

RECORD OF PROCEEDINGS

MINUTES OF KEYSTONE BOARD OF EDUCATION

TAX BUDGET, ORGANIZATIONAL AND REGULAR MEETING
HELD JANUARY 11, 2016

President Pro-Tempore Ronald Sheldon called the meeting to order at 6:00 p.m.

The Tax Budget Hearing was held.

Board Members in Attendance:

Deborah Melda, Renee Mezera, Ronald Sheldon, Patricia Wakefield

Board Member, Dennis Walter not present

Public Persons in Attendance: Franco Gallo, Michael Resar, David Kish, James Kohler, Jessica Tafe, Antonietta Filut, Jacqueline Vance, Jody White, Tina Magel, Susan Kolar, Tracy Abfall

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

ELECTION OF PRESIDENT #16-01-01

Renee Mezera was nominated by Deborah Melda for President of the Keystone Board of Education. Moved by Melda, second by Mezera to close nominations for President.

Ayes: Wakefield, Mezera, Melda, Sheldon

Motion carried.

VOTE FOR PRESIDENT: Melda - Mezera, Mezera - Mezera, Sheldon - Mezera, Wakefield - Mezera.

ELECTION OF VICE PRESIDENT #16-01-02

Deborah Melda was nominated by Renee Mezera for Vice President of the Keystone Board of Education. Moved by Melda, second by Mezera to close nominations for Vice President.

Ayes: Wakefield, Melda, Mezera, Sheldon

Motion carried.

VOTE FOR VICE PRESIDENT: Melda - Melda Mezera - Melda, Sheldon - Melda, Wakefield - Melda.

Michael Resar, Treasurer/CFO administered the oath of office to Renee Mezera as President and Deborah Melda as Vice President.

Renee Mezera assumed the Presidency.

SET DATE, TIME, AND LOCATION OF REGULAR MEETINGS #16-01-03

Moved by Sheldon, second by Melda to establish the time of regular board meetings on the third Monday of each month at 6:00 p.m. at either the Keystone High School Conference Room or Keystone Middle School Cafeteria with the exceptions noted below:

1. Tuesday, February 16, 2016 (Tuesday due to Presidents' Day Holiday)

Ayes: Sheldon, Melda, Wakefield, Mezera

Motion carried.

ESTABLISH SERVICE FUND #16-01-04

Moved by Melda, second by Wakefield to approve the following resolution:

WHEREAS, Amended ORC 3315.15 provides for the setting aside from the general fund a sum not to exceed two dollars (\$2.00) for each child enrolled or five thousand dollars (\$5,000.00), whichever is greater; such sum of money to be known as

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the "Service Fund" to be used in paying the expenses of members of the board actually incurred in the performance of their duties when sent out of the school district.

NOW THEREFORE, BE IT RESOLVED that the Board of Education for the Keystone Local School District does hereby establish a Service Fund. Such fund to be set aside as an account within the General Fund, and there is hereby appropriated for the purpose of said Service Fund the amount of \$5,000.00. (Last Year Actual \$0.00)

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

**APPROVE SUPERINTENDENT COMMITTEE ASSIGNMENTS
AND REPRESENTATIVES #16-01-05**

Moved by Sheldon, second by Melda to give consideration to, and nominate its members to fill the standing Superintendent Committee assignments and representatives for the 2016 calendar year.

| | |
|-----------------------------|--------------------|
| KEEP | Deborah Melda |
| JVS Representative | Deborah Melda |
| Legislative Liaison | Renee Mezera |
| Student Achievement Liaison | Patricia Wakefield |
| Finance/Insurance Committee | Deborah Melda |
| | Dennis Walter |
| Buildings & Grounds | Deborah Melda |
| | Dennis Walter |
| Public Relations Committee | Renee Mezera |
| | Ronald Sheldon |
| Board Policy Committee | Renee Mezera |
| | Ronald Sheldon |

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

APPROVE STANDING AUTHORIZATIONS #16-01-06

Moved by Melda, second by Sheldon to adopt the below noted standing authorizations to allow for efficient financial management and full execution of duties by the Treasurer/CFO, President, and Superintendent:

- A) Advances on Tax Settlements: Authorization for the Treasurer/CFO to secure advances on local taxes from the County Auditor when funds are available and payable to the district.
- B) Investment of Inactive Funds: Authorization for the Treasurer/CFO to invest inactive funds at the market rate of return whenever inactive funds are available.
- C) Payment of Bills: Authorization for the Treasurer/CFO to pay all bills within the limits of the appropriations resolution as bills are received and when, if applicable, the merchandise has been received in good condition.
- D) Borrowing Authority: Authorization for the Treasurer/CFO and President to borrow funds, if needed, within the limitations established by state and federal law.
- E) Purchasing Agent: Authorize the Superintendent to serve as purchasing agent for the district.
- F) Employment of Personnel: Authorization for the Superintendent to employ such personnel as is needed subject to Board approval at the next regular meeting.
- G) Accept Resignations: Authorization for the Superintendent to accept resignations that have been submitted by employees during times when the Board is not in session; subject to Board approval at the next regular meeting.

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MINUTES OF KEYSTONE BOARD OF EDUCATION

TAX BUDGET, ORGANIZATIONAL AND REGULAR MEETING HELD JANUARY 11, 2016

- H) Approve Transfers, Advances, and Appropriation Modifications: Authorize the Treasurer/CFO to make transfers, advances, and modifications to appropriations, as needed.
- I) Prevailing Wage Coordinator: Authorize Treasurer/CFO to serve as prevailing wage coordinator for the school district.
- J) Settlement of Potential Claims: Authorize the Superintendent and Treasurer/CFO to take any and all actions to settle potential claims of \$5,000.00 or less (i.e. liability, contractual, etc.).
- K) Grants and Entitlements: Authorize the Superintendent to approve the application and acceptance for all grants and entitlements.
- L) Memorandums of Understanding: Authorize the Superintendent, Treasurer/CFO, and Board President to approve and sign Memorandums of Understanding between the Board of Education and KLEA or OAPSE.
- M) Agreements: Authorize the Superintendent, Treasurer/CFO, and Board President to approve and sign special education agreements for the education of and services for Keystone District special education students.

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

DESIGNATE LOCAL NEWSPAPER #16-01-07

Moved by Sheldon, second by Melda to follow Ohio Revised Code which states that each school district should designate a local newspaper as their official newspaper. Therefore, the Chronicle-Telegram will be designated as the official newspaper for Keystone Local Schools.

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

APPOINTMENT OF COORDINATORS #16-01-08

Moved by Melda, second by Sheldon to approve the listed coordinators:

| | |
|------------------|--|
| Franco Gallo | Civil Rights & Equal Opportunity Officer Sexual Harassment Grievance Officer |
| James Kohler | 504 & Title IX |
| Jessica Tafe | PowerSchool Coordinator |
| Toni Filut | Homeless Liaison |
| Maura Neville | Sexual Harassment Grievance Officer |
| Jacob Alferio | 504 Elementary and Middle School |
| Michael Smith | OSHA & ADA |
| Jacqueline Vance | 504 & IDEA Part B & AD |
| Jody White | Free and Reduced Lunch Verification Officer |
| Dave Kish | CCIP District Test Coordinator State and Federal Funds Coordinator (Title Programs) Ohio Improvement Process (OIP) Internal Facilitator |

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

RETAIN LEGAL COUNSEL #16-01-09

Moved by Sheldon, second by Melda to approve retaining the following law firms to provide legal services: O'Toole, McLaughlin, Dooley & Pecora, Co. LPA, Squire Patton Boggs LLP, Britton Smith Peters & Kalail Co.,LPA, and Bricker & Eckler LLP.

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

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APPOINT SUSPENSION/EXPULSION HEARING APPEAL OFFICER #16-01-10

Moved by Melda, second by Wakefield to appoint a legal representative of O'Toole, McLaughlin, Dooley & Pecora, Co. LPA as the Board's designee (hearing officer) in appeals to student suspensions and expulsions by the Superintendent, or designee.

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

REGULAR MEETING AGNEDA

SPECIAL EDUCATION PRESENTATION BY JACQUELINE VANCE, PUPIL SERVICES/SPECIAL EDUCATION DIRECTOR

APPROVAL OF MINUTES OF PRIOR MEETINGS #16-01-11

Moved by Sheldon, second by Melda to dispense with the reading of the minutes of the regular meeting on December 14, 2015. The minutes were distributed as required by law and, shall be approved as presented.

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

APPROVAL OF AGENDA #16-01-12

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

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

AUDIENCE PARTICIPATION

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

CURRICULUM CONRNER:

David Kish, Director of Curriculum and Instruction, presented K-3 Literacy, Prepared for Success, and Graduation Rate Report Card Data

APPROVE TAX BUDGET #16-01-13

Moved by Wakefield, second by Melda to approve the July 2016 through June 2017 tax budget as presented at the Tax Budget Hearing on January 11, 2016 at 6:00 p.m. in the Keystone Elementary School Media Center.

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

APPROVE FINANCIAL REPORTS #16-01-14

Moved by Sheldon, second by Melda to approve the financial reports, including investments for December 2015, as presented.

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

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**TAX BUDGET, ORGANIZATIONAL AND REGULAR MEETING
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THEN & NOW APPROVALS #16-01-15

Moved by Wakefield, second by Melda to approve Then & Now purchase orders in accordance with ORC 5705.41D.

| PO Date | Invoice Date | PO Number | Check Number | Desc. | Vendor | Amount |
|----------|--------------|-----------|--------------|--------------------------------|--------------------------------|-------------|
| 12/17/15 | 11/13/15 | 85997 | 985997 | TRACK LEASE PAYMENT | US BANK NA | \$69,366.64 |
| 12/15/15 | 11/18/15 | 86000 | 54459 | TELEPHONE CONTRACT-YEAR 3 OF 3 | TELETRONICS | \$ 3,763.00 |
| 12/22/15 | 11/30/15 | 86036 | 54514 | OSBA ANNUAL MEMBERSHIP DUES | OHIO SCHOOL BOARDS ASSOCIATION | \$ 4,797.00 |

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

EMPLOY 2015-2016 EXTRA DUTY PERSONNEL #16-01-16

Moved by Melda, second by Wakefield to employ the below individuals on extra duty contracts for the 2015-2016 school year, pending all record checks and completion of state and local requirements.

- Gregory Morgan - Head 8th Grade Girls' Basketball - Step 7 -\$3,651.27
- Courtney Trakas - Head 7th Grade Girls' Basketball - Step 4 -\$2,955.79

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

EMPLOY BLT PERSONNEL #16-01-17

Moved by Sheldon, second by Melda to employ the below listed individuals as BLT members on an as needed basis, per time sheet, at tutor rate for the 2015-2016 school year effective January 11, 2016 through June 2, 2016.

- Beth Branco – KES
- Donald Griswold – KHS

Ayes: Sheldon, Melda, Wakefield, Mezera
Motion Carried.

EMPLOY CLASSIFIED SUBS FOR THE 2015-2016 SCHOOL YEAR #16-01-18

Moved by Melda, second by Wakefield to employ the below 2015-2016 classified substitute for the position of and hourly rate noted.

- Melanie Ternes – Secretary - \$11.68/hr. – effective December 18, 2015

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

ACCEPT EXTRA DUTY RESIGNATION #16-01-19

Moved by Sheldon, second by Melda to accept the resignation of Mark Febel, Head Seventh Grade Football Coach effective December 23, 2015.

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

APPROVE SUBSTITUTE TEACHERS 2015-2016 #16-01-20

Moved by Sheldon, second by Wakefield to approve the following list of substitute teachers for the 2015-2016 school year, on an as needed basis, compensation at \$90.00 per day (\$45.00 per half day).

Jordan Hirth Jason Maiher Melinda Tucker
Chloe Little Kimberly Seekings

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

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APPROVE KEYSTONE LOCAL EDUCATION ASSOCIATION MOU #16-01-21

Moved by Wakefield, second by Melda to approve the MOU as presented concerning the Collective Bargaining Agreement between Keystone Local Education Association and Keystone Local School District.

Ayes: Wakefield, Melda, Sheldon, Mezera
Motion Carried.

APPROVE 2016-2017 DISTRICT CALENDAR – #16-01-22

Moved by Melda, second by Sheldon, approve the 2016-2017 Keystone Local Schools district calendar as presented.

Ayes: Melda, Sheldon, Wakefield, Mezera
Motion Carried.

ACCEPT DONATIONS #16-01-23

Moved by Sheldon, second by Melda to accept the following donations:

- Archie & Linda Ocheltree - \$20 to the Class of 2016
- SpaceBound, Inc. – Computer Chair valued at \$100.00

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

APPROVE OSBA ANNUAL SERVICE AGREEMENT #16-01-24

Moved by Melda, second by Wakefield to approve the OSBA Annual Membership for 2016 calendar year for the amount of \$4,797.00.

