MINUTES OF KEYSTONE BOARD OF EDUCATION

REGULAR MEETING HELD AUGUST 15, 2016

President Renee Mezera called the meeting to order at 6:00 p.m.

Board Members in Attendance:

Deborah Melda, Renee Mezera, Ronald Sheldon, Patricia Wakefield, Dennis Walter

Public Persons in Attendance: Franco Gallo, Michael Resar, David Kish, James Kohler, Jessica Tafe, Antonietta Filut, Jacob Alferio, Maura Neville, Jacqueline Vance, Jody White, Cindy Miller

The Pledge of Allegiance to the United States of America was recited by those present.

APPROVAL OF MINUTES #17-08-01

Moved by Wakefield, second by Walter to dispense with the reading of the minutes of the regular meeting on Monday, July 18, 2016. The minutes were distributed as required by law and, shall be approved as presented.

Ayes: Wakefield, Walter, Melda, Sheldon, Mezera

Motion carried.

APPROVAL OF AGENDA #17-08-02

Moved by Walter, second by Wakefield to approve the agenda as presented with corrections.

Ayes: Walter, Wakefield, Melda, Sheldon, Mezera

Motion carried.

AUDIENCE PARTICIPATION

RECOGNITION AND HEARING OF VISITORS – NONE INPUT FROM STAFF – NONE

Dave Kish, Director of Curriculum and Instruction – State Report Card- Overall District Achievement and K-3 Literacy

APPROVE FINANCIAL REPORTS #17-08-03

Moved by Sheldon, second by Melda to approve the financial reports, including investments, for July 2016, as presented.

Ayes: Sheldon, Melda, Wakefield, Walter, Mezera

Motion carried.

FY2017 ACTIVITY BUDGETS #17-08-04

Moved by Wakefield, second by Walter to approve the below budgets for the FY2016 school year.

KHS

Academic Challenge Environmental Club

Class of 2017 – Senior FCCLA

Class of 2018 – Junior National Honor Society

Class of 2019 – Sophomore School Store Class of 2020 – Freshmen Spanish

Comic Book Club Student Council
Dance Team Club Yearbook
Drama/Speech Youth 4 Youth

KMS

Memory Book (Yearbook) Special Education School Store Student Council

Athletics – KHS and KMS

Ayes: Wakefield, Walter, Melda, Sheldon, Mezera,

Motion carried

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APPROVE PRINCIPAL BUDGETS #17-08-05

Moved by Melda, second by Sheldon to approve the following budgets for FY2017.

PRINCIPAL FUNDS

KES Principal Fund

KES Principal Pop Fund

KMS Principal Fund

KMS Principal Pop Fund

Camp NuHop

KHS Principal Fund

KHS Principal Pop Fund

Washington DC

Book Club

Ayes: Melda, Sheldon, Wakefield, Walter, Mezera

Motion carried.

APPROVE PROFESSIONAL DEVELOPMENT STIPENDS #17-08-06

Moved by Wakefield, second by Walter to approve the stipend of \$100 per day for the below staff members for participation in professional development to be paid from Title IIA Federal Funds.

August 16, 2016 – Kindergarten Fundations – Storytown Unit Creation and Mapping

Brooke Adkins, Hannah Folley, Cynthia Mahilo, Allison Smith, Jillian Terranova

August 19, 2016 - KRA Training

Brooke Adkins, Allison Smith

August 22, 2016 – BLT Reorganizing for 2016-2017

Jamie Cendrosky, Kevin Fox, Donna Knight, Kelly Marxen, Mark Sobel, Kimberly Sturgill

Ayes: Wakefield, Walter, Melda, Sheldon, Mezera

Motion carried.

TRANSFER OF FUNDS AND RETURN OF ADVANCES #17-08-07

Moved by Walter, second by Wakefield to approve the transfers and return of advances as recommended below.

<u>Transfers</u>

From: To: Amount: General Fund (001) Severance Fund (035) \$ 100,000.00

Advances

 From:
 To:
 Amount:

 IDEA Part B (516 9916)
 General Fund (001)
 \$ 110,000.00

 Title IA (572 9916)
 General Fund (001)
 \$ 15,000.00

 Title IIA (590 9916)
 General Fund (001)
 \$ 3,000.00

Ayes: Walter, Wakefield, Melda, Sheldon, Mezera,

Motion carried.

