

**RECORD OF PROCEEDINGS**

**MINUTES OF KEYSTONE BOARD OF EDUCATION**

**REGULAR MEETING HELD NOVEMBER 19, 2024**

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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:

Andrew Hoops, Carrie O’Boyle, Devin Stang, Kimberly Sturgill, Patricia Wakefield

Public Persons in Attendance:

Zachary Weagley, Sandra Isabella, Amanda Goran, Jacob Alferio, Taylor Brouse, Kara Griswold, Kate Cunningham, Vicky Smith, Kaiti Bulger, Paige Wowk, Deborah Melda, Yijun Jiang, Dominique Mason, Loren St. Peter, Crystal Valentine, Jennifer Maiden, Michelle Andujar, Jill Hetsler, Heather McCourt

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

**APPROVAL OF AGENDA #25-11-01**

Moved by Sturgill, second by O’Boyle to approve agenda with addendum as presented.

Ayes: Sturgill, O’Boyle, Hoops, Stang, Wakefield

Motion carried.

**APPROVAL OF PRIOR MEETING MINUTES #25-11-02**

Moved by Hoops, second by Stang to dispense with the reading of the minutes of the Regular Meeting on Tuesday, October 15, 2024. The minutes were distributed as required by law, and shall be approved as presented.

Ayes: Hoops, Stang, O’Boyle, Sturgill, Wakefield

Motion carried.

**SPECIAL RECOGNITION**

**AUDIENCE PARTICIPATION**

**RECOGNITION AND HEARING OF VISITORS: NONE**

**APPROVE TREASURER/CFO FINANCIAL REPORTS  
AND RECOMMENDATIONS #25-11-03**

Moved by Stang, second by Hoops that the foregoing recommendations be approved.

**A. APPROVE FINANCIAL REPORTS**

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

**B. APPROVE FIVE YEAR FORECAST AND ASSUMPTIONS**

The Treasurer/CFO recommends approval of the Five-Year Forecast and Assumptions as presented. (Attachment A)

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**C. 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
09/26/24	09/25/24	97454	70663	SCANNING SERVICES	SC STRATEGIC SOLUTIONS, LLC	\$ 5,890.14
10/01/24	09/26/24	97472	70621	CAMP NUHOP	THE NUHOP CENTER FOR EXPERIENTAL	\$ 19,350.00
09/26/24	09/25/24	97469	70653	OCCUPATIONAL THERAPY SERVICES	OPTIMAL SCHOOL THERAPY, LLC	\$ 3,270.00
08/01/24	07/22/24	97212	70635	HS FOOTBALL HELMET RECONDITIONING	INTEGRITY SPORT TEAM SALES LLC	\$ 3,055.10
10/08/24	10/07/24	97511	70626	VISION SERVICES 24/25 SY	LORAIN COUNTY BOARD OF EDUCATION	\$ 8,111.25
10/10/24	09/30/24	97518	70713	HEALTH ASSESSMENT	MERCY HEALTH OCCUPATIONAL HEALTH	\$ 6,864.00
10/14/24	10/10/24	97525	70710	GENERAL PRESCHOOL	LORAIN COUNTY BOARD OF EDUCATION	\$ 84,471.63
10/21/24	08/06/24	97546	70699	BOYS GOLF KEYSTONE INVITATIONAL	GREY HAWK GOLF LLC	\$ 3,500.00
10/16/24	10/11/24	97532	70694	WILLOW CREEK & PRENTISS	EDUCATIONAL SERVICE CENTER OF NORTHEAST OHIO	\$ 24,510.00
10/30/24	10/16/24	97580	70758	LITERARY SERVICES	LORAIN COUNTY BOARD OF EDUCATION	\$ 9,100.00
10/30/24	10/16/24	97581	70758	GENERAL SERVICES AGREEMENT-MATH	LORAIN COUNTY BOARD OF EDUCATION	\$ 4,670.00
11/05/24	11/01/24	97599	70807	TUITION AND TRANSPORTATION	SPECTRUM CONSULTING SERVICES LLC	\$ 15,300.00
11/05/24	11/01/24	97599	70807	TUITION AND TRANSPORTATION	SPECTRUM CONSULTING SERVICES LLC	\$ 15,300.00
11/01/24	10/01/24	97603	70822	PUBLIC SCHOOL WORKS	WORKS INTERNATIONAL, LLC	\$ 4,780.00
08/22/24	04/15/24	97307	70808	STUDY ISLAND/EDMENTUM	EDMENTUM, INC.	\$ 10,350.02

