

RECORD OF PROCEEDINGS

MINUTES OF KEYSTONE BOARD OF EDUCATION

TAX BUDGET, ORGANIZATIONAL AND REGULAR MEETING

HELD JANUARY 14, 2025

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.

President Pro-Tempore Patricia Wakefield called the meeting to order at 6:03 p.m.

The Tax Budget Hearing was held.

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, Kara Griswold, Bill Robson, Kate Cunningham, Dominique Mason, Loren St. Peter

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

APPROVAL OF AGENDA #25-01-01

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

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

Motion carried.

ELECTION OF PRESIDENT #25-01-02

Devin Stang was nominated by Andrew Hoops for President of the Keystone Board of Education.

Moved by Sturgill, second by O'Boyle to close nominations for President.

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

Motion carried.

VOTE FOR PRESIDENT: Hoops – Stang, O'Boyle – Stang, Stang – Stang,
Sturgill – Stang, Wakefield – Stang

ELECTION OF VICE PRESIDENT #25-01-03

Kimberly Sturgill was nominated by Carrie O'Boyle for Vice President of the Keystone Board of Education.

Moved by Hoops, second by O'Boyle to close nominations for Vice President.

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

Motion carried.

VOTE FOR VICE PRESIDENT: Hoops – Sturgill, O'Boyle – Sturgill, Stang – Sturgill,
Sturgill – Sturgill, Wakefield – Sturgill

Devin Stang assumed the presidency and Kimberly Sturgill assumed the vice presidency.

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SET DATE, TIME, AND LOCATION OF REGULAR MEETINGS #25-01-04

Moved by Sturgill, second by Hoops to establish the time of regular board meetings on the third Tuesday of each month at 6:00 p.m. at Keystone High School Conference Room with the exceptions noted below:

- a. Tuesday, March 11, 2025
- b. Tuesday, May 13, 2025
- a. Tuesday, June 24, 2025
- b. Tuesday, August 12, 2025

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

ESTABLISH SERVICE FUND #25-01-05

Moved by O'Boyle, second by Hoops to approve the following resolution:

WHEREAS, Amended ORC 3315.15 provides for the setting aside from the general fund a sum not to exceed two dollars (\$2.00) for each child enrolled or twenty thousand dollars (\$20,000.00), whichever is greater; such sum of money to be known as the "Service Fund" to be used in paying the expenses of members of the board actually incurred in the performance of their duties when sent out of the school district.

NOW THEREFORE, BE IT RESOLVED that the Board of Education for the Keystone Local School District does hereby establish a Service Fund. Such fund to be set aside as an account within the General Fund, and there is hereby appropriated for the purpose of said Service Fund the amount of \$20,000.00.

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

APPROVE STANDING AUTHORIZATIONS #25-01-06

Moved by O'Boyle, second by Sturgill to adopt the below noted standing authorizations to allow for efficient financial management and full execution of duties by the Treasurer/CFO, President, and Superintendent:

- A) Advances on Tax Settlements: Authorization for the Treasurer/CFO to secure advances on local taxes from the County Auditor when funds are available and payable to the district.
- B) Investment of Inactive Funds: Authorization for the Treasurer/CFO to invest inactive funds at the market rate of return whenever inactive funds are available.
- C) Payment of Bills: Authorization for the Treasurer/CFO to pay all bills within the limits of the appropriations resolution as bills are received and when, if applicable, the merchandise has been received in good condition.
- D) Borrowing Authority: Authorization for the Treasurer/CFO and President to borrow funds, if needed, within the limitations established by state and federal law.
- E) Purchasing Agent: Authorize the Superintendent to serve as purchasing agent for the district.
- F) Employment of Personnel: Authorization for the Superintendent to employ such personnel as is needed subject to Board approval at the next regular meeting.
- G) Accept Resignations: Authorization for the Superintendent to accept resignations that have been submitted by employees during times when the Board is not in session; subject to Board approval at the next regular meeting.