EMPLOY CLASSIFIED SUBS FOR THE 2016-2017 SCHOOL YEAR #17-08-08

Moved by Melda, second by Sheldon to employ the below 2016-2017 classified substitutes for the positions and hourly rates noted, pending all record checks and completion of state and local requirements.

• Steffanie Bynum

Cafeteria - \$10.43/hr. Cleaning - \$9.49/hr.

Monitor - \$9.88/hr.

• Anita Galinsky James

Bus Driver - \$12.96

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Melanie Ternes

Monitor - \$9.88/hr. Paraprofessional—Special Needs - \$9.88/hr. Secretary — \$11.68/hr.

Ayes: Melda, Sheldon, Wakefield, Walter, Mezera

Motion carried.

APPROVAL TO RESCIND EXTRA DUTY CONTRACT #17-08-09

Moved by Sheldon, second by Melda to rescind the below listed extra duty contract for the 2016-2017 school year.

• Bryan Solomon- Head Seventh Football - Step 2 – 50% - \$1,229.27

Ayes: Sheldon, Melda, Wakefield, Walter, Mezera

Motion carried.

EMPLOY 2016-2017 EXTRA DUTY PERSONNEL #17-08-10

Moved by Melda, second by Sheldon to approve the employment of the following individuals on extra duty contracts for the 2016-2017 school year, pending all record checks and completion of state and local requirements.

- Chad Elliott Head Eighth Football Step 3 \$2,458.54
- Albert Trego Head Varsity Volleyball Step 5 \$4,741.47
- Benjamin Pyles Assistant Seventh Football Step 3 \$2,107.32
- Bryan Solomon Head Seventh Football Step 2 \$2,458.54
- Eric Morgan Assistant Varsity Football Step 1 \$3,160.98
- Kevin Wacker Fall Faculty Manager Step 4 \$1,229.27
- James Austin Fall Faculty Manager Step 2 \$1,229.27
- Gina Gibson Senior Class Advisor Step 7 \$2,458.54
- Catherine Stratton Junior Class Advisor Step 4 \$2,107.32
 Shannon Heffernan Sophomore Class Advisor Step 2 \$1,159.02
- Di-ilia Tartila Faratanan Class Admiran Ctan 7 61 475 12
- Philip Tuttle Freshman Class Advisor Step 7 \$1,475.12
- David Jones Jr. HS Student Council (50%) Step 7- \$1,580.49
- Jennifer Fehlan-Jones HS Student Council (50%) Step 7 \$1,580.49
- Michael Hogue HS Yearbook Advisor- Step 7 \$3,863.42
- DeNita Tuttle HS Play Director (Drama) Step 7 \$2,809.76
- Thomas Habenicht Academic Challenge Step 4 \$1,931.71
- Kevin Wacker Comic Book Club Step 2 \$878.05
- Andrea Catanzarito National Honor Society Advisor Step 2 \$1,229.27
- Brett Benzin- HS Instrumental Contest Director Step 2 \$1,580.49
- Brett Benzin HS Instrumental Performance Step 2 3 @ \$140.48 = \$421.44
- Brett Benzin HS Marching/Pep Band Step 2- \$4,565.86
- Brett Benzin Instrumental Parade Days Step 2 3 @ \$175.61= \$526.83
- Brett Benzin MS Instrumental Contest Director Step 2 \$1,580.49
- Brett Benzin MS Instrumental Performance Step 2 3 @ \$140.48 = \$421.44
- Bethany Pearce Vocal Contest Director Step 4 \$2,107.32
- Bethany Pearce HS Vocal Performance Step 4 5 @ \$140.48 = \$702.40
- Bethany Pearce MS Vocal Performance Step 4 3 @ \$140.48 = \$421.44
- Anne Paulchell ES Vocal Performance Step 1- 6 @ \$140.48 = \$842.88
- Suzanne Healy Middle School Student Council (33.33%) Step 4 \$643.83
- Staci Rapson Middle School Student Council (33.33%) Step 1 \$409.71
- Kristin Zatik Middle School Student Council (33.33%) Step 1 \$409.71
- Kathryn Dillen Middle School Memory Book Step 2 \$1,580.49
- Paula Perhot Website Maintenance Step 7 \$5,268.30

