

RECORD OF PROCEEDINGS

MINUTES OF KEYSTONE BOARD OF EDUCATION

REGULAR MEETING HELD JUNE 24, 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.

Devin Stang called the meeting to order at 4:30 p.m.

Board Members in Attendance:

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

Public Persons in Attendance:

Zachary Weagley, Sandra Isabella, Amanda Goran, Kara Griswold, Jody White, Albert Trego, Larry Woodruff, Loren St. Peter, Elizabeth St. Peter, Brayden Loomis, Bill Robson

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

APPROVAL OF AGENDA #25-06-10

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

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

Motion carried.

APPROVAL OF PRIOR MEETING MINUTES #25-06-11

Moved by Hoops, second by Wakefield, to dispense with the reading of the minutes of the Regular Meeting on Tuesday, May 13, 2025. The minutes were distributed as required by law, and shall be approved as presented.

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

Motion carried.

STAFF PRESENTATIONS

FOOD SERVICE PRESENTATION BY JODY WHITE – NUTRITIONAL STANDARDS AND YEARLY ACTIVITIES

SPECIAL RECOGNITION

DISTRICT RECOGNITION OF KES PTA

AUDIENCE PARTICIPATION

RECOGNITION AND HEARING OF VISITORS: NONE

APPROVE TREASURER/CFO FINANCIAL REPORTS AND RECOMMENDATIONS #25-06-12

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

A. APPROVE FINANCIAL REPORTS

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

B. FISCAL YEAR 2025 TRANSFERS

The Treasurer/CFO recommends the following Transfers:

From:	To:	Amount:
General Fund (001)	Athletics (300)	\$42,540.19
General Fund (001)	Retirement/Severance (035)	\$88,787.91
General Fund (001)	Employee Self Ins. (024)	\$25,000.00

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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	Description	Vendor	Amount
5/23/2025	5/23/2025	98090	925050	6/01/25 DEBT PAYMENTS	HUNTINGTON NATIONAL BANK	\$178,706.25
5/23/2025	5/23/2025	98090	925050	6/01/25 DEBT PAYMENTS	HUNTINGTON NATIONAL BANK	\$800.00
5/23/2025	5/23/2025	98090	925050	6/01/25 DEBT PAYMENTS	HUNTINGTON NATIONAL BANK	173,525.00

D. ADOPT FISCAL YEAR 2025 TEMPORARY APPROPRIATIONS

The Treasurer/CFO recommends adoption of the Fiscal Year 2025 Permanent Appropriations as shown.

E. APPROVE BAKER TILLY GROUP AGREEMENT

The Treasurer/CFO recommends the approval of an agreement with Baker Tilly Group, for scope of services work for the district from July 1, 2025 to June 30, 2026.

F. ADOPT RESOLUTION – AMEND FAMILY COST CAP

WHEREAS, the Board of Education of Keystone Local Schools is committed to supporting families in accessing educational and extracurricular opportunities;

WHEREAS, the current family cap for pay-to-participate fees, is set at \$1,200;

WHEREAS, the Board has reviewed recommendations from the administration and considered the financial impact on families;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves a change to the family cap cost, reducing it from \$1,200 to **\$750**, effective July 1, 2025;

BE IT FURTHER RESOLVED, that the Treasurer is directed to update all relevant financial documents and notify families of the updated cap accordingly.

G. YEAR END PROCEDURES

Approve the Treasurer/CFO to make any other necessary adjustments including, but not limited to, appropriation increases, decreases, or transfers needed to close Fiscal Year 2025.

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

APPROVE SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS #25-06-13

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

A. SUPERINTENDENT PRESENTATION – PORTRAIT OF A WILDCAT, KEYSTONE VISION FOR THE FUTURE

B. EMPLOYMENT OF PERSONNEL

1. ACCEPT RESIGNATIONS

The Superintendent recommends accepting the resignation of the following individuals:

- a. Thomas Baracscai – Head Boys Soccer Coach – effective end of day 05/25/2025
- b. Jeffrey Ruebensaal – Varsity Assistant Football Coach – effective end of day 05/09/2025
- c. Amy Shepherd – KMS Secretary – effective end of day 06/13/2025

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2. APPROVE ADMINISTRATIVE CONTRACT

The Superintendent recommends renewal of the following administrative contract as indicated, effective July 1, 2025.