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

APPROVE 2016-2017 KHS COURSE GUIDE #16-01-25

Moved by Melda, second by Sheldon to approve the 2016-2017 KHS Course Guide as presented.

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

FUTURE BOARD MEETINGS – @ 6:00 P.M.

1. Tuesday, February 16, 2016 – Regular Meeting – KHS Conference Room
2. Monday, March 21, 2016 Regular Meeting – KMS Cafeteria
3. Monday, April 18, 2016 – Regular Meeting – KHS Conference Room

COMMENTS/CONCERNS

Board Members:


Ron Sheldon - We met with OSBA in 2 sessions for a total of 8 hours reviewing our BOE policies. It was a very informative process and will soon have our policies up to date.

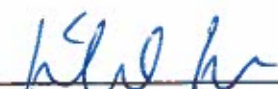
Public: None

ADJOURNMENT #16-01-26

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

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


Renee Mezera, President


Michael Resar, Treasurer/CFO

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MINUTES OF KEYSTONE BOARD OF EDUCATION

TAX BUDGET, ORGANIZATIONAL AND REGULAR MEETING HELD JANUARY 11, 2016

KEYSTONE LOCAL SCHOOL DISTRICT 2016-2017 TAX BUDGET

The Board of Education of said School District hereby includes the Annual Budget for the year commencing July 1, 2016 for consideration of the County Budget Commission.

BEHOLD THE COPY OF THIS BUDGET TO THE COUNTY BOARD BY JANUARY 2016

President of the Board

DATE: January 11, 2016

GENERAL FUND

| | | | | | | | | | |
|---|-----------------|-----------------|-----------------|-----------------------------------|-----------------|--------------------------------|-----------------|----------------------------|------------------|
| ESTIMATED UNENCUMBERED BALANCE JULY 1, 2016 | \$ 2,195,972.00 | REAL ESTATE TAX | \$ 7,828,000.00 | KEYSTONE FUND OR RESERVE BALANCES | \$ 6,400,637.00 | FISCAL YEAR ESTIMATED RECEIPTS | \$ 1,854,820.00 | TOTAL REVENUES | \$ 18,279,429.00 |
| | | | | | | | | ESTIMATED EXPENDITURES | \$ 17,260,000.00 |
| | | | | | | | | ENDING CASH (FUND) BALANCE | \$ 4,129,929.00 |

SPECIAL SERVICES

| | | | | | | | | | |
|---|---------------|-----------------|--|--------------------------------|-----------------|----------------|-----------------|----------------------------|---------------|
| ESTIMATED UNENCUMBERED BALANCE JULY 1, 2016 | \$ 267,000.00 | REAL ESTATE TAX | | FISCAL YEAR ESTIMATED RECEIPTS | \$ 1,878,531.00 | TOTAL REVENUES | \$ 1,947,931.00 | ESTIMATED EXPENDITURES | |
| | | | | | | | | ENDING CASH (FUND) BALANCE | \$ 267,931.00 |

EMERGENCY SERVICES

| | | | | | | | | | |
|---|------|-----------------|--|--------------------------------|--|----------------|--|----------------------------|------|
| ESTIMATED UNENCUMBERED BALANCE JULY 1, 2016 | \$ - | REAL ESTATE TAX | | FISCAL YEAR ESTIMATED RECEIPTS | | TOTAL REVENUES | | ESTIMATED EXPENDITURES | |
| | | | | | | | | ENDING CASH (FUND) BALANCE | \$ - |

DEBT SERVICE

| | | | | | | | | | |
|---|-----------------|-----------------|-----------------|--------------------------------|-------------|----------------|-----------------|----------------------------|-----------------|
| ESTIMATED UNENCUMBERED BALANCE JULY 1, 2016 | \$ 1,300,000.00 | REAL ESTATE TAX | \$ 1,498,000.00 | FISCAL YEAR ESTIMATED RECEIPTS | \$ 8,000.00 | TOTAL REVENUES | \$ 2,798,000.00 | ESTIMATED EXPENDITURES | |
| | | | | | | | | ENDING CASH (FUND) BALANCE | \$ 1,300,000.00 |

