

RECORD OF PROCEEDINGS

MINUTES OF KEYSTONE BOARD OF EDUCATION

WORK SESSION MEETING HELD OCTOBER 5, 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 6:35 p.m.

Board Members in Attendance:

Devin Stang, Patricia Wakefield, Kimberly Sturgill
Jennifer Maiden arrived at 7:37 p.m.

Board Members not in Attendance:

Carrie O'Boyle

Public Persons in Attendance:

Daniel White, Adam Hines, Amanda Goran, Kristen Campbell, Cassandra O'Brien, Curt Karpinski, Mary Kay Gates, Tammy Figula, Tabitha Todd, Bill Robson, Melissa Gamble, Loren St. Peter, Traci Krone, Laiel Stansel, Renee Bartlett, Laura DeVore, Heather Morris, Allison Towne, Nina Thomas, Amy Stewart, James Wright, Michelle Banks, Denise Piwinski, Rhonda Smith, Michelle Gentzsch, Gretchen Gillard, Tabitha Todd, Nicole Cassell, Amy Younglas, Tracy Clarico, Kaley DeVore, Rita Canfield, Jessica Dillon, Paul Strong, Janel Strong, Susan Hunkley, Donna Hurst, Mike DeVore, Sara Dodrill

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

APPROVAL OF AGENDA #24-10-01

Moved by Wakefield, second by Stang to approve agenda as presented.

Ayes: Wakefield, Stang, Sturgill

Motion carried.

APPROVAL OF PRIOR MEETING MINUTES #24-10-02

Moved by Wakefield, second by Stang to dispense with the reading of the minutes of the Special Meeting on Wednesday, September 13, 2023 and the Regular Meeting on Monday, September 18, 2023. The minutes were distributed as required by law and, shall be approved as presented.

Ayes: Wakefield, Stang, Sturgill

Motion carried.

AUDIENCE PARTICIPATION

RECOGNITION AND HEARING OF VISITORS:

Tracy Clarico - Would like to know when the staff would have input regarding the potential pre-school at Keystone.

Kayley DeVore – I will have questions afterwards.

PUBLIC COMMENTS/CONCERNS:

James Wright – Pay for the classified and certified staff. Lack of pay to both organizations to obtain qualified staff at the current salary schedule.

Rita Canfield – Concerned about the communication of the Board Meetings to the public, staff and other residents. The Township has a lit sign and would be willing to assist in announcing the meetings or change in the meetings.

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INPUT FROM STAFF: NONE

BOARD FEEDBACK/INPUT ON STRATEGIC PLANNING:

Kimberly Sturgill - Explained the Strategic Planning process and the public can and did share their opinions with multiple meetings last Spring.

Devin Stang - Would like to have the Keystone graduates have a clear-cut plan upon graduation. The career pathway should be a good viable option upon graduation.

Kimberly Sturgill - Curriculum timeline seemed a little far out to see changes in curriculum. During the Strategic Planning retreat in Penfield, we made sure the ideas were posted to make sure everyone is heard from the community.

Kimberly Sturgill and Devin Stang - Elaborated on major topics of the strategic plan: Finances, Communication, Safety, Mental Health, Facilities Plan, Curriculum and Instruction.

Jessica Fox - Stated that she held one of the small groups with the strategic planning process and suggested that the community and parents take part in the educational process.

Kristen Campbell - There were 14 small groups that were held as part of the Strategic Planning process. Over 60 people were part of the Strategic Planning kick off meeting.

James Wright - Stated that all of the information for the meetings were posted on the website and can be accessed.

Unidentified Audience Member - Stated that she had followed a Facebook discussion about preschool and when was the Board going to announce this to the public? Is the State of Ohio pushing this or does the Board/District have a say in this possibility?

Kimberly Sturgill - Replied that this has only been a fact-finding process and the only way for the Board to discuss this as a group is to hold a work session meeting. It is the District's decision/choice to bring preschool to the district or remain as status quo.

PRESCHOOL DISCUSSION:

Daniel White - Shared that this fact-finding process began last year as the district expends quite a bit of funds each year to pre-school that has been increasing. We began looking at bringing this in house in hopes to save a couple hundred thousand dollars to help save and provide other opportunities to our districts. As part of this process, Keystone reached out to other districts that have preschool and have moved 8th grade to the high school. We haven't finalized exact numbers with bringing it to Keystone as we have actually seen a reduction in "costs" for the ESC to handle preschool.

Nicole Cassell - Asked to explain the funding process to the ESC and the number of students the district pays for.

Kristen Campbell - Explained that by law, Keystone is responsible to fund the education for all of the students who have an identified learning disability. The federal funding passes through Keystone and straight to the ESC. The ESC currently provides education for 32 identified students at the Early Learning Center.