- a. Jeffrey Holzhauser – Athletic Director - 260 Days, Two (2) years – Step 3

3. SALARY RECLASSIFICATION – ADMINISTRATIVE

The Superintendent recommends the reclassification of salaries for the following administrative team members for the 2025–2026 school year in order to support retention, equity, and continued leadership excellence within the district.

- a. Taylor Brouse – KES Assistant Principal – \$85,000.00
- b. Jody White – Food Service Supervisor – \$60,000.00
- c. Therese Jackson – Transportation Supervisor \$55,000.00
- d. Amanda Goran – Director of Curriculum & Instruction – \$110,000.00

4. 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. Melissa Knoll – KES Special Needs Paraprofessional – effective 07/03/2025

5. APPROVE 2024-2025 EXTENDED DAYS CONTRACT

The Superintendent recommends approving the following listed individual for an extended days contract for the 2024-2025 school year for the days indicated at the employee's per diem basis with documentation of days worked:

- a. Taylor Brouse – KES Assistant Principal – up to 4 days

6. APPROVE TRANSFER

The Superintendent recommends transferring the following individual for the 2025-2026 School Year:

- a. Julie Fortune from Transportation Secretary 7.5 hours a day to KMS Secretary 7.5 hours a day effective 08/06/2025

7. EMPLOY ESY SERVICES INSTRUCTOR

The Superintendent recommends employing the following individual as an ESY Services Instructor between the period of Tuesday, June 10, 2025 through August 7, 2025, at tutor rate per the KLEA Negotiated Agreement, per time sheet:

- a. Kelly Marxen – not to exceed 27 hours

8. APPROVE PROFESSIONAL DEVELOPMENT STIPENDS

The Superintendent recommends approval for the following staff members to complete Curriculum Planning for new ELA Curriculum up to 5 pre-approved dates for a stipend of \$130.00 per day, to be paid from Title IIA funds.

- a. Anita Cutler
- b. Suzanne Healy
- c. Donna Knight
- d. Amber Mezera
- e. Staci Rapson
- f. Emily Rossi

9. APPROVE PROFESSIONAL DEVELOPMENT STIPENDS

The Superintendent recommends approval for the following staff members to complete Curriculum Planning for new Spanish Curriculum on August 12, 2025, August 14, 2025, and August 19, 2025 a stipend of \$130.00 per day, to be paid from Title IIA funds.

