

**RECORD OF PROCEEDINGS**

**MINUTES OF KEYSTONE BOARD OF EDUCATION**

**REGULAR MEETING HELD SEPTEMBER 17, 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, Maura Neville, Jacqueline Vance,  
Jody White, Albert Trego, Kristen Campbell, Deborah Melda

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

K-2 Happenings Presentation by Maura Neville

Presentation by Jody White

Lorain County JVS Presentation by Deborah Melda

**APPROVAL OF AGENDA #19-09-01**

Moved by Wakefield, second by Stang, to approve the agenda as presented.

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

Motion carried.

**APPROVAL OF PRIOR MEETING MINUTES #19-09-02**

Moved by Mezera, second by O’Boyle to dispense with the reading of the minutes of the Regular Meeting on Monday, August 20, 2018. The minutes were distributed as required by law and shall be approved as presented.

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

Motion carried.

**AUDIENCE PARTICIPATION**

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

**CURRICULUM CORNER**

**David Kish**, Director of Curriculum and Instruction – Achievement Component for the State Report Card

**APPROVE TREASURER/CFO FINANCIAL REPORTS  
AND RECOMMENDATIONS #19-09-03**

Moved by Wakefield, second by O’Boyle that the foregoing recommendations be approved.

**A. APPROVE FINANCIAL REPORTS**

The Treasurer/CFO recommends approval of the financial reports, including investments for August 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
07/10/18	07/01/18	89927	60348	INTERNET ACCESS SERVICE FEE	CONNECT	\$8,198.80

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

Motion Carried

# RECORD OF PROCEEDINGS

## MINUTES OF KEYSTONE BOARD OF EDUCATION

### REGULAR MEETING HELD SEPTEMBER 17, 2018

---

#### APPROVE SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS #19-09-04

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

#### **A. EMPLOYMENT OF PERSONNEL**

##### **1. RESCIND EXTRA DUTY CONTRACT**

The Superintendent recommends rescinding the following extra duty contracts for the 2018-2019 school year.

- a. Bethany Pearce – HS Vocal Performance – Step 6 – 4 @ \$143.66 = \$574.64
- b. Kara Griswold – Varsity Cheerleader Advisor – Football – Step 7 - \$2,873.28

##### **2. 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. Justin Nacarato – Middle School Cross Country – Step 1 - \$1,257.06
- b. Shelby Regiec – Junior Varsity Volleyball – Step 1 - \$2,693.70
- c. Robert Clarico – Assistant Freshmen Football – Step 7 - \$4,130.34
- d. Bethany Pearce – HS Vocal Performance – Step 6 - 5 @ \$143.66 = \$718.30
- e. Kara Griswold – Varsity Cheerleader Advisor – Football – Step 7 @ 81.5% = \$2,341.72 (\$2,873.28 x 81.5%)
- f. Leanne Miller – Varsity Cheerleader Advisor – Football – Step 1 @ 18.5% = \$265.78 (\$1,436.64 x 18.5%)
- g. Marsha Conn – Ticket Taker - \$20.00 Per Game
- h. Kari Dove Deal – Ticket Taker - \$20.00 Per Game
- i. Bert Fitzgerald – Score Board Operator - \$20.00 Per Game
- j. Shannon Heffernan – Ticket Taker - \$20.00 Per Game
- k. David Jones Jr.– Announcer - \$20.00 Per Game
- l. Tonya Pfeifer – Ticket Taker - \$20.00 Per Game
- m. Kendall Poole – Ticker Taker - \$20.00 Per Game
- n. Brianne Tabar – Ticker Taker - \$20.00 Per Game

##### **3. SALARY RECLASSIFICATIONS – CERTIFIED**

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

- a. Alison Gillam from BA to BA+15 – Step 2
- b. Michelle Modock from MA+15 to MA+30 - Step 16
- c. Hannah Murray from MA to MA+15 – Step 11
- d. Bethany Pearce from BA to BA+15 – Step 6
- e. Natalie Rodriguez from BA to BA+15 – Step 8

##### **4. EMPLOY 2018-2019 CLASSIFIED STAFF**

The Superintendent recommends hiring the following classified individuals 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. Rebecca Ellsworth – KMS Cafeteria – Step 0 - \$11.39/hr. – effective 9/5/18
- b. Denise Hanna – Key Care – Step 2 - \$11.69/hr. – effective 9/4/18

