

# RECORD OF PROCEEDINGS

## MINUTES OF KEYSTONE BOARD OF EDUCATION

### REGULAR MEETING HELD MAY 13, 2025

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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.

Kimberly Sturgill called the meeting to order at 6:00 p.m.

Board Members in Attendance:

Andrew Hoops, Carrie O'Boyle, Patricia Wakefield, Kimberly Sturgill

Board Members not in Attendance:

Devin Stang

Public Persons in Attendance:

Zachary Weagley, Sandra Isabella, Kara Griswold, Jody White, Albert Trego, Deborah Melda, Darlene Kalman, Steve Kalman, Ashley Zuckerman, Michelle Johnson, Korin Adkins, Jackie Elsleger, Denise Piwinski, Renee Bartlett, Loren St. Peter, Kate Cunningham, Tiffany Peery, Madison Naylor, Bill Robson, Garrett Looker, Lisa Kyer

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

#### **APPROVAL OF AGENDA #25-05-01**

Moved by Wakefield, second by O'Boyle, to approve agenda as presented.

Ayes: Wakefield, O'Boyle, Hoops, Sturgill

Motion carried.

#### **APPROVAL OF PRIOR MEETING MINUTES #25-05-02**

Moved by O'Boyle, second by Hoops, to dispense with the reading of the minutes of the Regular Meeting on Tuesday, April 15, 2025, and the Work Session Meeting on Tuesday, April 22, 2025. The minutes were distributed as required by law, and shall be approved as presented.

Ayes: O'Boyle, Hoops, Wakefield, Sturgill

Motion carried.

#### **SPECIAL RECOGNITION**

Zachary Weagley recognized Food Services Supervisor Jody White on behalf of the district. Jody was named the Food Services Director of the Year in the State of Ohio by the Ohio Association of School Business Officials.

#### **ADOPT RETIREMENT COMMENDATIONS #25-05-03**

The Superintendent recommends adopting retirement commendations for the following individuals (Attachment A):

1. Tracy Clarico – 34 years
2. Yvonne Gnagy – 29 Years
3. Darlene Kalman – 6 Years
4. Mark Sobel – 34 Years

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**AUDIENCE PARTICIPATION**

**RECOGNITION AND HEARING OF VISITORS:**

**Lisa Kyer** addressed the Board regarding concerns related to student discipline, expressing fear and disappointment about her son’s experiences at school. She stated that her son is not being adequately supported or heard when reporting incidents, and posits that such support should not be dependent upon whether or not he provides names for those involved. She questioned the consistency in disciplinary actions and conveyed distress regarding how her son’s situation has been handled. She stated that she had appealed his suspension.

**Zachary Weagley** responded that he would meet with her.

**Korin Adkins** addressed the board and expressed that this has been the most difficult school year her family has experienced. Shared concern that staff at Keystone High School has not been following students’ IEPs. She thanked Mr. Weagley for meeting with her and for taking action in response to her concerns. She also commended Tiffany and Amy for their support and efforts. Asked what will be done next year, and stated that she is an advocate for kids.

**Jackie Elsleger** addressed the Board and stated that her family had experienced a particularly difficult school year. She agreed with the previous speaker's concerns regarding their children and described this as the most challenging year so far. She expressed that her son’s teacher could not be trusted to teach. Jackie thanked Mr. Weagley and Mrs. Griswold for responding promptly to the issues raised. She concluded her remarks by urging the district to do better.

**APPROVE TREASURER/CFO FINANCIAL REPORTS  
AND RECOMMENDATIONS #25-05-04**

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

**A. APPROVE FINANCIAL REPORTS**

The Treasurer/CFO recommends approval of the financial reports, including investments for April 2025, 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
04/21/25	04/23/25	98037	71458	CONSTRUCTION FOR NEW BALLFIELDS	SWEET MEADOW FARM DRAINAGE LLC	\$ 169,513.20

**C. FISCAL YEAR 2025 TRANSFERS**

The Treasurer/CFO recommends the following Transfers:

From:	To:	Amount:
General Fund (001)	Permanent Improvement (003)	\$693,905.00
General Fund (001)	Athletics (300)	\$ 17,096.43

**D. APPROVE FIVE YEAR FORECAST REVISION AND ASSUMPTIONS**

The Treasurer/CFO recommends approval of the Five-Year Forecast revision and assumptions as presented.

