

**KEYSTONE LOCAL SCHOOL DISTRICT**

Board of Education Meeting  
Keystone High School  
Room 124  
580 Opportunity Way  
LaGrange, Ohio 44050

**REGULAR MEETING**

September 16, 2025  
6:00 p.m.

**AGENDA**

The Board receives a full agenda several days prior to the Board meeting. The agenda may deal with curriculum, budget, hiring of personnel, facilities, school transportation or long-range planning. The agenda usually includes written supporting material that helps with decision-making. If it appears that quick action has been taken on an item, it may be because the topic has been studied for several weeks or that questions have been answered in advance of the meeting.

**I. CALL TO ORDER BY PRESIDENT**

**A. ROLL CALL:**

Roll Call: Hoops\_\_\_\_; O’Boyle\_\_\_\_; Sturgill\_\_\_\_; Wakefield\_\_\_\_; Stang\_\_\_\_;

**B. PLEDGE OF ALLEGIANCE**

**II. APPROVAL OF AGENDA**

Moved by \_\_\_\_\_, second by \_\_\_\_\_ to

**A. APPROVE AGENDA AS PRESENTED**

**B. APPROVE AGENDA AS PRESENTED WITH CORRECTIONS, OR**

**C. APPROVE AGENDA WITH ADDENDUM AS PRESENTED**

Roll Call: Hoops\_\_\_\_; O’Boyle\_\_\_\_; Sturgill\_\_\_\_; Wakefield\_\_\_\_; Stang\_\_\_\_;

**III. APPROVE MINUTES OF PRIOR MEETINGS**

**A. APPROVE MINUTES OF PRIOR MEETINGS**

Moved by \_\_\_\_\_, second by \_\_\_\_\_ to dispense with the reading of the minutes of the Regular Meeting on Tuesday, August 12, 2025. The minutes were distributed as required by law and, shall be approved as presented.

Roll Call: Hoops\_\_\_\_; O’Boyle\_\_\_\_; Sturgill\_\_\_\_; Wakefield\_\_\_\_; Stang\_\_\_\_;

**IV. SPECIAL RECOGNITION**

**V. AUDIENCE PARTICIPATION**

**A. RECOGNITION AND HEARING OF VISITORS**

*In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation is permitted at each meeting. If several people wish to speak, each person is allotted three minutes until the total time of 30 minutes is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. Each person addressing the Board will give his/her name and address.*

**VI. FINANCIAL REPORT BY TREASURER/CFO**

**A. APPROVE FINANCIAL REPORTS**

The Treasurer/CFO recommends approval of the financial reports, including investments for August 2025, as presented.

**B. ADOPT FISCAL YEAR 2026 PERMANENT APPROPRIATIONS**

The Treasurer/CFO recommends adoption of the Fiscal Year 2026 Permanent Appropriations as shown. (Treasurer will provide).

**C. APPROVE FORECAST AND ASSUMPTIONS**

The Treasurer/CFO recommends approval of the Forecast and assumptions as presented.

**D. ADOPT RESOLUTION AUTHORIZING ADDITIONAL FUNDING FOR THE ROOFING PROJECT**

The Treasurer/CFO recommends adoption of the following resolution:

WHEREAS: the Keystone Local School District previously approved the Roofing Project with an initial authorized budget of \$774,404.00; and

WHEREAS: the District has identified necessary additions and modifications to the project scope; and

WHEREAS: these enhancements are necessary to ensure the functionality, safety, and long-term sustainability of the roof; and

WHEREAS: the total cost of the Roof Improvement Project is now projected to be \$817,551.00 reflecting an increase of \$43,147.00; Now, therefore,

BE IT RESOLVED: that the Keystone Local School District hereby approves the amended project scope and authorizes an increase in funding for the Roof Improvement Project in the amount of \$43,147.00, for a revised total budget of \$817,551.00;

BE IT FURTHER RESOLVED: that the Superintendent or designee is authorized to take all necessary actions to implement the revised project scope and funding allocation, including execution of change orders and coordination with contractors and vendors.

Moved by \_\_\_\_\_, second by \_\_\_\_\_ that the foregoing recommendations be approved.