**D. APPROVE PURCHASE OF SCHOOL VAN**

The Treasurer/CFO recommends approving the purchase of a 2025 Kia Carnival 8 passenger minivan from Montrose Kia.

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

**APPROVE TREASURER/CFO FINANCIAL REPORTS  
AND RECOMMENDATIONS #25-11-04**

Moved by Stang, second by Hoops that the below resolution be approved.

**E. APPROVE RESOLUTION FOR TREASURER INSURANCE**

The Treasurer/CFO recommends adoption of the following resolution:

BE IT RESOLVED by the Keystone Local School District Board of Education that, effective November 1, 2024, pursuant to Board Policy #DH and ORC 3.061, the Board, in lieu of executing a surety bond, hereby authorizes the Treasurer to be covered by an employee dishonesty and faithful performance of duty insurance policy issued by CF Risk & Insurance, LLC (Policy # SD-047M) through the Schools of Ohio Risk Sharing Authority.

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

**APPROVE SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS #25-11-05**

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

**A. EMPLOYMENT OF PERSONNEL**

**1. ACCEPT RESIGNATIONS**

The Superintendent recommends accepting the following resignations for the purpose of retirement:

- a. John Barlow – KES Cleaner – effective end of day 12/30/2024
- b. Yvonne Gnagy – Superintendent’s Assistant – effective end of day 5/31/2025

**2. ACCEPT RESIGNATION**

The Superintendent recommends accepting the resignation of the following individual:

- a. Tiffany Peery – Permanent Substitute – effective end of day 11/8/2024

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**3. 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. Tiffany Peery – KHS Special Needs Paraprofessional – Step 0 - \$12.62/hr. – effective 11/11/2024
- b. Christine Conrad – KES Lunch Monitor – Step 0 - \$12.62/hr. – effective 11/12/2024
- c. Rochelle Best – KES Lunch Monitor – Step 0 - \$12.62/hr. – effective 11/13/2024
- d. Tracey Beam – KES Lunch Monitor – Step 0 – \$12.62/hr. – Effective TBD

**4. APPROVE LEAVE OF ABSENCE REQUEST – VALERIE HOOD**

The Superintendent recommends approving a leave of intermittent absence request for Valerie Hood for the period on or about November 11, 2024 through on or about December 31, 2024.

**5. APPROVE LEAVE OF ABSENCE REQUEST – CATHERINE STRATTON**

The Superintendent recommends approving a leave of intermittent absence request for Nicole Stratton for the period on or about October 16, 2024 through on or about October 15, 2025.

**6. APPROVE LEAVE OF ABSENCE REQUEST – ELIZABETH BRANCO**

The Superintendent recommends approving a leave of intermittent absence request for Elizabeth Branco for the period on or about November 14, 2024 through on or about December 20, 2024.

**7. EMPLOY CLASSIFIED SUBSTITUTE**

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

- a. Angela Hartley  
Monitor - \$12.32/hr.  
Building Secretary - \$14.47/hr.  
Superintendent's Secretary - \$21.39/hr.

