

## RECORD OF PROCEEDINGS

### **MINUTES OF KEYSTONE BOARD OF EDUCATION**

#### **REGULAR MEETING HELD NOVEMBER 16, 2020**

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The Board receives a full agenda several days prior to the Board meeting. The agenda may deal with curriculum, budget, hiring of personnel, facilities, school transportation or long-range planning. The agenda usually includes written supporting material that helps with decision-making. If it appears that quick action has been taken on an item, it may be because the topic has been studied for several weeks or that questions have been answered in advance of the meeting.

Patricia Wakefield called the meeting to order at 6:00 p.m.

Board Members in Attendance:

Carrie O'Boyle, Devin Stang, Kimberly Sturgill, Dennis Walter, Patricia Wakefield

Public Persons in Attendance:

Daniel White, Michael Resar Sr., Amanda Goran, Jody White, Brooke Adkins

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

#### **APPROVAL OF AGENDA #21-11-01**

Moved by O'Boyle, second by Walter to approve agenda as presented.

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

Motion carried.

#### **APPROVAL OF PRIOR MEETING MINUTES #21-11-02**

Moved by Stang, second by O'Boyle to dispense with the reading of the minutes of the Regular Meeting on Monday, October 19, 2020. The minutes were distributed as required by law and shall be approved as presented.

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

Motion carried.

#### **AUDIENCE PARTICIPATION**

**RECOGNITION AND HEARING OF VISITORS – NONE**

**INPUT FROM STAFF – NONE**

**PRESENTATION BY JODY WHITE - UPDATE ON SCHOOL MEALS**

**PRESENTATION BY ANTONIETTA FILUT - KMS BUILDING GOALS, MAP DATA AND ADDRESSING THE SOCIAL EMOTIONAL NEEDS OF OUR STUDENTS**

#### **CURRICULUM CORNER**

**Amanda Goran**, Director of Curriculum and Instruction – MAP Data and Restorative Practices in the Classroom Presentation by Brooke Adkins

#### **SPED SPOTLIGHT**

**Kristen Campbell**, Director of Pupil Services – KMS Continuum of Special Education Services

#### **APPROVE TREASURER/CFO FINANCIAL REPORTS AND RECOMMENDATIONS #21-11-03**

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

##### **A. APPROVE FINANCIAL REPORTS**

The Treasurer/CFO recommends approval of the financial reports, including investments for October 2020, as presented.

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**B. APPROVE NEW FUND**

The Treasurer/CFO recommends approving the following fund:

1. Broadband Ohio Connectivity Grant (510 9021)

**C. APPROVE FIVE YEAR FORECAST AND ASSUMPTIONS**

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

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

Motion carried.

**APPROVE SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS #21-11-04**

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

**A. BUDGET RECOMMENDATIONS**

**1. APPROVE BUDGET CUT RECOMMENDATION**

The superintendent recommends approving the following budget cut, effective end of day on October 16, 2020.

- a. Classified Staff Reduction – 1 Key Care Monitor

**B. EMPLOYMENT OF PERSONNEL**

**1. ACCEPT RESIGNATION**

The Superintendent recommends accepting the resignation of the following individual:

- a. James Costa – Bus Driver – effective end of day 10/30/2020

**2. APPROVE PROFESSIONAL DEVELOPMENT STIPEND**

The Superintendent recommends approval for professional development after school for the following staff members to plan for online classes, at tutor rate (\$28.00/hr.), per time sheet, not to exceed 2 hours, to be paid from Title IIA Funds:

- a. Tracy Clarico
- b. Jacquelynn Daymut
- c. Jennifer Fehlan-Jones
- d. Donna Knight
- e. Leslie Kolasinski
- f. Frances McConnell
- g. Anna Saxton
- h. Nicole Stratton
- i. Mary Szczepanik
- j. Leah Tesny

**3. EMPLOY 2020-2021 SATURDAY SCHOOL TEACHERS**

The Superintendent recommends employment of the following individuals as a Saturday School Teacher, for the 2020-2021 school year at tutor rate (\$28.00/hr.), per time sheet, on an as needed basis.

