

RECORD OF PROCEEDINGS

MINUTES OF KEYSTONE BOARD OF EDUCATION

REGULAR MEETING HELD SEPTEMBER 18, 2023

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 6:30 p.m.

Board Members in Attendance:

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

Public Persons in Attendance:

Daniel White, Adam Hines, Amanda Goran, Gina Gibson, Tera Thomas, Kristen Campbell, Albert Trego, Tammy Figula, Bill Robson, Nina Thomas, Kevin Minnich, Tom Moran

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

PRESENTATION BY GINA GIBSON – STARTING STRONG!

APPROVAL OF AGENDA #24-09-05

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

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

APPROVAL OF PRIOR MEETING MINUTES #24-09-06

Moved by Wakefield, second by O'Boyle 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.

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

AUDIENCE PARTICIPATION

RECOGNITION AND HEARING OF VISITORS - NONE

PUBLIC COMMENTS/CONCERNS:

Tom Moran and Kevin Minnich - Mr. Moran spoke about the teams' successes over a 20-year period of Keystone Bowling. Mr. Moran started a middle school program last year, 2022-2023, with 14 students. Mr. Minnich has been helping for 20 years while Mr. Moran has been around for 5 years, with each having children be part of the program. The coaches and team are not covered by the district in any way, but would appreciate some support to help pay a new coach to take over. There are 24 schools in the North Shore Bowling Conference, while the other 23 schools have paid coaches, Keystone does not. Oberlin will have its first team this year and will complete an entire conference with teams. The program has been self-sufficient over all of these years by providing their own uniforms and transportation. Mr. Minnich has provided hundreds and hundreds of hours of practice times.

INPUT FROM STAFF: NONE

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CURRICULUM CORNER

Amanda Goran, Director of Curriculum and Instruction

- State Report Card

SPED SPOTLIGHT

Kristen Campbell, Director of Pupil Services

- Truancy & School Attendance Awareness and Special Education Updates

APPROVE TREASURER/CFO FINANCIAL REPORTS
AND RECOMMENDATIONS #24-09-07

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

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).

Carrie O’Boyle commented that many parents have complained about the convenience fees associated with online payments through PayForIt.

Adam Hines responded by saying that the district has no affiliation or control over that fee structure or PayForIt. The district still accepts checks and cash for all student fees at the building offices.

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

APPROVE SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS #24-09-08

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

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:

OPES

Kristen Campbell
Amanda Goran
Daniel White

OSCES

Jacob Alferio
Gina Gibson
James Kohler

OTES

Jacob Alferio
John Brown II
Taylor Brouse
Kristen Campbell
Gina Gibson
Amanda Goran
James Kohler
Tera Thomas

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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

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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
- b. Sarah Buckingham
- c. Danielle Dashiell
- d. Charlene Eye
- e. Patricia Gonda
- f. Terri Helbig
- g. Brittney Hodkey
- h. Ashley Miller
- i. Emily Nagy
- 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.

Kimberly Sturgill inquired about the difference in monitor pay and tutor pay for Summer/Saturday School.

Kristen Campbell responded that Saturday School does require students to have work to work on and the teacher does monitor and assist the student(s) when needed. Summer School is an online curriculum but the teacher is there to guide and instruct the student(s) as needed.

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

APPROVE OTHER BUSINESS AND SUPERINTENDENT'S RECOMMENDATIONS #24-09-09

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

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.

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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 Thursday, October 5, 2023.

F. APPROVE POLICIES AND REGULATIONS

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

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

Kimberly Sturgill inquired about the need for the medication training for our staff and if this is a replacement for a nurse.

Kristen Campbell explained the scenarios with students with diabetes and/or other medications that will need administered during trips away from the school buildings when the nurse is not available. The nurse trains staff members and logs the training to qualify them to administer medications when the nurse is not available. This helps reduce liability for the District and eliminates the need for Board approval as each staff member is trained.

Carrie O'Boyle asked if there were any limitations on what medications can be administered.

Kristen Campbell explained that as long as the employees are properly trained by the nurse and it's documented, the staff can administer the medication.

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

Future BOE Meetings @ 6:00 P.M.

1. Monday, October 16, 2023 – Regular Meeting – KHS Conference Room
2. Monday, November 20, 2023 – Regular Meeting – KHS Conference Room
3. Monday, December 11, 2023 - Regular Meeting – KHS Conference Room

ADMINISTRATIVE REPORTS - NONE

SUPERINTENDENT COMMITTEE REPORTS

KEEP:

Kimberly Sturgill – KEEP has the Connect for a Cause on 9/21 from 8 am to 8 pm for donations to the Community Foundation which supports Keystone students.

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COMMENTS/CONCERNS

Board Member:

Devin Stang - Thank you to the Bowling Coaches for presenting and sharing all of the things that are happening.

Kimberly Sturgill - Asked Gina Gibson how the suicide prevention course went last week. Gina Gibson responded that it went well and any student that was “flagged” was supported immediately which was the goal of the S.O.S program.

Superintendent:

Daniel White handed out his Strategic Planning Community timeline/plan. Board members would like to discuss this at the October 5, 2023 Work Session Meeting.

ADJOURNMENT #24-09-10

Moved by Stang, second by O’Boyle to adjourn the regular meeting at 8:15 p.m.

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

Motion carried.

Kimberly Sturgill, President

Adam Hines, Treasurer/CFO

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ATTACHMENT A

		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:					
						FY2024	
		Fund	DESCRIPTION			APPROPRIATION	
		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 DISADVANTED 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	
		TOTAL:				\$ 25,239,679.35	

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ATTACHMENT A

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						