

RECORD OF PROCEEDINGS

MINUTES OF KEYSTONE BOARD OF EDUCATION

TAX BUDGET, ORGANIZATIONAL AND REGULAR MEETING

HELD JANUARY 7, 2019

President Pro-Tempore Dennis Walter called the meeting to order at 5:40 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: Daniel White, Michael Resar Sr., Deborah Melda

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

ELECTION OF PRESIDENT #19-01-01

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

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

Motion carried.

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

ELECTION OF VICE PRESIDENT #19-01-02

Patricia Wakefield was nominated by Devin Stang for Vice President of the Keystone Board of Education. Moved by Renee Mezera, second by Carrie O'Boyle to close nominations for Vice President.

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

Motion carried.

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

Dennis Walter assumed the Presidency.

SET DATE, TIME, AND LOCATION OF REGULAR MEETINGS #19-01-03

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. Wednesday, January 23, 2019
2. Monday, February 25, 2019
3. Thursday, June 27, 2019

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

Motion carried.

ESTABLISH SERVICE FUND #19-01-04

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.

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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 #19-01-05**

Moved by Wakefield, second by Mezera to establish the aforementioned Superintendent committees and representatives with Board members serving in said positions for the 2019 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: Wakefield, Mezera, O'Boyle, Stang, Walter
Motion carried.

APPROVE STANDING AUTHORIZATIONS #19-01-06

Moved by O'Boyle, 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.
- 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.

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

DESIGNATE LOCAL NEWSPAPER #19-01-07

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

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

APPOINTMENT OF COORDINATORS #19-01-08

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

Daniel White	Civil Rights & Equal Opportunity Officer Sexual Harassment Grievance Officer
James Kohler	504 High School
Gina Gibson	Title IX
Jonathan Bailey	Title IX
Toni Filut	504 Middle School & Homeless Liaison
Maura Neville	Sexual Harassment Grievance Officer
Jacob Alferio	504 Elementary School & PowerSchool Coordinator
Albert Trego	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: Mezera, Wakefield, O'Boyle, Stang, Walter
Motion carried.

RETAIN LEGAL COUNSEL #19-01-09

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

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

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APPOINT SUSPENSION/EXPULSION HEARING APPEAL OFFICER #19-01-10

Moved by Mezera, second by Wakefield 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: Mezera, Wakefield, O’Boyle, Stang, Walter
Motion carried.

ADJOURNMENT #19-01-11

Moved by Stang, second by O’Boyle to adjourn the Organizational session at 5:52 p.m.

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

REGULAR MEETING AGNEDA

APPROVAL OF AGENDA #19-01-12

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

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

APPROVAL OF MINUTES #19-01-13

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

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

AUDIENCE PARTICIPATION

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

APPROVE TREASURER/CFO FINANCIAL REPORTS
AND RECOMMENDATIONS #19-01-14

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

A. APPROVE TAX BUDGET

Motion to approve the July 2019 through June 2020 tax budget as presented at the Tax Budget Hearing on January 7, 2019 at 5:30 p.m. in the Keystone High School Conference Room.

B. THEN & NOW APPROVALS

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

PO Date	Invoice Dat	PO Number	Check Number	Desc.	Vendor	Amount
12/13/18	12/06/18	90522	61308	FUNDRAISER ITEMS-FRESHMAN CLASS	CENTURY RESOURCES,	\$3,764.74

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C. FISCAL YEAR 2019 TRANSFERS

The Treasurer CFO recommends the following Transfers:

Transfers

From:	To:	Amount:
General Fund (001)	Employee Benefits-FSA Program Fund (024)	\$ 17,500.00

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

Motion Carried

APPROVE SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS #19-01-15

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

A. EMPLOYMENT OF PERSONNEL

1. 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. Matthew Poling – Bus Mechanic – effective – 1/10/19
- b. Allison Nelson – KES Cleaner – effective – 1/18/19
- c. Thomas Pfeifer – KHS Cleaner – effective 1/18/19

2. 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. Sherri Yucka – KES Cafeteria – Step 0 - \$11.39/hr. – effective 1/15/19

3. APPROVE FAMILY MEDICAL LEAVE ACT – PATRICIA CAMPBELL

The Superintendent recommends approving the absence for Patricia Campbell under the Family Medical Leave Act for the period on or about January 2, 2019 through on or about February 2, 2019.

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

Motion carried.

APPROVE OTHER BUSINESS AND SUPERINTENDENT'S RECOMMENDATIONS 19-01-16

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

A. APPOINT PUBLIC RECORDS DESIGNEE

It is recommended that the Treasurer/CFO, Michael Resar Sr., be appointed as public records designee for calendar year 2019.

B. APPROVE INNERSYNC STUDIO, LLC AGREEMENT

The Superintendent recommends approving an agreement with Innersync Studio, LLC as presented.

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

Motion carried.

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FUTURE BOARD MEETINGS – @ 6:00 P.M.

1. Wednesday, January 23, 2019-Regular Meeting (anticipated)–KHS Conference Room
2. Monday, February 25, 2019 - Regular Meeting (anticipated) - KHS Conference Room
3. Monday, March 18, 2019 - Regular Meeting (anticipated) - KHS Conference Room

Policies and Regulations – Second Reading

BDDG	EFG	JFCF
DBD	GA	JFCJ
DECA	GBH	JG
DGA	GBI	JGD
DJ	GBIA	JGDA
DJB	GCB-1	JGE
DJC	GCB-2	JHCA
DJF	GCD	JHH
DJF-R	GDB	JM
DJH	IGD	JP
DLC-R	IGDF	KH
EBBA	IGDFA	KI
EFF	JFC	

COMMENTS/CONCERNS

Board Members - None

Public - None

EXECUTIVE SESSION #19-01-17

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 6:00 p.m. Return to Open Session 6:55 p.m.