- a. Sophia Dettorre
- b. Jennifer Fehlan-Jones
- c. Kevin Fox
- d. Donald Griswold
- e. Shannon Heffernan
- f. Heather Lahoski
- g. Hannah Murray
- h. Kendall Poole
- i. Alyssa Schwedt

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**4. EMPLOY 2020-2021 EXTRA DUTY PERSONNEL**

The Superintendent recommends employment of the following individuals on extra duty contracts for the 2020-2021 school year, pending all record checks and completion of state and local requirements, up to maximum salary:

- a. Jeffrey Holzhauser - Head Varsity Boys' Basketball – Step 7 - \$8,510.23
- b. James Pycraft Jr. – Assistant Middle School Wrestling – Step 6 – \$3,145.08
- c. Jonathan Bailey – OHSAA Tournament Manager – rate set by OHSAA
- d. Natalie Foster – OHSAA Faculty Manager – rate set by OHSAA
- e. Shannon Heffernan – OHSAA Ticket Manager – rate set by OHSAA
- f. Courtney Trakas – OHSAA Pass Gate Manager – rate set by OHSAA
- g. Julie Fortune – OHSAA Ticket Taker – rate set by OHSAA
- h. Leann Cromer – Ticket Taker - \$20.00 per game
- i. Valerie Hood – Ticket Taker - \$20.00 per game
- j. Christine Manning – Ticket Taker - \$20.00 per game
- k. Stephen Ody – Ticket Taker - \$20.00 per game
- l. Denise Dillman - MS Memory Book – Step 1 - \$1,480.04

**5. RESCIND 2020-2021 EXTRA DUTY PERSONNEL**

The Superintendent recommends rescinding of the following individual on extra duty contract for the 2020-2021 school year, pending all record checks and completion of state and local requirements:

- a. Anna Turner – KES Student Council – Step 1 - \$740.02

**6. EMPLOY 2020-2021 KEY CARE TUTORS**

The Superintendent recommends employment of the following individuals as Key Care Tutors for the 2020-2021 school year as well as the summer, at \$22.00, per time sheet, on an as needed basis.

- a. Heather Lahoski
- b. Justin Nacarato
- c. Jennifer Wooten
- d. Ashley Young

**7. APPROVE VOLUNTEERS**

The Superintendent recommends approving the following individuals as a volunteer for the 2020-2021 school year for the position indicated, pending all record checks and completion of state and local requirements:

- a. Ronni Benko – Girls' Basketball
- b. Dylan Buffington – Girls' Basketball
- c. Ashley Elliott – Girls' Basketball
- d. Michael Griswold – Wrestling
- e. Allison Fenik – Gymnastics
- f. Adam Chapek – Gymnastics

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**8. EMPLOY ALTERNATE KHS BLT PERSONNEL**

The Superintendent recommends employing the following individuals as alternate representatives of the Keystone High School Building Leadership Team (BLT) on an as needed basis, per time sheet, at tutor rate (currently \$28.00 per hour), for the 2020-2021 school year effective August 25, 2020 through May 28, 2021:

- a. Tracy Abfall
- b. Shannon Heffernan
- c. Noelle Lewis
- d. Scott Schuster
- e. Mary Szczepanik

**9. EMPLOY CLASSIFIED SUBS FOR THE 2020-2021 SCHOOL YEAR**

The Superintendent recommends employment of the following 2020-2021 classified substitutes for the positions and hourly rates noted, pending all record checks and completion of state and local requirements:

- a. Steffanie Bynum  
Cafeteria - \$11.55/hr.
- b. James Costa  
Bus Driver - \$14.34/hr.  
Custodian/Maintenance - \$14.34/hr.

**10. EMPLOY DLT PERSONNEL**

The Superintendent recommends employing the following individual as a member of the District Leadership Team (DLT) on an as needed basis, per time sheet, at tutor rate (\$28.00/hr.) for the 2020-2021 school year.

- a. Kristen Campbell

**11. APPROVE LEAVE OF ABSENCE REQUEST – COURTNEY TRAKAS**

The Superintendent recommends approving a leave of absence request for Courtney Trakas for the period on or about February 23, 2021 through on or about May 18, 2021.

