

**RECORD OF PROCEEDINGS**

**MINUTES OF KEYSTONE BOARD OF EDUCATION**

**REGULAR MEETING HELD OCTOBER 17, 2016**

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President Renee Mezera called the meeting to order at 6:01 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, Antonietta Filut, Maura Neville, Jacob Alferio, Jacqueline Vance, Jody White, Michael Smith

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

**APPROVAL OF MINUTES #17-10-01**

Moved by Sheldon, second by Melda to approve the minutes of the regular session on September 19, 2016. The minutes were distributed by law and, shall be approved as presented.

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

**APPROVAL OF AGENDA #17-10-02**

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

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

**CURRICULUM CORNER**

**David Kish**, Director of Curriculum and Instruction – State Report Card Update – Annual Measurable Objectives and Value Added

**APPROVE FINANCIAL REPORTS #17-10-03**

Moved by Wakefield, second by Walter to approve the financial reports, including investments, for September 2016, as presented.

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

**APPROVE FIVE YEAR FORECAST AND ASSUMPTIONS #17-10-04**

Moved by Sheldon, second by Melda to approve the Five Year forecast and assumptions as presented. (Attachment A)

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

**THEN & NOW APPROVALS #17-10-05**

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

PO Date	Invoice Date	PO Number	Check Number	Desc.	Vendor	Amount
09/01/16	08/31/16	87125	55892	SPANISH BOOKS FOR LCCC CLASS TAUGHT AT KHS	CENGAGE LEARNING. INC.	\$ 4,200.00
08/22/16	08/10/16	87047	55919	ENERGY BUS SCHOOL	THE JON GORDON COMPANIES	\$ 3,750.00

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

**APPROVE CLASSIFIED SUBSTITUTE RATES #17-10-06**

Moved by Melda, second by Sheldon to approve the below classified substitute rates effective 7/1/2016.

Bus Driver:	\$ 13.23	Library Paraprofessional:	\$ 10.29
Bus Mechanic:	\$ 14.29	Monitor:	\$ 10.08
Cafeteria:	\$ 10.64	Paraprofessional:	\$ 10.08
Cleaner:	\$ 9.69	Building Secretary:	\$ 11.92
Custodian/Maintenance:	\$ 13.23	Superintendent's Secretary:	\$ 17.83

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

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#### **APPROVE REPAYMENT AGREEMENT WITH WANDA FERJUTZ #17-10-07**

Moved by Wakefield, second by Walter to approve the Repayment Agreement with Wanda Ferjutz and Keystone Local Schools as presented.

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

#### **EMPLOY CLASSIFIED STAFF #17-10-08**

Moved by Sheldon, second by Melda to employ 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.

- Jessica Kobe – KMS Cleaner – Step 0 - \$9.99/hr. - 8 hrs./day – effective – 9/26/16
- Christine Metcalf – KHS Lunch Monitor – Step 0 - \$10.38 - 1.75/hrs./day - effective 9/29/16
- Todd Whitesel – District Custodian/Maintenance – Step 2 - \$14.64/hr.– 8 hrs./day - effective 10/3/16

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

#### **EMPLOY CLASSIFIED SUBS FOR THE 2016-2017 SCHOOL YEAR #17-10-09**

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

- Nita Cermak  
Custodian/Maintenance - \$12.96/hr. – effective 9/17/16
- Gary Feron  
Custodian/Maintenance - \$12.96/hr. – effective 9/24/16
- Jamie Flemming  
Cafeteria - \$10.43/hr.  
Cleaning - \$9.49/hr.
- Valerie Hood  
Bus Driver - \$12.96/hr.  
Cafeteria - \$10.43/hr.  
Monitor - \$9.88/hr.  
Paraprofessional – Library - \$10.08/hr.  
Paraprofessional – Special Needs - \$9.88/hr.  
Secretary - \$11.68/hr.
- Allison Nelson  
Cleaning - \$9.49/hr.
- Dawn Spangler  
Cleaning - \$9.49/hr.
- Laura Wickes  
Custodian/Maintenance - \$12.96/hr. – effective 9/17/16

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

#### **APPROVE SUBSTITUTE TEACHERS 2016-2017 #17-10-10**

Moved by Sheldon, second by Melda to approve the below 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.