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- H) Approve Transfers, Advances, and Appropriation Modifications: Authorize the Treasurer/CFO to make transfers, advances, and modifications to appropriations, as needed.
- I) Prevailing Wage Coordinator: Authorize Treasurer/CFO to serve as prevailing wage coordinator for the school district.
- J) Settlement of Potential Claims: Authorize the Superintendent and Treasurer/CFO to take any and all actions to settle potential claims of \$5,000.00 or less (i.e. liability, contractual, etc.).
- K) Grants and Entitlements: Authorize the Superintendent to approve the application and acceptance for all grants and entitlements.
- L) Memorandums of Understanding: Authorize the Superintendent, Treasurer/CFO and Board President to approve and sign Memorandums of Understanding between the Board of Education and KLEA or OAPSE.
- M) Agreements: Authorize the Superintendent, Treasurer/CFO, and Board President to approve and sign special education agreements for the education of and services for Keystone District special education students.

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

APPOINT PUBLIC RECORDS DESIGNEE #25-01-07

Moved by Hoops, second by Sturgill to appoint Treasurer/CFO, Sandra Isabella, as public records designee for calendar year 2025.

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

DESIGNATE LOCAL NEWSPAPER #25-01-08

Moved by Hoops, second by O’Boyle to designate The Chronicle-Telegram as the official newspaper for Keystone Local Schools.

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

APPOINTMENT OF COORDINATORS #25-01-09

Moved by O’Boyle, second by Sturgill to approve the below listed coordinators:

- Principals, Assistant Principals & Athletic Director - Title IX – Investigator
- Principals, Assistant Principals & Athletic Director – Title IX – Coordinator
- Principals, Assistant Principals & Athletic Director – Title IX – Decision Maker – Students -
Decision Maker cannot be the Coordinator or Investigator
- Director of Curriculum & Director of Pupil Services - Title IX – Decision Maker– Staff -
Decision Maker cannot be the Coordinator or Investigator
- Superintendent Title IX – Appeal
- Zachary Weagley Civil Rights & Equal Opportunity Officer
- Jeffrey Holzhauser OHSAA
- Tina Bednarski PowerSchool Coordinator
- Albert Trego OSHA & ADA
- Kara Griswold 504 & IDEA Part B & ADA
Foster Care & Homeless Liaison
- Jody White Free and Reduced Lunch Verification Officer

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Amanda Goran CCIP
District Test Coordinator
State and Federal Funds Coordinator (Title Programs)
Ohio Improvement Process (OIP) Internal Facilitator

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

RETAIN LEGAL COUNSEL #25-01-10

Moved by Hoops, second by Sturgill to approve retaining the law firms of Dooley, Gembala, McLaughlin & Pecora, Co. LPA; Squire Patton Boggs LLP; Peters, Kalail & Markakis Co., LPA; Bricker Graydon LLP; Gingo & Bair Law, LLC to provide legal services.

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

APPOINT SUSPENSION/EXPULSION HEARING APPEAL OFFICER #25-01-11

Moved by O'Boyle, second by Hoops to appoint a legal representative of Dooley, Gembala, McLaughlin & Pecora, Co. LPA as the Board's designee (hearing officer) in appeals to student suspensions and expulsions by the Superintendent, or designee.

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

ADJOURNMENT #25-01-12

Moved by O'Boyle, second by Sturgill to adjourn the Organizational session at 6:16 p.m.

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

REGULAR MEETING AGENDA

APPROVAL OF MINUTES #25-01-13

Moved by Hoops, second by Sturgill to dispense with the reading of the minutes of the regular meeting on December 17, 2024. The minutes were distributed as required by law and, shall be approved as presented.

