

RECORD OF PROCEEDINGS

MINUTES OF KEYSTONE BOARD OF EDUCATION

REGULAR MEETING HELD AUGUST 21, 2017

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, David Kish, Gina Gibson, Jacqueline Vance, Jody White, Michael Smith, Chad Whitacre

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

APPROVAL OF MINUTES #18-08-01

Moved by Sheldon, second by Walter to dispense with the reading of the minutes of the regular meeting on Monday, July 17, 2017. The minutes were distributed as required by law and, shall be approved as corrected.

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

APPROVAL OF AGENDA #18-08-02

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

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

AUDIENCE PARTICIPATION

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

Dave Kish, Director of Curriculum and Instruction – 2016-2017 Preliminary State Test Results

APPROVE FINANCIAL REPORTS #18-08-03

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

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

THEN & NOW APPROVALS #18-08-04

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 |
|----------|--------------|-----------|--------------|---|-----------------------------------|--------------|
| 07/03/17 | 07/01/17 | 88402 | 57878 | STUDY ISLAND AND PLATO SITE/LICENSE | EDMENTUM, INC. | \$ 12,768.19 |
| 07/06/17 | 07/01/17 | 88417 | 57869 | WEB-BASED MEASURES FOR ACADEMIC PROGRESS | NWEA | \$ 27,587.50 |
| 07/21/17 | 07/01/17 | 88493 | 57931 | KMS & KES ELEVATOR CONTRACTS | KONE | \$ 6,124.08 |
| 07/31/17 | 07/14/17 | 88535 | 57919 | PRE-SCHOOL COSTS | LORAIN COUNTYH BOARD OF EDUCATION | \$ 19,876.19 |
| 07/01/17 | 06/05/17 | 88307 | 57943 | TUITION BILLING FOR 2017-2018 SCHOOL YEAR | OMBUDSMAN EDUCATIONAL | \$ 16,000.00 |

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

FISCAL YEAR 2018 TRANSFERS #18-08-05

Moved by Walter, second by Wakefield to approve the transfers as recommended below.

Transfers

| | | |
|--------------------|---------------------------------|--------------|
| From: | To: | Amount: |
| General Fund (001) | Retirement/Severance Fund (035) | \$ 15,000.00 |

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

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FY2018 ACTIVITY BUDGETS #18-08-06

Moved by Walter, second by Wakefield to approve the below budgets for the FY2018 school year.

KHS

| | |
|---------------------------|------------------------|
| Academic Challenge | Environmental Club |
| Class of 2018 – Senior | FCCLA |
| Class of 2019 – Junior | National Honor Society |
| Class of 2020 – Sophomore | School Store |
| Class of 2021 – Freshmen | Spanish |
| Comic Book Club | Student Council |
| Dance Team Club | Yearbook |
| Drama/Speech | Youth 4 Youth |

KMS

Memory Book (Yearbook)
Special Education School Store
Student Council

Athletics – KHS and KMS

KES

Student Council

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

APPROVE PRINCIPAL BUDGETS #18-08-07

Moved by Melda, second by Wakefield to approve the following budgets for FY2018.

PRINCIPAL FUNDS

District Support Fund
KES Principal Fund
KES Principal Pop Fund
KMS Principal Fund
KMS Principal Pop Fund
Camp NuHop
KHS Principal Fund
KHS Principal Pop Fund
Book Club
Washington DC

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

APPROVE PROFESSIONAL DEVELOPMENT STIPENDS #18-08-08

Moved by Sheldon, second by Melda to approve the stipend of \$50 per day for the below staff members for participation in professional development to be paid from Title IIA Federal Funds.