Hannah Bescan	Hanna McMullen
James Cirata	Stella Milliron
Tyler Filiaggi	Jennifer Myers
Darryl Graves	Hilary Pollock
Allison Johnson	Lisa Price
Albert Junior	Kimberly Tafa
Melissa Keating	Ashley Trenchard

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

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##### **APPROVE WILDCAT ACADEMY TUTORS #17-10-11**

Moved by Melda second by Walter to approve the following staff to provide after school tutoring for students who are in the Wildcat Academy Program. The total amount of hours for Wildcat Academy Program will not exceed 2 total hours per teacher, per week. Teachers will be paid per time sheet at tutor rate (\$28.00/hr.).

Jean Branzel

Meghann Redd

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

##### **EMPLOY 2016-2017 EXTRA DUTY PERSONNEL #17-10-12**

Moved by Sheldon, second by Wakefield 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.

- Kathryn Dillen – Outdoor Learning Camp - \$300.00
- Kelly Marxen – Outdoor Learning Camp - \$300.00
- Staci Rapson – Outdoor Learning Camp - \$300.00
- Mark Sobel – Outdoor Learning Camp - \$300.00
- Kimberly Sturgill – Outdoor Learning Camp - \$300.00
- Jeffrey Holzhauser – Head Varsity Boys’ Basketball – Step 5 - \$6,321.96
- Rocky Houston – Junior Varsity Boys’ Basketball – Step 7 - \$4,741.47
- Chad Elliott – Freshmen Boys’ Basketball – Step 4 - \$3,336.59
- Gregory Morgan- Head 8<sup>th</sup> Boys’ Basketball – Step 7 - \$3,687.81
- Shawn Reed – Head 7<sup>th</sup> Boys’ Basketball – Step 1 - \$2,107.32

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

##### **APPROVE VOLUNTEER #17-10-13**

Moved by Melda, second by Wakefield 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.

- Chad Whitacre – Boys’ Basketball

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

##### **AMEND SUPPLEMENTAL CONTRACT #17-10-14**

Moved by Wakefield, second by Walter to approve amending the below supplemental contract for the following individual for the 2016-2017 school year.

- Anne Paulchell – KES Vocal Performances – from \$842.88 (6 KES performances @ 140.48 each) to \$421.44 (3 KES performances @ \$140.48 each) and \$421.44 (3 KMS performances @ 140.48 each)

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

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#### APPROVE OPES, OSCES AND OTES #17-10-15

Moved by Wakefield, second by Walter to approve the below Administrators for receiving credentials in the following areas.

<u>OPES</u>	<u>OSCES</u>	<u>OTES</u>
Antonietta Filut	Jacob Alferio	Jacob Alferio
Franco Gallo	Antonietta Filut	Antonietta Filut
David Kish	James Kohler	Franco Gallo
James Kohler		David Kish
Maura Neville		James Kohler
		Maura Neville
		Jessica Tafe
		Jacqueline Vance

Ayes: Wakefield, Walter, Melda, Sheldon, Mezera

Motion carried.

#### ACCEPT CLASSIFIED RESIGNATIONS #17-10-16

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

- Christine Minney – KES Lunch Monitor – effective end of day, October 7, 2016
- Paula Terry – KHS Cleaner – effective end of day, October 6, 2016

Ayes: Sheldon, Melda, Wakefield, Walter, Mezera

Motion carried.

#### APPROVE TRANSFER #17-10-17

Moved by Walter, second by Melda to approve the below transfer.

- Deborah Major from Keystone Elementary School Special Needs Paraprofessional to Keystone Middle School Cleaner effective October 5, 2016.

