

RECORD OF PROCEEDINGS

MINUTES OF KEYSTONE BOARD OF EDUCATION

REGULAR MEETING HELD SEPTEMBER 17, 2024

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.

Patricia Wakefield called the meeting to order at 6:00 p.m.

Board Members in Attendance:

Carrie O'Boyle, Devin Stang, Kimberly Sturgill, Patricia Wakefield

Board Members not in Attendance:

Andrew Hoops

Public Persons in Attendance:

Zachary Weagley, Sandra Isabella, Amanda Goran, Jeffrey Holzhauer, Dominique Mason, Loren St. Peter, Renee Bartlett, Renee Dewey, Erin Boron, Ursula Gordon, Kate Cunningham, Colton Smith, Kaley DeVore, Jennifer Maiden, Shawn Smith, Jennifer Reffner, Kelly Stiner, John Cahill, Jessica Cahill, Anna Saxton, Amanda Accavallo, Tori McConoughey, Jeremy Horner, Michele Horner, Lillian Horner

Those present recited the Pledge of Allegiance to the United States of America.

APPROVAL OF AGENDA #25-09-01

Moved by O'Boyle, second by Stang to approve agenda as presented with corrections.

Ayes: O'Boyle, Stang, Sturgill, Wakefield

Motion carried.

APPROVAL OF PRIOR MEETING MINUTES #25-09-02

Moved by Sturgill, second by Stang to dispense with the reading of the minutes of the Regular Meeting on Tuesday, August 13, 2024. The minutes were distributed as required by law and, shall be approved as presented.

Ayes: Sturgill, Stang, O'Boyle, Wakefield

Motion carried.

SPECIAL RECOGNITION

AUDIENCE PARTICIPATION

RECOGNITION AND HEARING OF VISITORS:

Kaley DeVore – Recognition of the Bus Garage staff. Thankful for the bus driver who stopped her child from crossing the road. Obtain a video from the bus garage to help find the car that did not stop.

CURRICULUM CORNER

Amanda Goran, Director of Curriculum and Instruction

- State Report Card

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**APPROVE TREASURER/CFO FINANCIAL REPORTS
AND RECOMMENDATIONS #25-09-03**

Moved by O’Boyle, second by Sturgill that the foregoing recommendations be approved.

A. APPROVE FINANCIAL REPORTS

The Treasurer/CFO recommends approval of the financial reports, including investments for August 2024, as presented.

B. THEN & NOW APPROVALS

The Treasurer/CFO recommends approval of Then & Now purchase orders in accordance with ORC 5705.41D:

PO Date	Invoice Date	PO Number	Check Number	Desc.	Vendor	Amount
07/01/24	04/29/24	96979	70349	COLLEGE CREDIT PLUS TEXTBOOKS	LORAIN COUNTY COMMUNITY COLLEGE	\$ 4,025.00
08/23/27	08/16/24	97315	70402	TUITION FOR HS STUDENT	APPLEWOOD CENTERS INC.	\$ 12,105.00
08/27/24	08/14/24	97320	70405	SOAR PROFESSIONAL LEARNING	BATTELLE FOR KIDS	\$ 12,150.00
08/01/24	06/21/24	97328	70442	COPIER/PRINTER PURCHASE	COMDOC, INC	\$ 7,343.00
08/01/24	06/21/24	97328	70442	COPIER/PRINTER PURCHASE	COMDOC, INC	\$ 7,343.00
08/01/24	06/26/24	97328	70442	COPIER/PRINTER PURCHASE	COMDOC, INC	\$ 7,343.00
08/01/24	06/21/24	97328	70442	COPIER/PRINTER PURCHASE	COMDOC, INC	\$ 9,599.68
08/01/24	06/21/24	97328	70442	COPIER/PRINTER PURCHASE	COMDOC, INC	\$ 9,599.68
08/01/24	06/21/24	97328	70442	COPIER/PRINTER PURCHASE	COMDOC, INC	\$ 9,599.68
08/01/24	06/21/24	97328	70442	COPIER/PRINTER PURCHASE	COMDOC, INC	\$ 9,599.68
08/01/24	06/21/24	97328	70442	COPIER/PRINTER PURCHASE	COMDOC, INC	\$ 11,430.30
08/01/24	06/21/24	97328	70442	COPIER/PRINTER PURCHASE	COMDOC, INC	\$ 12,782.57
08/01/24	06/21/24	97328	70442	COPIER/PRINTER PURCHASE	COMDOC, INC	\$ 12,782.57
08/01/24	06/21/24	97328	70442	COPIER/PRINTER PURCHASE	COMDOC, INC	\$ 12,782.57
08/01/24	06/21/24	97328	70442	COPIER/PRINTER PURCHASE	COMDOC, INC	\$ 12,782.57
08/27/24	07/01/24	97329	70486	TUITION	OMBUDSMAN EDUCATIONAL SERVICES	\$ 9,548.00
08/27/24	08/21/24	97337	70481	TUITION	MONARCH CENTER FOR AUTISM	\$ 24,507.00
09/10/24	08/30/23	97381	70478	J. PHILLIPS SEVERANCE (VACATION)	LORAIN COUNTY BOARD OF EDUCATION	\$ 4,160.21
07/01/24	06/28/24	97015	70477	SMOOTH WALL WEB FILTER SYSTEM	LINEWIZE	\$ 6,725.60
09/01/24	07/01/24	97372	70498	ANNUAL MAINTENANCE WITH SITE LICEN	SC STRATEGIC SOLUTIONS, LLC	\$ 8,995.00

Ayes: O’Boyle, Sturgill, Stang, Wakefield
Motion carried.

**APPROVE TREASURER/CFO FINANCIAL REPORTS
AND RECOMMENDATIONS #25-09-04**

Moved by Stang, second by Sturgill to approve the below resolution.

C. APPROVE RESOLUTION FOR ACH AND ELECTRONIC TRANSACTIONS

The Treasurer/CFO recommends adoption of the following resolution:

WHEREAS, Keystone Local School District deems that is in the best interest of the district to make certain financial transactions by using electronic transactions, including receipt of funds from the Lorain County Auditor;

NOW, THEREFORE, BE IT RESOLVED, that the following policy shall govern the use of electronic signatures:

- (a) Sandra Isabella shall be responsible for establishing all ACH arrangements for the district;
- (b) Sandra Isabella is authorized to share the district's banking information with the Auditor and to make any changes to the bank account where funds will be settled on behalf of Keystone Local Schools;
- (c) Sandra Isabella shall be responsible for accounting, reporting, and generally overseeing compliance.

Ayes: Stang, Sturgill, O’Boyle, Wakefield
Motion carried.

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APPROVE SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS #25-09-05

Moved by Sturgill, second by O’Boyle that the foregoing recommendations be approved.

A. EMPLOYMENT OF PERSONNEL

1. APPROVE OPES, OSCES AND OTES

The Superintendent recommends approving the below Administrators for receiving credentials in the following areas, subject to completion of state and local requirements:

<u>OPES</u>	<u>OSCES</u>	<u>OTES</u>
Amanda Goran	Jacob Alferio	Jacob Alferio
Zachary Weagley	Gina Gibson	Loren Allison
	James Kohler	Taylor Brouse
		Brittany Chudakoff
		Gina Gibson
		Amanda Goran
		Kara Griswold
		James Kohler
		Zachary Weagley

2. ACCEPT RESIGNATION

The Superintendent recommends accepting the resignation of the following individual:

- a. Anna Saxton – Freshman Softball Coach – effective end of day 9/12/2024

3. APPROVE TRANSFER

The Superintendent recommends transferring the following individual for the 2024-2025 School Year:

- a. Staci Crabeels from KMS Secretary 4.0 hours a day to Special Education Secretary 7.5 hours a day effective 8/7/2024

4. EMPLOY 2024-2025 DETENTION SCHOOL TEACHERS

The Superintendent recommends employment of the following individuals as a Detention School Teacher, for the 2024-2025 school year at tutor rate per the KLEA Negotiated Agreement, per time sheet, on an as needed basis.

- a. Tracy Abfall
- b. Kristin Burden
- c. Kevin Fox
- d. Donald Griswold
- e. Shannon Heffernan
- f. Heather Lahoski
- g. Dawn Morris

5. EMPLOY KHS PBIS TEAM

The Superintendent recommends employing the following individuals as members of the KHS PBIS Team on an as needed basis, per time sheet, at tutor rate per the KLEA Negotiated Agreement for the 2024-2025 school year to be paid from Title IV Funds:

- a. Suzanne Atkinson
- b. Kari Dove
- c. Patrick Gallion
- d. Donald Griswold
- e. Ashley Hartman
- f. Anna Saxton

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6. EMPLOY 2024-2025 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 2024-2025 school year:

- a. Andrew Lamb – Technology Assistant – Step 0 - \$14.13/hr. – effective 8/26/2024
- b. Austin Watkins – KHS Special Needs Paraprofessional – Step 0 - \$12.62/hr. – effective 8/28/2024
- c. Laura Wickes – Bus Driver – Step 5 - \$20.24/hr. – effective 9/19/2024

7. AMEND 2024-2025 CERTIFICATED/LICENSED STAFF

The Superintendent recommends amending the following individual on a limited one (1) year contract commencing with the 2024-2025 school year, subject to completion of all state and local requirements, compensation as per appropriate salary schedule (ORC 3319.11):

- a. Tyler Trakas – KES Teacher – From Step 5 MA - \$55,494.00 to Step 5 BA+15- \$52,165.00

8. 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 2024-2025 school year effective August 14, 2024 through May 30, 2025:

KHS BLT

Anna Saxton

9. SALARY RECLASSIFICATION – CERTIFIED

The Superintendent recommends the following change in salary schedule placement for the 2024-2025 school year due to continuing education.

- a. Patrick Gallion – from MA to MA +15 – Step 7
- b. Andrew Hoch – from BA+15 to MA – Step 6
- c. Courtney Smith – from BA to BA+15 – Step 4
- d. Kristin Zatik – from BA to BA+15 – Step 17

10. EMPLOY CLASSIFIED SUBSTITUTES

The Superintendent recommends employment of the following 2024-2025 classified substitutes for the positions and hourly rates noted, pending all record checks and completion of state and local requirements:

- a. Brian Chutes
Cleaning - \$11.86/hr.
- b. Julie Fortune
Building Secretary - \$14.47/hr.
Superintendent's Secretary - \$21.39/hr.
- c. September Golden
Cleaning - \$11.86/hr.

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11. EMPLOY DLT PERSONNEL

The Superintendent recommends employing the following individuals as members of the District Leadership Team (DLT) on an as needed basis, per time sheet, at tutor rate per the KLEA Negotiated Agreement for the 2024-2025 school year:

- a. Jacob Alferio
- b. Loren Allison
- c. Suzanne Atkinson
- d. Taylor Brouse
- e. Kaitlin Bulger
- f. Brittany Chudakoff
- g. Amanda Goran
- h. Gina Gibson
- i. Kara Griswold
- j. Jill Hetsler
- k. Andrew Hoch
- l. James Kohler
- m. Heather McCourt
- n. Stephen Ody
- o. Anna Saxton
- p. Victoria Smith
- q. Christopher Vondruska
- r. Kristin Zatik

12. APPROVE LEAVE OF ABSENCE REQUEST – EMILY NAGY

The Superintendent recommends approving a leave of absence request for Emily Nagy for the period on or about August 26, 2024 through on or about September 16, 2024.

13. APPROVE LEAVE OF ABSENCE REQUEST – ERIN STRANG

The Superintendent recommends approving a leave of intermittent absence request for Erin Strang for the period on or about August 24, 2024 through on or about May 30, 2025.