August 7, 2017 – PBIS Training

Kristen Campbell, Brittany Chudakoff, Kathryn Dillen, Kristen Lazard,
Leanne Miller, Helen Wolosz, Kristin Zatik

August 15, 2017 – KES Summer BLT Meeting

Chandler Ashbaugh, Kellie Gunter, Allison Johnson, Justin Nacarato,
Brittany Shaw, Allison Smith, Victoria Smith

August 16, 2017 – KHS Summer BLT Meeting

Tracy Abfall, Tracy Clarico, David Jones, Donald Griswold, Michael Hogue, Meghann Redd,
Alyssa Schwedt, Kevin Wacker

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August 17, 2017 – PBIS Training

Jennifer Fehlan Jones, Jennifer Galletti, David Jones, Meghann Redd,
Natalie Rodriquez

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

APPROVE PROFESSIONAL DEVELOPMENT STIPENDS #18-08-09

Moved by Wakefield, second by Walter to approve the stipend of \$100 per day for the below staff members for participation in professional development to be paid from Title IIA Federal Funds.

August 7, 2017 – PBIS Training

Brooke Adkins, Laura Devore, Brittany Shaw, Leslie Shewalter, Courtney Trakas, Anna Turner

August 15, 2017 – Science Curriculum Revision and Standards Based Assessment

Courtney Trakas, Jennifer Wooten

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

APPROVE CLASSIFIED PROFESSIONAL DEVELOPMENT #18-08-10

Moved by Melda, second by Sheldon to approve professional development for Pamilyn Linden, Special Needs Paraprofessional, Step 0 - \$10.59 per hour up to 5 hours, per time sheet for the 2017-2018 school year.

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

APPROVE COLLEGE CREDIT PLUS MEETING #18-08-11

Moved by Sheldon, second by Melda to approve for College Credit Plus Mandatory Meeting at Lorain County Community College on August 16, 2017, for 2 hours at \$28.00 per hour, per time sheet, to be paid from the General Fund for the below individuals.

- Andrea Catanzarito
- Jennifer Fehlan-Jones
- David Jones

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

EMPLOY CLASSIFIED SUBS FOR THE 2017-2018 SCHOOL YEAR #18-08-12

Moved by Sheldon, second by Melda to employ the below 2017-2018 classified substitutes for the positions and hourly rates noted, pending all record checks and completion of state and local requirements.

- Tammy Toy
 - Cafeteria - \$10.86/hr.
 - Monitor - \$10.29/hr.
 - Paraprofessional – Library - \$10.50/hr.
 - Paraprofessional – Special Needs - \$10.29/hr.

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

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EMPLOY 2017-2018 LPDC PERSONNEL #18-08-13

Moved by Wakefield, second by Walter to employ the below listed individuals as LPDC members on an as needed basis, per time sheet, at tutor rate for the 2017-2018 school year.

| | |
|--------------|---------------|
| David Kish | Maura Neville |
| James Kohler | Rebecca Reed |
| Donna Knight | Kevin Wacker |

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

APPROVE CLASSIFIED CONTINUING CONTRACT #18-08-14

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

- Anna Stefan – Lunch Monitor – effective 8/24/2017

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

APPROVE TRANSFERS #18-08-15

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

- Christine Minney from Keystone Elementary School Special Needs Paraprofessional to Lorain County JVS Special Needs Paraprofessional effective August 28, 2017.
- Ashley Miller from full time Keystone Elementary School Special Needs Paraprofessional to part time Keystone Elementary School Special Needs Paraprofessional effective August 28, 2017.
- Pamilyn Linden from Keystone Elementary School Lunch Monitor to Early Learning Center Special Needs Paraprofessional effective August 28, 2017.
- Brooke Adkins from Keystone Elementary School Special Education Teacher to Keystone Elementary School Kindergarten Teacher effective August 28, 2017.

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

ACCEPT EXTRA DUTY RESIGNATIONS #18-08-16

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

- Kimberly Kokoski – Freshman Volleyball Coach – effective 7/27/2017
- Eric Morgan – Assistant Varsity Football Coach – effective 7/18/2017
- Courtney Trakas – Head Seventh Grade Girls Basketball Coach – effective – 7/27/2017

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

APPROVAL TO RESCIND EXTRA DUTY CONTRACT #18-08-17

Moved by Walter, second by Wakefield to rescind the below listed extra duty contract for the 2017-2018 school year.

