

# **KEYSTONE LOCAL SCHOOL DISTRICT**

Board of Education Meeting  
Keystone High School  
580 Opportunity Way  
LaGrange, Ohio 44050

## **REGULAR MEETING**

September 18, 2023  
6:30 p.m.

## **AGENDA**

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.

### **I. CALL TO ORDER BY PRESIDENT**

#### **A. ROLL CALL:**

Roll Call: Maiden\_\_\_\_; O'Boyle\_\_\_\_; Stang\_\_\_\_; Wakefield \_\_\_\_; Sturgill\_\_\_\_;

#### **B. PLEDGE OF ALLEGIANCE**

#### **C. PRESENTATION BY GINA GIBSON – STARTING STRONG!**

### **II. APPROVAL OF AGENDA**

Moved by \_\_\_\_\_, second by \_\_\_\_\_ to

#### **A. APPROVE AGENDA AS PRESENTED**

#### **B. APPROVE AGENDA AS PRESENTED WITH CORRECTIONS, OR**

#### **C. APPROVE AGENDA WITH ADDENDUM AS PRESENTED**

Roll Call: Maiden\_\_\_\_; O'Boyle\_\_\_\_; Stang\_\_\_\_; Wakefield \_\_\_\_; Sturgill\_\_\_\_;

### **III. APPROVE MINUTES OF PRIOR MEETINGS**

#### **A. APPROVE MINUTES OF PRIOR MEETINGS**

Moved by \_\_\_\_\_, second by \_\_\_\_\_ to dispense with the reading of the minutes of the Regular Meeting on Monday, August 21, 2023. The minutes were distributed as required by law and shall be approved as presented.

Roll Call: Maiden\_\_\_\_; O’Boyle\_\_\_\_; Stang\_\_\_\_; Wakefield \_\_\_\_; Sturgill\_\_\_\_;

### **IV. AUDIENCE PARTICIPATION**

#### **A. RECOGNITION AND HEARING OF VISITORS**

(Discussion of Agenda Items only) *In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation is permitted at each meeting. If several people wish to speak, each person is allotted three minutes until the total time of 30 minutes is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. Each person addressing the Board will give his/her name and address.*

#### **B. INPUT FROM STAFF**

### **V. CURRICULUM CORNER**

**Amanda Goran**, Director of Curriculum and Instruction

- State Report Card

### **VI. SPED SPOTLIGHT**

**Kristen Campbell**, Director of Pupil Services

- Truancy & School Attendance Awareness and Special Education Updates

### **VII. FINANCIAL REPORT BY TREASURER/CFO**

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

The Treasurer/CFO recommends approval of the financial reports, including investments for August 2023, 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       |
|----------|--------------|-----------|--------------|--|---|--------------|
| 08/24/23 | 07/27/23     | 96285     | 69040        | FIRST HALF TUITION                       | LORAIN COUNTY BOARD OF DEVELOPMENT DISABILITIES | \$ 3,750.00  |
| 09/01/23 | 07/31/23     | 96320     | 69052        | 12000GVW EQUIPMENT TRAILER               | ARMOR MECHANICAL COPORATION, LLC                | \$ 3,700.00  |
| 09/01/23 | 08/11/23     | 96321     | 69052        | ANNUAL BACKFLOW, FIRE SPRINKLER, ETC     | ARMOR MECHANICAL COPORATION, LLC                | \$ 3,100.00  |
| 08/01/23 | 07/01/23     | 96279     | 69094        | KHS ELEVATOR CONTRACT                    | SCHINDLER ELEVATOR CORPORATION                  | \$ 6,475.56  |
| 09/01/23 | 08/30/23     | 96338     | 69073        | IT SEVERANCE PER 22-23 SERVICE AGREEMENT | LORAIN COUNTY BOARD OF EDUCATION                | \$ 13,490.81 |

**C. FISCAL YEAR 2024 AMENDED APPROPRIATION**

The Treasurer/CFO recommends approval of the amended appropriation resolution for Fiscal Year 2024 as shown in (Attachment A).

Moved by \_\_\_\_\_, second by \_\_\_\_\_ that the foregoing recommendations be approved.

