

**RECORD OF PROCEEDINGS**

**MINUTES OF KEYSTONE BOARD OF EDUCATION**

**REGULAR MEETING HELD JULY 17, 2017**

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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 Sr.,

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

**APPROVAL OF MINUTES #18-07-01**

Moved by Walter, second by Sheldon to dispense with the reading of the minutes of the regular meeting on Thursday, June 29, 2017. The minutes were distributed as required by law and, shall be approved as presented.

Ayes: Walter, Sheldon, Mezera

Abstain: Melda, Wakefield

Motion carried.

**APPROVAL OF AGENDA #18-07-02**

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**

**APPROVE FINANCIAL REPORTS #18-07-03**

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

Ayes: Sheldon, Melda, Wakefield, Walter, Mezera

Motion carried.

**THEN & NOW APPROVALS #18-07-04**

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

PO Date	Invoice Date	PO Number	Check Number	Desc.	Vendor	Amount
07/01/16	06/29/17	88413	57838	ATTORNEY FEES - CONSTRUCTION	BRICKER & ECKLER LLP	\$ 10,915.38
07/07/16	02/21/17	88418	57820	Q3 SCHOOL NURSE SERVICES	MEDINA COUNTY BOARD OF EDUC	\$ 14,102.86

Ayes: Wakefield, Walter, Melda, Sheldon, Mezera

Motion carried.

**APPROVE TOTAL CARE PROGRAM AGREEMENTS WITH  
CCG AUTOMATION, INC. #18-07-05**

Moved by Melda, second by Sheldon to approve the Total Care Program Agreements with CCG Automation, Inc., and Keystone Local Schools as presented.

Ayes: Melda, Sheldon, Wakefield, Walter, Mezera

Motion carried.

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**APPROVE PLANNING FOR K-5 TECHNOLOGY CURRICULUM  
AND K-12 MEDIA SERVICES #18-07-06**

Moved by Sheldon, second by Melda to approve planning for K-5 Technology Curriculum and K-12 Media Services, for Lynn Gagnon, not to exceed 40 hours at \$28.00 per hour, per time sheet, to be paid from the General Fund.

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

**AGREEMENT FOR OHIO MEDICAID SCHOOL PROGRAM SERVICES #18-07-07**

Moved by Melda, second by Walter to approve the Agreement for Ohio Medicaid School Program Services with Weswurd, LLC to assist the District in obtaining reimbursement for Medicaid eligible expenses incurred under the Ohio Medicaid Program for back claims with dates of service from July 1, 2017 to June 30, 2020.

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

**RETURN FISCAL YEAR 2017 ADVANCES #18-07-08**

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

Advances

From:	To:	Amount:
IDEA Part B (516 9917)	General Fund (001)	\$55,000.00
Title IA (572 9917)	General Fund (001)	\$20,000.00
Title IIA (590 9917)	General Fund (001)	\$ 2,500.00
HCOP Fund (599 9901)	General Fund (001)	\$ 2,500.00

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

**APPROVE DISPOSAL OF EXCESS/OBSOLETE ITEMS #18-07-09**

Moved by Melda, second by Sheldon to approve the declaration of the following equipment as excess and/or obsolete and further authorizes Bus Movers and More to auction the equipment on line.

- 1 dust collection system
- 1 drill press
- 5 small plastic toolboxes
- 5 Briggs and Stratton engines
- 18 table vises
- incline weight bench
- various projector mounts
- 5 Smart Boards
- 1 safe
- 1 basket ladder

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

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##### **APPROVE CLASSIFIED CONTINUING CONTRACTS #18-07-10**

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

- Gary Feron – Bus Driver – effective 7/19/2017
- Albert Trego – Custodian/Maintenance – effective 7/19/2017
- Donna Smith – Special Needs Paraprofessional – effective 8/10/2017

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

##### **ACCEPT CLASSIFIED RESIGNATION #18-07-11**

Moved by Walter, second by Wakefield to accept the below classified resignation.

- Doreen Bacsi – Special Needs Paraprofessional - effective end of day, June 29, 2017

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

##### **APPROVE REVISED ADMINISTRATIVE CONTRACTS #18-07-12**

Moved by Sheldon, second by Melda to approve the revised administrative contracts for the below individuals, effective July 1, 2017 due to an error in the initial resolution.