**E. APPROVE 2025-2026 STUDENT ACCIDENT INSURANCE PLANS**

The Treasurer/CFO recommends awarding the student accident insurance plans for the 2025-2026 school year to Guarantee Trust Life Insurance Company with local agent, Love Insurance Agency.

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**F. APPROVE FRAUD PRODUCTS SERVICE RENEWAL AGREEMENT WITH BONEFISH SYSTEMS, LLC**

The Treasurer/CFO recommends approving the Fraud Products Service Agreement with Bonefish Systems, LLC as presented.

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

**APPROVE SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS #25-05-05**

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

**A. EMPLOYMENT OF PERSONNEL**

**1. ACCEPT RESIGNATIONS**

The Superintendent recommends accepting the resignation of the following individuals:

- a. Hannah Bevelacqua – KHS Interventions Specialist – effective end of day 5/30/2025
- b. Christine Conrad – KES Lunch Monitor – effective end of day 5/29/2025
- c. Kelly Marxen – KES Intervention Specialist – effective end of day 8/7/2025
- d. Sarah McCall – Sophomore Class Advisor – effective end of day 5/29/2025
- e. Rochelle Best – KES Lunch Monitor – effective end of day 5/29/2025

**2. SALARY RECLASSIFICATION – CERTIFIED**

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

- a. Kimberly Tafa from MA+15 to MA+30 – Step 12

**3. EMPLOY 2025-2026 CERTIFICATED/LICENSED STAFF**

The Superintendent recommends employment of the following individual 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. Julia Egan – KMS School Counselor – Step 3 MA - \$53,054.00

**4. APPROVE TRANSITION DAYS**

The Superintendent recommends approval for the following staff member for transition days, not to exceed 3 days, at the employee's per diem basis, per time sheet, between August 1, 2025 and August 21, 2025:

- a. Julia Egan

**5. 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. Melanie Wiseman – KMS Lunch Monitor – effective 5/27/2025

**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. Joseph Prezenkowski – Bus Mechanic – Step 5 - \$20.96/hr. – effective May 5, 2025

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- 7. EMPLOY CLEANER TRAINEE**  
The Superintendent recommends employing Mark Lacko as a Cleaner Trainee for fifteen hours per week, and for additional time, as needed, determined by the Maintenance Supervisor, at minimum wage effective July 1, 2025 through June 30, 2026.
- 8. APPROVE SUMMER GROUNDS TRAINEE**  
The Superintendent recommends employing the following individual as a Summer Grounds Trainee, pending all record checks and completion of state and local requirements, no more than 14.75 hours per week effective May 1, 2025 through June 30, 2025 at minimum wage:  
a. Bryar Poling
- 9. APPROVE SUMMER GROUNDS TRAINEE**  
The Superintendent recommends employing the following individual as a Summer Grounds Trainee, pending all record checks and completion of state and local requirements, no more than 25.00 hours per week effective July 1, 2025 through September 1, 2025 at minimum wage:  
a. Bryar Poling
- 10. APPROVE ADMINISTRATIVE CONTRACT**  
The Superintendent recommends renewal of the following administrative contract as indicated, effective July 1, 2025.  
a. Therese Jackson – Transportation Supervisor - 260 Days, Two (2) years – Step 8
- 11. APPROVE LEAVE OF ABSENCE REQUEST – CHELSEY MIRTO**  
The Superintendent recommends approving a leave of absence request for Chelsey Mirto for the period on or about August 29, 2025 through on or about November 20, 2025.
- 12. APPROVE LEAVE OF ABSENCE REQUEST – YVONNE GNAGY**  
The Superintendent recommends approving a leave of absence request for Yvonne Gnagy for the period on or about May 7, 2025 through on or about May 23, 2025.
- 13. APPROVE LEAVE OF ABSENCE REQUEST – TARA ODY**  
The Superintendent recommends approving a leave of absence request for Tara Ody for the period on or about May 9, 2025 through on or about May 19, 2025
- 14. 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. Emma Miller - Softball

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**15. EMPLOY CLASSIFIED SUBSTITUTES**

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

- a. Shayna Adkins  
Building Secretary - \$14.47/hr. effective – 3/18/25
- b. Donna Hauser  
Cafeteria - \$12.98/hr.  
Monitor - \$12.32/hr.  
Paraprofessional – Special Needs - \$12.32/hr.