Roll Call: Maiden\_\_\_\_; O’Boyle\_\_\_\_; Stang\_\_\_\_; Wakefield \_\_\_\_; Sturgill\_\_\_\_;

**VIII. SUPERINTENDENT REPORTS AND RECOMMENDATIONS**

Items Requiring Board Action

**A. EMPLOYMENT OF PERSONNEL**

**1. APPROVE OPES, OSCES AND OTES**

The Superintendent recommends approving the below Administrators for receiving credentials in the following areas, subject to completion of state and local requirements:

| <b><u>OPES</u></b> | <b><u>OSCES</u></b> | <b><u>OTES</u></b> |
|--------------------|---------------------|--------------------|
| Kristen Campbell   | Jacob Alferio       | Jacob Alferio      |
| Amanda Goran       | Gina Gibson         | John Brown II      |
| Daniel White       | James Kohler        | Taylor Brouse      |
|                    |                     | Kristen Campbell   |
|                    |                     | Gina Gibson        |
|                    |                     | Amanda Goran       |
|                    |                     | James Kohler       |
|                    |                     | Tera Thomas        |

**2. EMPLOY 2023-2024 SATURDAY SCHOOL TEACHERS**

The Superintendent recommends employment of the following individuals as a Saturday School Teacher, for the 2023-2024 school year at tutor rate per the KLEA Negotiated Agreement, per time sheet, on an as needed basis.

- a. Tracy Abfall
- b. Jessica Fisher
- c. Kevin Fox
- d. Donald Griswold
- e. Shannon Heffernan
- f. Heather Lahoski
- g. Dawn Morris

**3. EMPLOY KHS PBIS TEAM**

The Superintendent recommends employing the following individuals as members of the KHS PBIS Team on an as needed basis, per time sheet, at tutor rate per the KLEA Negotiated Agreement for the 2023-2024 school year to be paid from Title IV Funds:

- a. Suzanne Atkinson
- b. Jennifer Galletti
- c. Patrick Gallion
- d. Donald Griswold
- e. Anna Saxton

**4. EMPLOY KMS PBIS TEAM**

The Superintendent recommends employing the following individuals as members of the KMS PBIS Team on an as needed basis, per time sheet, at tutor rate per the KLEA Negotiated Agreement for the 2023-2024 school year to be paid from Title IV Funds:

- a. Heather Lahoski
- b. Tara Ody
- c. Adam Shipley
- d. Jennifer Wooten
- e. Kristin Zatik

**5. EMPLOY 2023-2024 EXTRA DUTY PERSONNEL**

The Superintendent recommends employment of the following individuals on extra duty contracts for the 2023-2024 school year, pending all record checks and completion of state and local requirements, up to maximum salary:

- a. Jill Hetsler – Lead Mentor Teacher - \$1,900.00
- b. Julie Sigmund – Mentor Teacher – Alexandra Ensign-Pyles - \$1,000.00
- c. Brittany Shaw – Mentor Teacher – Olivia Erdos - \$1,000.00
- d. Brittany Shaw – Mentor Teacher – Dominic Lombardi - \$1,000.00
- e. Shannon Heffernan – Mentor Teacher - Ashley Hartman - \$1,000.00
- f. Bethany Pearce – Mentor Teacher – John Davis Jr. - \$1,000.00
- g. Alexis Kaczay – Mentor Teacher – Tess Gallagher - \$1,000.00
- h. Kelli Doran – Mentor Teacher – Amanda Crisler - \$1,000.00
- i. Ashley Trenchard – Mentor Teacher – Madison Eis - \$1,000.00
- j. Leah Tesny – District RESA Facilitator – Ashley Hartman, John Davis Jr., Tess Gallagher Jaclyn O'Donnell – 4 @ \$500.00 = \$2,000.00
- k. Ashley Trenchard – District RESA Facilitator – Amanda Crisler, Dominic Lombardi, Madison Eis – 3 @ \$500.00 = \$1,500.00

**6. EMPLOY PLANNING TIME SUPPORT SERVICES**

The Superintendent recommends employing the following individuals for planning time with their assigned Intervention Specialist between the period of Wednesday, August 16, 2023 thru Friday, May 24, 2024, up to 3 hours, at their hourly rate, per time sheet:

- |                      |                    |
|----------------------|--------------------|
| a. Korin Adkins      | f. Terri Helbig    |
| b. Sarah Buckingham  | g. Brittney Hodkey |
| c. Danielle Dashiell | h. Ashley Miller   |
| d. Charlene Eye      | i. Emily Nagy      |
| e. Patricia Gonda    | j. Melanie Schmitt |

**7. EMPLOY CLASSIFIED SUBSTITUTE(S)**

The Superintendent recommends employment of the following 2023-2024 classified substitute(s) for the positions and hourly rate(s) noted, pending all record checks and completion of state and local requirements:

- a. Ashley Harasti  
Cafeteria - \$12.57/hr.

Moved by \_\_\_\_\_, second by \_\_\_\_\_ that the foregoing recommendations be approved.

Roll Call: Maiden\_\_\_\_; O’Boyle\_\_\_\_; Stang\_\_\_\_; Wakefield \_\_\_\_; Sturgill\_\_\_\_;

**IX. OTHER BUSINESS**

**A. ACCEPT DONATION**

The Superintendent recommends accepting the following donation:

1. Brian Brown – 400 Money Belts approximate value of \$3,000.00 to  
Keystone Local School District

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

The Superintendent recommends approving 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, March 22, 2024 through Saturday, March 30, 2024 under the direction of Keystone High School staff.

**C. APPROVE HIGH SCHOOL STUDENT PARTICIPATION IN A FIELD TRIP TO GREECE (ATHENS, DELPHI, CHANIA, HERAKLION)**

The Superintendent recommends approving Keystone High school students to participate in a field trip to Greece (Athens, Delphi, Chania, Heraklion) during the period of Monday, June 2, 2025 through Wednesday, June 11, 2025 under the direction of Keystone High School staff.

**D. APPROVE PERSONNEL FOR MEDICATION ADMINISTRATION**

The Superintendent recommends approving Keystone Local School Staff who have completed a drug administration training program meeting State law requirement, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.

**E. APPROVE WORK SESSION MEETINGS**

The Superintendent recommends approving work session meetings on an as needed basis during the 2023-2024 school year. If needed, the next Work Session Meeting will be on \_\_\_\_\_.

**F. APPROVE POLICIES AND REGULATIONS**

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

1. BDDA
2. GBCB
3. GBE
4. GDBE
5. IGBEB
6. IGDJ
7. IGDK
8. JFE
9. JI
- 10.KGB
- 11.KKA
- 12.KMA
- 13.KMA-R
- 14.KMB
- 15.LEC-R

Moved by \_\_\_\_\_, second by \_\_\_\_\_ that the foregoing recommendations be approved.

Roll Call: Maiden\_\_\_\_; O'Boyle\_\_\_\_; Stang\_\_\_\_; Wakefield \_\_\_\_; Sturgill\_\_\_\_;

**ITEMS PRESENTED FOR INFORMATION AND DISCUSSION. MAY OR MAY NOT RESULT IN ACTION BY THE BOARD OF EDUCATION.**

**A. Future BOE Meetings**

1. Monday, October 16, 2023 - Regular Meeting – KHS Conference Room @ 6:30 p.m.
2. Monday, November 20, 2023 - Regular Meeting – KHS Conference Room @ 6:30 p.m.
3. Monday, December 11, 2023 - Regular Meeting – KHS Conference Room @ 6:00 p.m.

**X. OTHER BUSINESS TO COME BEFORE THE BOARD**

**A. ADMINISTRATIVE REPORTS**

**B. SUPERINTENDENT COMMITTEE REPORTS**

1. Jennifer Maiden: Buildings & Grounds
2. Deborah Melda: JVS Representative
3. Carrie O’Boyle: Board Policy, Finance/Insurance & Wellness
4. Devin Stang: Student Achievement Liaison, Finance/Insurance
5. Kimberly Sturgill: KEEP, Student Achievement Liaison, Building & Grounds
6. Patricia Wakefield: Board Policy, Legislative Liaison & Wellness

**C. COMMENTS/CONCERNS**

- Board Members
- Superintendent
- Public *(In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation permitted at each meeting. If several people wish to speak, each person is allotted three minutes until the total time of 30 minutes is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. Each person addressing the Board will give his/her name and address).*