Ayes: Walter, Melda, Sheldon, Wakefield, Mezera

Motion carried.

#### RESCIND BLT PERSONNEL #17-10-18

Moved by Sheldon, second by Melda to rescind the below listed individuals as BLT members for the 2016-2017 school year.

##### KHS BLT

James Kohler  
Jessica Tafe

Ayes: Sheldon, Melda, Wakefield, Walter, Mezera

Motion carried.

#### ACCEPT DONATION #17-10-19

Moved by Walter, second by Melda to accept the following donation:

- Kamrin Shulsky – 6 books to Keystone Elementary Library valued at \$30.00
- KES PTA - \$768.82 in scholastic dollars to buy 33 books and a classroom wish list display for Keystone Elementary Library
- Ken Sooy – Cubbies and Coat Racks for Keystone High School Weight Room, Repaired the Score Table at Keystone High School Gymnasium, Framing for the Hall of Fame Plaques at Keystone High School and Shelves for Keystone High School Office.
- Kerricook Construction, Inc. - \$100.00 to KES Breakfast/Lunch Assistance Program
- Anonymous - \$20.00 – KMS Breakfast/Lunch Assistance Program
- Rhonda Beglin – Microwave to Keystone Middle School
- Andy Hoops – Microwave to Keystone Middle School
- Jean Chapin – Microwave to Keystone Middle School

Ayes: Walter, Melda, Sheldon, Wakefield, Mezera

Motion carried.

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#### APPROVE SPECIAL EDUCATION CONTRACT #17-10-20

Moved by Sheldon, second by Wakefield to approve the below listed agreement for special education services as needed at \$88.00/hr. for the 2016-2017 school year.

- Valerie Putillo – Teacher/Consultant for the Blind and Visually Impaired

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

#### APPROVE AGREEMENT WITH EDUCATIONAL SERVICE CENTER OF LORAIN COUNTY #17-10-21

Moved by Melda, second by Sheldon to approve the agreement with the Educational Service Center of Lorain County to provide consulting services to Keystone Local Schools for the purpose of providing Professional Development as presented.

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

#### APPROVE POLICIES AND REGULATIONS #17-10-22

Moved by Sheldon second by Melda to approve the below Board Policies and/or Regulations.  
DID

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

#### FUTURE BOE MEETINGS @ 6:00 P.M.

1. Monday, November 21, 2016 – Regular Meeting – KHS Conference Room
2. Monday, December 19, 2016 – Regular Meeting – KHS Conference Room

#### COMMENTS/CONCERNS

Board Members:

Patricia Wakefield – Considering the issues all districts are having with their state report card, I am happy at how well the administrative team is working together despite these poor letter grades.

Public: None

#### ADJOURNMENT #17-10-23

Moved by Wakefield, second by Sheldon to adjourn the regular meeting at 7:02 p.m.

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

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Renee Mezera, President

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Michael Resar, Treasurer/CFO

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### REGULAR MEETING HELD OCTOBER 17, 2016