**12. APPROVE TRANSFER**

The Superintendent recommends transferring the following individual:

- a. Rebecca Ellsworth from KHS Special Needs Paraprofessional 5.5 hrs./day to KHS Special Needs Paraprofessional 5.75 hrs./day effective 11/2/2020

**13. APPROVE PROFESSIONAL DEVELOPMENT STIPEND**

The Superintendent recommends approval for the following staff members for plan time to work with the assigned classroom teacher, not to exceed 2 hours, at their hourly rate, per time sheet, to be paid from Title IIA Funds:

- a. Rita Hatfield
- b. Christine Manning
- c. Deana Ziemba

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

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#### APPROVE OTHER BUSINESS AND SUPERINTENDENT'S RECOMMENDATIONS #21-11-05

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

**A. ACCEPT DONATION**

The Superintendent recommends accepting the following donation.

1. Norma Arasim and Family – Miscellaneous items estimated value of \$200.00 to Keystone Kindness Closet

**B. RESCIND MIDDLE SCHOOL PAY TO PARTICIPATE FEES**

The Superintendent recommends rescinding the following Middle School Pay to Participate fees for the 2020-2021 school year:

Band	\$18.00
Choir	\$ 8.00

**C. RESCIND AGREEMENT WITH MEDINA COUNTY ESC**

The Superintendent recommends rescinding the 2020-2021 agreement with the Medina County Educational Service Center for RN Services and RN Supervisory Services.

**D. APPROVE AGREEMENT WITH LORAIN COUNTY PUBLIC HEALTH DEPARTMENT**

The Superintendent recommends approving the Lorain County Public Health School Health Services Contract for the 2020-2021 school year for Nursing Services as presented.

**E. APPROVE MARTELLO PHOTOGRAPHY AGREEMENT FOR KHS 2021 PROM**

The Superintendent recommends approving the Martello Photography Agreement for photo booth services for KHS 2021 Prom as presented.

**F. APPROVE ADDENDUM TO COLLEGE CREDIT PLUS MEMORANDUM OF UNDERSTANDING WITH LORAIN COUNTY COMMUNITY COLLEGE.**

The Superintendent recommends approving the College Credit Plus Memorandum of Understanding Agreement with Lorain County Community College as presented.

**G. APPROVE PARTNERSHIP WITH CUYAHOGA COMMUNITY COLLEGE DISTRICT FOR COLLEGE CREDIT PLUS PROGRAM**

The Superintendent recommends approving the College Credit Plus Program with Cuyahoga Community College District effective July 1, 2020 through June 30, 2021 as presented.

**H. APPROVE AGREEMENT WITH THE BOARD OF TRUSTEES OF LAGRANGE TOWNSHIP**

The Superintendent recommends approving an agreement with the Board of Trustees of LaGrange Township to sell salt to Keystone Local School District effective July 1, 2020 through June 30, 2021 as presented.

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

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#### **APPROVE OTHER BUSINESS AND SUPERINTENDENT'S RECOMMENDATIONS #21-11-06**

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

#### **I. ADOPT RESOLUTION – GYMNASTICS AS A KHS CLUB SPORT**

The Superintendent recommends to adopt gymnastics as a KHS Club Sport at no cost to the school district.

Board Member Question: Where will the gymnastic club sport meet?

Superintendent Response: It is held at Ten Point O Gymnastics.

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

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

1. Monday, December 14, 2020 - Regular Meeting – KHS Conference Room

#### **ADMINISTRATIVE REPORTS – NONE**

#### **SUPERINTENDENT COMMITTEE REPORTS – NONE**

#### **COMMENTS/CONCERNS**

Board Members:

Kimberly Sturgill - Presentations were good, great information.

Carrie O'Boyle - Good job Jody White. Great presentations, I love what Ms. Adkins is doing.

Devin Stang - Thank you for the reports from everyone. Jody thank you for getting food out to people, we appreciate that. Happy Thanksgiving everyone, stay safe.

Dennis Walter - Presentations were great. A lot of time to put the information together. Good job Jody.

Patricia Wakefield - There is a lot that goes into Food Service. Thank you for all that you do.

Superintendent:

Daniel White – We are collecting data on what families want to do for the second semester. A number of districts, either by buildings or their entire district are going virtual. We have been blessed so far, but staffing is tight. As long as we have people here, we will be open. We will use a remote plan if we have to. We are receiving communications from parents to stay in school.

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**EXECUTIVE SESSION #21-11-07**

Moved by O'Boyle, second by Sturgill 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: O'Boyle, Sturgill, Stang, Walter, Wakefield  
Motion carried.

Executive Session 7:48 p.m. Return to Open Session 7:59 p.m.

**ADJOURNMENT #21-11-08**

Moved by Sturgill, second by O'Boyle to adjourn the regular meeting at 8:00 p.m.

Ayes: Sturgill, O'Boyle, Stang, Walter, Wakefield  
Motion carried

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Patricia Wakefield, President

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Michael Resar Sr., Treasurer/CFO

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## MINUTES OF KEYSTONE BOARD OF EDUCATION

### REGULAR MEETING HELD NOVEMBER 16, 2020

#### ATTACHMENT A

Keystone Local School District Schedule Of Revenue, Expenditures and Changes In Fund Balances Actual and Forecasted Operating Fund								
	ACTUAL			FORECASTED				
	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025
<b>Revenue:</b>								
1.010 - General Property Tax (Real Estate)	6,501,674	6,664,829	6,806,328	7,020,397	7,127,567	7,284,337	7,254,795	7,242,041
1.020 - Public Utility Personal Property	678,432	776,084	1,326,929	1,717,223	1,675,116	1,682,070	1,684,574	1,689,785
1.030 - Income Tax	-	-	-	-	-	-	-	-
1.035 - Unrestricted Grants-in-Aid	6,353,472	6,307,974	6,031,805	6,002,164	6,332,358	6,332,353	6,332,322	6,332,323
1.040 - Restricted Grants-in-Aid	125,431	118,233	105,303	104,717	104,717	104,717	104,717	104,717
1.045 - Restricted Federal Grants-in-Aid - SFSF	-	-	-	-	-	-	-	-
1.050 - Property Tax Allocation	813,965	817,339	825,779	838,508	846,209	852,189	856,302	861,588
1.060 - All Other Operating Revenues	1,861,775	1,748,948	1,663,528	1,719,669	1,529,646	1,593,128	1,594,383	1,595,669
<b>1.070 - Total Revenue</b>	<b>16,334,749</b>	<b>16,433,407</b>	<b>16,759,672</b>	<b>17,402,678</b>	<b>17,615,613</b>	<b>17,848,794</b>	<b>17,827,093</b>	<b>17,826,123</b>
<b>Other Financing Sources:</b>								
2.010 - Proceeds from Sale of Notes	-	-	-	-	-	-	-	-
2.020 - State Emergency Loans and Advancements	-	-	-	-	-	-	-	-
2.040 - Operating Transfers-In	-	-	-	0	0	0	0	0
2.050 - Advances-In	80,000	26,593	20,656	20,000	20,000	20,000	20,000	20,000
2.060 - All Other Financing Sources	14,595	2,021	55,875	45,045	4,483	4,483	4,483	4,483
2.070 - Total Other Financing Sources	94,595	28,613	76,532	65,045	24,483	24,483	24,483	24,483
<b>2.080 - Total Revenues and Other Financing Sources</b>	<b>16,429,344</b>	<b>16,462,020</b>	<b>16,836,204</b>	<b>17,467,723</b>	<b>17,640,096</b>	<b>17,873,278</b>	<b>17,851,577</b>	<b>17,850,607</b>
<b>Expenditures:</b>								
3.010 - Personnel Services	8,064,699	8,898,525	8,932,782	9,025,493	9,243,142	9,362,102	9,518,118	9,653,002
3.020 - Employees' Retirement/Insurance Benefits	2,917,627	3,124,396	3,223,402	3,448,383	3,764,114	3,934,577	4,124,449	4,325,930
3.030 - Purchased Services	2,495,112	2,792,115	2,771,420	2,971,250	3,001,027	2,838,840	2,840,155	2,846,782
3.040 - Supplies and Materials	600,586	673,432	565,356	584,311	622,177	636,042	650,323	665,032