**XI. EXECUTIVE SESSION**

Moved by \_\_\_\_\_, second by \_\_\_\_\_ to adjourn to Executive Session under ORC 102.03 and ORC 121.22 for the purpose of:

1. the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official, or the investigation of charges or complaints against such an employee, official or student, unless an such individual requests a public hearing (the Board will not hold an executive session for the discipline of one of its members for conduct related to the performance of his/her official duties or for his/her removal from office);
2. the purchase of property for public purposes or for the sale of property at competitive bidding, if premature disclosure of information would give an unfair advantage to a person whose personal, private interest is adverse to the general public interest;

3. specialized details of security arrangements where disclosure of the matters discussed might reveal information that could be used for the purpose of committing, or avoiding prosecution for, a violation of the law;
4. matters required to be kept confidential by Federal law or State statutes;
5. preparing for, conducting or reviewing negotiations with public employees concerning their compensation or other terms and conditions of their employment;
6. in-person conferences with an attorney for the Board concerning disputes involving the Board that are the subject of pending or imminent court action or
7. consideration of confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets or personal financial statements of an applicant for economic development assistance, or negotiations with other political subdivisions respecting requests for economic development assistance, provided that:
  - A. the information is directly related to a request for economic development assistance that is to be provided or administered under provisions of State law authorized in Ohio Revised Code Section 121.22(G)(8)(1), or involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project and
  - B. a unanimous quorum of the Board has determined by a roll-call vote the executive session is necessary to protect the interests of the applicant or possible investment or expenditure of public funds to be made in connection with the economic development project.

**With action to follow or with no action to follow.**

Roll Call: Maiden\_\_\_\_; O'Boyle\_\_\_\_; Stang\_\_\_\_; Wakefield \_\_\_\_; Sturgill\_\_\_\_;

Executive Session \_\_\_\_\_ p.m. Return to Open Session \_\_\_\_\_ p.m.

**XII. ADJOURNMENT**

Moved by \_\_\_\_\_, second by \_\_\_\_\_ to adjourn the Regular Meeting.  
(Time: \_\_\_\_\_)

Roll Call: Maiden\_\_\_\_; O'Boyle\_\_\_\_; Stang\_\_\_\_; Wakefield \_\_\_\_; Sturgill\_\_\_\_;