- Philip Tuttle – Head Freshmen Football – Step 7 - \$4,256.76
- Jeffrey Ruebensaal – Assistant Freshmen Football – Step 7 - \$4,079.39

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

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APPROVE VOLUNTEER #18-08-18

Moved by Sheldon, second by Melda to approve the below listed individual as a volunteer for the 2017-2018 school year for the position indicated, pending all record checks and completion of state and local requirements.

- Shannon Heffernan – Dance Team

Ayes: Sheldon, Melda, Wakefield, Walter, Mezera

Motion carried.

EMPLOY 2017-2018 EXTRA DUTY PERSONNEL #18-08-19

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

- Jamie Cendrosky – Head Seventh Volleyball – Step 7 - \$3,369.93
- Kimberly Sturgill – Head Varsity Girls’ Golf – Step 3 - \$2,837.84
- Kevin Graham – Head Boys Soccer – Step 7 - \$6,562.50
- Philip Tuttle – Assistant Varsity Football – Step 7 - \$5,320.95
- Emily Nagy – Head Freshman Volleyball – Step 1 - \$2,305.74
- Alison Gillam – Fall Faculty Manager – Step 1 - \$1,241.55
- Natalie Rodriquez – Fall Faculty Manager – Step 1- \$1,241.55
- Meghann Redd – Senior Class Advisor – Step 1 - \$1,773.65
- Catherine Stratton – Junior Class Advisor – Step 5 - \$2,128.38
- Shannon Heffernan – Sophomore Class Advisor – Step 3 - \$1,170.60
- Philip Tuttle – Freshman Class Advisor – Step 7 - \$1,489.86
- David Jones Jr. – HS Student Council (50%) – Step 7- \$1,596.28
- Jennifer Fehlan-Jones – HS Student Council (50%) – Step 7 - \$1,596.28
- Michael Hogue – HS Yearbook Advisor- Step 7 - \$3,902.03
- DeNita Tuttle – HS Play Director (Drama) – Step 7 - \$2,837.84
- Thomas Habenicht – Academic Challenge – Step 5 – \$1,951.01
- Kevin Wacker – Comic Book Club – Step 3 - \$886.82
- Andrea Catanzarito – National Honor Society Advisor – Step 3 - \$1,241.55
- Andrea Catanzarito – Spanish Club (50%) – Step 1 - \$354.73
- Jennifer Galletti – Spanish Club – Step (50%) - Step 1 - \$354.73
- Brett Benzin- HS Instrumental Contest Director – Step 3 - \$1,596.28
- Brett Benzin – HS Instrumental Performance – Step 3–3@ \$141.89 = \$425.67
- Brett Benzin – HS Marching/Pep Band – Step 3- \$4,611.49
- Brett Benzin – Instrumental Parade Days – Step 3 – 3@ \$177.36 = \$532.08
- Brett Benzin – MS Instrumental Contest Director – Step 3 - \$1,596.28
- Brett Benzin – MS Instrumental Performance – Step 3 – 3@ \$141.89 = \$425.67
- Catherine Stratton – Assistant Marching/Pep Band – Step 2 - \$2,128.38
- Bethany Pearce - Vocal Contest Director – Step 5 - \$2,128.38
- Bethany Pearce – HS Vocal Performance Step 5 – 4@ \$141.89 = \$567.56
- Bethany Pearce – MS Vocal Performance Step 5 – 3 @ \$141.89 = \$425.67
- Anne Paulchell – ES Vocal Performance – Step 2- 3 @ \$141.89 = \$425.67
- Suzanne Healy – Middle School Student Council (33.33%) – Step 5 - \$650.27
- Staci Rapson – Middle School Student Council (33.33%) – Step 2 - \$472.92
- Kristin Zatik – Middle School Student Council (33.33%) – Step 2 - \$472.92
- Kathryn Dillen – Middle School Memory Book – Step 3 - \$1,596.28
- Nicole Cassell – Elementary School Student Council – Step 7 - \$1,241.55
- Donna Knight – Gifted Coordinator – Step 3 - \$8,513.52
- Philip Tuttle – Lead Mentor Teacher – \$1,900.00

