

## RECORD OF PROCEEDINGS

### MINUTES OF KEYSTONE BOARD OF EDUCATION

#### SPECIAL MEETING HELD SEPTEMBER 13, 2023

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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.

Kimberly Sturgill called the meeting to order at 6:04 p.m.

Board Members in Attendance:

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

Board Members not in Attendance:

Patricia Wakefield

Public Persons in Attendance:

Daniel White, Adam Hines, Albert Trego

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

#### **APPROVAL OF AGENDA #24-09-01**

Moved by O'Boyle second by Stang, to approve the agenda as presented with corrections.

Ayes: O'Boyle, Stang, Maiden, Sturgill

Motion carried.

#### **APPROVE SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS #24-09-02**

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

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

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

The Superintendent recommends accepting the resignation of the following individual:

- a. Jocelyn Smith – KMS Tutor, Homebound Tutor, and ESY Instructor – effective end of day 8/15/2023

##### **2. ACCEPT CERTIFIED RESIGNATION**

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

- a. Anita Cornish – KMS Teacher – effective end of day 5/28/2024

##### **3. EMPLOY 2023-2024 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 2023-2024 school year:

- a. Cheryl Rourke – KES Lunch Monitor – Step 5 - \$14.62/hr. – effective 8/30/2023
- b. Tiffany Peery – KMS Lunch Monitor – Step 0 - \$12.23/hr. – effective 9/5/2023

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---

**4. EMPLOY CLASSIFIED SUBSTITUTES**

The Superintendent recommends employment of the following 2023-2024 classified substitutes for the positions and hourly rates noted, pending all record checks and completion of state and local requirements:

- a. Wendy Alexander
  - Cafeteria - \$12.57/hr.
  - Cleaning - \$11.48/hr.
- b. Beth Dendorfer
  - Monitor - \$11.93/hr.
  - Paraprofessional – Library - \$12.17/hr.
  - Building Secretary - \$14.04/hr.
- c. Patricia Geschke
  - Cafeteria - \$12.57/hr.

**5. SALARY RECLASSIFICATION – CERTIFIED**

The Superintendent recommends the following changes in salary schedule placement for the 2023-2024 school year due to continuing education.

- a. Suzanne Atkinson from MA to MA+15 – Step 2
- b. Ashley Hartman from MA+15 to MA+30 – Step 2
- c. Hannah Murray from MA+15 to MA+30 – Step 16
- d. Anna Saxton from BA to BA+15 – Step 3

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

The Superintendent recommends employment of the following individual 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. Savannah Crowley – Head Freshman Volleyball (50%) – Step 1 - \$1,297.07

**7. APPROVE VOLUNTEER**

The Superintendent recommends approving the following individual as a volunteer for the 2023-2024 school year for the position indicated, pending all record checks and completion of state and local requirements:

- a. Brett Linden – Football

Ayes: O’Boyle, Maiden, Stang, Sturgill  
Motion carried.

**APPROVE OTHER BUSINESS AND SUPERINTENDENT’S  
RECOMMENDATIONS #24-09-03**

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

**A. AMEND SEPTEMBER, OCTOBER AND NOVEMBER’S BOARD MEETING TIME**

The Superintendent recommends amending September 18, 2023, October 16, 2023 and November 20, 2023 Board Meeting start time from 6:00 p.m. to 6:30 p.m.

**B. APPROVE SCHOOL RESOURCE OFFICER MOU**

The Superintendent recommends approving the School Resource Officer Memorandum of Understanding with the Village of Lagrange as presented.

Ayes: Stang, O’Boyle, Maiden, Sturgill  
Motion carried.

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---

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

##### **A. Policies and Regulations – First Reading**

1. BDDA
2. EBC - Can Students opt out and where do they go? Mr. White will contact OSBA to find out if students can opt out of mandatory drills and where they go if they do opt out. Mrs. O’Boyle is concerned about the responsibility and accountability with the paragraph “Each protocol includes procedures deemed appropriate by the Board or governing authority for responding to threats and emergency events including, but not limited to, notification of appropriate law enforcement personnel, calling upon specified emergency response personnel for assistance and informing parents of affected students.” The police department and other emergency services that provide the guidance and protocols act as the governing body that the Board and school personnel follow. The school Board is not directly responsible during an emergency as long as the approved procedures and protocols set forth by the governing authorities are followed.
3. EFH - Food Allergies- Mrs. O’Boyle - would like to consider classrooms with food allergy students to have a list of acceptable foods. The Board discussed different options to contact parents about allergies and notify classrooms. Mrs. O’Boyle suggested that Mrs. White, Food Service Coordinator, verifies with a dietician for a list of allergy free snacks for the school.
4. GBCB
5. GBE - Staff Health and Safety - The district is adding to the Workers Compensation section limiting an employee’s benefits through their exhausted leave time.
6. GDBE
7. IGAE - Mrs. O’Boyle would like to add something regarding suicide prevention, mental health, and depression, social media to ensure that it’s in our curriculum. Mr. White will reach out to OSBA regarding guidance with curriculum on this topic.
8. IGBEB - Mr. White clarified that the district added the District would screen new students as soon as possible within the 30-day law.
9. IGCH-R - Mrs. Sturgill and Mrs. O’Boyle would like to have more information and clarity on the differences with sections on “eligibility” and “enrollment”.
10. IGDJ - Mrs. Sturgill explained the policy was just being reworded.
11. IGDK - General Board discussed the eligibility for athletic participation and the idea that students are “permitted” to participate if they Fail a course but still pass 5 courses.
12. JFCK - Mrs. O’Boyle spoke about the dangers of students having cell phones and asked if KES has the same policy as KMS. Mr. White was going to follow up with Mr. Alferio on the handbook and frequency of cell phone use at KES. Further discussion on the cell phone use.
13. JFE - Mrs. O’Boyle would prefer the district extended home instruction to 12 weeks post-delivery of a child. Further discussion was on the cost of extending this in the policy compared to what the current practice is. Currently, the district accommodates students to ensure they are receiving the proper instruction time and opportunity to earn credits.
14. JI - District added sentence to include accolades and achievements for students from other districts to Keystone as part of their overall student achievement.
15. KGB - Is this posted in the gymnasium and or track? Remove the last sentence of posting the rules in the place of participation.
16. KKA - General discussion with everyone regarding the right of parents to refuse their child’s name be provided to any recruiter.
17. KMA

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---

18. KMA-R - Discussion that the district reserves the right to request the financials of booster organizations.
19. KMB - This will be completely struck through and removed.
20. LEC-R - Same as IGCH-R

Jennifer Maiden left the meeting at 7:30 p.m.

#### **ADJOURNMENT #24-09-04**

Moved by O'Boyle, second by Stang to adjourn the special meeting at 7:49 p.m.

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

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Kimberly Sturgill, President

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Adam Hines, Treasurer/CFO