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

AUDIENCE PARTICIPATION

RECOGNITION AND HEARING OF VISITORS:

**APPROVE TREASURER/CFO FINANCIAL REPORTS
AND RECOMMENDATIONS #25-01-14**

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

A. APPROVE TAX BUDGET

Motion to approve the July 2025 through June 2026 tax budget as presented at the Tax Budget Hearing on January 14, 2025 at 6:00 p.m. in the Keystone High School Conference Room (Attachment A).

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B. APPROVE FINANCIAL REPORTS

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

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

**APPROVE TREASURER/CFO FINANCIAL REPORTS
AND RECOMMENDATIONS #25-01-15**

Moved by Sturgill, second by Wakefield 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 it’s 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) The Treasurer shall be responsible for establishing all ACH arrangements for the district;
- (b) The Treasurer 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) The Treasurer shall be responsible for accounting, reporting, and generally overseeing compliance.

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

APPROVE SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS #25-01-16

Moved by Wakefield, second by Sturgill that the foregoing recommendations be approved.

A. EMPLOYMENT OF PERSONNEL

1. TERMINATE EMPLOYMENT

The Superintendent recommends the Board of Education adopt his recommendation to terminate Casandra Leventry and her employment by the Board for inefficiency, neglect of duty, and nonfeasance, effective January 6, 2025.

2. ACCEPT CLASSIFIED RESIGNATION

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

- a. Rebecca Moran – KMS Special Needs Paraprofessional – effective end of day 3/19/2025

3. APPROVE EXPIRING CONTRACT NOTIFICATION

The Superintendent recommends that the Treasurer be authorized under ORC 3319.02, to give written notice to the following administrators, whose contract will expire June 30, 2025. He/she may request a meeting with the Board of Education by giving the Treasurer written notice at least 24 hours before the Board’s regular meeting to be held in February 2025.

- a. Amanda Goran

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4. APPROVE EXPIRING CONTRACT NOTIFICATION

The Superintendent recommends that the Treasurer be authorized under ORC 3319.02, to give written notice to the following administrators, whose contract will expire July 31, 2025. He/she may request a meeting with the Board of Education by giving the Treasurer written notice at least 24 hours before the Board's regular meeting to be held in February 2025.

- a. Loren Allison
- b. Taylor Brouse

5. EMPLOY 2024-2025 CLASSIFIED STAFF

The Superintendent recommends hiring the following classified individual 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. Theresa Davis – KHS Cafeteria Worker – Step 2 - \$14.34/hr. – effective 1/10/2025

6. 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. Angela Hartley – KHS Cleaner - effective 1/17/2025

7. 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. Zayne Cunningham – Assistant Marching Pep Band – Step 2 - \$2,466.42
- b. Jeffrey Holzhauser – OHSAA Tournament Manager – rate set by OHSAA
- c. Brittney Hodkey – OHSAA Ticket Taker – rate set by OHSAA
- d. Amy Shepherd – OHSAA Ticket Taker – rate set by OHSAA

8. APPROVE VOLUNTEER

The Superintendent recommends approving the following individual 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. Justin Lankey - Bowling

9. APPROVE LEAVE OF ABSENCE REQUEST – HANNAH MURRAY

The Superintendent recommends approving a leave of intermittent absence request for Hannah Murray for the period on or about December 12, 2024 through on or about June 1, 2025.

10. APPROVE LEAVE OF ABSENCE REQUEST – KORIN ADKINS

The Superintendent recommends approving a leave of intermittent absence request for Korin Adkins for the period on or about January 7, 2025 through on or about May 30, 2025.

Ayes: Wakefield, Sturgill, Hoops, O'Boyle, Stang
Motion Carried

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**APPROVE OTHER BUSINESS AND SUPERINTENDENT'S
RECOMMENDATIONS 25-01-17**

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

A. ACCEPT DONATION

The Superintendent recommends accepting the following donation:

1. Anonymous - \$100.00 to KMS Breakfast/Lunch Assistance Program -Keystone Kares

B. APPROVE SPECIAL EDUCATION CONTRACTS

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

1. Education Alternatives – Service Agreement
2. Education Alternatives – Student Transportation Agreement
3. Insight Behavioral Consulting
4. LLA Therapy

C. APPROVE PARTNERSHIP WITH KENT STATE UNIVERSITY FOR DUAL ENROLLMENT

The Superintendent recommends approving the Dual Enrollment Partnership with Kent State University as presented effective July 1, 2025 through June 30, 2026.

