVE TRANSFERS

The Superintendent recommends transferring the following individuals:

- a. Venetia Eyring from Keystone Elementary School Cafeteria Worker 3.0 hours to Keystone Middle School Cafeteria Worker 2.75 hours effective 9/25/18

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- b. Julie Fortune from Keystone High School Study Hall Monitor 5.75 hours to Keystone High School Study Hall Monitor 6.75 hours effective 10/15/18
- c. Amy Halleen from Keystone High School Cafeteria Worker 2.0 hours a day to Keystone High School Cafeteria Worker 2.75 hours a day effective 10/1/18
- d. Terri Helbig from Keystone Elementary School Paraprofessional 5.75 hours a day to Keystone Elementary School Paraprofessional 6.75 hours a day effective 10/1/18
- e. Ashley Miller from Keystone Elementary School Paraprofessional 5.5 hours a day to Keystone Elementary School Paraprofessional 5.75 hours a day effective 10/8/18
- f. Christine Minney from Keystone Elementary School Paraprofessional 25 hours a week to Keystone Elementary School Paraprofessional 25.5 hours a week effective 9/17/18
- g. Christine Minney from Keystone Elementary School Paraprofessional 25.5 hours a week to Keystone Elementary School Paraprofessional 26.5 hours a week effective 9/24/18
- h. Donna Smith from Keystone Elementary School Paraprofessional 25 hours a week to Keystone Elementary School Paraprofessional 25.5 hours a week effective 9/17/18
- i. Donna Smith from Keystone Elementary School Paraprofessional 25.5 hours a week to Keystone Elementary School Paraprofessional 26.5 hours a week effective 9/24/18

6. AIR RETAKE TUTORS

The Superintendent recommends the following staff to provide tutoring for students who are retaking the AIR test that will take place in November. The total amount of hours will not exceed 12 total hours per teacher.

Teachers will be paid per time sheet at tutor rate (\$28.00/hr.).

- a. Tracy Clarico
- b. Jennifer Fehlan-Jones
- c. Alison Gillam
- d. Donald Griswold

7. 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. James Axford
Cleaning – \$10.09/hr. – effective 10/12/18
- a. Darcy Chatham
Cafeteria - \$11.09/hr.
Building Secretary - \$12.41/hr.
- b. Valerie Hood
Monitor - \$10.50/hr. – effective 9/18/18
Paraprofessional – Library - \$10.72/hr.
Paraprofessional – Special Needs - \$10.50/hr.
- c. Linda McCroskey
Monitor - \$10.50/hr. – effective 8/30/18

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EMPLOY 2018-2019 KEY CARE TUTORS #19-10-05

Moved by Mezera, second by Wakefield to approve employment of the below individuals as Key Care Tutors for the 2018-2019 school year as well as the summer, at \$22.00, per time sheet, on an as needed basis.

- a. Suzanne Healy
- b. Heather Lahoski
- c. Paula Perhot
- d. Brianne Tabar
- e. Jennifer Wooten

Ayes: Mezera, Wakefield, O'Boyle, Stang

Abstain: Walter

Motion carried.

APPROVE OTHER BUSINESS AND SUPERINTENDENT'S RECOMMENDATIONS 19-10-06

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

A. APPROVE OUT OF STATE TRIP TO WASHINGTON D.C.

The Superintendent recommends approving an out of state field trip for Keystone High School Sophomore students to Washington D.C. during the period of Tuesday, May 7, 2019 through Friday, May 10, 2019.

B. ACCEPT DONATIONS

The Superintendent recommends accepting the following donations.

- a. Dorothy Auble – Miscellaneous fabrics valued at \$300.00 to Keystone High School
- b. Jennifer Jackson-Kinas – Miscellaneous fabrics valued at \$50.00 to Keystone High School

C. APPROVE FINGERPRINTING AGREEMENT WITH ESC OF LORAIN COUNTY

The Superintendent recommends approving the Fingerprinting Service Agreement with the Educational Service Center of Lorain County for background checks as presented.

Ayes: Mezera, Stang, 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 #19-10-07

Moved by Stang, second by O'Boyle 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.
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.