**8. EMPLOY PERMANENT SUBSTITUTE TEACHERS**

The Superintendent recommends employing permanent substitute teachers during the first semester of the 2024-2025 school year at a rate of \$130.00 per day (\$65.00 per half day), pending all record checks and completion of state and local requirements. No other salaries or benefits will apply:

- a. Benjamin Kirschner – effective 11/13/2024

**9. RESCIND 2024-2025 EXTRA DUTY PERSONNEL**

The Superintendent recommends rescinding of the following individual on an extra duty contract for the 2024-2025 school year:

- a. Michael Schade – Assistant Varsity Wrestling (50%) - Step 1 - \$1,438.74

**10. RESCIND 2024-2025 VOLUNTEER**

The Superintendent recommends rescinding of the following individual as a volunteer for the 2024-2025 school year:

- a. John McCardle – Wrestling

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**11. 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. Benjamin Bill – Assistant Varsity Wrestling (50%) – Step 3 –\$1,644.28
- b. John McCardle – Assistant Varsity Wrestling (50%) - Step 1 - \$1,438.74
- c. Michael Griswold – Head Middle School Wrestling – Step 7 - \$4,727.30
- d. Jacob Kolar – Head Freshman Boys’ Basketball – Step 6 - \$3,905.16
- e. Shawn Reed – Head 7<sup>th</sup> Grade Boys’ Basketball – Step 7 - \$4,316.23
- f. Lisa Medvetz - Head 7<sup>th</sup> Grade Girls’ Basketball - Step 7 – \$4,316.23
- g. Brooke Creak – Junior Varsity Cheerleader Advisor – Winter – Step 3 - \$1,644.28
- h. Scott Schuster – Washington DC Trip - \$300.00
- i. David Jones Jr. – OHSAA Announcer – rate set by OHSAA
- j. Kristin Burden – OHSAA Ticket Taker – rate set by OHSAA
- k. Tracy Clarico – OHSAA Ticket Taker – rate set by OHSAA
- l. Staci Crabeels – OHSAA Ticket Taker – rate set by OHSAA
- m. Julie Fortune – OHSSA Ticket Taker – rate set by OHSAA
- n. Emily Nagy – OHSSA Ticket Taker – rate set by OHSAA
- o. Ashley Zuckerman – OHSSA Ticket Taker – rate set by OHSAA

**12. 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. Shannon Heffernan – Dance
- b. Allison Fenik – Gymnastics
- c. Michael Schade - Wrestling

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

#### **APPROVE OTHER BUSINESS AND SUPERINTENDENT’S RECOMMENDATIONS #25-11-06**

Moved by Hoops, second by Stang that the foregoing recommendations be approved.

**A. TAX BUDGET HEARING**

Motion to hold the Tax Budget Hearing for the 2025 fiscal year on Tuesday, January 14, 2025 at 6:00 p.m. in the KHS Conference Room.

**B. SET 2025 ORGANIZATIONAL MEETING**

Motion to set the 2025 Organizational Meeting on Tuesday, January 14, 2025 immediately following the Tax Budget Hearing in the KHS conference room. (This meeting must be held during the first 15 days of January.)

**C. APPOINT PRESIDENT PRO-TEMPORE**

Motion to appoint Patricia Wakefield as President Pro-Tempore for the 2025 Organizational Meeting.

**D. SET JANUARY 2025 REGULAR MEETING**

Motion to set the January 2025 Regular Meeting on Tuesday, January 14, 2025 immediately following the 2025 Organizational Meeting in the KHS conference room.

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**E. ACCEPT DONATIONS**

The Superintendent recommends accepting the following donations:

1. Garrett Longacre - \$40.00 to KHS BBQ Club
2. Mason Family – Miscellaneous items valued at \$150.00 to KES

**F. APPROVE AGREEMENT WITH THE EDUCATIONAL SERVICE CENTER OF LORAIN COUNTY**

The Superintendent recommends approving an agreement with The Educational Service Center of Lorain County to provide translation and interpretation services through PGLS for the 2024-2025 school year as presented.

**G. APPROVE MEMORANDUM OF UNDERSTANDING WITH LORAIN COUNTY SCHOOLS CRISIS COUNSELING TEAM**

The Superintendent recommends approving the Memorandum of Understanding with Lorain County Schools Crisis Counseling Team to provide grief/loss counseling services to students and staff as presented.