D. APPROVE PAYSCHOOLS AGREEMENT

The Treasurer/CFO recommends approving the PaySchools Agreement as presented.

E. APPROVE 2025-2026 KHS COURSE GUIDE

The Superintendent recommends approving the 2025-2026 KHS Course Guide as presented.

F. 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 Tuesday, January 28, 2025 at 6:00 p.m. in Room 124 at Keystone High School.

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

Future BOE Meetings – @ 6:00 p.m.

1. Tuesday, February 18, 2025 - Regular Meeting (anticipated) - KHS Conference Room
2. Tuesday, March 11, 2025 - Regular Meeting (anticipated) – KHS Conference Room
3. Tuesday, April 15, 2025 - Regular Meeting (anticipated) - KHS Conference Room

ADMINISTRATIVE REPORTS: NONE

SUPERINTENDENT COMMITTEE REPORTS - NONE

ADJOURNMENT #25-01-18

Moved by Hoops, second by Wakefield to adjourn the Regular Meeting at 6:43 p.m.

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

Devin Stang, President

Sandra Isabella, Treasurer/CFO

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TAX BUDGET, ORGANIZATIONAL AND REGULAR MEETING

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ATTACHMENT A

KEYSTONE LOCAL SCHOOL DISTRICT

2025-2026 TAX BUDGET

The Board of Education of said School District hereby submits its annual Budget for the year commencing July 1, 2025 for consideration of the County Budget Commission.

SUBMIT ONE COPY OF THIS BUDGET TO THE COUNTY AUDITOR BY JANUARY 20TH

President of the Board

DATE: _____

GENERAL FUND

ESTIMATED UNENCUMBERED BALANCE JULY 1, 2025	\$ 10,347,254.03	REAL ESTATE TAX (INCLUDES NBC, 000 & HOMESTEAD)	\$ 11,480,833.00	REVENUE FROM STATE FOUNDATION	\$ 7,144,189.00	FISCAL YEAR ESTIMATED RECEIPTS (INCLUDE ALL REVENUE EXCEPT STATE FOUNDATION REAL ESTATE TAXES, NBC, 000 & HOMESTEAD)	\$ 1,234,890.00	TOTAL REVENUES	\$ 30,187,196.03
								TOTAL EXPENDITURES	\$ 30,492,377.97
								ENDING FUND BALANCE	\$ 9,724,788.06

SPECIAL REVENUE

ESTIMATED UNENCUMBERED BALANCE JULY 1, 2025	\$ 290,587.00	REAL ESTATE TAX (INCLUDES NBC, 000 & HOMESTEAD)	\$ -	FISCAL YEAR ESTIMATED RECEIPTS (INCLUDE ALL REVENUE EXCEPT STATE FOUNDATION REAL ESTATE TAXES, NBC, 000 & HOMESTEAD)	\$ 1,085,600.00	TOTAL REVENUES	\$ 1,206,187.00	TOTAL EXPENDITURES	\$ 1,092,008.00
								ENDING FUND BALANCE	\$ 144,179.00

EMERGENCY LEVIES

ESTIMATED UNENCUMBERED BALANCE JULY 1, 2025	\$ -	REAL ESTATE TAX (INCLUDES NBC, 000 & HOMESTEAD)	\$ -	TOTAL REVENUES	\$ -	TOTAL EXPENDITURES	\$ -	ENDING FUND BALANCE	\$ -
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DEBT SERVICE