CAPITAL PROJECTS

| | | | | | | | | | |
|---|-----------------|-----------------|---------------|-----------------------------------|--|--------------------------------|---------------|----------------------------|-----------------|
| ESTIMATED UNENCUMBERED BALANCE JULY 1, 2016 | \$ 3,000,000.00 | REAL ESTATE TAX | \$ 752,000.00 | KEYSTONE FUND OR RESERVE BALANCES | | FISCAL YEAR ESTIMATED RECEIPTS | \$ 818,000.00 | TOTAL REVENUES | \$ 4,570,000.00 |
| | | | | | | | | ESTIMATED EXPENDITURES | \$ 4,480,000.00 |
| | | | | | | | | ENDING CASH (FUND) BALANCE | \$ 1,490,000.00 |

PARAMOUNT FUND

| | | | | | | | | | |
|---|------|-----------------|--|--------------------------------|--|----------------|--|----------------------------|------|
| ESTIMATED UNENCUMBERED BALANCE JULY 1, 2016 | \$ - | REAL ESTATE TAX | | FISCAL YEAR ESTIMATED RECEIPTS | | TOTAL REVENUES | | ESTIMATED EXPENDITURES | |
| | | | | | | | | ENDING CASH (FUND) BALANCE | \$ - |

CHILD SUPPORT

| | | | | | | | | | |
|---|---------------|-----------------|--|--------------------------------|---------------|----------------|---------------|----------------------------|---------------|
| ESTIMATED UNENCUMBERED BALANCE JULY 1, 2016 | \$ 345,000.00 | REAL ESTATE TAX | | FISCAL YEAR ESTIMATED RECEIPTS | \$ 608,000.00 | TOTAL REVENUES | \$ 953,000.00 | ESTIMATED EXPENDITURES | |
| | | | | | | | | ENDING CASH (FUND) BALANCE | \$ 308,000.00 |

MULTI-PURPOSE FUND

| | | | | | | | | | |
|---|--------------|-----------------|--|--------------------------------|-------------|----------------|--------------|----------------------------|--------------|
| ESTIMATED UNENCUMBERED BALANCE JULY 1, 2016 | \$ 25,000.00 | REAL ESTATE TAX | | FISCAL YEAR ESTIMATED RECEIPTS | \$ 3,000.00 | TOTAL REVENUES | \$ 28,000.00 | ESTIMATED EXPENDITURES | |
| | | | | | | | | ENDING CASH (FUND) BALANCE | \$ 21,000.00 |

RESERVE

| | | | | | | | | | |
|---|--------------|-----------------|--|--------------------------------|--------------|----------------|--------------|----------------------------|--------------|
| ESTIMATED UNENCUMBERED BALANCE JULY 1, 2016 | \$ 18,000.00 | REAL ESTATE TAX | | FISCAL YEAR ESTIMATED RECEIPTS | \$ 74,000.00 | TOTAL REVENUES | \$ 92,000.00 | ESTIMATED EXPENDITURES | |
| | | | | | | | | ENDING CASH (FUND) BALANCE | \$ 22,000.00 |

PLUMMER PURPOSE FUND

| | | | | | | | | | |
|---|-------------|-----------------|--|--------------------------------|--------------|----------------|--------------|----------------------------|-------------|
| ESTIMATED UNENCUMBERED BALANCE JULY 1, 2016 | \$ 7,900.00 | REAL ESTATE TAX | | FISCAL YEAR ESTIMATED RECEIPTS | \$ 25,700.00 | TOTAL REVENUES | \$ 33,600.00 | ESTIMATED EXPENDITURES | |
| | | | | | | | | ENDING CASH (FUND) BALANCE | \$ 8,700.00 |

| | | | | | | | | |
|--------------|---------------------------------------|------------------------------|-----------------------------------|---------------------------|-------------------------------|-------------------------------|---------------------------------|------------------------|
| TOTAL | \$ 4,871,972.00 | \$ 11,028,000.00 | \$ 6,400,637.00 | \$ - | \$ 27,300,609.00 | \$ 27,300,609.00 | \$ 21,740,971.00 | \$ 5,559,638.00 |
| | ESTIMATED UNENCUMBERED BALANCE | ESTIMATED TAX REVENUE | ESTIMATED STATE FOUNDATION | ESTIMATED RECEIPTS | TOTAL ESTIMATED BUDGET | ESTIMATED EXPENDITURES | ENDING CASH FUND BALANCE | |