## RECORD OF PROCEEDINGS

### MINUTES OF KEYSTONE BOARD OF EDUCATION

#### REGULAR MEETING HELD SEPTEMBER 17, 2018

---

**5. 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. Carolyn Abt  
Monitor - \$10.50/hr. – effective 8/28/18
- b. Rhonda Bender  
Building Secretary - \$12.41/hr.
- c. Denise Hanna  
Cafeteria - \$11.09/hr.  
Monitor - \$10.50/hr.  
Paraprofessional – Library - \$10.72/hr.
- d. Tonya Pfeifer  
Monitor - \$10.50/hr. – effective 9/14/18
- e. Rosanna Ritenour  
Monitor - \$10.50/hr. – effective 8/27/18  
Paraprofessional – Library - \$10.72/hr.  
Paraprofessional – Special Needs - \$10.50/hr. – effective 8/30/18  
Building Secretary - \$12.41/hr.
- f. Christopher Vondruska  
Bus Driver - \$13.77/hr.
- g. Chip Wood  
Bus Driver - \$13.77/hr. – effective 8/28/18

**6. APPROVE FAMILY MEDICAL LEAVE ACT – DELLENA FLECK**

The Superintendent recommends approving the absence for Dellena Fleck under the Family Medical Leave Act for the period on or about September 3, 2018 through on or about October 12, 2018.

**7. APPROVE FAMILY MEDICAL LEAVE ACT – JANET KRETTLER**

The Superintendent recommends approving the absence for Janet Krettler under the Family Medical Leave Act for the period on or about August 24, 2018 through on or about December 31, 2018.

**8. EMPLOY 2018-2019 SATURDAY SCHOOL TEACHER**

The Superintendent recommends employment of the following individuals as a Saturday School Teacher, for the 2018-2019 school year at tutor rate (\$28.00/hr.), per time sheet, on an as needed basis.

- |                          |                      |
|--------------------------|----------------------|
| a. Kristin Burden        | j. Hannah Murray     |
| b. Kristen Campbell      | k. Rebecca Reed      |
| c. Nicole Cassell        | l. Alyssa Schwedt    |
| d. Jennifer Fehlan-Jones | m. Dawn Stopa        |
| e. Kevin Fox             | n. Kimberly Sturgill |
| f. Shannon Heffernan     | o. Brianne Tabar     |
| g. Heather Lahoski       | p. Courtney Trakas   |
| h. Heather McCourt       | q. Jennifer Wooten   |
| i. Dawn Morris           | r. Anna Turner       |

**9. ACCEPT RESIGNATION**

The Superintendent recommends accepting the resignation of the following individual.

- a. Donald Griswold – Assistant Middle School Wrestling Coach 50% - effective 8/30/2018

## RECORD OF PROCEEDINGS

### MINUTES OF KEYSTONE BOARD OF EDUCATION

#### REGULAR MEETING HELD SEPTEMBER 17, 2018

---

**10. APPROVE EXTENDED TIME**

The Superintendent recommends employment of Shannon Heffernan to attend professional development, field trips and any miscellaneous circumstances that may arise for the 2018-2019 school year at tutor rate, (currently \$28.00 per hour) per time sheet, not to exceed 40 hours.

**11. APPROVE EXTENDED TIME**

The Superintendent recommends employing the following individuals to participate in an IEP Writing and Planning Time to be paid out of the General Fund, at tutor rate, (currently \$28.00 per hour) per time sheet, not to exceed 2 hours.

- a. Chelsey Mirto
- b. Leslie Shewalter
- c. Rebecca van Wingerden

**12. APPROVE INCREASING THE EMPLOYMENT CONTRACT OF SHANNON HEFFERNAN**

The Superintendent recommends increasing the employment contract of Shannon Heffernan from a 50% teacher to a 75.33% teacher effective August 21, 2018.

**13. APPROVE TRANSFER**

The Superintendent recommends transferring the following individual:

- a. Rebecca Ellsworth from Keystone Middle School Cafeteria 2.25 hours to Keystone High School Special Needs Paraprofessional 5.5 hours effective 9/17/2018.

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

#### APPROVE OTHER BUSINESS AND SUPERINTENDENT'S RECOMMENDATIONS 19-09-05

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

**A. APPROVE HIGH SCHOOL STUDENT PARTICIPATION IN A FIELD TRIP TO THE TICO TREK (SAN JOSE/SAN CARLOS/MONTEVERDE/ MANUEL ANTONIO)**

The Superintendent recommends approving the Keystone High school students to participate in a field trip to the Tico Trek (San Jose, San Carlos, Monteverde, Manuel Antonio) during the period of Friday, April 19, 2019 through Saturday, April 27, 2019 under the direction of Keystone High School staff.

**B. ACCEPT DONATIONS**

The Superintendent recommends accepting the following donations.

