

# RECORD OF PROCEEDINGS

## MINUTES OF KEYSTONE BOARD OF EDUCATION

### TAX BUDGET, ORGANIZATIONAL AND REGULAR MEETING HELD JANUARY 9, 2017

---

President Pro-Tempore Deborah Melda 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, Dennis Walter

Public Persons in Attendance: Franco Gallo, Michael Resar Sr.

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

#### **ELECTION OF PRESIDENT #17-01-01**

Renee Mezera was nominated by Dennis Walter for President of the Keystone Board of Education. Moved by Dennis Walter, second by Ronald Sheldon to close nominations for President.

Ayes: Walter, Sheldon, Mezera, Wakefield, Melda

Motion carried.

VOTE FOR PRESIDENT: Mezera - Mezera, Sheldon - Mezera, Wakefield – Mezera  
Walter – Mezera, Melda - Mezera

#### **ELECTION OF VICE PRESIDENT #17-01-02**

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

Ayes: Mezera, Walter, Sheldon, Wakefield, Melda

Motion carried.

VOTE FOR VICE PRESIDENT: Mezera - Melda, Sheldon – Melda, Wakefield – Melda,  
Walter – Melda, Melda - Melda

Michael Resar Sr., 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 #17-01-03**

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

1. Monday, January 23, 2017 (Due to 6 weeks between January 9, 2017 meeting and February 21, 2017 meeting)
2. Tuesday, February 21, 2017 (Due to Presidents' Day Holiday)
3. Monday, March 13, 2017
4. Monday, April 24, 2017 (Due to Spring Break)
5. Thursday, June 29, 2017 (Due to Fiscal Year Closing)

Ayes: Melda, Sheldon, Wakefield, Walter, Mezera

Motion carried.

**RECORD OF PROCEEDINGS**

**MINUTES OF KEYSTONE BOARD OF EDUCATION**

**TAX BUDGET, ORGANIZATIONAL AND REGULAR MEETING  
HELD JANUARY 9, 2017**

---

**ESTABLISH SERVICE FUND #17-01-04**

Moved by Sheldon, second by Melda 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 twenty thousand dollars (\$20,000.00), whichever is greater; such sum of money to be known as 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 \$20,000.00.

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

**APPROVE SUPERINTENDENT COMMITTEE ASSIGNMENTS  
AND REPRESENTATIVES #17-01-05**

Moved by Walter, second by Wakefield to establish the aforementioned Superintendent committees and representatives with Board members serving in said positions for the 2017 calendar year.

KEEP	Patricia Wakefield
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: Walter, Wakefield, Melda, Sheldon, Mezera  
Motion carried.

**APPROVE STANDING AUTHORIZATIONS #17-01-06**

Moved by Melda, second by Walter 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.

## RECORD OF PROCEEDINGS

### MINUTES OF KEYSTONE BOARD OF EDUCATION

#### TAX BUDGET, ORGANIZATIONAL AND REGULAR MEETING HELD JANUARY 9, 2017

---

- 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.
- 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, Walter, Sheldon, Wakefield, Mezera  
Motion carried.

#### DESIGNATE LOCAL NEWSPAPER #17-01-07

Moved by Sheldon, second by Melda to designate The Chronicle-Telegram as the official newspaper for Keystone Local Schools.

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

#### APPOINTMENT OF COORDINATORS #17-01-08

Moved by Melda, second by Walter to approve the below 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 & ADA
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, Walter, Sheldon, Wakefield, Mezera  
Motion carried.

## RECORD OF PROCEEDINGS

### MINUTES OF KEYSTONE BOARD OF EDUCATION

#### TAX BUDGET, ORGANIZATIONAL AND REGULAR MEETING HELD JANUARY 9, 2017

---

##### RETAIN LEGAL COUNSEL #17-01-09

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

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

##### APPOINT SUSPENSION/EXPULSION HEARING APPEAL OFFICER #17-01-10

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, Walter, Mezera  
Motion carried.

##### ADJOURNMENT # 17-01-11

Moved by Sheldon, second by Melda to adjourn the Organizational session at 6:28 p.m.

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

#### REGULAR MEETING AGNEDA

##### APPROVAL OF MINUTES #17-01-12

Moved by Wakefield, second by Melda to dispense with the reading of the minutes of the Regular Meeting on December 19, 2016. The minutes were distributed as required by law and, shall be approved as presented.

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

##### APPROVAL OF AGENDA #17-01-13

Moved by Sheldon, second by Melda to approve agenda as presented.

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

##### AUDIENCE PARTICIPATION

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

##### APPROVE TAX BUDGET #17-01-14

Moved by Sheldon, second by Walter to approve the July 2017 through June 2018 tax budget as presented at the Tax Budget Hearing on January 9, 2017 at 6:00 p.m. in the Keystone High School Conference Room.

