

**RECORD OF PROCEEDINGS**

**MINUTES OF KEYSTONE BOARD OF EDUCATION**

**REGULAR MEETING HELD MARCH 13, 2017**

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

Board Members in Attendance:

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

Public Persons in Attendance: Franco Gallo, Michael Resar Sr., David Kish, Jacqueline Vance, Jody White

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

**APPROVAL OF MINUTES #17-03-01**

Moved by Walter, second by Sheldon to dispense with the reading of the minutes of the regular meeting on Tuesday, February 21, 2017. The minutes were distributed as required by law and, shall be approved as presented.

Ayes: Walter, Sheldon, Melda, Wakefield

Abstain: Mezera

Motion carried.

**APPROVAL OF AGENDA #17-03-02**

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

Ayes: Melda, Wakefield, Sheldon, Walter, Mezera

Motion carried.

**AUDIENCE PARTICIPATION**

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

**CURRICULUM CORNER**

**David Kish**, Director of Curriculum and Instruction

- Professional Development Survey Results

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

Moved by Sheldon, second by Melda to approve the financial reports, including investments, for February 2017, as presented.

Ayes: Sheldon, Melda, Wakefield, Walter, Mezera

Motion carried.

**RETURN OF ADVANCES #17-03-04**

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

Advances

From:	To:	Amount:
Camp Nuhop (018 9304)	General Fund (001)	\$1,455.86

Ayes: Wakefield, Walter, Melda, Sheldon, Mezera

Motion carried.

**APPROVE LIFETOUCH SCHOOL PORTRAIT AGREEMENT #17-03-05**

Moved by Wakefield, second by Walter to approve the Lifetouch School Portrait Agreement for Keystone High School, Keystone Middle School and Keystone Elementary School for a 3-year agreement for the 2017-2018 school year through the 2019-2020 school year with no cost to the district as presented.

Ayes: Wakefield, Walter, Melda, Sheldon, Mezera

Motion carried.

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#### APPROVE CLASSIFIED CONTINUING CONTRACT #17-03-06

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

- Marlene Shaffer – Cleaner – effective April 19, 2017

Ayes: Sheldon, Melda, Wakefield, Walter, Mezera

Motion carried.

#### APPROVE FAMILY MEDICAL LEAVE ACT – TINA MCNULTY #17-03-07

Moved by Melda, second by Wakefield to approve the absence for Tina McNulty under the Family Medical Leave Act for the period on or about February 6, 2017 through on or about March 3, 2017.

Ayes: Melda, Wakefield, Sheldon, Walter, Mezera

Motion carried.

#### APPROVE FAMILY MEDICAL LEAVE ACT – DIANE HARPER #17-03-08

Moved by Melda, second by Wakefield to approve the absence for Diane Harper under the Family Medical Leave Act for the period on or about March 6, 2017 through on or about March 27, 2017.

Ayes: Melda, Wakefield, Sheldon, Walter, Mezera

Motion carried.

#### APPROVE FAMILY MEDICAL LEAVE ACT – ELIZABETH MILLS #17-03-09

Moved by Walter, second by Wakefield to approve the absence for Elizabeth Mills under the Family Medical Leave Act for the period on or about February 8, 2017 through on or about March 18, 2017.

Ayes: Walter, Wakefield, Melda, Sheldon, Mezera

Motion carried.

#### ACCEPT CERTIFIED RESIGNATION #17-03-10

Moved by Wakefield, second by Melda to accept the below resignation for the purpose of retirement effective end of day on Friday, June 30, 2017.

- Jean Branzel – KHS Counselor

Ayes: Wakefield, Melda, Sheldon, Walter, Mezera

Motion carried.

#### APPROVE VOLUNTEER #17-03-11

Moved by Melda, second by Walter to approve the following volunteer for the 2016-2017 school year for the position indicated, pending all record checks and completion of state and local requirements.

- Softball – Michelle Andujar

Ayes: Melda, Walter, Sheldon, Wakefield, Mezera

Motion carried.

#### EMPLOY CLASSIFIED SUBSTITUTE #17-03-12

Moved by Sheldon, second by Melda to approve the following individual as 2016-2017 classified substitute for the positions and rates noted, pending all record checks and completion of state and local requirements.