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- Paula Perhot District Communications Step 7 \$5,268.30
- Donna Knight Gifted Coordinator Step 2 \$8,429.28
- Philip Tuttle Lead Mentor Teacher \$1,900.00
- Kristen Campbell Mentor Teacher Kelly Marxen \$1000.00
- Kristen Campbell Mentor Teacher Leslie Shewalter \$1000.00
- Amanda Goran Mentor Teacher Ashley Trenchard \$1000.00
- Jill Hetsler Mentor Teacher Chandler Ashbaugh \$1000.00
- Michael Hogue Mentor Teacher Leanne Miller \$1000.00
- Allison Johnson Mentor Teacher Brooke Adkins \$1000.00
- Julie Sigmund Mentor Teacher Victoria Smith \$1000.00
- Kevin Wacker Mentor Teacher Jessica Hodge \$1000.00
- Kim Sturgill District RESA Facilitator Holly Gross, Allison Smith 2 @ 500.00 = \$1,000.00

Ayes: Melda, Sheldon, Wakefield, Mezera

Abstain: Walter Motion carried.

APPROVE VOLUNTEER #17-08-11

Moved by Wakefield, second by Walter to approve the below listed individual as a volunteer for the 2016-2017 school year for the position indicated, pending all record checks and completion of state and local requirements.

Shannon Heffernan – Dance Team

Ayes: Wakefield, Walter, Melda, Sheldon, Mezera

Motion carried.

APPROVE SUBSTITUTE TEACHERS 2016-2017 #17-08-12

Moved by Melda, second by Walter to approve the following listed certified substitute teachers for the 2016-2017 school year, on an as needed basis, compensation at \$90.00 per day (\$45.00 per half day) pending completion of all state and local requirements.

> Shelby Adams Barbara Anderson Linda Bailosky Christine Baranek Haley Bednarski **Bradley Beller** Gary Boron Dennis Bodzash Christina Brabec Deborah Bousek James Burgett Stephanie Calhoun Suzanne Camp Ruth Campbell Jonathan Cheatham **Gregory Cross** Kevin Csubak Jacquelyn Denger Jessica Dindia Jacob DeSmit John Dobson Pamela Gamble Kara Gill John Gillespie Thomas Glunt Mary Ann Golski Joseph Guth Michelle Hall Maryterese Hendrickson **Brent Hodkey** Nathan Holaway Julia Hruby Jill Janidlo Holly Jaycox Alexandra Jones Sandra Kearney Suzanne Leffew Daniel Lopez Christina McCartney Jason Maiher

James McCullough Hope Miller

Lola Britney Patterson-Baumhauer Laura Parker

Catherine Pennington Monica Ralph Abby Sayers Jonathan Renuart Kathleen Schreiber Dana Schultz Christina Shaw Bernadette Siefker Amanda Smith Elizabeth Solt Janet Sorrell Karen Sprague

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Jenna Stack Alyson Standen
Salena Stewart Kelsey Stitt
Adele Straub Andreana Sudano

Yvonne Tinney
Amanda Turza
Peacenlyn Wells
Leann Wildenheim

Andreana Sudanc
Melinda Tucker
Joseph Vogel
David Whelpley
Joel Wilmer

Adrienne Wood

Ayes: Melda, Walter, Sheldon, Wakefield, Mezera

Motion carried.

ACCEPT CERTIFIED RESIGNATION #17-08-13

Moved by Wakefield, second by Sheldon to accept the following certified resignation.

• Shelley McKenzie (Wyzynski) – KES Music Teacher - effective July 26, 2016

Ayes: Wakefield, Sheldon, Melda, Walter Mezera

Motion carried.

ACCEPT CLASSIFIED RESIGNATIONS #17-08-14

Moved by Sheldon, second by Melda to accept the below classified resignation.

- Wendy Johnson Bus Driver effective end of day, June 24, 2016
- Cody Polen Bus Driver effective end of day, August 8, 2016

Ayes: Sheldon, Melda, Wakefield, Walter, Meazera

Motion carried.

APPROVE FAMILY MEDICAL LEAVE ACT – AMY HOOPINGARNER #17-08-15

Moved by Wakefield, second by Melda to approve the absence for Amy Hoopingarner under the Family Medical Leave Act for the period on or about July 4, 2016 through on or about September 23, 2016.