Adam Hines - Shared that the district pays a 4% fee for the ESC to handle our preschool students, they receive the special education funding from the Ohio Department of Education, and they invoice the district to cover the other costs for a total of \$784,000 during the 22-23 school year.

Mike Devore - Asked why the district would take on more responsibility when they can't fill current positions or follow 504 plans and help their current students.

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Unidentified Audience Member #2 - Recognized that the school district is attempting to save money but also doesn't want 8th graders mixed in with high school students.

Unidentified Audience Member #3: Could you elaborate on the effects this change might have on students with facts or hearsay?

Unidentified Audience Member #4: Will this idea be buried after tonight or will there be ongoing discussions.

Daniel White explained that there will be ongoing discussions but this is not something that is being recommended to the Board at this time.

Michael Devore- Asked if the policies in the district are followed?

Paul Strong – Asked what can be done if policies aren't followed?

Daniel White - Explained this can be reported to the district and ODE and an investigation will take place.

Rhonda Smith - Has the Board looked at other options if the preschool is financially viable?

Amanda Goran - Spoke on the high school's available space and the students attending LCCC for CCP and JVS students have created open classrooms.

Devin Stang and Kimberly Sturgill - Spoke on the facts that have been relayed from administration.

Unidentified Audience Member #5: Has the district considered all of the available land in Keystone and a possible increase in enrollment? What would be done if the district ran out of classroom space and how would the traffic pattern be affected with preschool?

Daniel White responded by saying that the district has gotten quotes for enrollment studies if we plan to move forward and all of the logistics would be discussed if the decision was made to bring preschool to Keystone.

Michelle Bates - Do we lose funding to the JVS Funds? By displacing 8th graders, this could impact their mental health and logistics with extracurriculars. Are there miscellaneous expenses?

Kristen Campbell - The district does lose funding per student to the JVS from ODE.

Kimberly Sturgill explained that the last approved levy in 2015 was a 10-year promise for no new monies through 2025.

James Wright - Would prefer to see Keystone bring preschool but thinks it would be most beneficial to be in a separate building.

Jessica Dillon - Does the literacy data of having only 16% attended preschool part of the effects of COVID?

Kimberly Sturgill - We hear your concerns.

Allison Town - What happens if we bring 8th graders to the high school? Safety is a concern. What about the health of the students with hand, foot, and mouth diseases and other communicable diseases? Have we looked at these other possible consequences?

Teri Helbig - Is there a date that this decision needs to be made for next year?

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Kimberly Sturgill - The district and Board have not set a deadline and are not planning on doing anything for next year.

Amy Younglas - Both of her children have had positive benefits at both the ELC and Keystone. Have we considered looking at a smaller model and maybe starting small before going all in?

Melissa Gamble - Have we heard any of the facts from the Board?

Kimberly Sturgill - Explained the process of fact finding from the administration and the types of facts the district has discovered through this point of the process.

Rita Canfield - I appreciate the efforts of the Board to look at the bottom line and save the taxpayers money, but let's not forget about what's doing best for our students. Don't let saving a dollar impact our students in a negative way.

Kimberly Sturgill - To recap, we are not making a decision tonight or planning on making a decision for the next year.

Daniel White - I'm willing to share the facts and different schools that we've reached out to and we're not attempting to hide anything. Different schools have had different experiences with different models. We want to make sure the community is our partner in this process as we look at possible solutions to better serve our students.

Jennifer Maiden - Likes the idea of having a preschool in the school district if we have the room and provide savings. However, I think keeping our Middle and Elementary school in the current structure would be best for our district?

**RELEASED TIME FOR RELIGIOUS INSTRUCTION POLICY DISCUSSION:**

The district is currently in the fact-finding stage on this. Daniel White will be attending a meeting next week with Lt. Gov. Jon Husted and report to the Board on the meeting.

**APPROVE TREASURER/CFO FINANCIAL REPORTS  
AND RECOMMENDATIONS #24-10-03**

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

**A. 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       |
|----------|--------------|-----------|--------------|-----------------------------------|----------------------------------------------|--------------|
| 09/11/23 | 07/20/23     | 96372     | 69143        | 1ST QTR TUITION SEPARATE FACILITY | INSIGHT BEHAVIORAL CONSULTING                | \$ 10,088.75 |
| 09/22/23 | 09/14/23     | 96378     | 69132        | TUITION SEPARATE FACILITY         | EDUCATIONAL SERVICE CENTER OF NORTHEAST OHIO | \$ 21,702.00 |

Ayes: Stang, Wakefield, Maiden, Sturgill  
Motion carried.

**APPROVE SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS #24-10-04**

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

**A. EMPLOYMENT OF PERSONNEL**

**1. 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. Kari Dove
- b. Ashley Hartman

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**2. EMPLOY 2023-2024 KEY CARE TUTORS**

The Superintendent recommends employment of the following individuals as Key Care Tutor for the 2023-2024 school year as well as the summer, at \$22.00, per time sheet, on an as needed basis.

