

**Keystone School District
Knox, Pennsylvania
Special Business Meeting Minutes
March 30, 2020**

OPENING/ATTENDANCE

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Special Business Meeting to order on Monday, March 30, 2020 at 7:47 P.M. The Meeting was held in the Keystone Elementary School Gymnasium, 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, Mr. Vernon Lauffer and Mr. Rodney Sherman.

CONSIDERATION OF AGENDA

- Mr. Beary made the Motion to Approve the Agenda with the Following Changes:

Additions:

1. VI. H.: Extension of Retiree Date from April 1, 2020 to May 1, 2020.

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.

CONSENT AGENDA

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

Minutes:

1. Approve the February 17, 2020 Regular Work Session Minutes*
2. Approve the February 17, 2020 Regular Business Meeting Minutes*

Financial Reports:

1. File the February, 2020 Board Summary Report for Audit*
2. File the February, 2020 Liquid Cash and Investment Activity Analysis Report for Audit*
3. File the February, 2020 Elementary School Student Activities Report for Audit*
4. File the February, 2020 High School Student Activities Report for Audit*
5. File the February, 2020 High School Student Athletics Report for Audit*
6. File the February, 2020 Contingency Fund Report for Audit*
7. Approve the February, 2020 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A and G*
8. Approve the February, 2020 Cafeteria Bills for payment as presented and located in Attachment C*
9. File the February, 2020 Cafeteria P&L for Audit*
10. Approve the February, 2020 Capital Reserve Bills as presented and located in Attachment B*

CONSENT AGENDA (Continued)

Financial Reports:

1. Accept the January, 2020 Northwest School Combine Report*
2. Accept the Career Center Report*
3. Accept the IU 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. K. Swartfager made the Motion to APPROVE the LETTER of RETIREMENT from LINDA LEWIS, CONFIDENTIAL SECRETARY, effective June 30, 2020, with regret. 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 ITEMS:
 1. POST and ADVERTISE for a CONFIDENTIAL SECRETARY.
 2. LETTER of RETIREMENT from JANET HURRELBRINK, FULL-TIME CUSTODIAN, effective June 30, 2020, with regret.
 3. POST and ADVERTISE for a FULL-TIME CUSTODIAN.
 4. HIRING JOSH ALBRIGHT as 2nd ASSISTANT VARSITY FOOTBALL COACH.
 5. LUMP SUM REQUEST at the end of the 2019-20 School Year from KAMI COURSEN.
 6. HIRING GREGORY CHADMAN as a SUBSTITUTE CUSTODIAN.

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 (For Individual or Separate Consideration)

- Mr. Beary made the Motion to APPROVE the Following BUS and VAN DRIVERS:
 1. