

## RECORD OF PROCEEDINGS

### MINUTES OF KEYSTONE BOARD OF EDUCATION

#### REGULAR MEETING HELD OCTOBER 17, 2022

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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.

Devin Stang called the meeting to order at 6:00 p.m.

Board Members in Attendance:

Jennifer Maiden, Carrie O'Boyle, Devin Stang, Kimberly Sturgill, Patricia Wakefield

Public Persons in Attendance:

Daniel White, Adam Hines, James Kohler, Gina Gibson, Kristen Campbell, Albert Trego, Jeffrey Holzhauer, Deborah Melda, Nicole Cassell, Renee Bartlett, Christina Magel, Tammy Figula, Brian Brown, Sara Dodrill, Bert Fitzgerald

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

#### APPROVAL OF AGENDA #23-10-01

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

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

Motion carried.

#### APPROVAL OF PRIOR MEETING MINUTES #23-10-02

Moved by O'Boyle, second by Sturgill to dispense with the reading of the minutes of the Regular Meeting on Monday, September 19, 2022. The minutes were distributed as required by law and shall be approved as presented.

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

Motion carried.

#### AUDIENCE PARTICIPATION

##### **RECOGNITION AND HEARING OF VISITORS:**

Christina Magel - Current KES Secretary- Concerns about the hiring step offered to a future classified member that's on tonight's Board agenda. She's reached out to union representation for questions and answers. Could the Board postpone the contract approval process to answer some questions.

##### **INPUT FROM STAFF: NONE**

##### **ATHLETIC FACILITIES PRESENTATION BY JEFFREY HOLZHAUER**

Nicole Cassell - The original Master plan in 2006 had a softball field on campus and has yet to be fulfilled. I would like to see a softball and baseball complex here on campus. Are we planning to include this in any discussions on facilities?

Jennifer Maiden - Since our athletes spend a lot of time on the practice field, I would like to see the improvement of the practice facilities.

##### **JOHN'S SAFE PLACE, ENVIRONMENTAL CLUB AND FCCLA CLUB PRESENTATION BY JAMES KOHLER**

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##### CURRICULUM CORNER

Amanda Goran, Director of Curriculum and Instruction

- The State Report Card

##### SPED SPOTLIGHT

Kristen Campbell, Director of Pupil Services

- SPED by the Numbers

##### APPROVE TREASURER/CFO FINANCIAL REPORTS AND RECOMMENDATIONS #23-10-03

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

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

The Treasurer/CFO recommends approval of the financial reports, including investments for September 2022, 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
08/02/22	08/01/22	95021	67628	SHORETEL MAINTENANCE CONTRACT-5 YEAR	LAKETEC COMMUNICATIONS	\$ 5,600.00
07/01/22	06/27/22	94922	923071	WORKERS COMPENSATION PREMIUM	STATE OF OHIO BUREAU OF WORKERS COMP	\$ 3,172.00
09/20/22	09/19/22	95212	67722	CONTRACTED SERVICES	INSIGHT BEHAVIOR CONSULTING	\$38,955.00

##### **C. APPROVE MASTER EMPLOYER SERVICES AGREEMENT WITH AMERICAN FIDELITY**

The Treasurer/CFO recommends approving the Master Employer Services Agreement with American Fidelity as presented.

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

##### APPROVE SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS #23-10-04

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

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

##### **1. ACCEPT CLASSIFIED RESIGNATION**

The Superintendent recommends accepting the following resignation for the purpose of retirement:

- a. Phillip Lombardo – Technology Assistant – effective end of day 12/30/2022

##### **2. ACCEPT CLASSIFIED RESIGNATION**

The Superintendent recommends accepting the resignation of the following individual:

- a. Theresa Seman – Cashier/Cafeteria Worker – effective end of day 1/6/2023

##### **3. EMPLOY 2022-2023 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 2022-2023 school year:

- a. Staci Crabeels – KMS Secretary – Step 5 - \$16.66/hr. – effective 10/10/2022

##### **4. APPROVE LEAVE OF ABSENCE REQUEST – APRIL ASBURY**

The Superintendent recommends approving a leave of absence request for April Asbury for the period on or about October 4, 2022 through on or about October 20, 2022.

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**5. APPROVE LEAVE OF ABSENCE REQUEST – JOSEPH JASIN**

The Superintendent recommends approving a leave of absence request for Joseph Jasin for the period on or about October 24, 2022 through on or about November 11, 2022.

**6. APPROVE TRANSFERS**

The Superintendent recommends transferring the following individuals for the 2022-2023 School Year:

- a. Danielle Dashiell from KES Special Needs Paraprofessional 4.5/hrs. a day to KES Special Needs Paraprofessional 6.75/hrs. a day - effective 10/3/2022
- b. Rachelle Ellis from KHS Cafeteria Worker 5.25/hrs. a day to KHS Head Cook 6.75/hrs. a day – effective 12/1/2022

**7. EMPLOY 2022-2023 EXTRA DUTY PERSONNEL**

The Superintendent recommends employment of the following individuals on extra duty contracts for the 2022-2023 school year, pending all record checks and completion of state and local requirements, up to maximum salary:

- a. Michael Erkkila – Assistant Freshman Football – Step 1 - \$2,906.10
- b. Ashley Young –Varsity Cheerleader Advisor – Winter – Step 2 – \$1,937.40
- c. Rocky Houston – Head Varsity Girls’ Basketball – Step 4 - \$7,749.60
- d. Ashley Elliott – Junior Varsity Girls’ Basketball – Step 1 - \$3,487.32
- e. Dennis Bartlett - Head 8<sup>th</sup> Grade Girls’ Basketball – Step 7 - \$4,068.54
- f. Gregory Morgan - Head 7<sup>th</sup> Grade Girls’ Basketball - Step 7 - \$4,068.54
- g. David Pellerite – Junior Varsity Boys’ Basketball – Step 3 - \$3,681.06
- h. Gregory Morgan – Head 8<sup>th</sup> Grade Boys’ Basketball – Step 7 - \$4,068.54
- i. Christopher Vondruska – Head Varsity Wrestling - Step 7 - \$7,168.38
- j. Andrew Hoch – Junior Varsity Wrestling (50%) – Step 2 - \$1,743.66
- k. Michael Griswold – Head Middle School Wrestling – Step 7 - \$4,456.02
- l. James Pycraft Jr. – Assistant Middle School Wrestling - Step 7 - \$3,681.06
- m. Laura Devore – Ticket Taker - \$20.00 per game
- n. Jeffrey Ohl – Ticket Taker - \$20.00 per game
- o. Cheryl Prosser – Ticket Taker - \$20.00 per game
- p. Melanie Schmitt – Ticket Taker - \$20.00 per game
- q. David Jones Jr. – Announcer - \$20.00 per game
- r. Michael Hogue – HS Yearbook Advisor - Step 7 - \$4,262.28
- s. Alexis Kaczay – KMS Memory Book Advisor - Step 2 - \$1,743.66
- t. Anita Cutler – HS Drama Club – Step 5 - \$2,324.88
- u. David Jones Jr. – HS Student Council (50%) - Step 7 - \$1,743.66

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v.	Jennifer Fehlan - Jones – HS Student Council (50%) – Step 7 - \$1,743.66
w.	Stephen Ody – MS Student Council (50%) – Step 1 - \$678.09
x.	Tara Ody – MS Student Council (50%) – Step 1 - \$678.09
y.	Courtney Smith - ES Student Council (50%) – Step 1 - \$387.48
z.	Sophia Dettorre – ES Student Council (50%) – Step 1 - \$387.48
aa.	Andrea Catanzarito – National Honor Society Advisor – Step 7 - \$2,324.88
bb.	Suzanne Atkinson – Senior Class Advisor (50%) – Step 2 - \$1,065.57
cc.	Patrick Gallion – Senior Class Advisor (50%) – Step 1 - \$968.70
dd.	Catherine Stratton – Junior Class Advisor – Step 7 - \$2,712.36
ee.	Shannon Heffernan – Sophomore Class Advisor – Step 7 - \$1,627.41
ff.	Noelle Puterbaugh – Freshman Class Advisor – Step 2 - \$1,162.44
gg.	Thomas Habenicht – Academic Challenge – Step 7 - \$2,712.36
hh.	Anne Paulchell – ES Vocal Performance – Step 6 – 5 @ \$154.99 = \$774.95
ii.	John Davis Jr.- HS Instrumental Contest Director – Step 1 - \$1,549.92
jj.	John Davis Jr. – HS Instrumental Performance – Step 1 – 3 @ \$154.99 = \$464.97
kk.	John Davis Jr. – HS Marching/Pep Band – Step 1 - \$4,456.02
ll.	John Davis Jr. – Instrumental Parade Days – Step 1 – 3 @ \$193.74 = \$581.22
mm.	John Davis Jr. – MS Instrumental Contest Director – Step 1 - \$1,549.92
nn.	John Davis Jr. – MS Instrumental Performance – Step 1 – 3 @ \$154.99 = \$464.97
oo.	Bethany Pearce - Vocal Contest Director – Step 7 – \$3,099.84
pp.	Bethany Pearce – HS Vocal Performance Step 7 - 5 @ \$232.48 = \$1,162.40
qq.	Bethany Pearce – MS Vocal Performance Step 7 – 3 @ \$232.48 = \$697.44
rr.	Thomas Habenicht – Comic Book Club – Step 5 - \$1,162.44
ss.	Andrea Catanzarito – Spanish Club (50%) – Step 6 - \$581.22
tt.	Jennifer Galletti – Spanish Club – (50%) - Step 6 - \$581.22
uu.	Jill Hetsler – Lead Mentor Teacher – \$1,900.00
vv.	Kelli Doran – Mentor Teacher – Amanda Crisler - \$1,000.00
ww.	Shannon Heffernan – Mentor Teacher – Ashley Young - \$1000.00
xx.	Bethany Pearce – Mentor Teacher - John Davis Jr. - \$1000.00
yy.	Michael Hogue – Mentor Teacher – Alexis Febel - \$1,000.00
zz.	Alexis Kaczay – Mentor Teacher – Kari Dove - \$1,000.00
aaa.	Alexis Kaczay – Mentor Teacher – Tess Gallagher - \$1000.00
bbb.	Brittany Shaw – Mentor Teacher – Dominic Lombardi - \$1,000.00
ccc.	Ashley Trenchard – Mentor Teacher – Madison Eis - \$1,000.00
ddd.	Leah Tesny – District RESA Facilitator – Lindsay Thut, Courtney Smith, Alex Stanley, Kathleen Dick, Anna Saxton – 5 @ 500.00 = \$2,500.00

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eee.	Staci Rapson – Outdoor Learning Camp - \$100.00
fff.	Brittany Chudakoff – Outdoor Learning Camp - \$300.00
ggg.	Kathryn Dillen – Outdoor Learning Camp - \$300.00
hhh.	Kevin Fox – Outdoor Learning Camp - \$300.00
iii.	Suzanne Healy – Outdoor Learning Camp - \$300.00
jjj.	Stephen Ody – Outdoor Learning Camp - \$300.00
kkk.	Anne Paulchell – Outdoor Learning Camp - \$300.00
lll.	Donna Smith – Outdoor Learning Camp - \$300.00
mmm.	Jennifer Wooten – Outdoor Learning Camp - \$300.00

**8. APPROVE VOLUNTEERS**

The Superintendent recommends approving the following individuals as a volunteer for the 2022-2023 school year for the position indicated, pending all record checks and completion of state and local requirements:

- a. Chad Elliott – Boys’ Basketball
- b. Chad Whitacre – Boys’ Basketball
- c. Shannon Heffernan – Dance Team
- d. Tiffany Gould – Wrestling

**9. APPROVE CERTIFICATED TUTORS EXTENDED TIME**

The Superintendent recommends employing the following certificated tutors for extended time on an as needed basis, at tutor rate per the KLEA Negotiated Agreement for the 2022-2023 school year, per time sheet.