ADJOURNMENT #19-01-18

Moved by Wakefield, second by Stang to adjourn the Regular Meeting at 6:56 p.m.

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

Dennis Walter, President

Michael Resar Sr., Treasurer/CFO

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Attachment A

KEYSTONE LOCAL SCHOOL DISTRICT 2019-2020 TAX BUDGET

The Board of Education of said School District hereby submits its annual Budget for the year commencing July 1, 2019 for consideration of the County Budget Commission.

SUBMIT ONE COPY OF THIS BUDGET TO THE
COUNTY AUDITOR BY JANUARY 20TH

DATE: January 7, 2019

Dennis Walter, President of the Board

GENERAL FUND			
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2019	\$ 6,315,006.00	REAL ESTATE TAX (INCLUDES MISC. OCC & HOMESTEAD)	\$ 8,202,462.00
		REVENUE FROM OTHER STATE SOURCES (STATE FUNDATION)	\$ 6,400,100.00
		FISCAL YEAR ESTIMATED RECEIPTS (INCLUDE ALL REVENUE EXCEPT STATE FUNDATION REAL ESTATE TAXES, MISC. OCC & HOMESTEAD)	\$ 1,850,200.00
		TOTAL REVENUES	\$ 22,770,784.00
		TOTAL EXPENDITURES	\$ 15,995,615.00
		ENDING FUND BALANCE	\$ 6,775,169.00
SPECIAL SERVICES			
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2019	\$ 100,018.00	REAL ESTATE TAX (INCLUDES MISC. OCC & HOMESTEAD)	\$ 1,013,709.00
		TOTAL REVENUES	\$ 1,117,727.00
		TOTAL EXPENDITURES	\$ 1,009,709.00
		ENDING FUND BALANCE	\$ 108,018.00
EMERGENCY FEES			
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2019	\$ -	REAL ESTATE TAX (INCLUDES MISC. OCC & HOMESTEAD)	\$ -
		TOTAL REVENUES	\$ -
		TOTAL EXPENDITURES	\$ -
		ENDING FUND BALANCE	\$ -
DEBT SERVICE			
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2019	\$ 3,491,642.00	REAL ESTATE TAX (INCLUDES MISC. OCC & HOMESTEAD)	\$ 1,620,000.00
		FISCAL YEAR ESTIMATED RECEIPTS (INCLUDE ALL REVENUE EXCEPT STATE FUNDATION REAL ESTATE TAXES, MISC. OCC & HOMESTEAD)	\$ 284,938.00
		TOTAL REVENUES	\$ 5,395,640.00
		TOTAL EXPENDITURES	\$ 1,812,350.00
		ENDING FUND BALANCE	\$ 3,683,290.00
CAPITAL PROJECTS			
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2019	\$ 3,458,500.00	REVENUE FROM OTHER STATE SOURCES (STATE FUNDATION)	\$ -
		FISCAL YEAR ESTIMATED RECEIPTS (INCLUDE ALL REVENUE EXCEPT STATE FUNDATION REAL ESTATE TAXES, MISC. OCC & HOMESTEAD)	\$ 10,000.00
		TOTAL REVENUES	\$ 3,728,500.00
		TOTAL EXPENDITURES	\$ 3,548,980.00
		ENDING FUND BALANCE	\$ 179,520.00

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**KEYSTONE LOCAL SCHOOL DISTRICT
2019-2020 TAX BUDGET**

PERMANENT FUND					
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2019	\$	-			
			TOTAL REVENUES	\$	-
			TOTAL EXPENDITURES	\$	-
			ENDING FUND BALANCE	\$	-
ENTERPRISE					
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2019	\$	271,107.00			
			TOTAL REVENUES	\$	861,107.00
			TOTAL EXPENDITURES	\$	650,000.00
			ENDING FUND BALANCE	\$	211,107.00
INTERNAL SERVICE					
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2019	\$	32,237.00			
			TOTAL REVENUES	\$	152,887.00
			TOTAL EXPENDITURES	\$	122,130.00
			ENDING FUND BALANCE	\$	30,757.00
AGENCY					
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2019	\$	49,590.00			
			TOTAL REVENUES	\$	97,690.00
			TOTAL EXPENDITURES	\$	41,000.00
			ENDING FUND BALANCE	\$	56,690.00
PRIVATE PURPOSE					
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2019	\$	5,658.00			
			TOTAL REVENUES	\$	25,658.00
			TOTAL EXPENDITURES	\$	30,000.00
			ENDING FUND BALANCE	\$	5,658.00
TOTAL					
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2019	\$	13,727,718.00			
			TOTAL ESTIMATED RECEIPTS	\$	3,947,546.00
			TOTAL ESTIMATED BUDGET	\$	34,156,833.00
			ESTIMATED STATE FOUNDATION	\$	6,493,108.00
			ESTIMATED TAX REVENUE	\$	10,932,462.00
			ESTIMATED RECEIPTS	\$	20,209,216.00
			ESTIMATED EXPENDITURES	\$	20,209,216.00
			ENDING FUND BALANCE	\$	10,956,440.00