Roll Call: Hoops\_\_\_\_; O’Boyle\_\_\_\_; Sturgill\_\_\_\_; Wakefield\_\_\_\_; Stang\_\_\_\_\_;

## **VII. SUPERINTENDENT REPORTS AND RECOMMENDATIONS**

Items Requiring Board Action

### **A. EMPLOYMENT OF PERSONNEL**

#### **1. ACCEPT RESIGNATION**

The Superintendent recommends accepting the resignation of the following individual:

- a. Luke Forthofer – JV Volleyball – effective 06/30/2025

#### **2. EMPLOY 2025-2026 CLASSIFIED STAFF**

The Superintendent recommends hiring 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 for the 2025-2026 school year:

- a. Erica Domec – Transportation Secretary, 7.5 hours/day – Step 3 – \$18.01/hr. – effective 08/19/2025
- b. Donna Hauser – Bus Monitor, 6.0 hours/day – Step 3 – \$15.53/hr. – effective 09/02/2025
- c. Shannon Kokinda – KHS Paraprofessional, 6.75 hours/day – Step 4 – \$16.33/hr. – effective 08/25/2025
- d. Michelle Nickolay – KES Lunch Monitor, 3.25 hours/day – Step 0 – \$14.03/hr. – effective – 09/15/2025
- e. Charles Magel – Bus Driver, 6.0 hours/day – Step 5 – \$21.88/hr. – effective 08/25/2025

#### **3. EMPLOY 2025-2026 CERTIFICATED TUTORS**

The Superintendent recommends employment of the following individuals on a limited one (1) year contract commencing with the 2025-2026 school year, subject to completion of all state and local requirements, at tutor rate per the KLEA Negotiated Agreement, per time sheet, not to exceed 150 days, for the building and hours as listed:

- a. Jaclyn Carey – KES 5.25 hours per day

- b. Sara Dodrill – KES 5.25 hours per day
- c. Ashley Paquette – KHS 5.25 hours per day

**4. APPROVE CERTIFICATED TUTORS EXTENDED TIME**

The Superintendent recommends employing the following certificated tutors for extended time on an as needed basis, at tutor rate per the KLEA Negotiated Agreement for the 2025-2026 school year, per time sheet.

- a. Jaclyn Carey
- b. Sara Dodrill
- c. Ashley Paquette

**5. APPROVE KHS BLT MEETING**

The Superintendent recommends approval of a stipend of \$97.50 per  $\frac{3}{4}$  day, per time sheet, for participation of the following staff members in the KHS BLT initial start of school meeting on August 19, 2025, to be paid from Title IIA funds.

- a. Suzanne Atkinson
- b. Andrea Catanzarito
- c. John Davis Jr.
- d. Patrick Gallion
- e. Donald Griswold
- f. David Jones Jr.
- g. Anna Saxton
- h. Leah Tesny

**6. EMPLOY BLT PERSONNEL**

The Superintendent recommends employing the following individual as a member of the Keystone Building Leadership Team (BLT) on an as needed basis, per time sheet, at tutor rate per the KLEA Negotiated Agreement, for the 2025-2026 school year effective August 22, 2025 through May 29, 2026, to be paid from Title IIA funds:

**KMS BLT**  
Kristin Zatik

**7. SALARY RECLASSIFICATION – CERTIFIED**

The Superintendent recommends the following changes in salary schedule placement for the 2025-2026 school year due to continuing education.

- a. Andrea Catanzarito from MA to MA+15 – Step 13
- b. Adam Crabtree from MA+15 to MA+30 – Step 16
- c. Laura DeVore from MA to MA+15 – Step 16
- d. Kristen Lazard from MA to MA+15 – Step 22
- e. Heather McCourt from MA to MA+15 – Step 25
- f. Alex Stanley from BA+15 to MA – Step 5
- g. Tyler Trakas from BA+15 to MA – Step 6

**8. EMPLOY KMS PBIS TEAM**

The Superintendent recommends employing the following individuals as members of the KMS PBIS Team on an as needed basis, per time sheet, at tutor rate per the KLEA Negotiated Agreement for the 2025-2026 school year to be paid from Title IV Funds:

- a. Tara Ody
- b. Megan Shipley
- c. Kathryn Dillen
- d. Julia Egan
- e. Nicole Cassell
- f. Jamie Cendrosky

**9. APPROVE PROFESSIONAL DEVELOPMENT STIPENDS**

The Superintendent recommends approval for the following staff member to complete Curriculum Planning for new curriculum up to 2 pre-approved dates for a stipend of \$130.00 per day, to be paid from Title IIA funds.

- a. Kristin Zatik

**10. APPROVE PROFESSIONAL DEVELOPMENT STIPENDS**

The Superintendent recommends approval for the following staff members to complete CPI training on August 19, 2025 at the hourly substitute rate of the employee, to be paid from Title IIA funds.

- a. Amy Sullivan
- b. Kelly Wysocki

**11. APPROVE PROFESSIONAL DEVELOPMENT STIPENDS**

The Superintendent recommends approval for the following staff members to complete Diabetic training on August 19, 2025 at the hourly rate of the employee, to be paid from Title IIA funds.

- a. Amy Sullivan
- b. Shannon Kokinda

**12. APPROVE PROFESSIONAL DEVELOPMENT STIPENDS**

The Superintendent recommends approval for the following staff members to complete Diabetic training for 1/2 day at \$65.00 per 1/2 day, to be paid from Title IIA funds.

- a. Rebecca Reed
- b. Jackson Folland
- c. Jamie Cendrosky
- d. Adam Shipley
- e. Joseph Jasin
- f. Kathryn Dillen
- g. Suzanne Healy
- h. Staci Rapson

**13. EMPLOY CLASSIFIED SUBSTITUTES**

The Superintendent recommends employment of the following individuals as a 2025-2026 classified substitutes for the positions and hourly rates noted, pending all record checks and completion of state and local requirements:

**Bus Driver \$18.31/hr.**

- a. Dale Klan – van only
- b. Reginal Hetsler – effective 08/26/2025

**Cafeteria - \$14.41/hr.**

- a. Ashley Harasti
- b. Donna Hauser – effective 09/03/2025

**Cleaning - \$13.26/hr.**

- a. Dawn Schupp – effective 09/11/2025

**Monitor - \$13.73/hr.**

- a. Emily Spence-Sigsworth – Key Care
- b. Ashley Harasti – Study Hall
- c. Donna Hauser – Key Care, Lunch, Study Hall

**Paraprofessional – \$13.98/hr.**

- a. Ashley Harasti
- b. Donna Hauser

**Building Secretary - \$15.94**

- a. Angela Hartley – effective 08/29/2025

**14. RESCIND CLASSIFIED SUBSTITUTES**

The Superintendent recommends rescinding the following classified substitutes for the position noted.

**Custodian/Maintenance**

- a. Wendy Montoney
- b. Jennifer Hinds
- c. Steffanie Bynum

**15. AMEND 2025-2026 EXTRA DUTY PERSONNEL**

The Superintendent recommends amending the following individuals on extra duty contracts for the 2025-2026 school year, pending all record checks and completion of state and local requirements, up to maximum salary:

- a. Lisa Medvetz – Head Seventh Volleyball – from Step 2 – \$2,546.58 to Step 4 – \$3,183.23
- b. Faith Baracscai – Head Girls Soccer – Step 2 – from \$5,093.16 to \$5,729.81
- c. Ashley Hartman – from Junior Class Advisor (50%) – Step 3 – \$1,167.19 to Junior Class Advisor (100%) – Step 3 – \$2,334.37

**16. EMPLOY 2025-2026 EXTRA DUTY PERSONNEL**

The Superintendent recommends employment of the following individuals on extra duty contracts for the 2025-2026 school year, pending all record checks and completion of state and local requirements, up to maximum salary:

- a. Bert Fitzgerald – Fall Faculty Manager – Step 1 – \$1,485.51
- b. Anita Cutler – KMS Drama Club – Step 6 – \$2,546.58
- c. Jill Hetsler – Lead Mentor Teacher - \$1,900.00
- d. Heather Lahoski – Mentor Teacher – Jackson Folland – \$1,000.00
- e. Heather McCourt – Mentor Teacher – Amber Mezera, Cara Provenzale – 2 @ \$1,000.00 = \$2,000.00
- f. Noelle Puterbaugh – Mentor Teacher – Emily Rossi – \$1,000.00
- g. Courtney Trakas – Mentor Teacher – Brayden Loomis – \$1,000.00
- h. John Davis Jr. – KHS Instrumental Performance – Step 4 – 3 @ \$169.77= \$509.31
- i. John Davis Jr. – Instrumental Parade Days – Step 4 – 3 @ \$212.22 = \$636.66
- j. John Davis Jr. – KMS Instrumental Performance – Step 4 – 3 @ \$169.77 = \$509.31
- k. Bethany Pearce – KHS Vocal Performance – Step 7 – 5 @ \$254.66 = \$1,273.30

- l. Bethany Pearce – KMS Vocal Performance – Step 7 – 3 @ \$254.66 = \$763.98
- m. Anne Paulchell – KES Vocal Performance – Step 7 – 5 @ \$254.66 = \$1,273.30
- n. Johnathan Carman – Assistant Marching/Pep Band – Step 1 – \$2,334.37

**17. EMPLOY ESY SERVICES INSTRUCTORS**

The Superintendent recommends employing the following individuals as an ESY Services Instructor for August 21, 2025, at the tutor rate per the KLEA Negotiated Agreement, per time sheet:

- a. Jackson Folland – not to exceed 1.25 hours
- b. Heather Lahoski – not to exceed 1.25 hours

**18. EMPLOY ESY SUPPORT SERVICES**

The Superintendent recommends employing the following individuals as an ESY Support Services for August 21, 2025, at their hourly rate, per time sheet:

- a. Shannon Kokinda – not to exceed 1.25 hours
- b. Tiffany Peery – not to exceed 1.5 hours
- c. Amy Sullivan – not to exceed 1.25 hours

Moved by \_\_\_\_\_, second by \_\_\_\_\_ that the foregoing recommendations be approved.

Roll Call: Hoops\_\_\_\_; O’Boyle\_\_\_\_; Sturgill\_\_\_\_; Wakefield\_\_\_\_; Stang\_\_\_\_;

**VIII. OTHER BUSINESS**

**A. ACCEPT DONATIONS**

The Superintendent recommends accepting the following donations:

- 1. Agape Coffeehouse – assorted school supplies valued at \$250.00 to KES
- 2. Hannah Murray – books valued at \$50.00 to KES Library
- 3. Knights of Columbus – \$300.00 to Keystone Special Olympics Team

**B. APPROVE CURRICULUM ADOPTION**

The Superintendent recommends the Board of Education approve the new curriculum listed below:

**Subject:** English Language Arts

**Summary:** The following list of novels are recommended to go with our newly adopted ELA curriculum, StudySync, for grades 6-8.

**Titles:**

8th grade:

1. 10 Days in a Madhouse, Nellie Bly

**C. APPROVE CURRICULUM ADOPTION**

The Superintendent recommends the Board of Education approve the new curriculum listed below:

**Subject:** English Language Arts

**Summary:** The following novel that aligns to the Grade 9 ELA Standards

**Titles:**

1. A Midsummer Night's Dream: No Fear Shakespeare Side-by-Side Plain English by William Shakespeare

**D. APPROVE FINALSITE CONTRACT**

The Superintendent recommends approving the agreement with Finalsite to provide website setup, phone and messaging communications, and professional services as presented.

**E. RESOLUTION FOR ADOPTION OF BOARD POLICY MANUAL**

The Superintendent recommends adoption of the following resolution:

WHEREAS: the Board of Education of the Keystone Local School District engaged the Ohio School Boards Association to conduct a thorough search of documents for existing policy, regulations and management information, and to provide the Board a manual containing a new codification of current policies and regulations, and

WHEREAS: the search, codification and manual preparation tasks have been completed, and

WHEREAS: the manual has been reviewed by the Board, the Superintendent, and school administrators and found to be current and accurate, therefore

BE IT RESOLVED: that the Keystone Local School District Board of Education accept and adopt the manual prepared as the Policy Manual of the Keystone Local School District. As of this date, Tuesday, September 16, 2025 this manual contains all of the policies of the Keystone Local School District with the understanding that all of the policies and regulations contained therein are subject to continuing review and revision by the Board. All policies in effect prior to this date are hereby rescinded or superseded.