- a. Alexandra Cores
- b. Erin Elizabeth Strang

**3. 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. Dawn Fievet
  - Cafeteria - \$12.57/hr.
  - Monitor - \$11.93/hr.
  - Paraprofessional – Special Needs - \$11.93/hr.
- b. Reginal Hetsler
  - Bus Driver - \$16.04/hr.
- c. Elizabeth Masavage
  - Cafeteria - \$12.57/hr.

**4. EMPLOY 2023-2024 CERTIFICATED TUTOR**

The Superintendent recommends employment of the following individual on a limited one (1) year contract commencing with the 2023-2024 school year, subject to completion of all state and local requirements, at tutor rate per the KLEA Negotiated Agreement, per time sheet, not to exceed 150 days, for the building and hours as listed:

- a. Matthew Ferraton – KMS 5.25 hours per day effective 10/2/2023

**5. APPROVE CERTIFICATED TUTOR EXTENDED TIME**

The Superintendent recommends employing the following certificated tutor for extended time on an as needed basis, at tutor rate per the KLEA Negotiated Agreement for the 2023-2024 school year, per time sheet.

- a. Matthew Ferraton

**6. 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. Andrew Gibson – Head Varsity Girls’ Golf – Step 1 - \$2,793.70
- b. Scot Pataky – Head Seventh Football – Step 7 - \$4,190.55
- c. Kari Dove – Winter Faculty Manager – Step 7 - \$1,396.85
- d. Taylor Stefan – Head Freshman Girls’ Basketball – Step 2 - \$3,192.80
- e. Dennis Bartlett - Head 8<sup>th</sup> Grade Girls’ Basketball – Step 7 - \$4,190.55
- f. Christopher Vondruska – Head Varsity Wrestling - Step 7 - \$7,383.35
- g. Andrew Hoch – Junior Varsity Wrestling – Step 3 - \$3,591.90
- h. James Pycraft Jr. – Assistant Middle School Wrestling - Step 7 - \$3,791.45
- i. Ashley Hartman –Varsity Cheerleader Advisor – Winter – Step 3 - \$1,995.50
- j. Kristin Burden – Ticket Taker - \$20.00 Per Game
- k. Tracy Clarico – Ticket Taker - \$20.00 Per Game
- l. Amanda Goran – Ticket Taker - \$20.00 Per Game
- m. Terri Helbig – Ticket Taker - \$20.00 Per Game
- n. Alexis Kaczay – Ticket Taker - \$20.00 Per Game
- o. Leanne Miller – Ticket Taker - \$20.00 Per Game
- p. Stephen Ody – Ticket Taker - \$20.00 Per Game

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- q. Amy Shepherd – Ticket Taker - \$20.00 Per Game
- r. Staci Rapson – Outdoor Learning Camp - \$100.00
- s. Donna Smith – Outdoor Learning Camp - \$100.00
- t. Anita Cutler – Outdoor Learning Camp - \$300.00
- u. Kathryn Dillen – Outdoor Learning Camp - \$300.00
- v. Suzanne Healy – Outdoor Learning Camp - \$300.00
- w. Anne Paulchell – Outdoor Learning Camp - \$300.00
- x. Jennifer Wooten – Outdoor Learning Camp - \$300.00

#### **7. APPROVE VOLUNTEERS**

The Superintendent recommends approving the following individuals 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. Thomas Moran – Bowling
- b. Chad Elliott – Boys’ Basketball
- c. Shannon Heffernan – Dance
- d. Luke Forthofer – Girls’ Basketball

Ayes: Stang, Wakefield, Maiden, Sturgill

Motion carried.

#### **APPROVE OTHER BUSINESS AND SUPERINTENDENT’S RECOMMENDATIONS #24-10-05**

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

#### **A. APPROVE SCHOOL PANTRY DISTRIBUTION SITE**

##### **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.

#### **B. APPROVE KEYSTONE EMPOWERS YOU (KEY) MOU**

The Superintendent recommends approving the Memorandum of Understanding between Lorain County Public Health, Elyria Public Library, Keystone Local School District, Keystone Pointe, LaGrange Global Methodist Church, LaGrange Township, Penfield Township, United Way of Greater Lorain County, and the Village of LaGrange as presented.

Ayes: Wakefield, Stang, Maiden, Sturgill

Motion carried.

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

#### **A. 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

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

##### **1. District Chicken Coop and Run**

Jennifer Maiden - I'm not sure if Mr. Trego is aware of the responsibilities that the maintenance department will end up dealing with.

Traci Krone - Staff and/or PTA will clean the coop and no students under 3<sup>rd</sup> grade will be allowed near the coop.

Kimberly Sturgill - Concerned that this will be more of a trouble and is a big job to keep everything clean.