- a. Jennifer Jackson-Kinas – Miscellaneous school supplies valued at \$150.00 to Keystone Middle School

**C. APPROVE TUTOR JOB DESCRIPTION**

The Superintendent recommends approving the Tutor Job Description as presented.

**D. REVISE 2018-2019 ADULT LUNCH PRICE**

The Superintendent recommends approving the revised Adult lunch price from \$3.30/lunch to \$3.60/lunch effective 9/4/18.

## RECORD OF PROCEEDINGS

### MINUTES OF KEYSTONE BOARD OF EDUCATION

#### REGULAR MEETING HELD SEPTEMBER 17, 2018

---

**E. APPROVE POLICIES AND REGULATIONS**

The Superintendent recommends approving the following Board Policies and/or Regulations:

- a. IGBB

**F. APPROVE EVENT CONTRACT FOR KHS 2019 PROM**

The Superintendent recommends approving the event contract with Michaud's Catering & Event Center for the KHS 2019 Prom as presented.

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

**KEYSTONE LOCAL SCHOOL DISTRICT BOARD RESOLUTION**  
**TO APPROVE SCHOOL DONATION AGREEMENT #19-09-06**

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

**WHEREAS**, the Board recognizes that a community reinvestment area is a tool which allows the Village of LaGrange to promote economic development, promote urban renewal and revitalization activities, and encourage the retention and creation of jobs; and

**WHEREAS**, pursuant to Section 3735 of the Ohio Revised Code, the Village of LaGrange has proposed to enter into a Community Reinvestment Area Agreement under which the Village would approve a real property tax exemption of 100% for 10 years for new real property improvements relating to a project to be undertaken by TCG Real Estate LLC (the "Property Owner"), and The Child Garden to property located at 100 US Grant Street, in LaGrange, Ohio; and

**WHEREAS**, in an effort to work cooperatively to facilitate economic development and to lessen the impact the real estate exemptions have on the Keystone Local School District, TCG Real Estate LLC has agreed to make certain payments to the School District in lieu of the real estate taxes it would otherwise receive in the event the property was not subject to an abatement as set forth in the School Donation Agreement that is attached hereto as Exhibit "A"; and

**WHEREAS**, the School Donation Agreement provides for the property owner to make a cash payment to the Keystone Local School District of approximately 40% of the amount of tax dollar savings that the Property Owner will receive as a result of the project and abatement. The annual payment is estimated to be approximately \$4,000, totaling \$40,000 over the 10-year abatement period.

**WHEREAS**, the Board of Education has considered the terms and conditions of the exemption request and the School Donation Agreement and is willing, without establishing a precedent, to approved the Agreement.

**NOW THEREFORE BE IT RESOLVED** by the Board of Education of the Keystone Local School District, County of Lorain, State of Ohio that:

Section 1. The School Donation Agreement that is attached hereto as Exhibit "A" between TCG Real Estate LLC, The Child Garden, and the Keystone Local School District Board of Education is hereby approved.

Section 2. That the President, Treasurer, and Superintendent are each authorized and directed to execute and deliver the School Donation Agreement and to do or make all other actions and do all other things necessary and consistent with this resolution in order to accomplish the purposes of this resolution.

**RECORD OF PROCEEDINGS**

**MINUTES OF KEYSTONE BOARD OF EDUCATION**

**REGULAR MEETING HELD SEPTEMBER 17, 2018**

---

Section 3. That the Treasurer is authorized and directed to promptly certify a copy of this resolution to the Village

Section 4. This Board hereby finds and determines that all formal actions of this Board and any of its committees concerning and relating to the adoption of this resolution were taken in an open meeting of this Board or its committees and that all deliberation of this Board and of any of its committees that resulted in those formal actions were in meetings open to the public, in compliance with law.

Section 5. This Resolution shall be in full force and effect from and immediately upon its adoption.

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

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

1. Monday, October 15, 2018 – Regular Meeting – KHS Conference Room
2. Monday, November 19, 2018 – Regular Meeting – KHS Conference Rom
3. Monday, December 17, 2018 - Regular Meeting – KHS Conference Room

**COMMENTS/CONCERNS**

Board Members:

Devin Stang - Thank you for the presentations. The visuals really help to understand what is going on in your building.

Patricia Wakefield - We seem to be doing well considering how much the state changes things.

Dennis Walter - We had a good start to the school year.

Public: None

**ADJOURNMENT #19-09-07**

Moved by Mezera, second by O'Boyle to adjourn the regular meeting at 7:01 p.m.

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

---

Dennis Walter, President

---

Michael Resar Sr., Treasurer/CFO