

**Keystone School District
Knox, Pennsylvania
Regular Work Session Minutes
July 17, 2017**

OPENING/ATTENDANCE

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Regular Work Session to order on Monday, July 17, 2017 at 7 P.M. The Meeting was held in the Keystone Elementary School Library, 451 Huston Avenue, Knox, Pennsylvania. The Pledge of Allegiance was recited. The following Board Members were present: Mr. Gregory A. Barrett, Mr. Randolph R. Burr, Mr. John R. Slagle, Mr. Dustin L. Swartfager, Mr. Kenneth L. Swartfager, Mrs. Stacey I. Thompson and Mr. Dwayne E. VanTassel. Mr. James A. Beary and Mrs. Trisha D. Dixon were absent. Also present were: Mr. Shawn Algoe, Mrs. Suzanne Chomas, Mr. Vernon Lauffer, Mr. Michael McCormick, Mr. Rodney Sherman and Mr. Bradley Wagner.

ANNOUNCEMENTS

- Mr. Slagle made an introduction of guests.
- Mr. Slagle said the next scheduled Meeting is the Combined Regular Work Session and Business Meeting on Monday, August 7, 2017 at 7 P.M. in the Elementary School Library. If no urgent Personnel Issues arise, the Meeting will be cancelled and the next Meeting would be the August 14, 2017 Combined Regular Work Session and Regular Business Meeting.
- Mr. Slagle said an Executive Session would be held following Public Comment to discuss two (2) Personnel Items.

PUBLIC COMMENT

None.

An Executive Session was held from 7:01 P.M. to 7:08 P.M.

REPORTS

- Superintendent—Mr. Algoe reviewed:**
 1. 2017-18 State Budget.
 2. School Physical Plant Update.
 3. Potential Wrestling Co-Op Locally.
- Elementary Principal—Mr. McCormick reviewed:**
 1. Handbook Revisions.

REPORTS (Continued)

- **High School Principal—Mr. Wagner reviewed:**
 1. Contribution of Athletic Equipment.
 2. Handbook Revisions.

DIALOGUE ITEMS

- Mr. Algoe reviewed the Resignation Letter from Jennifer Shelley, Elementary Special Education Teacher.
- Mr. Algoe requested the Hiring of Kaylan Arbogast as Elementary Special Education Teacher at Step 1, Bachelors, effective August 25, 2017, pending proper completion of Personnel File Documentation and Clearances.
- Mr. Algoe reviewed the Resignation Letter from Marlene Weaver, High School Math Teacher, effective immediately.
- Mr. Algoe requested the Hiring of Jordan Popolis as High School Math Teacher, at Step 1.67, Bachelors, effective August 25, 2017, pending proper completion of Personnel File Documentation and Clearances.
- Mr. Algoe reviewed the Resignation Letter from Karena Milford, Elementary Cafeteria Monitor.
- Mr. Algoe requested the Posting and Advertising for an Elementary Cafeteria Monitor at 4.75 Hours Per Day and for a High School Cafeteria Monitor at 2.5 Hours Per Day.
- Mr. Algoe requested Suzanne Buckley as Mentor for Amber Beichner, Elementary Teacher.
- Mr. Algoe reviewed the 2017-18 Workers' Compensation/Property/Liability and E& O Insurance.
- Mr. Algoe said the following Handbook Revisions have been previously reviewed by the Principals:
 1. 2017-18 Elementary Student Handbook Revisions.
 2. 2017-18 Elementary Teacher Handbook Revisions.
 3. 2017-18 Junior-Senior High School Athletics Handbook Revisions.
 4. 2017-18 Junior-Senior High School Student Handbook Revisions.
 5. 2017-18 Junior-Senior High School Program of Studies Revisions.
 6. 2017-18 Junior Senior High School Teacher Handbook Revisions.
- Mr. Algoe reviewed the 2017-18 Keystone School District Evaluation Plan.

DIALOGUE ITEMS (Continued)

- ❑ Mr. Algoe reviewed the 2017-18 Student Accident Insurance with AG Administrators at Parent Paid Cost.
- ❑ Mr. Algoe reviewed the Quote for Purchase of Elementary Student Desks and Chairs from Virco at a cost of \$3,271.95, with funds from Capital Reserve.
- ❑ Mr. Algoe reviewed the Use of Facilities Request from the Western Pennsylvania Families of Fallen Heroes, Inc.
- ❑ Mr. Algoe requested the Hiring of Nicole Deloe as Girls' Varsity Soccer Assistant Coach, pending proper completion of Personnel File Documents and Clearances.
- ❑ Mr. Algoe requested Ben Wolbert as Boys' Varsity Basketball Volunteer Coach, pending proper completion of Clearances.
- ❑ Mr. Algoe requested Dalton Schultz as Varsity Cheerleader Competitive Volunteer Coach, pending proper completion of Clearances.
- ❑ Mr. Algoe reviewed a Tax Exoneration Request.
- ❑ Mr. Algoe requested the Hiring of Sandra Rossman as a Substitute Custodian, pending proper completion of Personnel File Documentation and Clearances.

ADJOURNMENT

With no further business, the Meeting adjourned at 8:27 P.M.

Respectfully submitted,

Vernon F. Lauffer, Board Secretary