#### ATTACHMENT A

KEYSTONE LOCAL SCHOOL DISTRICT -- LORAIN COUNTY Schedule Of Revenue, Expenditures and Changes In Fund Balances Actual and Forecasted Operating Fund									
	ACTUAL			FORECASTED					
	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	
<b>Revenue:</b>									
1.010 - General Property Tax (Real Estate)	4,433,871	4,659,256	5,471,862	6,286,324	6,361,631	6,410,927	6,459,580	6,498,382	
1.020 - Public Utility Personal Property	490,048	504,871	571,957	620,074	636,082	644,066	652,079	658,600	
1.030 - Income Tax	-	-	-	-	-	-	-	-	
1.035 - Unrestricted Grants-in-Aid	6,275,653	6,292,521	6,361,920	6,326,572	6,324,290	6,324,217	6,322,923	6,323,290	
1.040 - Restricted Grants-in-Aid	66,268	241,493	120,899	120,872	121,619	121,537	121,209	121,619	
1.045 - Restricted Federal Grants-in-Aid - SFSP	-	-	-	-	-	-	-	-	
1.050 - Property Tax Allocation	715,148	715,929	746,101	777,662	782,003	787,717	793,473	797,924	
1.060 - All Other Operating Revenues	1,826,896	1,845,332	1,640,528	1,770,404	1,624,953	1,600,290	1,600,421	1,600,553	
<b>1.070 - Total Revenue</b>	<b>13,807,884</b>	<b>14,259,402</b>	<b>14,913,267</b>	<b>15,901,908</b>	<b>15,850,578</b>	<b>15,888,754</b>	<b>15,949,686</b>	<b>16,000,368</b>	
<b>Other Financing Sources:</b>									
2.010 - Proceeds from Sale of Notes	-	-	-	-	-	-	-	-	
2.020 - State Emergency Loans and Advancements	-	-	-	-	-	-	-	-	
2.040 - Operating Transfers-In	-	8,880	-	-	-	-	-	-	
2.050 - Advances-In	-	1,610	20,555	129,456	30,000	30,000	30,000	30,000	
2.060 - All Other Financing Sources	81,283	55,031	22,117	45,000	45,000	45,000	45,000	-	
2.070 - Total Other Financing Sources	81,283	65,521	42,672	174,456	75,000	75,000	75,000	30,000	
<b>2.080 - Total Revenues and Other Financing Sources</b>	<b>13,889,167</b>	<b>14,324,923</b>	<b>14,955,939</b>	<b>16,076,364</b>	<b>15,925,578</b>	<b>15,963,754</b>	<b>16,024,686</b>	<b>16,030,368</b>	
<b>Expenditures:</b>									
3.010 - Personnel Services	8,610,521	8,165,879	7,880,334	8,112,196	8,356,738	8,616,515	8,772,647	8,931,609	
3.020 - Employees' Retirement/Insurance Benefits	3,221,192	3,069,848	3,070,493	3,077,623	3,241,337	3,414,563	3,560,485	3,714,552	
3.030 - Purchased Services	2,541,393	2,450,058	2,376,891	2,430,705	2,365,272	2,392,521	2,431,133	2,459,784	
3.040 - Supplies and Materials	624,559	437,922	459,577	548,769	478,144	487,707	497,461	507,410	
3.050 - Capital Outlay	55,915	71,280	113,807	116,748	117,983	104,242	65,527	66,838	
3.060 - Intergovernmental	-	-	-	-	-	-	-	-	
<b>Debt Service:</b>									
4.010 - Principal-All Years	-	-	-	-	-	-	-	-	
4.020 - Principal - Notes	-	-	-	-	-	-	-	-	
4.030 - Principal - State Loans	-	-	-	-	-	-	-	-	
4.040 - Principal - State Advances	-	-	-	-	-	-	-	-	
4.050 - Principal - HB264 Loan	-	-	-	-	-	-	-	-	
4.055 - Principal - Other	-	-	-	-	-	-	-	-	
4.060 - Interest and Fiscal Charges	-	-	-	-	-	-	-	-	
4.300 - Other Objects	154,890	188,668	259,809	248,671	251,158	253,669	256,206	258,768	