| PERMANENT APPROPRIATION RESOLUTION   |   |                      |                      |  |  |
|--|---|----------------------|----------------------|--|--|
| City, Exempted Village, Joint Vocational or Local Board of Education                 |   |                      |                      |  |  |
| Rev.Code Sec. 5705.38  |   |                      |                      |  |  |
| -----  |   |                      |                      |  |  |
| BE IT RESOLVED by the Board of Education of the KEYSTONE School District,            |   |                      |                      |  |  |
| LORAIN County, Ohio, that to provide for the current expenses and other expenditures |   |                      |                      |  |  |
| of said Board of Education, during the fiscal year, ending June 30th, 2024, the      |   |                      |                      |  |  |
| following sums be and the same are hereby set aside and appropriated for the several |   |                      |                      |  |  |
| purposes for which expenditures are to be made and during said fiscal year, as       |   |                      |                      |  |  |
| follows, viz:  |   |                      |                      |  |  |
| <u>Fund</u>  | <u>DESCRIPTION</u>                          | <b>FY2024</b>        |                      |  |  |
|  |   | <b>APPROPRIATION</b> |                      |  |  |
| 001  | GENERAL                                     | \$                   | 17,474,545.76        |  |  |
| 002  | BOND RETIREMENT                             | \$                   | 1,825,200.00         |  |  |
| 003  | PERMANENT IMPROVEMENT                       | \$                   | 300,000.00           |  |  |
| 004  | BUILDING & IMPROVEMENTS                     | \$                   | 648,189.16           |  |  |
| 006  | FOOD SERVICE                                | \$                   | 641,816.20           |  |  |
| 007  | SPECIAL TRUST                               | \$                   | 30,000.00            |  |  |
| 010  | CLASSROOM FACILITIES                        | \$                   | 1,987,382.64         |  |  |
| 018  | PUBLIC SCHOOL SUPPORT                       | \$                   | 60,000.00            |  |  |
| 019  | OTHER GRANTS                                | \$                   | 40,000.00            |  |  |
| 020  | SPECIAL ENTERPRISE                          | \$                   | 80,000.00            |  |  |
| 022  | OHSAA TOURNAMENT                            | \$                   | -                    |  |  |
| 024  | EMPLOYEE BENEFITS SELF INS.                 | \$                   | 20,000.00            |  |  |
| 034  | BUILDING MAINTENANCE                        | \$                   | 132,685.36           |  |  |
| 035  | TERMINATION BENEFITS                        | \$                   | 53,413.65            |  |  |
| 200  | STUDENT MANAGED ACTIVITY                    | \$                   | 50,000.00            |  |  |
| 300  | DISTRICT MANAGED ACTIVITY                   | \$                   | 95,000.00            |  |  |
| 401  | AUXILIARY SERVICES                          | \$                   | -                    |  |  |
| 451  | DATA COMMUNICATIONS                         | \$                   | 5,400.00             |  |  |
| 461  | HSTW/MMGW GRANT                             | \$                   | 2,500.00             |  |  |
| 467  | STUDENT WELLNESS AND SUCSESS FUNDS          | \$                   | -                    |  |  |
| 499  | MISC STATE GRANTS                           | \$                   | 50,000.00            |  |  |
| 507  | ESSER                                       | \$                   | 900,156.31           |  |  |
| 516  | IDEA PART B GRANTS                          | \$                   | 366,260.67           |  |  |
| 572  | TITLE I DISADVANTAGED CHILDREN              | \$                   | 246,139.51           |  |  |
| 584  | TITLE IV - A STUDENT SUPP. & ACADEMIC ENRIC | \$                   | 15,646.18            |  |  |
| 590  | IMPROVING TEACHER QUALITY                   | \$                   | 49,243.91            |  |  |
| 599  | MISC FEDERAL GRANTS                         | \$                   | 166,100.00           |  |  |
| <b>TOTAL:</b>  |   | \$                   | <b>25,239,679.35</b> |  |  |

|  |                               |  |  |  |  |  |
|--|-------------------------------|--|--|--|--|--|
| CERTIFICATE  |                               |  |  |  |  |  |
| (O.R.C. 5705.412)  |                               |  |  |  |  |  |
| RE:  |                               |  |  |  |  |  |
| IT IS HEREBY CERTIFIED that the KEYSTONE School District has sufficient funds to             |                               |  |  |  |  |  |
| meet the contract, obligation, payment, or expenditure for the above, and has in effect      |                               |  |  |  |  |  |
| for the remainder of the fiscal year and the succeeding fiscal year the authorization to     |                               |  |  |  |  |  |
| levy taxes which, when combined with the estimated revenue from all other sources            |                               |  |  |  |  |  |
| available to the district at the time of certification, are sufficient to provide operating  |                               |  |  |  |  |  |
| revenues necessary to enable the district to maintain all personnel, programs, and           |                               |  |  |  |  |  |
| services essential to the provision of an adequate educational program on all the days       |                               |  |  |  |  |  |
| set forth in its adopted school calendar for the current fiscal year and for a number of     |                               |  |  |  |  |  |
| days in the succeeding fiscal year equal to the number of days instruction was held or       |                               |  |  |  |  |  |
| is scheduled for the current fiscal year, except that if the above expenditure is for a      |                               |  |  |  |  |  |
| contract, this certification shall cover the term of the contract or the current fiscal year |                               |  |  |  |  |  |
| plus the two immediately succeeding fiscal years, whichever period of years is greater.      |                               |  |  |  |  |  |
| DATED:   |                               |  |  |  |  |  |
|  |                               |  |  |  |  |  |
| BY:  |                               |  |  |  |  |  |
|  | Treasurer/CFO                 |  |  |  |  |  |
|  |                               |  |  |  |  |  |
| BY:  |                               |  |  |  |  |  |
|  | Superintendent                |  |  |  |  |  |
|  |                               |  |  |  |  |  |
| BY:  |                               |  |  |  |  |  |
|  | President, Board of Education |  |  |  |  |  |
|  |                               |  |  |  |  |  |
|  |                               |  |  |  |  |  |