Ayes: Wakefield, Melda, Sheldon, Walter, Mezera

Motion carried.

APPROVE FAMILY MEDICAL LEAVE ACT-PAULA TERRY #17-08-16

Moved by Melda, second by Sheldon to approve the absence for Paula Terry under the Family Medical Leave Act for the period on or about July 27, 2016 through on or about September 6, 2016.

Ayes: Melda, Sheldon, Wakefield, Walter, Mezera

Motion carried.

APPROVE SALARY RECLASSIFICATIONS – CERTIFIED #17-08-17

Moved by Wakefield, second by Walter to approve the following change in salary schedule placement for the 2016-2017 school year due to continuing education.

• Jamie Cendrosky from MA Step 13 to MA+30 - Step 13

Ayes: Wakefield, Walter, Melda, Sheldon, Mezera

Motion carried.

EMPLOY 2016-2017 CERTIFICATED/LICENSED STAFF #17-08-18

Moved by Sheldon, second by Melda to employ the below listed individual on a limited one (1) year contract commencing with the 2016-2017 school year, subject to completion of all state and local requirements, compensation per appropriate salary schedule (ORC 3319.11).

• Anne Paulchell – KES Music Teacher – Step 4 BA - \$41,303.00

Ayes: Sheldon, Melda, Wakefield, Walter, Mezera

Motion carried.

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APPROVE 2016-2017 LUNCH PRICES #17-08-19

Moved by Melda, second by Sheldon, to approve the following lunch and breakfast prices for the 2016-2017 school year.

Breakfast

	<u>Regular Lunch</u>	Milk
Keystone HS	\$2.80/lunch	\$.50
Keystone MS	\$2.80/lunch	\$.50
Keystone ES	\$2.65/lunch	\$.50
Adult	\$3.20/lunch	\$.50

Ayes: Melda, Sheldon, Wakefield, Walter, Mezera

Motion carried.

APPROVE SPECIAL EDUCATION CONTRACT #17-08-20

\$1.50/breakfast

Moved by Melda, second by Wakefield to approve the following special education service contracts for the 2016-2017 school year.

- E.J.Q. Home Health Care, Inc.
- Lorain County Board of Mental Health
- Optimal School Thereapy, LLC
- STEPS Academy 2 contracts

Ayes: Melda, Wakefield, Sheldon, Walter, Mezera

Motion carried.

APPROVE SCHOOL FEES #17-08-21

Moved by Melda, second by Sheldon to approve the below fees for KHS, KMS & KES for the 2016-2017 school year.

Keystone High School

ART:		
Art I	8.00	
Art II	8.00	
Ceramics	10.00	
Ceramics II	10.00	
Drawing	7.00	
Painting	10.00	
Studio Art	Sem. 1 10.00	Sem. 2 10.00
BUSINESS FEES:		
Broadcast Media	Sem. 1 10.00	Sem. II 10.00
Computer Application	6.00	
Computer Programming	6.00	
ENGLISH FEES:		
English 9 Grammar Workbook	13.00	
SPANISH WORKBOOK FEES: (Subject to change)		
Spanish I Workbook	15.30	
Spanish II Workbook	15.30	
Spanish III Workbook Honors	15.30	
Spanish IV Workbook Honors	15.30	

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FAMILY AND CONSUMER SCIENCE FEES;

FCCLA Dues (Must be paid once in addition to Con. Sci. course fee)	12.00
Culinary Fundamentals	25.00
Global Foods	25.00
SCIENCE FEES:	

SCIENCE FEES:				
Biology	Sem. 1	15.00	Sem. 2	15.00.
Chemistry I	Sem. 1	12.00	Sem2	12.00
Environmental Science	Sem. 1	15.00	Sem. 2	15.00
Honors Anatomy/Physiology	Sem. 1	20.00		
Physical Science	Sem. 1	9.00	Sem. 2	9.00
Physics	Sem.1	9.00	Sem. 2	24.00

MISCELLANEOUS: All Grade level fees are 11.55. Freshman Advisor-Mr. Tuttle, Sophomore-Miss Heffernan, Junior-Miss Stratton, Senior- Mrs. Gibson