ESTIMATED UNENCUMBERED BALANCE JULY 1, 2025	\$ 5,684,838.00	REAL ESTATE TAX (INCLUDES NBC, 000 & HOMESTEAD)	\$ 1,782,736.00	FISCAL YEAR ESTIMATED RECEIPTS (INCLUDE ALL REVENUE EXCEPT STATE FOUNDATION REAL ESTATE TAXES, NBC, 000 & HOMESTEAD)	\$ 310,724.00	TOTAL REVENUES	\$ 7,668,297.00	TOTAL EXPENDITURES	\$ 6,684,452.00
								ENDING FUND BALANCE	\$ 5,988,844.50

CAPITAL PROJECTS

ESTIMATED UNENCUMBERED BALANCE JULY 1, 2025	\$ 2,326,251.00	REAL ESTATE TAX (INCLUDES NBC, 000 & HOMESTEAD)	\$ 377,840.00	REVENUE FROM STATE FOUNDATION	\$ -	FISCAL YEAR ESTIMATED RECEIPTS (INCLUDE ALL REVENUE EXCEPT STATE FOUNDATION REAL ESTATE TAXES, NBC, 000 & HOMESTEAD)	\$ 30,000.00	TOTAL REVENUES	\$ 2,734,291.00
								TOTAL EXPENDITURES	\$ 1,028,508.00
								ENDING FUND BALANCE	\$ 1,707,789.00

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ATTACHMENT A

KEYSTONE LOCAL SCHOOL DISTRICT

2025-2026 TAX BUDGET

PERMANENT FUND

ESTIMATED UNENCUMBERED
BALANCE JULY 1, 2025 \$ -

FISCAL YEAR ESTIMATED RECEIPTS	\$ -	TOTAL REVENUES	\$ -
		TOTAL EXPENDITURES	\$ -
		ENDING FUND BALANCE	\$ -

ENTERPRISE

ESTIMATED UNENCUMBERED
BALANCE JULY 1, 2025 \$ 788,898.00

FISCAL YEAR ESTIMATED RECEIPTS	\$ 753,366.00	TOTAL REVENUES	\$ 1,542,264.00
		TOTAL EXPENDITURES	\$ 689,250.00
		ENDING FUND BALANCE	\$ 853,014.00

INTERNAL SERVICE

ESTIMATED UNENCUMBERED
BALANCE JULY 1, 2025 \$ 6,688.00

FISCAL YEAR ESTIMATED RECEIPTS	\$ 19,873.00	TOTAL REVENUES	\$ 26,553.00
		TOTAL EXPENDITURES	\$ 14,000.00
		ENDING FUND BALANCE	\$ 12,553.00

CUSTODIAL

ESTIMATED UNENCUMBERED
BALANCE JULY 1, 2025 \$ 65,562.00

FISCAL YEAR ESTIMATED RECEIPTS	\$ 48,542.00	TOTAL REVENUES	\$ 114,104.00
		TOTAL EXPENDITURES	\$ 52,468.00
		ENDING FUND BALANCE	\$ 61,636.00

**PRIVATE PURPOSE
TRUST FUND**

ESTIMATED UNENCUMBERED
BALANCE JULY 1, 2025 \$ 18,637.00

FISCAL YEAR ESTIMATED RECEIPTS	\$ 27,794.00	TOTAL REVENUES	\$ 46,431.00
		TOTAL EXPENDITURES	\$ 23,610.00
		ENDING FUND BALANCE	\$ 22,821.00

TOTAL	\$ 19,358,907.00	\$ 13,591,514.00	\$ 7,144,185.00	\$ 3,420,789.00	\$ 43,525,299.00	\$ 24,899,674.47	\$ 18,525,624.56
	ESTIMATED UNENCUMBERED BALANCE	ESTIMATED TAX REVENUE	ESTIMATED STATE FOUNDATION	ESTIMATED RECEIPTS	TOTAL ESTIMATED BUDGET	ESTIMATED EXPENDITURES	ENDING FUND BALANCE