

**Keystone School District
Knox, Pennsylvania
Regular Business Meeting Minutes
November 21, 2016**

OPENING/ATTENDANCE

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Regular Business Meeting to order on Monday, November 21, 2016 at 7:40 P.M. The Meeting was held in the Keystone Elementary School Library, 451 Huston Avenue, Knox, Pennsylvania. The following Board Members were present: Mr. Gregory A. Barrett, Mr. James A. Beary, Mr. Randolph R. Burr, Mrs. Trisha D. Dixon, Mr. John R. Slagle, Mr. Dustin L. Swartfager, Mr. Kenneth L. Swartfager, Mrs. Stacey I. Thompson and Mr. Dwayne E. VanTassel. Also present were: Mr. Shawn Algoe, Mrs. Suzanne Chomas, Mr. Vernon Lauffer, Mr. Michael McCormick, Mr. Rodney Sherman and Mr. Bradley Wagner.

CONSIDERATION OF AGENDA

- Mr. Beary made the Motion to Approve the Agenda as amended:

Additions:

IV. B. 10 File the October, 2016 Contingency Fund Detail Report for Audit.

V. E. Consideration of Hiring J.P. Samay as Head Boys' Baseball Coach.

V. F. Consideration of the Approval of Austin Curtis for Boys' Varsity Wrestling Volunteer Coach, pending proper completion of Clearances.

V. G. Consideration of the Approval of Kacy Lewis for Girls' Varsity Basketball Coach, pending proper completion of Clearances.

V. H. Consideration of the Approval of Andy Hogue for Weight Room/Panther Powerlifting Volunteer Coach, pending proper completion of Clearances.

V.I. Consideration of the Approval of Additions to the Substitute List, pending proper completion of Personnel File Documentation and Clearances:

1. Jay Wolfgong, Custodian.

2. Roberta Hurrelbrink, Cafeteria Monitor.

The vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.

CONSENT AGENDA

Mr. Beary made the Motion to APPROVE the CONSENT AGENDA as follows:

- **Minutes:**

1. Approve the October 17, 2016 Regular Business Meeting Minutes*

CONSENT AGENDA (Continued)

❑ **Financial Reports:**

1. File the October, 2016 Liquid Cash and Investment Activity Analysis Report for Audit*
2. File the October, 2016 Elementary School Student Activities Report for Audit*
3. File the October, 2016 High School Student Activities Report for Audit*
4. File the October, 2016 High School Student Athletics Report for Audit*
5. File the October Contingency Fund Detail Report for Audit*
6. Approve the October, 2016 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A and G*
7. Approve the October, 2016 Cafeteria Bills for payment as presented and located in Attachment C*
8. File the October, 2016 Cafeteria P&L for Audit*
9. Approve the August, 2016 Capital Reserve Bills for payment as presented and located in Attachment B*
10. File the Contingency Fund Detail Report for Audit*

❑ **Written Reports:**

1. Accept the September, 2016 Northwest School Combine Report*
2. Accept the IU Report*
3. Accept the Career Center Report*

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.

PERSONNEL (For Individual or Separate Consideration)

- ❑ Mr. Barrett made the Motion to APPROVE the INTENT to RETIRE LETTER from STEVE CONDON, Elementary Teacher, at the end of the 2016-17 School Year. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.
- ❑ Mr. Beary made the Motion to APPROVE the following:
1. Resignation Letter from CHRISTINE TEXTER, Cafeteria Monitor, effective October 28, 2016.
 2. Posting and Advertising for the CAFETERIA MONITOR Position, retroactively. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.

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PERSONNEL (For Individual or Separate Consideration) (Continued)

- **Mr. K. Swartfager made the Motion to APPROVE TROY PETERSON as a FULL-TIME CUSTODIAN, pending proper completion of Personnel File Documentation and Clearances, effective December 5, 2016. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.**

- **Mr. Barrett made the Motion to APPROVE the following, pending proper completion of Personnel File Documentation and Clearances:**
 - 1. **HIRING of J.P. SAMAY as HEAD BOYS' BASEBALL COACH.**
 - 2. **AUSTIN CURTIS as BOYS' VARSITY WRESTLING VOLUNTEER COACH.**
 - 3. **KACY LEWIS for GIRLS' VARSITY BASKETBALL VOLUNTEER COACH.**
 - 4. **ANDY HOGUE for WEIGHT ROOM/PANTHER POWERLIFTING COACH.**
 - 5. **ADDITIONS to the SUBSTITUTE LIST:**
 - a. **JAY WOLFGONG, CUSTODIAN.**
 - b. **ROBERTA HURRELBRINK, CAFETERIA MONITOR.**

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.

NEW BUSINESS

- **Mr. Beary made the Motion to APPROVE RUTH SANS as a Van Driver. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.**

- **Mr. Barrett made the Motion to APPROVE the following:**
 - 1. **Field Trips:**
 - a. **11-4-2016: Oil Painting Class to CUP Bookstore. Requested by Fred Carrow, using van and needing a Substitute.**
 - b. **11-16-2016: Honors English II Class to CUP English Day. Requested by Kami Coursen, using two vans.**
 - c. **11-21-2016: Astronomy Class to CUP Oras Observatory, Requested by Tyler Chambers, using one van and needing a Substitute.**
 - d. **12-8-2016: Business Math Class to KGC Federal Credit Union and Farmers National Bank. Requested by Kim Exley, at no cost to the District.**
 - e. **12-9-2016: 7th Graders to Performance at Byham Theatre, Pittsburgh. Requested by Karen McGiffin, using Student Contribution and Jr. High Student Government Funds.**
 - f. **12-20-2016: Elementary Select Choir to Knox Senior Center. Requested by Barbi Milliron, at no cost to the District.**
 - g. **5-17-2017: 4th Graders to Clear Creek State Park. Requested by Vicki Cotton, using CATS Funds and Student Contribution to cover transportation.**

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NEW BUSINESS (Continued)

□ **Mr. Barrett made the Motion to APPROVE the following (Continued):**

2. Professional Development:

- a. **11-2-2016: Echoes & Reflections on Elie Wiesel's Night, IU 6. Requested by Brett Vaughn, at a cost of \$10, using Budgeted Funds (Retroactively).**
- b. **11-8-2016: Update on KSP Suicide Prevention Planning, Grove City. Requested by Jen Wingard at a cost of \$75, with funds from Principal's Contingency Fund (Retroactively).**

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.

POLICY

□ **Mr. K. Swartfager made the Motion to APPROVE the 2nd READING of the following policies;**

- 1. #247: HAZING.**
- 2. #609: INVESTMENT OF DISTRICT FUNDS.**

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.

An Executive Session was held from 7:43 P.M. until 8:10 P.M.

ADJOURNMENT

Mr. VanTassel made the Motion to Adjourn the Meeting at 7:44 P.M. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes; Motion carried 9-0.

Respectfully submitted,

Vernon F. Lauffer, Board Secretary