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

## RECORD OF PROCEEDINGS

### MINUTES OF KEYSTONE BOARD OF EDUCATION

#### TAX BUDGET, ORGANIZATIONAL AND REGULAR MEETING HELD JANUARY 9, 2017

---

##### **AUTHORIZE SHORETEL MAINTENANCE AGREEMENT #17-01-15**

Moved by Wakefield, second by Melda to enter into a one-year agreement with Laketech to provide hardware/software maintenance services for the ShoreTel phone system at a cost of \$2,358.00 to be paid from the Building Maintenance Fund.

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

##### **ACCEPT RESIGNATIONS #17-01-16**

Moved by Walter, second by Wakefield to accept the below resignations effective end of day on Saturday, December 31, 2016.

- Therese Jackson – Maintenance/Transportation Secretary
- Michael Smith – Transportation Supervisor

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

##### **EMPLOY INTERIM TRANSPORTATION SUPERVISOR #17-01-17**

Moved by Melda, second by Sheldon to approve the employment of Therese Jackson as Interim Transportation Supervisor effective January 1, 2017 through June 30, 2017 at a daily rate of \$134.61.

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

##### **APPROVE CLASSIFIED CONTINUING CONTRACT #17-01-18**

Moved by Wakefield, second by Melda to approve a continuing contract for the below listed individual.

- Jamie Myers – Treasurer's Assistant – effective 1/13/2017

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

##### **EMPLOY CLASSIFIED STAFF #17-01-19**

Moved by Sheldon, second by Melda to employ the below classified individual 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.

- Valerie Hood – KES Lunch Monitor – Step 0 - \$10.38/hr. – 2hrs./day – effective 1/9/17

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

##### **APPROVE SUBSTITUTE TEACHERS 2016-2017 #17-01-20**

Moved by Melda, second by Sheldon to approve the following list of 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.

Mason Adams                      Taylor Brouse                      Jillian Mlinarik

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

## RECORD OF PROCEEDINGS

### MINUTES OF KEYSTONE BOARD OF EDUCATION

#### TAX BUDGET, ORGANIZATIONAL AND REGULAR MEETING HELD JANUARY 9, 2017

---

##### APPROVE RESOLUTION FOR TRAVEL RELATED TO OFFICIAL DUTIES WHILE SERVING OSBA #17-01-21

Moved by Sheldon, second by Wakefield 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 2017; 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 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, Melda, Wakefield, Mezera  
Motion carried.

##### ACCEPT DONATIONS #17-01-22

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

- Brad & Ann Smith - \$161.00 to KMS Breakfast/Lunch Assistance Program
- Patrons of Choo Choo's \$93.00 to KES Breakfast/Lunch Assistance Program
- Beth Gardner - \$75.00 to KES Breakfast/Lunch Assistance Program
- Amy Younglas - \$40.00 to KES Breakfast/Lunch Assistance Program
- Jeffery Armitage - \$25.00 to KES Breakfast/Lunch Assistance Program

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

##### APPROVE SPECIAL EDUCATION CONTRACT #17-01-23

Moved by Melda, second by Walter to approve the below listed agreement for special education services for the 2016-2017 school year as presented.

- Education Alternatives

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

# RECORD OF PROCEEDINGS

## MINUTES OF KEYSTONE BOARD OF EDUCATION

### TAX BUDGET, ORGANIZATIONAL AND REGULAR MEETING HELD JANUARY 9, 2017

---

#### **FUTURE BOARD MEETINGS – @ 6:00 P.M.**

1. Monday, January 23, 2017 – Regular Meeting (anticipated) – KHS Conference Room
2. Tuesday, February 21, 2017 - Regular Meeting (anticipated) - KHS Conference Room
3. Monday, March 13, 2017 - Regular Meeting (anticipated) - KHS Conference Room

#### **COMMENTS/CONCERNS**

Board Members: None

Public: None

#### **ADJOURNMENT #17-01-24**

Moved by Sheldon, second by Melda to adjourn the work session at 6:52 p.m.