- a. Andrea Catanzarito
- b. Jennifer Galletti

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- 10. APPROVE PROFESSIONAL DEVELOPMENT STIPENDS**
The Superintendent recommends approval for the following staff members to complete Curriculum Planning for mentorship curriculum planning up to 12 half-days, on pre-approved dates by administration, at the rate of \$65.00 per half day, to be paid from Title IV funds.
- Suzanne Atkinson
 - Andrea Catanzarito
 - Patrick Gallion
 - Donald Griswold
 - Anna Saxton
- 11. APPROVE PROFESSIONAL DEVELOPMENT STIPEND**
The Superintendent recommends approval for the following staff member to complete State Training for new Mathematical Modeling and Reasoning course, on June 9, 2025 through June 12, 2025, at the rate of \$130.00 per day, to be paid from Title IIA funds.
- Anna Saxton
- 12. APPROVE PROFESSIONAL DEVELOPMENT STIPENDS**
The Superintendent recommends approval of a stipend of \$65.00 per half day, not to exceed 4 days, for the following staff members for participation in TeachTown Training to be completed by August 21, 2025, to be paid from Title IIA funds.
- Lindsay Locke
 - Dawn Stopa
 - Amanda Crisler
 - Heather Lahoski
 - Jackson Folland
- 13. APPROVE PROFESSIONAL DEVELOPMENT STIPENDS**
The Superintendent recommends approval for the following staff members to complete Curriculum Planning for new subject area curriculum, up to 2 days at a rate of \$130.00 per day, to be paid from Title IIA funds.
- Suzanne Healy
 - Tara Ody
- 14. APPROVE PROFESSIONAL DEVELOPMENT STIPENDS**
The Superintendent recommends approval for the following staff members to complete Curriculum Planning for new subject area curriculum, up to 1 day at a rate of \$130.00 per day, to be paid from Title IIA funds.
- Suzanne Healy
 - Jennifer Wooten
- 15. APPROVE PROFESSIONAL DEVELOPMENT STIPENDS**
The Superintendent recommends approval for the following staff members to complete AI training, up to 1/2 day at a rate of \$65.00 per 1/2 day, to be paid from Title IIA funds.
- Donald Griswold
 - Amber Mezera
- 16. EMPLOY 2025-2026 HOMEBOUND INSTRUCTION TUTORS**
The Superintendent recommends employment of all certified staff as homebound instruction tutors for the 2025-2026 school year commencing on July 1, 2025 through June 30, 2026 at tutor rate, per the KLEA Negotiated Agreement, per time sheet, on an as needed and approved basis.

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17. APPROVE EXTENDED TIME

The Superintendent recommends employing the following classified staff member for extended time on an as needed basis up to 38.75 hours at her current hourly rate per the OAPSE Negotiated Agreement for the summer of 2025, per time sheet, in order to complete inventory on the Keystone Elementary library.

- a. Deborah Albrecht

18. 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. Matthew Ferraton – KMS 5.25 hours per day
- b. Kimberly Gregory – KES 5.25 hours per day
- c. Margaret Ratliff – KES 5.25 hours per day
- d. Sara Smith – KES 5.25 hours per day
- e. Kyle Trimble – KMS 5.25 hours per day

19. 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. Matthew Ferraton
- b. Kimberly Gregory
- c. Margaret Ratliff
- d. Sara Smith
- e. Kyle Trimble

20. EMPLOY PERMANENT SUBSTITUTE TEACHERS

The Superintendent recommends employing permanent substitute teachers during the first semester of the 2025-2026 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. Brittany Cline
- b. Jason Dike
- c. Lisa Jones
- d. Benjamin Kirschner
- e. Richard Marcucci
- f. Anne Morrison
- g. Denise O'Dell
- h. William Porter
- i. Geri Putzier
- j. Michele Santo Domingo
- k. Scott Wargo

21. EMPLOY CRISIS PREVENTION INSTITUTE TRAINING INSTRUCTORS

The Superintendent recommends employing the following individuals as a CPI instructor for the 2025-2026 school year, at a stipend of \$1500 per the KLEA Negotiated Agreement.

- a. Victoria Smith
- b. Christopher Vondruska

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22. EMPLOY CLASSIFIED SUBSTITUTES

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

Cleaning \$11.86/hr.

- a. Theresa Davis – effective 06/02/2025
- b. Kamran Jacobs – effective 06/02/2025
- c. Tate McCourt – effective 06/02/2025
- d. Naomi Holcepl – effective 06/02/2025

Custodian/Maintenance \$16.00/hr.

- a. Kamran Jacobs – effective 06/02/2025

23. 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. Ann Green
- b. Amy McCown

Cleaning - \$13.26/hr.

- a. Theresa Davis
- b. Kamran Jacobs
- c. Tate McCourt
- d. Naomi Holcepl
- e. Deana Ziemba
- f. Lisa Jones

Custodian/Maintenance \$17.52/hr.

- a. Kamran Jacobs
- b. Lisa Jones

Monitor - \$13.73/hr.

- a. Patty Geschke

Paraprofessional – \$13.98/hr.

- a. Patty Geschke

Building Secretary - \$15.94/hr.