14. APPROVE LEAVE OF ABSENCE REQUEST – REBECCA MORAN

The Superintendent recommends approving a leave of absence request for Rebecca Moran for the period on or about September 19, 2024 through on or about November 4, 2024.

15. APPROVE PROFESSIONAL DEVELOPMENT

The Superintendent recommends approval of a stipend of \$250.00 per day, or \$125.00 per half day, per time sheet, for the following staff members for participating in the Math Implementation Meeting on August 20, 2024, to be paid through the Innovative Impact Grant through the Educational Service Center of Lorain County:

- a. Adam Crabtree – Whole Day
- b. Madison Eis – Whole Day
- c. Cynthia Mahilo – Half Day
- d. Kelly Marxen – Whole Day
- e. Stephen Ody – Whole Day
- f. Tara Ody – Whole Day
- g. Alex Stanley – Whole Day
- h. Kimberly Tafa – Half Day
- i. Leah Tesny – Whole Day
- j. Courtney Trakas – Whole Day

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16. APPROVE CERTIFIED SUBSTITUTE TEACHERS 2024-2025

The Superintendent recommends to approve the following job share teachers as certified substitute teachers for the 2024-2025 school year, on an as needed basis with compensation at \$120.00 per day (\$60.00 per half day).

- a. Kimberly Tafa
- b. Ashley Trenchard

17. APPROVE CLASSIFIED CONTINUING CONTRACT

The Superintendent recommends granting a continuing contract to the following individual as they have successfully completed an eighteen-month probationary period:

- a. Janet Barcroft KHS Cashier/Cafeteria Worker – effective 10/3/2024

18. EMPLOY 2024-2025 EXTRA DUTY PERSONNEL

The Superintendent recommends employment of the following individuals on extra duty contracts for the 2024-2025 school year, pending all record checks and completion of state and local requirements, up to maximum salary:

- a. Anna Saxton – Head Varsity Softball – Step 1 - \$4,932.84
- b. Scot Pataky – Head Seventh Football – Step 7 - \$4,316.23
- c. Terrence Shackelford – Head Eighth Football – Step 7 – \$4,316.23
- d. Ashley Hartman – Varsity Cheerleader Advisor – Fall – Step 3 - \$2,055.35
- e. Christyne Foster – Middle School Cheerleader Advisor – Step 2 - \$2,055.35
- f. Thomas Baracscai Jr. – Head Boys’ Soccer – Step 3 - \$5,549.44
- g. Deborah Stroud – Assistant Cross Country – (50%) – Step 4 - \$1,233.21
- h. Jill Hetsler – Lead Mentor Teacher - \$1,900.00
- i. Stephen Ody – Mentor Teacher – Amber Mezera - \$1,000.00
- j. Noelle Puterbaugh – Mentor Teacher – Emily Rossi - \$1,000.00
- k. Kelli Doran – Mentor Teacher – Kyle Zacharyasz - \$1,000.00
- l. Heather McCourt – Mentor Teacher – Amanda D’Amico - \$1,000.00
- m. Allison Johnson – Mentor Teacher – Alexandra Ensign-Pyles - \$1,000.00
- n. Brittany Shaw – Mentor Teacher – Olivia Erdos - \$1,000.00
- o. Ashley Trenchard – Mentor Teacher – Cara Provenzale - \$1,000.00
- p. Ashley Trenchard – District RESA Facilitator – Amanda D’Amico, Alexandra Ensign-Pyles, Olivia Erdos, Kyle Zacharyasz – 4 @ \$500.00 = \$2,000.00

19. AMEND 2024-2025 EXTRA DUTY PERSONNEL

The Superintendent recommends amending the following individual on extra duty contract for the 2024-2025 school year, pending all record checks and completion of state and local requirements, up to maximum salary:

- a. David Jones Jr. – from Head Seventh Football – Step 7 - \$4,316.23 to Assistant Seventh Football – Step 7 - \$3,494.09

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20. APPROVE VOLUNTEERS

The Superintendent recommends approving the following individuals as a volunteer for the 2024-2025 school year for the position indicated, pending all record checks and completion of state and local requirements:

- a. Chad Whitacre – Football
- b. Shannon Lienerth – Boys' Soccer

Ayes: Sturgill, O'Boyle, Stang, Wakefield
Motion carried.