Daniel White - Went through the policy and discussed that after the chickens were hatched, the coop would allow the students to see the growth of the chickens until the end of the school year. At the end of the year, the chickens would then go home with accepting families.

James Wright - This is a domino effect, that the grants typically purchase the materials but, in the end, the school maintenance department ends up taking care of them.

Patricia Wakefield - I would like to find out more information and then revisit this policy.

Donna Hurst - Is there a policy about secluding a student for 5 hours? I have reported this to the principal. My son was put in a room by himself for 5 hours after getting caught with a vape pen and no knowledge of what was in the pen. This is a big safety issue and I wasn't notified until 1 p.m.

Paul Strong - We need to stop the interrogation of students.

Tabitha Todd - Commented that a principal spoke to their child after a letter was put in their file years ago for the parent to be present during any investigation. She wanted to know why this happened if it's part of her child's educational file.

Kaylee Devore - Is there a policy on the number of times a student can be questioned during an investigation? Could the Board look at the tardy policy and the idea that it should apply to every student and not focus more on the athletes.

##### **2. BDDG**

Adam Hines - I would like to see more electronics to aid in the recording of minutes since it's difficult to hear everyone who is speaking.

##### **3. IGAC**

##### **4. IGCH**

Adam Hines - The eligibility to enter the CCP program has to meet one of the 5 requirements in the policy. Once a student is eligible to be in CCP, the college determines the requirements per course.

##### **5. IGDJA**

Kimberly Sturgill - Do we remove "Draw the Line"?

##### **6. IGDJA-E**

Agreed to remove "Draw the Line" type of testing and stick with random testing.

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7. IND/INDA

Discussion on the pledge of allegiance permissions and the district encourages but doesn't mandate students recite it.

8. JED

Discussion of acceptable absences and recommendation from OSBA. The district is not responsible for tracking COVID absences.

9. JHG

Cleaning up the language based on OSBA's recommendations.

10. LEC

Same as IGCH

11. LEC-R

Same as IGCH

**C. Policies and Regulations – Second Reading**

1. EBC

Following up on questions from the previous meeting, Daniel White answered the questions from OSBA. The policy is derived from law but a parent does have the option to remove their child from participating in safety drills. In the event of an actual emergency, the staff are trained to make sure all of the students will be accounted for and protected.

2. EFH

Allergies would be compiled by each building and our Food Service Department would work with a registered dietician to compile a list of acceptable foods at each building.

3. IGAE

Daniel White followed up with a prior question on educating our students on the effects of screen time and social media. OSBA recommended that we implement it to our curriculum where appropriate.

Amanda Goran would like some clarification on when the additional curriculum topics should be taught and will provide the Board with more information at the next meeting.

4. IGCH-R

5. JFCK

Daniel White followed up with some questions regarding cell phones in the elementary.

Jacob Alferio clarified that the cell phones are to be in the students' lockers during the day.

Unidentified Audience Member #6: Will that include smart watches?

Paul Strong - What are the consequences of violating school policy?

Amanda Goran and Daniel White explained that the consequences could vary based on prior offenses and/or remediations.

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#### ADMINISTRATIVE REPORTS - NONE

#### SUPERINTENDENT COMMITTEE REPORTS - NONE

#### COMMENTS/CONCERNS

##### Board Members:

Devin Stang - Appreciate the community input and support.

Kim Sturgill - We appreciate the input from the community. If you have any concerns, please let us know or contact the building administrator or superintendent so they can relay the information to the Board.

##### Public:

Paul Strong - If a student threatens another student via text after school, does school policy still apply?

##### Superintendent:

Daniel White stated that if the threat or violence happens during an extracurricular event, whether it's on our campus or another school campus, it's still applicable for school policy.

Mike and Kaley Devore continued the discussion on different scenarios of threats and violence on school property and when does the school have to apply school policy and when does the police need to intervene.

##### Board Members & Superintendent:

Jennifer Maiden, Daniel White and Kimberly Sturgill responded on the specifics with each scenario and encouraged anyone to let the administration and/or law enforcement of any threats or violence.

##### Public:

Lauren St. Peter – Vice President of KES PTA would like to invite everyone to the PTA meeting at 6 p.m. on 11/2/23 in the KES Library.

#### EXECUTIVE SESSION #24-10-06

Moved by Stang, second by Maiden to adjourn to Executive Session under ORC 102.03 and ORC 121.22 for 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: Stang, Maiden, Wakefield, Sturgill  
Motion carried.

Executive Session 9:25 p.m. Return to Open Session 10:41 p.m.

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**ADJOURNMENT #24-10-07**

Moved by Stang, second by Maiden to adjourn the regular meeting at 10:41 p.m.

Ayes: Stang, Maiden, Wakefield, Sturgill  
Motion carried.

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Kimberly Sturgill, President

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Adam Hines, Treasurer/CFO