- a. Loren Woodruff St. Peter

24. EMPLOY 2025-2026 CERTIFICATED/LICENSED STAFF

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, compensation as per appropriate salary schedule (ORC 3319.11):

- a. Brayden Loomis – KES Teacher – Step 0 – MA – \$46,687.00

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

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APPROVE OTHER BUSINESS AND SUPERINTENDENT'S RECOMMENDATIONS #25-06-14

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

A. APPROVE 2025-2026 STUDENT HANDBOOKS

The Superintendent recommends approving the Keystone High School, Keystone Middle School, and Keystone Elementary School student handbooks as presented.

B. APPROVE 2025-2026 STUDENT-ATHLETE CODE OF CONDUCT AND GUIDELINES

The Superintendent recommends approving the Keystone High School and Keystone Middle School Student-Athlete Code of Conduct and Guidelines as presented.

C. APPROVE ROOF REPAIR AND REPLACEMENT AGREEMENT

The Superintendent recommends approving the agreement between the state of Ohio in conjunction with the Ohio Facilities Construction Commission and RJ Kirkland Construction Company Inc. as presented.

D. APPROVE PLAS BROS. PAVING INC. PROPOSAL

The superintendent recommends awarding the paving contract for the transportation access drive to Plas Bros. Paving Inc. as presented. The Village of LaGrange has agreed to contribute 18% of the total project cost, in support of this shared-use infrastructure. The remaining 82% will be funded by the District upon approval.

E. APPROVE CONFIDENTIAL SECRETARIES PERSONNEL HANDBOOK

The Superintendent recommends approving the Confidential Secretaries Personnel Handbook effective July 1, 2025 through June 30, 2028 as presented.

F. APPROVE NIKAO READING SERVICES TUTORING AGREEMENT

The Superintendent recommends approving Nikao Reading Services Tutoring Agreement to provide structured literacy tutoring services for the 2025-2026 school year as presented.

G. APPROVE EXTENDED SCHOOL YEAR SPECIAL EDUCATION CONTRACTS

The Superintendent recommends approving the following Extended School Year (ESY) Special Education Agreements for the 2025-2026 school year as presented:

1. Educational Service Center of Lorain County – Occupational Therapist
2. Educational Service Center of Lorain County – Physical Therapist
3. ABA Outreach Services – Applied Behavior Analysis Services

H. APPROVE ETLA MEMBERSHIP SERVICE AGREEMENT

The Superintendent recommends approving the following service agreement with the EdTech Leaders Alliance (ETLA) for the 2025-2026 school year as presented.

I. APPROVE EXTENDED SCHOOL YEAR SPECIAL EDUCATION CONTRACTS

The Superintendent recommends approving the following Extended School Year (ESY) Special Education Agreements for the 2025-2026 school year as presented:

1. Lorain County Board of Developmental Disabilities – Preschool Agreement
2. Interagency Agreement with Head Start, Lorain County Board of Developmental Disabilities, Lorain County Local Education Agencies, Early Intervention Services of Lorain County and For Children from Birth to Entrance to Kindergarten