APPROVE OTHER BUSINESS AND SUPERINTENDENT'S RECOMMENDATIONS #25-09-06

Moved by Stang, second by O'Boyle that the foregoing recommendations be approved.

A. AMEND 2024-2025 DISTRICT CALENDAR

The Superintendent recommends amending the 2024-2025 district calendar as presented with the following changes:

1. Change KMS Spring Parent/Teacher Conference from February 11, 2025 4:30 p.m. to 7:30 p.m. to October 22, 2024 3:00 p.m. to 6:00 p.m.
2. Change KHS Spring Parent/Teacher Conference from February 12, 2025 4:00 p.m. to 7:00 p.m. to January 30, 2025 4:00 p.m. to 7:00 p.m.

B. APPROVE SPECIAL EDUCATION CONTRACT

The Superintendent recommends approving the following Special Education Agreements for the 2024-2025 school year as presented:

1. Spectrum – Educational & Transportation Service Agreement

C. APPROVE LORAIN COUNTY EMERGENCY MANAGEMENT AGENCY AGREEMENT

The Superintendent recommends approving the Lorain County Emergency Management Agency ESF #1 Emergency Transportation and Evacuation – Volunteer Participant Agreement as presented.

D. APPROVE EFFECTIVE LEADERSHIP ACADEMY AGREEMENT

The Superintendent recommends approving the Effective Leadership Academy Agreement to provide students with social emotional development programs as presented.

E. APPROVE PERSONNEL FOR MEDICATION ADMINISTRATION

The Superintendent recommends approving Keystone Local School Staff who have completed a drug administration training program meeting State law requirement, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.

F. ACCEPT DONATIONS

The Superintendent recommends accepting the following donation:

1. Knights of Columbus - \$325.00 to Keystone Special Olympics Team

G. APPROVE SHARED SERVICE AGREEMENT WITH NEW LONDON LOCAL SCHOOL DISTRICT

The Superintendent recommends approving a Shared Service Agreement with New London Local School District with our Transportation Department as presented.

H. APPOINT PUBLIC RECORDS DESIGNEE

It is recommended that the Treasurer/CFO, Sandra Isabella, be appointed as public records designee for calendar year 2024 effective August 1, 2024.

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I. APPROVE WORK SESSION MEETINGS

The Superintendent recommends approving work session meetings on an as needed basis during the 2024-2025 school year. If needed, the next Work Session Meeting will be on October 1, 2024 at 6 p.m. in Room 124 at Keystone High School.

Ayes: Stang, O'Boyle, Sturgill, Wakefield

Motion carried.

Future BOE Meetings @ 6:00 P.M.

1. Tuesday, October 15, 2024 – Regular Meeting – KHS Conference Room
2. Tuesday, November 19, 2024 – Regular Meeting – KHS Conference Room
3. Tuesday, December 17, 2024 – Regular Meeting – KHS Conference Room

ADMINISTRATIVE REPORTS - NONE

SUPERINTENDENT COMMITTEE REPORTS – NONE

COMMENTS/CONCERNS

Board Member:

Devin Stang – Congratulations to the staff for moving the state report card to 4.5 stars.

Kimberly Sturgill – Nice job by staff. Thank you to the High School Counselors.

ADJOURNMENT #25-09-07

Moved by Sturgill, second by O'Boyle to adjourn the Regular Meeting at 6:58 p.m.

Ayes: Sturgill, O'Boyle, Stang, Wakefield

Motion carried.

Patricia Wakefield, President

Sandra Isabella, Treasurer/CFO