**F. APPROVE MEMORANDUM OF UNDERSTANDING WITH CORNERSTONE PATHWAYS LLC dba NEW CARE BEHAVIORAL HEALTH**

The Superintendent recommends approving the Memorandum of Understanding with Cornerstone Pathways LLC dba New Care Behavioral Health for referring students to school-based counseling services from the Provider as presented.

**G. APPROVE AGREEMENT WITH IN HARMONY THERAPEUTIC SERVICES**

The Superintendent recommends approving the In Harmony Therapeutic Services Agreement to provide music therapy as presented.

**H. APPROVE OUT OF STATE TRIP TO WASHINGTON D.C.**

The Superintendent recommends approving an out of state field trip for Keystone High School Sophomore students to Washington D.C. during the period of Tuesday, March 10, 2026 through Friday, March 13, 2026 as presented.

**I. APPROVE WORK SESSION MEETINGS**

The Superintendent recommends approving work session meetings on an as needed basis during the 2025-2026 school year. If needed, the next Work Session Meeting will be on \_\_\_\_\_.

Moved by \_\_\_\_\_, second by \_\_\_\_\_ that the foregoing recommendations be approved.

Roll Call: Hoops\_\_\_\_; O’Boyle\_\_\_\_; Sturgill\_\_\_\_; Wakefield\_\_\_\_; Stang\_\_\_\_;

**ITEMS PRESENTED FOR INFORMATION AND DISCUSSION. MAY OR MAY NOT RESULT IN ACTION BY THE BOARD OF EDUCATION.**

**A. Future BOE Meetings @ 6 P.M.**

1. Tuesday, October 21, 2025 – Regular Meeting – KHS Conference Room
2. Tuesday, November 11, 2025 – Regular Meeting – KHS Conference Room
3. Tuesday, December 16, 2025 – Regular Meeting – KHS Conference Room

**IX. EXECUTIVE SESSION**

Moved by \_\_\_\_\_, second by \_\_\_\_\_ to adjourn to Executive Session under ORC 102.03 and ORC 121.22 for the purpose of:

1. the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official, or the investigation of charges or complaints against such an employee, official or student, unless an such individual requests a public hearing (the Board will not hold an

executive session for the discipline of one of its members for conduct related to the performance of his/her official duties or for his/her removal from office);

2. the purchase of property for public purposes or for the sale of property at competitive bidding, if premature disclosure of information would give an unfair advantage to a person whose personal, private interest is adverse to the general public interest;
3. specialized details of security arrangements where disclosure of the matters discussed might reveal information that could be used for the purpose of committing, or avoiding prosecution for, a violation of the law;
4. matters required to be kept confidential by Federal law or State statutes;
5. preparing for, conducting or reviewing negotiations with public employees concerning their compensation or other terms and conditions of their employment;
6. in-person conferences with an attorney for the Board concerning disputes involving the Board that are the subject of pending or imminent court action or
7. consideration of confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets or personal financial statements of an applicant for economic development assistance, or negotiations with other political subdivisions respecting requests for economic development assistance, provided that:
  - A. the information is directly related to a request for economic development assistance that is to be provided or administered under provisions of State law authorized in Ohio Revised Code Section 121.22(G)(8)(1), or involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project and
  - B. a unanimous quorum of the Board has determined by a roll-call vote the executive session is necessary to protect the interests of the applicant or possible investment or expenditure of public funds to be made in connection with the economic development project.

**With action to follow or with no action to follow.**

Roll Call: Hoops\_\_\_\_; O’Boyle\_\_\_\_; Sturgill\_\_\_\_; Wakefield\_\_\_\_; Stang\_\_\_\_;

Executive Session \_\_\_\_\_ p.m. Return to Open Session \_\_\_\_\_ p.m.

**X. ADJOURNMENT**

Moved by \_\_\_\_\_, second by \_\_\_\_\_ to adjourn the Regular Meeting.  
(Time: \_\_\_\_\_)

Roll Call: Hoops\_\_\_\_; O’Boyle\_\_\_\_; Sturgill\_\_\_\_; Wakefield\_\_\_\_; Stang\_\_\_\_;