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3. The Owner Representative on the Project, Mays Consulting & Evaluation Services, Inc., recommended that an additional \$10,000 be added to the current allowance, via a Change Order, increasing the total allowance to \$21,000, to provide for work items associated with addressing these unforeseen conditions.
4. The Superintendent recommends the change order be authorized, allowing Runyon & Sons Roofing, Inc. to proceed with the work without delay.

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 this second change order with Runyon & Sons Roofing, Inc., in an amount of \$10,000.00, which will increase the total allowance to \$21,000.

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

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

1. Monday, November 19, 2018 – Regular Meeting – KHS Conference Room
2. Monday, December 17, 2018 - Regular Meeting – KHS Conference Room

COMMENTS/CONCERNS

Board Members: None

Public: None

EXECUTIVE SESSION #19-10-08

Moved by Mezera, second by O'Boyle to adjourn to Executive Session under ORC 121.22 and ORC 4117.21 for the purpose of appointment, employment, dismissal, discipline, promotion, demotion, compensation, matters related to employee bargaining negotiations and investigation of the charges/complaints (unless public hearing requested) of personnel. With no action to follow.

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

Executive Session 7:00 p.m. Return to Open Session 8:18 p.m.

ADJOURNMENT #19-10-09

Moved by Mezera, second by Stang to adjourn the regular meeting at 8:19 p.m.