- a. Amy McCay
- b. Margaret Ratliff
- c. Jocelyn Smith
- d. Sara Smith

**10. EMPLOY PERMANENT SUBSTITUTE TEACHERS**

The Superintendent recommends employing permanent substitute teachers during the 2022-2023 school year at a rate of \$130.00 per day (\$65.00 per half day), pending all record checks and completion of state and local requirements. No other salaries or benefits will apply:

- a. Margaret Ratliff
- b. Jocelyn Smith

**11. EMPLOY CLASSIFIED SUBS FOR THE 2022-2023 SCHOOL YEAR**

The Superintendent recommends employment of the following 2022-2023 classified substitutes for the positions and hourly rates noted, pending all record checks and completion of state and local requirements:

- a. Arbunna Lane
  - Cafeteria - \$12.17/hr. – effective 10/4/22
  - Cleaning - \$11.10/hr.

**12. APPROVE PROFESSIONAL DEVELOPMENT STIPEND**

The Superintendent recommends approval of a stipend of \$32.50 per day, per timesheet for the following permanent substitutes for participation in the ALICE training, September 26, 2022 to be paid from Title II A Funds:

- a. Sara Dodrill
- b. Lisa Jones
- c. Stephanie Kish

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**13. APPROVE RESPONSE TO INTERVENTION PERSONNEL**

The Superintendent recommends approval for the following individuals as members of the Response to Intervention Team on an as needed basis, per time sheet, at tutor rate per the KLEA Negotiated Agreement effective August 23, 2022 through May 26, 2023, to be paid from Title IV Funds:

- a. Suzanne Atkinson
- b. Patrick Gallion
- c. Donald Griswold
- d. Noelle Puterbaugh
- e. Anna Saxton
- f. Christopher Vondruska

Jennifer Maiden - Had concerns about the new OAPSE contract that allows for a new hire to perhaps earn more than a current employee in the district based on experience outside of the district. There needs to be more clarity on the term "experience".

Devin Stang - I agree and have seen on the teacher side that sometimes it happens that a person with outside experience can come into an organization/school and earn more than a current employee with some in-house experience.

Kimberly Sturgill - It is in the contract.

Christina Magel - What experience merited a 5 Step settlement for this recommendation?

Gina Gibson - This contract is a positive to help bring the best qualified personnel and I would be concerned if we back-tracked.

Ayes: Wakefield, O'Boyle, Sturgill, Stang

Abstain: Maiden

Motion carried.

#### **APPROVE OTHER BUSINESS AND SUPERINTENDENT'S RECOMMENDATIONS #23-10-05**

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

**A. ACCEPT DONATIONS**

The Superintendent recommends accepting the following donations:

1. Amanda Glover – Compact Refrigerator valued at \$68.00 to Keystone Elementary School
2. The Child Garden and its staff - \$500.00 to Keystone Elementary School Lunch Fund
3. Korin Adkins – a Merlin LCD valued at \$3,164.00 to Keystone Local School District's Special Education Department and a set of blocks valued at \$25.00 to the therapy room
4. Danielle Dashiell a set of sensory blocks valued at \$12.00 to the therapy room

**B. APPROVE ENVIRONMENTAL CLUB ADVISOR JOB DESCRIPTION**

The Superintendent recommends approving the Environmental Club Advisor Job Description as presented.

**C. APPROVE FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA, FCCLA ADVISOR JOB DESCRIPTION**

The Superintendent recommends approving the Family, Career and Community Leaders of America, FCCLA Advisor Job Description as presented.



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**D. APPROVE CLINIC AIDE JOB DESCRIPTION**

The Superintendent recommends approving the Clinic Aide Job Description as presented.