Keystone Middle School

6^{th} grade = \$70

Math workbook \$11

Social Studies workbook \$16

Science lab fee = \$5

Educational Magazines/Supplements = \$10

Student Planner = \$5

Art Fee = \$8

Consumables = \$15

7^{th} grade = \$50

Science lab fee = \$11

Educational Magazines/Supplements = \$11

Student Planner = \$5

Art Fee = \$8

Consumables = \$15

Additional Fees

 $\overline{Band} = \$8$

$8^{th} grade = 50

Science lab fee = \$11

 $Educational\ Magazines/Supplements = \11

Student Planner = \$5

Art Fee = \$8

Consumables = \$15

Additional Fees

Art 1 = \$8

Spanish 1 = \$15

Physical Science = \$18

 $\mathbf{Band} = \$8$

Keystone Elementary School

Kindergarten \$60

1st Grade \$60

2nd Grade \$60

3rd Grade \$60

4th Grade \$60

5th Grade \$60

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Ayes: Melda, Sheldon, Wakefield, Walter, Mezera

Motion carried.

APPROVE POLICIES AND REGULATIONS #17-08-22

Moved by Wakefield, second by Walter to approve the above Board Policies and/or Regulations.

AFCA (also (GCNA) – Evaluation of School Counselors

Ayes: Wakefield, Walter, Melda, Sheldon, Mezera

Motion carried.

APPROVE PARTNERSHIP WITH CLEVELAND STATE UNIVERSITY FOR DUAL ENROLLMENT #17-08-23

Moved by Sheldon, second by Melda to approve the Dual Enrollment Partnership with Cleveland State University as presented, effective July 1, 2016 through June 30, 2017.

Ayes: Sheldon, Melda, Wakefield, Walter, Mezera

Motion carried.

<u>APPROVE RESOLUTION FOR AWARDING ABATEMENT/DEMOLITION</u> <u>CONTRACT FOR CFAP PROJECT #17-08-24</u>

Moved by Sheldon, second by Melda to approve the below Resolution as presented.

Rationale:

- 1. Seven (7) bids were received on July 13, 2016, for selective asbestos hazard abatement and partial demolition of the former Liberty Elementary School building located at 301 Liberty Street, which is being partially demolished as part of the co-funded CFAP project, based upon specifications prepared by FMD Architects, Inc.
- 2. The apparent low bid was submitted by Master Renovations, Inc. in the base bid amount of \$173,300.00.
- 3. FMD Architects, District Administration and the Ohio Facilities Construction Commission met with representatives of Master Renovations, Inc. to verify that the bidder included the specified work, equipment, and materials in the bid amount, and to evaluate the experience and qualifications of the bidder to perform the specified work, and the apparent low bidder information was submitted for quality construction review to the Ohio Facilities Construction Commission (OFCC) as required for co-funded projects.
- 4. The review period after submission having passed with no comments from the OFCC that would prevent award of the contract, FMD Architects has prepared a letter of recommendation for award of the abatement and demolition contract, subject to approval of the OFCC, as the contracting agent for the Ohio School Facilities Commission, to Master Renovations, Inc. which has been determined to have submitted the lowest responsible bid for the specified work, in the amount of \$173,300.00
- 5. OFCC is in the process of preparing the contract for the work.
- 6. The Ohio Revised Code includes requirements that apply to the disposal of school property, and the Superintendent and Treasurer have worked with legal counsel to comply with any applicable requirements.

NOW, THEREFORE, BE IT RESOLVED by the Keystone Local School District Board of Education as follows:

1. Based upon the recommendation provided by FMD Architects, the contract for selective asbestos and partial demolition work at the former Liberty Elementary School building is awarded to Master Renovations, Inc. as the lowest responsible bidder for the specified work in the total amount of

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\$173,300.00. This contract award by the Board is subject to the approval of the OFCC, and no property right in the contract will be created until the contract is signed by the Master Renovations, Inc. and the Board representatives and approved by the OFCC.

- 2. The Board President, Superintendent, and Treasurer, or any one of them, are authorized to sign a contract between the Board and Master Renovations, Inc. for the specified work, and any related documents, to document the award of the contract in the amount of \$173,300.00, after approval of the contract is given by OFCC and the prepared contract has been provided by OFCC; this contract award is contingent upon approval by the OFCC, the School District Board and OFCC signing the contract prepared by OFCC, and the contractor providing all required supporting documentation to the Board, through FMD Architects.
- 3. FMD Architects is authorized to issue a notice of award to Master Renovations, Inc. directing it to begin the submittal process with the Ohio EPA and any other governmental agency for permits required before work can begin.
- 4. This action is in conformance with all applicable requirements of ORC Section 3313.41.