- Lana Wilkinson
  - Cafeteria - \$10.64/hr.
  - Cleaning - \$9.69/hr.
  - Monitor - \$10.08/hr.
  - Paraprofessional – Library - \$10.29/hr.
  - Paraprofessional – Special Needs – \$10.08/hr.

Ayes: Sheldon, Melda, Walter, Wakefield, Mezera

Motion carried.

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#### APPROVE SUBSTITUTE TEACHERS #17-03-13

Moved by Melda, second by Walter to approve the following list of substitute teachers for the 2016-2017 school year as indicated, on an as needed basis, compensation at \$90.00 per day (\$45.00 per half day).

Winston Crausaz                      Paul Franz                      Christine Miles

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

#### APPROVE 2017–2018 JOB SHARE CERTIFIED/LICENSED STAFF #17-03-14

Moved by Wakefield, second by Walter to approve the below listed individuals for the 2017-2018 job share.

- Kimberly Tafa – 4th Grade Teacher – Step 8 MA - 50% -\$26,605.00
- Ashley Trenchard – 4th Grade Teacher – Step 4 BA – 50% - \$20,858.00

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

#### APPROVE OVERNIGHT TRIP TO CAMP NUHOP FOR KMS GRADE 6 #17-03-15

Moved by Sheldon, second by Melda to approve an overnight field trip for Keystone Middle School Grade 6 students to Camp NuHop on Monday, September 25, 2017 to Thursday, September 28, 2017.

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

#### ACCEPT DONATIONS #17-03-16

Moved by Walter, second by Wakefield to accept the below donations.

- Norton-Eastman Funeral Home - \$15.00 to KHS Drama Club
- Kent Adams - \$25.00 to KHS Drama Club
- Beriswill Insurance Agency Inc. - \$25.00 to KHS Drama Club
- Brother's Chevrolet - \$25.00 to KHS Drama Club
- Burnett's Septic Service, Inc. - \$25.00 to KHS Drama Club
- Stacy Dellefield - \$25.00 to KHS Drama Club
- Old Time Candy Company - \$25.00 to KHS Drama Club
- Christina Abraham - \$50.00 to KHS Drama Club
- Choo Choos Coffee Shop, Inc. - \$50.00 to KHS Drama Club
- Lorain-Medina Rural Electric Cooperative, Inc. - \$100.00 to KHS Drama Club
- Sharon & Nyal Offenber, DBA Lagrange Village Pizza - \$100.00 to KHS Drama Club
- Tri-Arch 8, Inc. - \$100.00 to KHS Drama Club
- Kerricook Construction, Inc. - \$100.00 to KES Breakfast/Lunch Assistance Program
- Jim Hollstein – King Sousaphone valued at \$900.00, King Baritone valued at \$125.00, Armstrong Piccolo valued at \$250.00 to Keystone High School Band

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

#### APPROVE ESC ANNUAL SERVICE AGREEMENT #17-03-17

Moved by Wakefield, second by Walter to approve the 2017-2018 Multi-Agreement Contract with the Educational Service Center of Lorain County as presented.

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

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**APPROVE PARTNERSHIP WITH LCCC FOR DUAL ENROLLMENT #17-03-18**

Moved by Sheldon, second by Melda to approve the Dual Enrollment Partnership with Lorain County Community College as presented, effective July 1, 2017 through June 30, 2018.

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

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

1. Monday, April 24, 2017 – Regular Meeting – KHS Conference Room
2. Monday, May 15, 2017 - Regular Meeting – KHS Conference Room
3. Thursday, June 29, 2017 – Regular Meeting –KHS Conference Room

**POLICIES AND REGULATIONS – FIRST READING**

GBK  
JFCG  
KGC

**COMMENTS/CONCERNS**

Board Members: Patricia Wakefield – I liked seeing the administrative building update videos presented by the building principals. I enjoyed seeing what is occurring in our buildings as opposed to hearing it.

Public: None

**EXECUTIVE SESSION #17-03-19**

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 6:36 p.m. Return to Open Session 7:10 p.m.

**ADJOURNMENT #17-03-20**

Moved by Sheldon, second by Walter to adjourn the regular meeting at 7:10 p.m.

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

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Renee Mezera, President

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Michael Resar Sr., Treasurer/CFO