**16. EMPLOY SUMMER INTERVENTION INSTRUCTORS**

The Superintendent recommends employing the following individuals as a Summer Intervention Instructor Mondays – Thursdays between the period of June 9, 2025 thru June 26, 2025, at tutor rate, per the KLEA Negotiated Agreement, per time sheet:

- a. Rebecca Reed
- b. Amanda Smith
- c. Chelsea Yates

**17. EMPLOY SUMMER INTERVENTION CREDIT RECOVERY INSTRUCTOR**

The Superintendent recommends employing the following individual as a Summer Intervention Credit Recovery Instructor between the period of June 2, 2025 thru July 25, 2025, not to exceed 4 hours a day, 2 times per week, at tutor rate, per the KLEA Negotiated Agreement, per time sheet:

- a. Dawn Morris

**18. EMPLOY SUMMER INTERVENTION CREDIT RECOVERY INSTRUCTOR**

The Superintendent recommends employing the following individual as a Summer Intervention Credit Recovery Instructor between the period of August 4, 2025 thru August 15, 2025 at tutor rate, per KLEA Negotiated Agreement, per time sheet:

- a. Kevin Fox

**19. APPROVE CERTIFIED SUBSTITUTE RATES**

The Superintendent recommends approval of the following certified substitute rates effective for the 2025-2026 school year:

- a. \$60.00 per half day
- b. \$120.00 per day

**20. APPROVE CERTIFIED PERMANENT SUBSTITUTE RATES**

The Superintendent recommends approval of the following certified permanent substitute rates effective for the 2025-2026 school year:

- a. \$65.00 per half day
- b. \$130.00 per day

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**21. APPROVE CERTIFIED LONG-TERM SUBSTITUTE RATES**

The Superintendent recommends approval of the following certified long-term substitute rates effective for the 2025-2026 school year:

- a. \$65.00 per half day
- b. \$130.00 per day

**22. APPROVE CLASSIFIED SUBSTITUTE RATES**

The Superintendent recommends approval of the following classified substitute rates effective 7/1/2025:

- a. Bus Driver: \$18.31
- b. Bus Mechanic: \$18.80
- c. Cafeteria: \$14.41
- d. Cleaner: \$13.26
- e. Custodian/Maintenance: \$17.52
- f. Monitor: \$13.73
- g. Paraprofessional: \$13.98
- h. Building Secretary: \$15.94
- i. Technology Assistant: \$15.28

**23. APPROVE 2025-2026 EXTENDED DAYS CONTRACTS**

The Superintendent recommends approving the following listed individuals for extended day contracts for the 2025-2026 school year for the days indicated at the employee's per diem basis with documentation of days worked:

- a. Paula Perhot – Website Maintenance – up to 21 days
- b. Paula Perhot – District Communications – up to 14 days
- c. Suzanne Atkinson – KHS School Counselor – up to 14 days
- d. Patrick Gallion – KHS School Counselor – up to 14 days
- e. Julia Egan - KMS School Counselor – up to 10 days
- f. Cathleen Walker Babinec – District Psychologist – up to 10 days

**24. EMPLOY ESY SERVICES INSTRUCTORS**

The Superintendent recommends employing the following individuals as an ESY Services Instructor between the period of June 2, 2025 thru August 15, 2025, at tutor rate per the KLEA Negotiated Agreement, per time sheet:

- a. Kaitlin Bulger – not to exceed 9 hours
- b. Kelli Doran – not to exceed 17 hours
- c. Frances McConnell – not to exceed 6 hours
- d. Chelsey Mirto – not to exceed 13 hours

**25. EMPLOY ESY SERVICES INSTRUCTOR**

The Superintendent recommends employing the following individual as an ESY Services Instructor between the period of June 10, 2025 thru July 17, 2025, at tutor rate per the KLEA Negotiated Agreement, per time sheet:

- a. Kari Dove – not to exceed 18 hours

**26. EMPLOY ESY SERVICES INSTRUCTOR**

The Superintendent recommends employing the following individual as an ESY Services Instructor between the period of August 5, 2025 thru August 7, 2025, at tutor rate per the KLEA Negotiated Agreement, per time sheet:

- a. Tracy Abfall – not to exceed 9 hours

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**27. EMPLOY ESY SUPPORT SERVICES**

The Superintendent recommends employing the following individuals as an ESY Support Services between the period of June 10, 2025 thru August 7, 2025, at their hourly rate, per time sheet:

- a. Amy Sullivan – not to exceed 27 hours
- b. Emily Wakefield – not to exceed 27 hours

**28. APPROVE DIRECT ONE ON ONE PARAPROFESSIONAL SUPPORT**

The Superintendent recommends approval for the following staff member participating in a direct one on one paraprofessional support for a student so they can participate in the school's choir concert, not to exceed 2 hours at their hourly rate, per time sheet:

- a. Emily Wakefield

**29. EMPLOY SUPERINTENDENT'S ASSISTANT**

The Superintendent recommends hiring the following individual for the Superintendent's Assistant position and hourly rate as noted, pending all record checks and completion of state and local requirements.

- a. Emily Dempster – 260 days, 7.50 hours per day, Step 2 - \$22.54/hr. effective May 19, 2025

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

**APPROVE OTHER BUSINESS AND SUPERINTENDENT'S RECOMMENDATIONS #25-05-6**

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

**A. ACCEPT DONATIONS**

The Superintendent recommends accepting the following donations:

1. Anonymous - \$20.00 to the Breakfast/Lunch Assistance Program – Keystone Kares
2. LaGrange Lions Club - \$500.00 to KMS PBIS Program

**B. APPROVE OUT OF STATE TRIP TO ORLANDO FLORIDA**

The Superintendent recommends approving an out of state field trip for Keystone High School Band Members to Orlando, Florida during the period of Saturday, March 21, 2026, through Wednesday, March 25, 2026.

**C. 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 professional development for the 2024-2025 school year as presented.

**D. APPROVE AGREEMENT WITH LORAIN COUNTY PUBLIC HEALTH DEPARTMENT**

The Superintendent recommends approving the Lorain County Public Health Agreement for nursing services to be provided during a school sanctioned field trip, Camp Nuhop, from Tuesday, September 23, 2025 through Friday, September 26, 2025 as presented.

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- E. AGREEMENT FOR OHIO MEDICAID SCHOOL PROGRAM SERVICES**  
The Treasurer/CFO recommends approval of the Agreement for Ohio Medicaid School Program Services with Weswurd, LLC to assist the District in obtaining reimbursement for Medicaid eligible expenses incurred under the Ohio Medicaid Program for claims with dates of service from July 1, 2025 to June 30, 2028 as presented.
- F. APPROVE LCCC MEMORANDUM OF UNDERSTANDING**  
The Superintendent recommends approving the Memorandum of Understanding Agreement with Lorain County Community College for the Direct Admission Program as presented effective May 13, 2025 through June 30, 2027.
- G. APPROVE AGREEMENT WITH MENTAL HEALTH, ADDICTION AND RECOVERY (MHARS) BOARD OF LORAIN COUNTY**  
The Superintendent recommends approving the Mental Health, Addiction and Recovery (MHARS) Board of Lorain County Agreement for the 2025-2026 school year as presented.
- H. APPROVE SPECIAL EDUCATION CONTRACTS**  
The Superintendent recommends approving the following special education service contracts for the 2025-2026 school year as presented:
1. PEP
  2. Education Alternatives – Service Agreement
  3. Education Alternatives – Student Transportation Agreement
- I. APPROVE BETTERLESSON CONTRACT**  
The Superintendent recommends approving the BetterLesson service contract effective May 1, 2025 through June 30, 2026 as presented.
- J. APPROVE DILIGENT CORPORATION CONTRACT**  
The Superintendent recommends approving the Diligent Corporation service contract effective July 1, 2025 through June 30, 2026 as presented.
- K. APPROVE RIPCHO STUDIO, INC. CONTRACT**  
The Superintendent recommends approving the Ripcho Studio, Inc. service contract effective July 1, 2025 through June 30, 2027 as presented.
- L. 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 June 3, 2025 at 6:00 p.m.