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- Kristen Campbell – Mentor Teacher – Leslie Shewalter - \$1000.00
- Jill Hetsler – Mentor Teacher – Chandler Ashbaugh - \$1000.00
- Michael Hogue – Mentor Teacher – Leanne Miller - \$1000.00
- Allison Johnson – Mentor Teacher – Brooke Adkins - \$1000.00
- Paula Perhot – Mentor Teacher - Alison Gillam - \$1000.00
- Julie Sigmund – Mentor Teacher – Victoria Smith - \$1000.00
- Kimberly Sturgill – District RESA Facilitator – Jessica Hodge, Kelly Marxen, Ashley Trenchard - 3 @ 500.00 = \$1,500.00

Ayes: Melda, Sheldon, Wakefield, Mezera

Abstain: Walter

Motion carried.

EMPLOY 2017-2018 AFTER SCHOOL INSTRUCTION TUTOR #18-08-20

Moved by Walter, second by Wakefield to employ the below individual as an after school instruction tutor, for the 2017-2018 school year at tutor rate (\$28.00/hr), per time sheet, not to exceed 35 hours.

- Stephen Ody

Ayes: Walter, Wakefield, Melda, Sheldon, Mezera

Motion carried.

APPROVE SUBSTITUTE TEACHERS 2017-2018 #18-08-21

Moved by Melda, second by Sheldon to approve the following listed certified substitute teachers for the 2017-2018 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.

| | |
|----------------------------|----------------------------------|
| Kevin Agostin | Holly Jaycox |
| Teresa Allemeier | Sharon Johnson |
| Michelle Andujar | Alexandria Jones |
| Mary AufdenKampe | Albert Junior |
| Haley Bednarski | Judith Keys |
| John Berlund | Jeremy Kirsch |
| James Burgett | Jacob Kolar |
| Ruth Campbell | Heather Lang |
| Melissa Carion | Brandon, Marks |
| Jonathan Cheatham | Deborah Masters |
| James Cirata | Christina McCartney |
| Molly Cooney | Amanda McMahan |
| Gregory Cross | Victoria Meyer |
| Valeria Csavina | Jillian Mlinarik |
| Alexandria Deidrick | Laura Parker |
| John Dobson | Lola Britney Patterson-Baumhauer |
| Albert Donze | Aaron Pressman |
| John Dougherty | Monica Ralph |
| Michelle Fedor | Sarah Rambo |
| Barbara Garries-Longstreth | Mary Theresa Schafer |
| Kara Gill | Alyssa Schneider |
| John Gillespie | Matthew Seljan |
| Thomas Glunt | Bernadette Siefker |
| MaryAnn Golski | Mathew Siwierka |
| Lindsey Gullett | Amanda Smith |
| Kathleen Gutzeit | Janet Sorrell |
| Shannon Heffernan | Alyson Standen |
| Brent Hodkey | Monica Stephens |
| Emily Holp | Gregory Stringer |
| Brittany Irwin | Kimberly Tafa |
| Jill Janidlo | Zandra Thomas |
| Katelynn Jarvis | Yvonne Tinney |

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Ashley Trenchard
Amanda Turza
Scott Ulrich

Joseph Vogel
Lloyd Zimmerman

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

SALARY RECLASSIFICATIONS – CERTIFIED #18-08-22

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

- Kara Griswold from BA+15 Step 8 to MA Step 8
- Holly Gross from BA Step 3 to BA+15 Step 3
- Dawn Morris from MA+15 Step 25 to MA+30 Step 25
- Catherine Stratton from MA Step 8 to MA+15 Step 8