- Jacob Alferio – KES Assistant Principal – From Three (3) years – Step 5 - \$76,459.82 @ Administrative Salary Index To Three (3) years Step 5 - \$76,468.06 @ Administrative Salary Index
- Antonietta Filut – KMS Principal – From Three (3) years – Step 5 - \$86,676.84 @ Administrative Salary Index To Three (3) years Step 5 - \$86,686.17 @ Administrative Salary Index
- Jacqueline Vance – Pupil Services/Special Education Director – From Three (3) years – Step 5 - \$80,189.03 @ Administrative Salary Index To Three (3) years Step 5 - \$80,197.67 @ Administrative Salary Index

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

##### **EMPLOY 2017-2018 EXTRA DUTY PERSONNEL #18-07-13**

Moved by Melda, second by Wakefield to approve employment of the below individuals on extra duty contracts for the 2017-2018 school year, pending all record checks and completion of state and local requirements.

- Andrea Catanzarito – JV Volleyball – Step 2 – \$3,015.20
- Timothy Giesel – Head Girls Soccer – Step 7 - \$6,562.50
- Thomas Habenicht – Head Cross Country – Step 5 - \$3,369.93
- Gregory Morgan – Head Varsity Boys' Golf – Step 7 - \$4,434.12
- Albert Trego – Head Varsity Volleyball – Step 6 - \$5,498.31

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

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##### **SALARY RECLASSIFICATIONS – CERTIFIED #18-07-14**

Moved by Melda, second by Walter to approve the following change in salary schedule placement for the 2017-2018 school year due to continuing education.

- Shannon Heffernan from BA+15 to MA – Step 6
- Kelly Marxen from BA+15 to MA - Step 3
- Meghann Redd from MA to MA+15 – Step 9

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

##### **EMPLOY 2017-2018 CLASSIFIED STAFF #18-07-15**

Moved by Sheldon, second by Melda to employ the below 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 for the 2017-2018 school year.

- Allison Nelson – KES Cleaner – Step 0 - \$10.19/hr. effective 7/18/17
- Thomas Pfeifer – KHS Cleaner – Step 0 - \$10.19/hr. effective 7/18/17
- Tammy Toy – KES Cleaner – Step 0 - \$10.19/hr. effective 7/24/17

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

##### **EMPLOY CLASSIFIED SUBSTITUTES #18-07-16**

Moved by Melda, second by Wakefield to approve the below listed individuals as 2017-2018 classified substitutes for the positions and rates noted, and pending all record checks and completion of state and local requirements.

- Valerie Hood
  - Cafeteria \$10.86/hr.
  - Cleaning \$9.89/hr.
  - Monitor \$10.29/hr.
  - Paraprofessional – Library \$10.50/hr.
  - Paraprofessional – Special Needs \$10.29/hr.
  - Building Secretary \$12.16/hr.
  - Superintendent’s Secretary \$18.19/hr.
- Pamela Kerr
  - Monitor \$10.29/hr.
- Christine Minney
  - Monitor \$10.29/hr.
- Pamela Minnich
  - Monitor \$10.29/hr.
- Amy Mitterling
  - Monitor \$10.29/hr.
- Allison Nelson
  - Cleaning \$9.89/hr.
- Christopher Vondruska
  - Bus Driver \$13.50

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

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##### EMPLOY SUMMER INTERVENTION TEACHER #18-07-17

Moved by Sheldon, second by Melda to employ the below individual as a Summer School Coordinator for three (3) hours per day for dates noted below at tutor rate (\$28.00/hr.).

##### Wildcat Academy – June 5 – June 30, 2017

- Susan Kolar - up to 21 hours

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

##### APPROVE TRANSFER #18-07-18

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

- Valerie Hood from Keystone Elementary School Lunch Monitor to Keystone District Bus Driver effective 2017-2018 school year.

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

##### APPROVE RESOLUTION TO WAIVE CAREER-TECHNICAL TRAINING FOR STUDENTS IN GRADES SEVEN AND EIGHT DURING THE 2017-2018 SCHOOL YEAR #18-07-19

Moved by Melda second by Wakefield to approve the below resolution.

**WHEREAS**, R.C. section 3313.90 provides that the requirement for an Ohio public school district to provide career-technical education to students enrolled in grades seven and eight may be waived for a particular school year if the Board of Education adopts a resolution specifying the intent not to provide career-technical education to students enrolled in grades seven and eight for a particular school year and submits that resolution to the Ohio Department of Education by the thirtieth day of September of that school year.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education of the Keystone Local School District hereby specifies its intent not to provide career-technical education to students enrolled in grades seven and eight during the 2017-2018 school year.