**H. APPROVE MOU WITH THE RESTORATIVE CENTER OF CLEVELAND**

The Superintendent recommends approving the MOU with The Restorative Center of Cleveland relating to school-based counseling services as presented.

**I. APPROVE AGREEMENT WITH THE BOARD OF TRUSTEES OF LAGRANGE TOWNSHIP**

The Superintendent recommends approving an agreement with the Board of Trustees of LaGrange Township to sell salt to Keystone Local School District effective July 1, 2024 through June 30, 2025 as presented.

**J. APPROVE OSBA SERVICES AGREEMENT/SERVICE ADDENDUM**

The Superintendent recommends approving the Service Agreement/Service Addendum with OSBA as presented.

**K. 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 December 10, 2024 at 5 p.m. in the Board Office Conference Room.

**L. APPROVE POLICIES AND REGULATIONS**

The Superintendent recommends approving the following Board Policies and/or Regulations:

1. ACC – Political Commitments
2. EBBA – First Aid
3. EBCE – Protection for Reporting Safety and Fraud Violations
4. EBCE-E – Acknowledgment of Receipt of Auditor of State Fraud-Reporting System Information
5. EBCE-R – Protection for Reporting Safety and Fraud Violations
6. EDE – Computer/Online Services
7. IGAE – Health Education
8. IGAI/IGAH – Family Life Education/Sex Education
9. JED – Student Absences and Excuses
10. JEDC – Religious Expression Days
11. JHG – Reporting Child Abuse and Mandatory Training

Ayes: Hoops, Stang, O’Boyle, Sturgill, Wakefield

Motion carried.

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**A. Future BOE Meetings @ 6:00 P.M.**

1. Tuesday, December 17, 2024 – Regular Meeting – KHS Conference Room

**ADMINISTRATIVE REPORTS - NONE**

**SUPERINTENDENT COMMITTEE REPORTS – NONE**

**COMMENTS/CONCERNS – NONE**

**ADJOURNMENT #25-11-07**

Moved by O'Boyle, second by Hoops to adjourn the Regular Meeting at 6:57 p.m.

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

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Patricia Wakefield, President

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Sandra Isabella, Treasurer/CFO