<b>4.500 - Total Expenditures</b>	<b>15,208,470</b>	<b>14,383,655</b>	<b>14,160,911</b>	<b>14,534,711</b>	<b>14,810,632</b>	<b>15,269,218</b>	<b>15,583,459</b>	<b>15,938,961</b>	
<b>Other Financing Uses</b>									
5.010 - Operating Transfers-Out	242,000	285,000	140,035	108,000	183,000	183,000	183,000	183,000	
5.020 - Advances-Out	1,610	20,555	129,456	30,000	30,000	30,000	30,000	30,000	
5.030 - All Other Financing Uses	-	-	-	-	-	-	-	-	
5.040 - Total Other Financing Uses	243,610	305,555	269,491	138,000	213,000	213,000	213,000	213,000	
<b>5.050 - Total Expenditures and Other Financing Uses</b>	<b>15,452,080</b>	<b>14,689,210</b>	<b>14,430,402</b>	<b>14,672,711</b>	<b>15,023,632</b>	<b>15,482,218</b>	<b>15,796,459</b>	<b>16,151,961</b>	
<b>Excess of Rev &amp; Other Financing Uses Over (Under)</b>									
<b>6.010 - Expenditures and Other Financing Uses</b>	<b>(1,562,913)</b>	<b>(364,287)</b>	<b>525,537</b>	<b>1,403,653</b>	<b>901,947</b>	<b>481,537</b>	<b>228,226</b>	<b>(121,593)</b>	
Cash Balance July 1 - Excluding Proposed Renewal/ 7.010 - Replacement and New Levies	3,910,429	2,347,516	1,983,229	2,508,766	3,912,419	4,814,366	5,295,903	5,524,129	
<b>7.020 - Cash Balance June 30</b>	<b>2,347,516</b>	<b>1,983,229</b>	<b>2,508,766</b>	<b>3,912,419</b>	<b>4,814,366</b>	<b>5,295,903</b>	<b>5,524,129</b>	<b>5,402,536</b>	
8.010 - Estimated Encumbrances June 30	301,999	255,995	-	-	-	-	-	-	
<b>Reservations of Fund Balance:</b>									
9.010 - Textbooks and Instructional Materials	-	-	-	-	-	-	-	-	
9.020 - Capital Improvements	-	-	-	-	-	-	-	-	
9.030 - Budget Reserve	-	-	-	-	-	-	-	-	
9.040 - DPIA	-	-	-	-	-	-	-	-	
9.050 - Debt Service	-	-	-	-	-	-	-	-	
9.060 - Property Tax Advances	-	-	-	-	-	-	-	-	
9.070 - Bus Purchases	-	-	-	-	-	-	-	-	
9.080 - Subtotal	-	-	-	-	-	-	-	-	
<b>Fund Balance June 30 for Certification</b>									
<b>10.010 - of Appropriations</b>	<b>2,045,516</b>	<b>1,727,234</b>	<b>2,508,766</b>	<b>3,912,419</b>	<b>4,814,366</b>	<b>5,295,903</b>	<b>5,524,129</b>	<b>5,402,536</b>	
<b>Rev from Replacement/Renewal Levies</b>									
11.010 - Income Tax - Renewal	-	-	-	-	-	-	-	-	
11.020 - Property Tax - Renewal or Replacement	-	-	-	-	-	-	-	-	
11.030 - Cumulative Balance of Replacement/Renewal Levies	-	-	-	-	-	-	-	-	
<b>Fund Balance June 30 for Certification</b>									
<b>12.010 - of Contracts, Salary and Other Obligations</b>	<b>2,045,516</b>	<b>1,727,234</b>	<b>2,508,766</b>	<b>3,912,419</b>	<b>4,814,366</b>	<b>5,295,903</b>	<b>5,524,129</b>	<b>5,402,536</b>	
<b>Revenue from New Levies</b>									
13.010 - Income Tax - New	-	-	-	-	-	-	-	-	
13.020 - Property Tax - New	-	-	-	-	-	-	-	-	
13.030 - Cumulative Balance of New Levies	-	-	-	-	-	-	-	-	
14.010 - Revenue from Future State Advancements	-	-	-	-	-	-	-	-	
<b>15.010 - Unreserved Fund Balance June 30</b>	<b>2,045,516</b>	<b>1,727,234</b>	<b>2,508,766</b>	<b>3,912,419</b>	<b>4,814,366</b>	<b>5,295,903</b>	<b>5,524,129</b>	<b>5,402,536</b>	
<b>ADM Forecasts</b>									
20.010 - Kindergarten				110	93	93	93	115	
20.015 - Grades 1-12				1,477	1,464	1,461	1,449	1,442	