**E. AMEND 2022-2023 DISTRICT CALENDAR**

The Superintendent recommends amending the 2022-2023 district calendar as presented with the following changes:

1. Change KES Spring Parent/Teacher Conference from February 13<sup>th</sup> & 15<sup>th</sup> 4:30 to 7:30 p.m. to February 8<sup>th</sup> & 14<sup>th</sup> 4:30 to 7:30 p.m.
2. Change KMS Fall Parent/Teacher Conference from November 10<sup>th</sup> & 15<sup>th</sup> 4:30 to 7:30 p.m. to October 20<sup>th</sup> and November 10<sup>th</sup> 4:30 to 7:30 p.m.
3. Add KMS Spring Parent/Teacher Conference February 9<sup>th</sup> & 14<sup>th</sup> 4:30 to 7:30 p.m.
4. Change KHS Fall Parent/Teacher Conference from November 10<sup>th</sup> & 15<sup>th</sup> 4:30 to 7:30 p.m. to October 20<sup>th</sup> 3:00 to 6:00 p.m. and November 10<sup>th</sup> from 4:00 to 7:00 p.m.
5. Add KHS Spring Parent/Teacher Conference February 9<sup>th</sup> 3:00 to 6:00 p.m. and February 15<sup>th</sup> 4:00 to 7:00 p.m.
6. Change November 17<sup>th</sup> no school for grades K-5 Only to no school for grades K-12
7. Add graduation information - May 26<sup>th</sup> 7:00 p.m. at First Baptist Church

**F. APPROVE SCHOOL PANTRY DISTRIBUTION ACKNOWLEDGEMENT AGREEMENT WITH THE EDUCATIONAL SERVICE CENTER OF LORAIN COUNTY**

The Superintendent recommends approving the School Pantry Program Distribution Site Acknowledgement Agreement with the Educational Service Center of Lorain County as presented.

**G. AMEND AGREEMENT WITH LORAIN COUNTY PUBLIC HEALTH DEPARTMENT**

The Superintendent recommends amending the Lorain County Public Health School Health Services Contract for the 2022-2023 school year for Nursing Services as presented.

**H. APPROVE BUDGET RECOMMENDATIONS**

**1. REVISE 2022-2023 ADULT BREAKFAST PRICE**

The Superintendent recommends approving the revised adult breakfast price from \$1.90/breakfast to \$2.25/breakfast effective for the 2022-2023 school year.

Ayes: O'Boyle, Sturgill, Maiden, Stang  
Patricia Wakefield left at 7:29 p.m.  
Motion carried.

**Future BOE Meetings @ 6:30 P.M.**

1. Monday, November 21, 2022 - Regular Meeting – KHS Conference Room
2. Monday, December 12, 2022 – Regular Meeting – KHS Conference Room

**ADMINISTRATIVE REPORTS - NONE**

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#### SUPERINTENDENT COMMITTEE REPORTS

##### Building & Grounds:

Jennifer Maiden: Appreciate Mr. Trego explaining some questions regarding practice and playing facilities.

##### JVS:

Deborah Melda: JVS Homecoming is this Saturday, 10/22/22. The school large trays of cookies are available beginning November 1st online through the district webpage.

##### Student Achievement Liaison:

Devin Stang: Hopefully colleges and universities can increase their teacher preparation and coursework aligned to better prepare future teachers.

#### COMMENTS/CONCERNS

Board Members – None

Superintendent – None

##### Public:

Brian Brown - Discussed and gave a money belt donation to the students at Keystone.

Sara Dotrill - Is there any sort of communication of discipline other than the DOJO app? I've been in the classrooms and there needs to be some continuity with communication and procedures with students at many grade levels and rooms. What can be done to handle the few students who occupy all of the teacher's time when the rest of the students follow the rules? Maybe have a substitute onboarding process at the beginning of the year to cover all of the policies and procedures.

#### EXECUTIVE SESSION #23-10-06

Moved by O'Boyle, second by Sturgill 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);

**With no action to follow.**

Ayes: O'Boyle, Sturgill, Maiden, Stang

Motion carried.

Executive Session 8:04 p.m. Return to Open Session 8:37 p.m.

#### ADJOURNMENT #23-10-07

Moved by Sturgill, second by O'Boyle to adjourn the regular meeting at 8:37 p.m.

Ayes: Sturgill, O'Boyle, Stang

Jennifer Maiden left at 8:24 p.m.

Motion carried

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Devin Stang, President

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Adam Hines, Treasurer/CFO