Ayes: Sheldon, Melda, Wakefield, Walter, Mezera Motion carried.

APPROVE RESOLUTION FOR TRAVEL RELATED TO OFFICIAL DUTIES WHILE SERVING OSBA #17-08-25

Moved by Sheldon, second by Walter to approve the below Resolution as presented.

Whereas, the Keystone Local School District is a member of the Ohio School Boards Association (OSBA); and

Whereas, the OSBA is an association created for the purpose of fulfilling and advancing the District statutory mandate by working for the general advancement of public education in Ohio, for the desirable and efficient working relationships among boards of education, school administrators, teachers and the public, and to maintain channels for exchange of ideas among and distribution of information to school districts to provide better and more effective public service to public schools; and

Whereas, Board Member Deborah Melda will serve on a committee of the OSBA in the year of 2016; therefore

NOW BE IT RESOLVED that the Keystone Board of Education determines that Deborah Melda's service as a committee member of the OSBA, and travel in the role, is related to her official duties as a member of the Board of Education; and

That any travel expenses paid for Deborah Melda's travel to OSBA conferences, seminars, and similar events during the Year of 2016 - 2017 are ordinary, customary and necessary provided that the travel expenses are the lesser of: (1) the amount that Keystone School District allows to be reimbursed for travel to the destination; or (2) the current per diem rate set by the United States General Services Administration for travel to the destination.

Ayes: Sheldon, Walter, Wakefield, Mezera

Abstain: Melda Motion carried.

APPROVE TREASURER/CFO CONTRACT #17-08-26

Moved by Sheldon, second by Melda to re-employ Michael Resar Sr. as Treasurer/CFO for a period commencing on the 1st day of August 2017 and ending on the 31st day of July, 2022 pursuant to the terms and conditions of the Treasurer/CFO's contract as presented.

Ayes: Sheldon, Melda, Wakefield, Walter, Mezera

Motion carried.

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APPROVE INNER CIRCLE FITNESS AGREEMENT #17-08-27

Moved by Melda, second by Walter to approve an agreement with Inner Circle Fitness for the 2016-2017 school year as presented.

Ayes: Melda, Walter, Sheldon, Mezera

Abstain: Wakefield Motion carried.

FUTURE BOE MEETINGS @ 6:00 p.m.

- 1. Monday, September 19, 2016 Regular Meeting–KHS Conference Room
- 2. Monday, October 17, 2016 Regular Meeting KMS Cafeteria
- 3. Monday, November 21, 2016 Regular Meeting KHS Conference Room

COMMENTS/CONCERNS

Board Members:

Dennis Walter - "The state failed to recognize there was an EMIS reporting error and would not correct it despite it negatively affecting our scores. It is disappointing that they will not correct it and that our scores will appear to be much worse than they should be."

- "ECOT does not have to provide documentation to support the amount of funding they receive. The deck is stacked against K-12 schools and are made to benefit charters."

Patricia Walter - "I agree with Dennis."

EXECUTIVE SESSION #17-08-28

Moved by Sheldon, second by Walter to adjourn to Executive Session under ORC 121.22 and ORC 4117.21 for the purpose of appointment, employment, dismissal, discipline, promotion, demotion, compensation, matters related to employee bargaining negotiations and investigation of the charges/complaints (unless public hearing requested) of personnel. With possible action to follow.

Ayes: Sheldon, Walter, Melda, Wakefield, Mezera

Motion carried.

Executive Session 6:47 p.m. Return to Open Session 7:15 p.m.

APPROVE MAYS CONSULTING CONTRACTS #17-08-29

Moved by Sheldon, second by Melda to approve the Mays Consulting contracts as presented.

Ayes: Sheldon, Melda, Wakefield, Walter, Mezera

Motion carried.

ADJOURNMENT #17-08-30

Moved by Wakefield, second by Melda to adjourn the regular meeting at 7:19 p.m.

Ayes: Wakefield, Melda, Sheldon, Walter, Mezera Motion carried.

Renee Mezera, President Michael Resar, Treasurer/CFO