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

---

Renee Mezera, President

---

Michael Resar Sr., Treasurer/CFO

# RECORD OF PROCEEDINGS

## MINUTES OF KEYSTONE BOARD OF EDUCATION

### TAX BUDGET, ORGANIZATIONAL AND REGULAR MEETING HELD JANUARY 9, 2017

KEYSTONE LOCAL SCHOOL DISTRICT									
2017-2018 TAX BUDGET									
The Board of Education of said School District hereby submits its annual Budget for the year commencing July 1, 2017 for consideration of the County Budget Commission					SUBMIT ONE COPY OF THIS BUDGET TO COUNTY AUDITOR BY JANUARY 20TH.				
President of the Board					DATE: <u>January 9, 2017</u>				
<b>GENERAL FUND</b>									
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2017	\$ 3,912,419.00	REAL ESTATE TAX <small>(INCLUDES NBC, H.S. &amp; OOC)</small>	\$ 7,779,716	REVENUE FROM OTHER STATE SOURCES <small>(STATE FOUNDATION)</small>	\$ 6,445,909.00	FISCAL YEAR ESTIMATED RECEIPTS <small>(INCLUDES MOBILE HOME PERSONAL PROPERTY &amp; PP STATE REIMBURSEMENT)</small>	\$ 1,699,953.00	TOTAL REVENUES	\$ 19,837,997.00
								TOTAL EXPENDITURES	\$ 15,023,632.00
								ENDING FUND BALANCE	\$ 4,814,365.00
<b>SPECIAL REVENUE</b>									
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2017	\$ 361,008.00	REAL ESTATE TAX <small>(INCLUDES NBC, H.S. &amp; OOC)</small>	\$ -			FISCAL YEAR ESTIMATED RECEIPTS <small>(INCLUDES MOBILE HOME PERSONAL PROPERTY &amp; PP STATE REIMBURSEMENT)</small>	\$ 963,531.00	TOTAL REVENUES	\$ 1,324,539.00
								TOTAL EXPENDITURES	\$ 944,400.00
								ENDING FUND BALANCE	\$ 380,139.00
<b>EMERGENCY LEVIES</b>									
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2017	\$ -	REAL ESTATE TAX <small>(INCLUDES NBC, H.S. &amp; OOC)</small>	\$ -			FISCAL YEAR ESTIMATED RECEIPTS <small>(INCLUDES MOBILE HOME PERSONAL PROPERTY &amp; PP STATE REIMBURSEMENT)</small>	\$ -	TOTAL REVENUES	\$ -
								TOTAL EXPENDITURES	\$ -
								ENDING FUND BALANCE	\$ -
<b>DEBT SERVICE</b>									
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2017	\$ 1,500,000.00	REAL ESTATE TAX <small>(INCLUDES NBC, H.S. &amp; OOC)</small>	\$ 1,300,000			FISCAL YEAR ESTIMATED RECEIPTS <small>(INCLUDES MOBILE HOME PERSONAL PROPERTY &amp; PP STATE REIMBURSEMENT)</small>	\$ 8,000.00	TOTAL REVENUES	\$ 2,808,000.00
								TOTAL EXPENDITURES	\$ 1,400,000.00
								ENDING FUND BALANCE	\$ 1,408,000.00
<b>CAPITAL PROJECTS</b>									
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2017	\$ 2,708,026.00	REAL ESTATE TAX <small>(INCLUDES NBC, H.S. &amp; OOC)</small>	\$ 262,000	REVENUE FROM OTHER STATE SOURCES <small>(STATE FOUNDATION)</small>	\$ -	FISCAL YEAR ESTIMATED RECEIPTS <small>(INCLUDES MOBILE HOME PERSONAL PROPERTY &amp; PP STATE REIMBURSEMENT)</small>	\$ 710,000.00	TOTAL REVENUES	\$ 3,680,026.00
								TOTAL EXPENDITURES	\$ 2,300,000.00
								ENDING FUND BALANCE	\$ 1,380,026.00
<b>PERMANENT FUND</b>									
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2017	\$ -					FISCAL YEAR ESTIMATED RECEIPTS	\$ -	TOTAL REVENUES	\$ -
								TOTAL EXPENDITURES	\$ -
								ENDING FUND BALANCE	\$ -
<b>ENTERPRISE</b>									
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2017	\$ 350,000.00					FISCAL YEAR ESTIMATED RECEIPTS	\$ 595,000.00	TOTAL REVENUES	\$ 945,000.00
								TOTAL EXPENDITURES	\$ 595,000.00
								ENDING FUND BALANCE	\$ 350,000.00
<b>INTERNAL SERVICE</b>									
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2017	\$ 22,000.00					FISCAL YEAR ESTIMATED RECEIPTS	\$ 3,500.00	TOTAL REVENUES	\$ 25,500.00
								TOTAL EXPENDITURES	\$ 10,000.00
								ENDING FUND BALANCE	\$ 15,500.00
<b>AGENCY</b>									
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2017	\$ 45,000.00					FISCAL YEAR ESTIMATED RECEIPTS	\$ 68,000.00	TOTAL REVENUES	\$ 113,000.00
								TOTAL EXPENDITURES	\$ 68,000.00
								ENDING FUND BALANCE	\$ 45,000.00
<b>PRIVATE PURPOSE TRUST FUND</b>									
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2017	\$ 7,475.00					FISCAL YEAR ESTIMATED RECEIPTS	\$ 25,000.00	TOTAL REVENUES	\$ 32,475.00
								TOTAL EXPENDITURES	\$ 25,000.00
								ENDING FUND BALANCE	\$ 7,475.00
<b>TOTAL</b>	<b>\$ 8,905,928.00</b>		<b>\$ 9,341,716</b>		<b>\$ 6,445,909.00</b>	<b>ESTIMATED RECEIPTS</b>	<b>\$ 4,072,984.00</b>	<b>TOTAL ESTIMATED BUDGET</b>	<b>\$ 28,766,537.00</b>
	<b>ESTIMATED UNENCUMBERED BALANCE</b>		<b>ESTIMATED TAX REVENUE</b>		<b>ESTIMATED STATE FOUNDATION</b>		<b>ESTIMATED RECEIPTS</b>	<b>ESTIMATED EXPENDITURES</b>	<b>ENDING FUND BALANCE</b>