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#### ATTACHMENT A

Keystone Local School District  
Five Year Forecast  
November Fiscal Year 2025

Fiscal Year:	Actual 2024	2025	2026	FORECASTED 2027	2028	2029
<b>Revenue:</b>						
1.010 - General Property Tax (Real Estate)	7,372,873	7,873,965	8,300,918	8,359,299	8,754,805	9,100,109
1.020 - Public Utility Personal Property	2,231,873	2,260,913	2,291,383	3,931,356	2,470,907	2,491,126
1.030 - Income Tax						
1.035 - Unrestricted Grants-in-Aid	6,485,175	6,661,167	6,787,697	6,955,012	6,996,399	7,055,745
1.040 - Restricted Grants-in-Aid	496,539	404,286	356,492	287,677	277,826	251,206
1.050 - State Share-Local Property Taxes	843,333	841,461	868,532	873,516	915,253	956,979
1.060 - All Other Operating Revenues	1,272,412	1,219,152	1,183,015	1,128,029	1,106,000	1,085,589
<b>1.070 - Total Revenue</b>	<b>18,702,205</b>	<b>19,260,945</b>	<b>19,788,037</b>	<b>21,534,889</b>	<b>20,521,190</b>	<b>20,940,754</b>
<b>Other Financing Sources:</b>						
2.010 - Proceeds from Sale of Notes						
2.020 - State Emergency Loans and Adv						
2.040 - Operating Transfers-In						
2.050 - Advances-in		33,952	33,952	33,952	33,952	33,952
2.060 - All Other Financing Sources	14,466	17,923	17,923	17,923	17,923	17,923
<b>2.070 - Total Other Financing Sources</b>	<b>14,466</b>	<b>51,875</b>	<b>51,875</b>	<b>51,875</b>	<b>51,875</b>	<b>51,875</b>
<b>2.080 - Total Rev &amp; Other Sources</b>	<b>18,716,671</b>	<b>19,312,819</b>	<b>19,839,912</b>	<b>21,586,764</b>	<b>20,573,065</b>	<b>20,992,629</b>
<b>Expenditures:</b>						
3.010 - Personnel Services	9,522,836	10,448,413	10,887,718	11,246,630	11,623,378	12,013,016
3.020 - Employee Benefits	3,882,682	4,346,991	4,621,809	4,855,957	5,104,280	5,366,541
3.030 - Purchased Services	2,983,029	3,373,962	3,358,567	3,466,294	3,573,972	3,681,468
3.040 - Supplies and Materials	729,464	653,754	670,097	686,850	704,021	721,622
3.050 - Capital Outlay	143,970	353,852	357,659	360,024	362,425	364,861
<b>Intergovernmental &amp; Debt Service</b>						
4.300 - Other Objects	481,513	481,890	491,527	501,358	511,385	521,613
<b>4.500 - Total Expenditures</b>	<b>17,743,493</b>	<b>19,657,861</b>	<b>20,387,378</b>	<b>21,117,113</b>	<b>21,879,460</b>	<b>22,669,120</b>
<b>Other Financing Uses</b>						
5.010 - Operating Transfers-Out	254,829	693,905	75,000	75,000	75,000	75,000
5.020 - Advances-Out	33,952	0	0	0	0	0
5.030 - All Other Financing Uses						
<b>5.040 - Total Other Financing Uses</b>	<b>288,782</b>	<b>693,906</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<b>5.050 - Total Exp and Other Financing Uses</b>	<b>18,032,275</b>	<b>20,351,766</b>	<b>20,462,378</b>	<b>21,192,114</b>	<b>21,954,461</b>	<b>22,744,120</b>
<b>6.010 - Excess of Rev Over/(Under) Exp</b>	<b>684,396</b>	<b>(1,038,947)</b>	<b>(622,466)</b>	<b>394,650</b>	<b>(1,381,395)</b>	<b>(1,751,491)</b>
<b>7.010 - Cash Balance July 1 (No Levies)</b>	<b>10,826,801</b>	<b>11,511,201</b>	<b>10,472,254</b>	<b>9,849,788</b>	<b>10,244,438</b>	<b>8,863,042</b>
<b>7.020 *Cash Balance July 1 (No Levies) - ?</b>	<b>11,511,201</b>	<b>10,472,254</b>	<b>9,849,788</b>	<b>10,244,438</b>	<b>8,863,042</b>	<b>7,711,551</b>
<b>8.010 - Estimated Encumbrances June 30</b>						
	332,007	125,000	125,000	125,000	135,000	125,000
<b>9.080 - Reservations Subtotal</b>						
<b>10.010 - Fund Bal June 30 for Cert of App</b>	<b>11,179,194</b>	<b>10,347,254</b>	<b>9,724,788</b>	<b>10,119,438</b>	<b>8,738,042</b>	<b>6,986,551</b>
<b>Rev from Replacement/Renewal Levies</b>						
11.010 & 11.020 - Renewal Levies						
11.030 - Cumulative Balance of Levies						
<b>12.010 - Fund Bal June 30 for Cert of Obligations</b>	<b>11,179,194</b>	<b>10,347,254</b>	<b>9,724,788</b>	<b>10,119,438</b>	<b>8,738,042</b>	<b>6,986,551</b>
<b>Revenue from New Levies</b>						
13.010 & 13.020 - New Levies						
13.030 - Cumulative Balance of New Levies						
<b>15.010 - Unreserved Fund Balance June 30</b>	<b>11,179,194</b>	<b>10,347,254</b>	<b>9,724,788</b>	<b>10,119,438</b>	<b>8,738,042</b>	<b>6,986,551</b>