3.050 - Capital Outlay	128,739	313,107	205,371	346,368	202,778	191,133	191,133	191,133
3.060 - Intergovernmental	-	-	-	-	-	-	-	-
<b>Debt Service:</b>								
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	-	-	-	-	-	-	-	-
4.060 - Interest and Fiscal Charges	-	49,239	-	-	-	-	-	-
4.300 - Other Objects	434,861	483,271	525,607	552,155	566,446	579,611	592,397	598,491
<b>4.500 - Total Expenditures</b>	<b>14,641,625</b>	<b>16,334,085</b>	<b>16,223,938</b>	<b>16,927,960</b>	<b>17,399,684</b>	<b>17,542,305</b>	<b>17,916,575</b>	<b>18,280,370</b>
<b>Other Financing Uses</b>								
5.010 - Operating Transfers-Out	17,375	87,500	50,000	175,000	175,000	50,000	50,000	50,000
5.020 - Advances-Out	26,593	20,656	2,698	20,000	20,000	20,000	20,000	20,000
5.030 - All Other Financing Uses	-	-	-	-	-	-	-	-
5.040 - Total Other Financing Uses	43,968	108,156	52,698	195,000	195,000	70,000	70,000	70,000
<b>5.050 - Total Expenditures and Other Financing Uses</b>	<b>14,685,592</b>	<b>16,442,241</b>	<b>16,276,636</b>	<b>17,122,960</b>	<b>17,594,684</b>	<b>17,612,305</b>	<b>17,986,575</b>	<b>18,350,370</b>
<b>Excess of Rev &amp; Other Financing Uses Over (Under)</b>								
<b>6.010 - Expenditures and Other Financing Uses</b>	<b>1,743,752</b>	<b>19,778</b>	<b>559,568</b>	<b>344,763</b>	<b>45,412</b>	<b>260,973</b>	<b>(134,999)</b>	<b>(499,764)</b>
<b>Cash Balance July 1 - Excluding Proposed Renewal/</b>								
<b>7.010 - Replacement and New Levies</b>	<b>4,051,862</b>	<b>5,795,614</b>	<b>5,815,392</b>	<b>6,374,960</b>	<b>6,719,723</b>	<b>6,765,135</b>	<b>7,026,108</b>	<b>6,891,110</b>
<b>7.020 - Cash Balance June 30</b>	<b>5,795,614</b>	<b>5,815,392</b>	<b>6,374,960</b>	<b>6,719,723</b>	<b>6,765,135</b>	<b>7,026,108</b>	<b>6,891,110</b>	<b>6,391,346</b>
8.010 - Estimated Encumbrances June 30	-	-	-	-	-	-	-	-
<b>Reservations of Fund Balance:</b>								
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	-	-	-	-	-	-	-	-
<b>Fund Balance June 30 for Certification</b>								
<b>10.010 - of Appropriations</b>	<b>5,795,614</b>	<b>5,815,392</b>	<b>6,374,960</b>	<b>6,719,723</b>	<b>6,765,135</b>	<b>7,026,108</b>	<b>6,891,110</b>	<b>6,391,346</b>
<b>Rev from Replacement/Renewal Levies</b>								
11.010 - Income Tax - Renewal	-	-	-	-	-	-	-	-
11.020 - Property Tax - Renewal or Replacement	-	-	-	-	-	-	-	-
11.030 - Cumulative Balance of Replacement/Renewal Levies	-	-	-	-	-	-	-	-
<b>Fund Balance June 30 for Certification</b>								
<b>12.010 - of Contracts, Salary and Other Obligations</b>	<b>5,795,614</b>	<b>5,815,392</b>	<b>6,374,960</b>	<b>6,719,723</b>	<b>6,765,135</b>	<b>7,026,108</b>	<b>6,891,110</b>	<b>6,391,346</b>
<b>Revenue from New Levies</b>								
13.010 - Income Tax - New	-	-	-	-	-	-	-	-
13.020 - Property Tax - New	-	-	-	-	-	-	-	-
13.030 - Cumulative Balance of New Levies	-	-	-	-	-	-	-	-
14.010 - Revenue from Future State Advancements	-	-	-	-	-	-	-	-
<b>15.010 - Unreserved Fund Balance June 30</b>	<b>5,795,614</b>	<b>5,815,392</b>	<b>6,374,960</b>	<b>6,719,723</b>	<b>6,765,135</b>	<b>7,026,108</b>	<b>6,891,110</b>	<b>6,391,346</b>