**BE IT FURTHER RESOLVED** that the Board of Education of the Keystone Local School District hereby directs the Superintendent or his designee to submit a copy of this Resolution to the Ohio Department of Education prior to September 30, 2017 and to submit such other information necessary to effectuate this Resolution.

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

##### APPOINT DELEGATE TO CAPITAL CONFERENCE #18-07-20

Moved by Walter second by Sheldon to approve Deborah Melda as a delegate and Patricia Wakefield as an alternate to the 2017 OSBA Capital Conference annual business meeting to be held on Sunday, November 12, 2017 through Tuesday, November 14, 2017.

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

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**APPROVE 2017-2018 BUS ROUTES #18-07-21**

Moved by Melda, second by Wakefield to approve the 2017-2018 bus routes as presented. Routes are subject to change at the discretion of the Transportation Supervisor.

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

**APPROVE SPECIAL EDUCATION CONTRACT #18-07-22**

Moved by Sheldon, second by Melda to approve the below listed agreement as presented for special education services.

- Interagency Agreement with Early Head Start & Head Start, Lorain County Board of Developmental Disabilities, Lorain County Local Education Agencies, and Early Intervention Services of Lorain County

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

**APPROVE SCHOOL FEES #18-07-23**

Moved by Melda, second by Walter to approve the below fees for KHS, KMS & KES for the 2017-2018 school year.

**Projected Keystone High School Fee Schedule 2017-2018**

**ART:**

Art I	8.00	
Art II	8.00	
Ceramics	10.00	
Ceramics II	10.00	
Drawing	7.00	
Studio Art	Sem.I 10.00	Sem.II 10.00

**BUSINESS FEES:**

Broadcast Media	Sem. I 10.00	Sem. II 10.00
Computer Application	6.00	
Computer Programming	6.00	

**ENGLISH FEES;**

English 9 Grammar Workbook	13.00	
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**SPANISH WORKBOOK FEES: (Subject to change)**

Spanish I Workbook	15.30	
Spanish II Workbook	15.30	
Spanish III Workbook Honors	15.30	

**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:**

Biology	Sem. I 15.00	Sem. II 15.00
Chemistry I	Sem. I 12.00	Sem. II 12.00
Environmental Science	Sem. I 10.00	Sem. II 10.00
AP Environmental Science	Sem. I 15.00	Sem. II 15.00
Honors Biology	Sem. I 15.00	Sem. II 15.00
Physical Science	Sem. I 9.00	Sem. II 9.00
Physics	Sem. I 9.00	Sem. II 24.00

**HISTORY;**

US History	15.00	
Government	15.00	

**Leadership Academy**

Sem.I 15.00	Sem.II 15.00
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**MISCELLANEOUS:**

Freshman grade fee 11.55 advisor Mr. Tuttle  
Sophomore grade fee 11.55 advisor Miss Heffernan  
Junior grade fee 11.55 advisor Miss. Stratton  
Senior grade fee 11.55 advisor Ms. Redd

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**Keystone Middle School  
Grade Fees  
2017-2018**

**6th Grade = \$60.00**

Social Studies workbook	\$16
Science lab fee	\$ 5
Educational magazines/ supplements	\$11
Student Planner	\$ 5
Art fee	\$ 8
Consumables	\$15

**7th Grade = \$50.00**

Science lab fee	\$11
Educational magazines / supplements	\$11
Student Planner	\$5
Art fee	\$8
Consumables	\$15

**8th Grade = \$50.00**

Science lab fee	\$11
Educational magazines / supplements	\$11
Student Planner	\$5
Art / Art 1 fee	\$8
Consumables	\$15

**8<sup>th</sup> Grade Additional fees**

Spanish 1	\$15.30
Physical Science	\$18.00

**Keystone Elementary School  
Grade Fees  
2017-2018**

Kindergarten	\$60
1 <sup>st</sup> Grade	\$60
2 <sup>nd</sup> Grade	\$60
3 <sup>rd</sup> Grade	\$60
4 <sup>th</sup> Grade	\$60
5 <sup>th</sup> Grade	\$60

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

**ADOPT CALAMITY DAY ALTERNATIVE MAKE-UP PLAN #18-07-24**

Moved by Wakefield, second by Melda to approve the below resolution.