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

Dennis Walter, President

Michael Resar Sr., Treasurer/CFO

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ATTACHMENT A

KEYSTONE LOCAL SCHOOL DISTRICT -- LORAIN COUNTY Schedule Of Revenue, Expenditures and Changes In Fund Balances Actual and Forecasted Operating Fund								
	ACTUAL			FORECASTED				
	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023
Revenue:								
1.010 - General Property Tax (Real Estate)	5,471,862	6,397,069	6,501,674	6,555,194	6,630,968	6,685,962	6,761,334	6,827,504
1.020 - Public Utility Personal Property	571,957	643,681	678,432	714,524	749,798	787,288	826,653	867,985
1.030 - Income Tax	-	-	-	-	-	-	-	-
1.035 - Unrestricted Grants-in-Aid	6,361,920	6,245,695	6,353,472	6,286,492	6,289,317	6,289,569	6,288,793	6,289,197
1.040 - Restricted Grants-in-Aid	120,899	114,998	125,432	125,095	119,791	119,999	119,358	119,691
1.045 - Restricted Federal Grants-in-Aid - SPSF	-	-	-	-	-	-	-	-
1.050 - Property Tax Allocation	746,101	812,111	813,965	818,801	821,696	828,592	836,951	845,400
1.060 - All Other Operating Revenues	1,640,528	1,822,526	1,861,773	1,818,027	1,815,683	1,815,683	1,815,683	1,815,683
1.070 - Total Revenue	14,913,267	16,036,080	16,334,748	16,318,133	16,427,253	16,527,093	16,648,772	16,765,460
Other Financing Sources:								
2.010 - Proceeds from Sale of Notes	-	-	-	-	-	-	-	-
2.020 - State Emergency Loans and Advancements	-	-	-	-	-	-	-	-
2.040 - Operating Transfers-In	-	-	-	-	-	-	-	-
2.050 - Advances-In	20,555	138,420	80,000	30,000	30,000	30,000	30,000	30,000
2.060 - All Other Financing Sources	22,117	10,886	14,594	4,525	4,525	4,525	4,525	4,525
2.070 - Total Other Financing Sources	42,672	149,306	94,594	34,525	34,525	34,525	34,525	34,525
2.080 - Total Revenues and Other Financing Sources	14,955,939	16,185,386	16,429,342	16,352,658	16,461,778	16,561,618	16,683,297	16,799,985
Expenditures:								
3.010 - Personnel Services	7,880,334	8,113,771	8,064,698	8,728,730	8,878,257	9,061,171	9,251,982	9,310,861
3.020 - Employees' Retirement/Insurance Benefits	3,070,493	2,944,252	2,917,627	3,207,433	3,348,613	3,503,799	3,668,965	3,819,546
3.030 - Purchased Services	2,376,891	2,457,749	2,495,112	2,278,029	2,294,740	2,212,287	2,230,711	2,250,056
3.040 - Supplies and Materials	459,577	556,468	600,585	726,397	587,925	599,684	611,678	623,912
3.050 - Capital Outlay	113,807	131,921	128,739	238,490	216,862	135,342	84,658	84,980
3.060 - Intergovernmental	-	-	-	-	-	-	-	-
Debt Service:								
4.010 - Principal-All Years	-	-	-	-	-	-	-	-
4.020 - Principal - Notes	-	-	-	-	-	-	-	-
4.030 - Principal - State Loans	-	-	-	-	-	-	-	-
4.040 - Principal - State Advances	-	-	-	-	-	-	-	-
4.050 - Principal - HB264 Loan	-	-	-	-	-	-	-	-
4.055 - Principal - Other	-	-	-	75,000	75,000	75,000	75,000	75,000
4.060 - Interest and Fiscal Charges	-	-	-	-	-	-	-	-
4.300 - Other Objects	259,809	258,132	434,861	479,184	479,218	479,253	479,288	479,323
4.500 - Total Expenditures	14,160,911	14,462,293	14,641,622	15,733,263	15,880,615	16,066,536	16,402,282	16,643,678
Other Financing Uses								
5.010 - Operating Transfers-Out	140,035	100,000	17,375	70,000	75,000	75,000	75,000	75,000
5.020 - Advances-Out	129,456	80,000	26,593	30,000	30,000	30,000	30,000	30,000
5.030 - All Other Financing Uses	-	-	-	-	-	-	-	-
5.040 - Total Other Financing Uses	269,491	180,000	43,968	100,000	105,000	105,000	105,000	105,000
5.050 - Total Expenditures and Other Financing Uses	14,430,402	14,642,293	14,685,590	15,833,263	15,985,615	16,171,536	16,507,282	16,748,678
Excess of Rev & Other Financing Uses Over (Under)								
6.010 - Expenditures and Other Financing Uses	525,537	1,543,093	1,743,752	519,395	476,163	390,082	176,015	51,307
Cash Balance July 1 - Excluding Proposed Renewal/ 7.010 - Replacement and New Levies	1,983,229	2,508,766	4,051,859	5,795,611	6,315,006	6,791,169	7,181,251	7,357,266
7.020 - Cash Balance June 30	2,508,766	4,051,859	5,795,611	6,315,006	6,791,169	7,181,251	7,357,266	7,408,573
8.010 - Estimated Encumbrances June 30	-	-	-	-	-	-	-	-
Reservations of Fund Balance:								
9.010 - Textbooks and Instructional Materials	-	-	-	-	-	-	-	-
9.020 - Capital Improvements	-	-	-	-	-	-	-	-
9.030 - Budget Reserve	-	-	-	-	-	-	-	-
9.040 - DPIA	-	-	-	-	-	-	-	-
9.050 - Debt Service	-	-	-	-	-	-	-	-
9.060 - Property Tax Advances	-	-	-	-	-	-	-	-
9.070 - Bus Purchases	-	-	-	-	-	-	-	-
9.080 - Subtotal	-	-	-	-	-	-	-	-
Fund Balance June 30 for Certification								
10.010 - of Appropriations	2,508,766	4,051,859	5,795,611	6,315,006	6,791,169	7,181,251	7,357,266	7,408,573
Rev from Replacement/Renewal Levies								
11.010 - Income Tax - Renewal	-	-	-	-	-	-	-	-
11.020 - Property Tax - Renewal or Replacement	-	-	-	-	-	-	-	-
11.030 - Cumulative Balance of Replacement/Renewal Levies	-	-	-	-	-	-	-	-
Fund Balance June 30 for Certification								
12.010 - of Contracts, Salary and Other Obligations	2,508,766	4,051,859	5,795,611	6,315,006	6,791,169	7,181,251	7,357,266	7,408,573
Revenue from New Levies								
13.010 - Income Tax - New	-	-	-	-	-	-	-	-
13.020 - Property Tax - New	-	-	-	-	-	-	-	-
13.030 - Cumulative Balance of New Levies	-	-	-	-	-	-	-	-
14.010 - Revenue from Future State Advancements	-	-	-	-	-	-	-	-
15.010 - Unreserved Fund Balance June 30	2,508,766	4,051,859	5,795,611	6,315,006	6,791,169	7,181,251	7,357,266	7,408,573