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

#### **Future BOE Meetings**

1. Tuesday, June 24, 2025 – Regular Meeting – 4:00 p.m.
2. Tuesday, July 15, 2025 – Regular Meeting – 6:00 p.m.
3. Tuesday, August 12, 2025 – Regular Meeting – 6:00 p.m.

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#### **Policies and Regulations – Second Reading**

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. IGAE/IGAI – 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. JHC – Student Health Services and Requirements
17. JHCA – Physical Examinations of Students
18. JHCD-R-1 – Administering Prescription Drugs to Students
19. JHF – Student Safety
20. JHG – Reporting Child Abuse and Mandatory Training
21. JM (Also GBH) – Staff-Student Relations
22. KBA – Public’s Right to Know
23. LEC-R (Also IGCH-R) College Credit Plus

#### **EXECUTIVE SESSION #25-05-07**

Moved by Hoops, second by Wakefield 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);

**With no action to follow.**

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

Executive Session 7:20 p.m. Return to Open Session 8:25 p.m.

#### **ADJOURNMENT #25-05-08**

Moved by Hoops, second by O’Boyle to adjourn the Regular Meeting at 8:26 p.m.

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

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**ATTACHMENT A**

**RESOLUTION – TRACY CLARICO**

WHEREAS, Tracy Clarico has served the staff, students, and residents of the Keystone Local School District for 34 years; and

WHEREAS, Tracy Clarico has proved to be a major positive influence in the lives of hundreds of school students; and

WHEREAS, Tracy Clarico has performed an indispensable function in the effective and humane operation of the Keystone Local Schools;

THEREFORE, BE IT RESOLVED, that the Board of Education, on behalf of the staff, students, and residents of the Keystone Local School District, commend Tracy Clarico for her outstanding contribution to the growth of the children in the Keystone Local School District; and

BE IT FURTHER RESOLVED that a true copy of this resolution be delivered to Tracy Clarico.

**RESOLUTION – YVONNE GNAGY**

WHEREAS, Yvonne Gnagy has served the staff, students, and residents of the Keystone Local School District for 29 years; and

WHEREAS, Yvonne Gnagy has proved to be a major positive influence in the lives of hundreds of school students; and

WHEREAS, Yvonne Gnagy has performed an indispensable function in the effective and humane operation of the Keystone Local Schools;

THEREFORE, BE IT RESOLVED, that the Board of Education, on behalf of the staff, students, and residents of the Keystone Local School District, commend Yvonne Gnagy for her outstanding contribution to the growth of the children in the Keystone Local School District; and

BE IT FURTHER RESOLVED that a true copy of this resolution be delivered to Yvonne Gnagy.

**RESOLUTION – DARLENE KALMAN**

WHEREAS, Darlene Kalman has served the staff, students, and residents of the Keystone Local School District for 6 years; and

WHEREAS, Darlene Kalman has proved to be a major positive influence in the lives of hundreds of school students; and

WHEREAS, Darlene Kalman has performed an indispensable function in the effective and humane operation of the Keystone Local Schools;

THEREFORE, BE IT RESOLVED, that the Board of Education, on behalf of the staff, students, and residents of the Keystone Local School District, commend Darlene Kalman for her outstanding contribution to the growth of the children in the Keystone Local School District; and

BE IT FURTHER RESOLVED that a true copy of this resolution be delivered to Darlene Kalman.

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**RESOLUTION – MARK SOBEL**

WHEREAS, Mark Sobel has served the staff, students, and residents of the Keystone Local School District for 34 years; and

WHEREAS, Mark Sobel has proved to be a major positive influence in the lives of hundreds of school students; and

WHEREAS, Mark Sobel has performed an indispensable function in the effective and humane operation of the Keystone Local Schools;

THEREFORE, BE IT RESOLVED, that the Board of Education, on behalf of the staff, students, and residents of the Keystone Local School District, commend Mark Sobel for his outstanding contribution to the growth of the children in the Keystone Local School District; and

BE IT FURTHER RESOLVED that a true copy of this resolution be delivered to Mark Sobel.