**WHEREAS**, the Keystone Board of Education desires that students have learning opportunities even when schools are closed for any of the reasons specified in section 3313.482 of the Ohio Revised Code; and

**WHEREAS**, section 3313.482 authorizes a board of education to adopt a plan by August 1 of each year to provide online learning opportunities for students in lieu of attendance on such days of closure;

**NOW THEREFORE BE IT, AND IT IS, HEREBY RESOLVED** that the Keystone Board of Education hereby approves the following plan.



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##### PLAN FOR ALTERNATIVE MAKE-UP OF CALAMITY DAYS

Pursuant to Ohio Revised Code section 3313.482, the board of education of Keystone Local Schools hereby authorizes the following plan to allow students of the district to access and complete classroom lessons in order to fulfill up to a maximum of the number of hours that are the equivalent of three school days because of the closing of schools for any of the reasons specified in section 3313.482.

- 1) This plan is adopted, pursuant to approval of the board of education, prior to August 1
- 2) This plan includes the written consent of the teachers' employee representative as designated under division (B) of section 4117.04. Such consent is on file in the official file of the board of education and is hereby incorporated into this plan as if specifically rewritten.
- 3) Not later than November 1 of the 2017-2018 school year, each classroom teacher shall develop a sufficient number of lessons for each course taught by that teacher with such lessons requiring, in the judgment of the teacher, an amount of time equal to or greater than the number of hours that are the equivalent of three school days in such teacher's class.
- 4) The teacher shall designate the order in which the lessons are to be posted on the district's web portal or web site.
- 5) Teachers will update or replace such lessons as necessary throughout the school year based on the instructional progress of students.
- 6) As soon as practicable after an announced school closure authorized under section 3313.482, the appropriate administrator may direct staff to make the designated lessons available on the district's portal or site. Each lesson shall be posted for each course that was scheduled to meet on the day of the school closing.
- 7) Each student enrolled in a course for which a lesson is posted shall be granted a two-week period from the date of posting to complete the lesson. If the student does not complete the lesson within this time period, the student will receive an incomplete or failing grade unless a reason sufficient to the teacher is provided.
- 8) Students without access to a computer shall be permitted to complete the posted lessons at school after the reopening of school. Students utilizing this option will be granted two weeks from the date of reopening to complete such lessons. If the student does not complete the lesson within this time period, the student will receive an incomplete or failing grade unless a reason sufficient to the teacher is provided. The district will provide access to district computers before, during, or after the school day (provided that the equipment is available and accessible at those times) or may provide a substantially similar paper lesson in order for students to complete the assignments.
- 9) The board of education hereby authorizes "blizzard bags," which are paper copies of the lessons posted online. Teachers shall prepare paper copies approximating the content of the online lessons and shall update such paper copies when updating any of the online lessons. "Blizzard bags" shall be distributed to all students by not later than December 1 of the school year or such other date as may be selected by the superintendent. Students shall submit completed lessons to the teachers assigning such lessons not later than two weeks after the date of school closing for which the "blizzard bag" lessons are assigned.

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



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**APPROVE POLICIES AND REGULATIONS #18-07-25**

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

DECA	DJF	EF/EFB	IGBJ
DI	DJF-R	IGBB	IGBL
DID	DN	IGBI	JN

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

**APPROVE SUPERINTENDENT'S CONTRACT #18-07-26**

Moved by Walter, second by Melda to re-employ Franco Gallo as Superintendent for a period commencing on the 1<sup>st</sup> day of August 2018, at a salary of \$115,995.00, and ending on the 31<sup>st</sup> day of July 2023 pursuant to the terms and conditions of the Superintendent's contract.

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

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

1. Monday, August 21, 2017 – Regular Meeting – KHS Conference Room
2. Monday, September 18, 2017 – Regular Meeting – KHS Conference Room
3. Monday, October 16, 2017 – Regular Meeting – KHS Conference Room

**COMMENTS/CONCERNS**

Board Members: None  
Public: None

**ADJOURNMENT #18-07-27**

Moved by Melda, second by Sheldon to adjourn the regular meeting at 6:32 p.m.

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

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Renee Mezera, President

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Michael Resar Sr., Treasurer/CFO