EMPLOY BLT PERSONNEL #18-08-23

Moved by Melda, second by Walter to employ the below listed individuals as BLT members on an as needed basis, per time sheet, at tutor rate for the 2017-2018 school year effective August 22, 2017 through May 25, 2018.

| | | |
|-------------------|-------------------|-----------------|
| Chandler Ashbaugh | Jamie Cendrosky | Tracy Abfall |
| Kellie Gunter | Kevin Fox | Tracy Clarico |
| Allison Johnson | Donna Knight | Donald Griswold |
| Justin Nacarato | Kelly Marxen | Michael Hogue |
| Brittany Shaw | Mark Sobel | David Jones Jr. |
| Allison Smith | Kimberly Sturgill | Meghann Redd |
| Victoria Smith | | Alyssa Schwedt |
| | | Kevin Wacker |

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

APPROVE OPES, OSCES AND OTES #18-08-24

Moved by Sheldon, second by Melda 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 | | Gina Gibson |
| Maura Neville | | David Kish |
| | | James Kohler |
| | | Maura Neville |
| | | Jacqueline Vance |

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

APPROVE FAMILY MEDICAL LEAVE ACT – JESSICA HODGE #18-08-25

Moved by Wakefield, second by Walter to approve the absence for Jessica Hodge under the Family Medical Leave Act for the period on or about August 11, 2017 through on or about September 22, 2017.

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

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APPROVE 2017-2018 STUDENT HANDBOOKS #18-08-26

Moved by Melda, second by Sheldon to approve the Keystone High School, Keystone Middle School and Keystone Elementary School student handbooks as presented.

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

APPROVE SPECIAL EDUCATION CONTRACT #18-08-27

Moved by Melda, second by Walter to approve the following special education service contracts for the 2017-2018 school year.

- Optimal School Thereapy, LLC

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

APPROVE INNER CIRCLE FITNESS AGREEMENT #18-08-28

Moved by Sheldon, second by Wakefield to approve an agreement with Inner Circle Fitness for the 2017-2018 school year as presented.

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

APPROVE 2017-2018 AGREEMENT WITH EDUCATIONAL SERVICE CENTER OF LORAIN COUNTY #18-08-29

Moved by Melda, second by Wakefield to approve the agreement between the Educational Service Center of Lorain County and the Lorain County Juvenile Court Residential Facilities Administration, on behalf of the Keystone Local Schools for the 2017-2018 school year as presented.

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

RELEASE OF TRANSPORTATION #18-08-30

Moved by Melda, second by Walter to release Anna Wright, 3rd Grade and Franklyn Wright, Kindergarten at Norwalk Catholic School, to Norwalk City Schools for the 2017-2018 school year for transportation purposes only.

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

APPROVAL OF BUS GARAGE PAVING PROJECT BID/CONTRACT #18-08-31

Moved by Sheldon, second by Melda to accept the bid from Infinity Paving to excavate, haul and repave the existing bus garage parking lot in the amount of \$211,777.00 and to authorize the Superintendent to contract with Infinity Paving.

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

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FUTURE BOE MEETINGS @ 6:00 p.m.

1. Monday, September 18, 2017 – Regular Meeting – KHS Conference Room
2. Monday, October 16, 2017 – Regular Meeting – KHS Conference Room
3. Monday, November 20, 2017 – Regular Meeting – KHS Conference Room

COMMENTS/CONCERNS

Board Members: None

Public: None

Superintendent: Mr. Gallo

- 1st day of school signs are available on the website. Students and staff may print them out, take a picture and post it to twitter #keystonepride.
- We are excited that tomorrow is opening day. It is the first day back and all staff will be in attendance.
- September 26th is the next strategic planning meeting.

ADJOURNMENT #18-08-32

Moved by Sheldon, second by Wakefield to adjourn the regular meeting at 6:38 p.m.

Ayes: Sheldon, Wakefield, Melda, Walter, Mezera

Motion carried.

Renee Mezera, President

Michael Resar Sr., Treasurer/CFO