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- J. 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.
- K. APPROVE CURRICULUM ADOPTION**
The Superintendent recommends the Board of Education approve the new curriculum listed below:
Subject: English Language Arts
Vendor: McGraw Hill
Adoption Title: Study Sync
Grade Levels: 6-8
Summary: This new curriculum aligns with the Science of Reading and provides our teachers with a complete ELA curriculum designed to meet the rigorous academic needs of all students. We reviewed multiple programs through the High-Quality Instructional Materials process.
- L. APPROVE CURRICULUM ADOPTION**
The Superintendent recommends the Board of Education approve the new curriculum listed below:
Subject: Spanish
Vendor: Voces
Adoption Title: Voces Digital
Grade Levels: HS Spanish
Summary: This new curriculum is a collection of acquisition-drive and grammar-based World Language resources on an interactive web-based platform. The Spanish teachers reviewed multiple programs as the current curriculum has been retired and no longer available.
- M. APPROVE 2025-2026 AGREEMENT WITH EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO**
The Superintendent recommends approving the agreement between the Educational Service Center of Central Ohio for the participation in High School Math Pathways Year 1 Cohort for the Mathematical Modeling and Reasoning course.
- N. APPROVE 2025-2026 PRE-APPRENTICESHIP OPERATING PLAN**
The Superintendent recommends approving the Pre-Apprenticeship Operating Plan approved by the Ohio Department of Job and Family Services, in partnership with Greater Cleveland Partnership.
- O. APPROVE SERVICE AGREEMENT WITH EDUCATIONAL SERVICE CENTER OF LORAIN COUNTY**
The Superintendent recommends approving the Service Agreement with the Educational Service Center of Lorain County to provide math professional development for the 2025-2026 school year as presented.
- P. APPROVE MEMORANDUM OF UNDERSTANDING BETWEEN ASHLAND UNIVERSITY DWIGHT SCHAR COLLEGE OF EDUCATION AND KEYSTONE LOCAL SCHOOLS**
The Superintendent recommends approving the updated Memorandum of Understanding between Ashland University Dwight Schar College of Education and Keystone Local Schools effective starting August 1, 2025.
- Q. APPROVE OUT OF STATE TRIP TO WASHINGTON D.C.**
The Superintendent recommends approving an out of state field trip for Keystone Middle School Eighth Grade students to Washington D.C. during the period of Tuesday, March 17, 2026 through Thursday, March 19, 2026.

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R. BUDGET RECOMMENDATIONS

1. APPROVE 2025-2026 LUNCH PRICES

The Superintendent recommends approving the following lunch and breakfast prices effective for the 2025-2026 school year.

	<u>Regular Lunch</u>	<u>Milk</u>
Keystone HS	\$3.35/lunch	\$.50
Keystone MS	\$3.35/lunch	\$.50
Keystone ES	\$3.15/lunch	\$.50
<u>Breakfast – Students</u>		\$2.00/breakfast

S. APPROVE POLICIES AND REGULATIONS

The superintendent recommends approving the following board policies and/or regulations.

1. BD -School Board Meetings
2. DECA – Administration of Federal Grant Funds
3. DID – Inventories
4. DJF – Purchasing Procedures
5. EBBA – First Aid
6. EDE – Computer/Online Services
7. GBH (Also JM) – Staff-Student Relations
8. IGAE – Health Education
9. IGAI/IGAH – Family Life Education/Sex Education
10. IGBA – Programs for Students with Disabilities
11. IGBL – Parent and Family Involvement in Education
12. IGBLA – Promoting Parental Involvement
13. IGCH-R (Also LEC-R) – College Credit Plus
14. IJ – Guidance Program
15. JECBB – Interdistrict Open Enrollment
16. JFCK – Use of Cellphones and Electronic Communications Devices by Students
17. JHC – Student Health Services and Requirements
18. JHCA – Physical Examinations of Students
19. JHCD – Administering Medicines to Students
20. JHCD-R-1 – Administering Prescription Drugs to Students
21. JHF – Student Safety
22. JHG – Reporting Child Abuse and Mandatory Training
23. JM (Also GBH) – Staff-Student Relations
24. KBA – Public’s Right to Know
25. LEC-R (Also IGCH-R) College Credit Plus

T. 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 _____.

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

Future BOE Meetings

1. Tuesday, July 15, 2025 – Regular Meeting – 6:00 p.m. – KHS Conference Room
2. Tuesday, August 12, 2025 – Regular Meeting – 6:00 p.m. – KHS Conference Room
3. Tuesday, September 16, 2025 – Regular Meeting – 6:00 p.m. – KHS Conference Room

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ADJOURNMENT #25-06-15

Moved by Sturgill, second by O'Boyle to adjourn the Regular Meeting at 5:43 p.m.

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

Devin Stang, President

Sandra Isabella, Treasurer/CFO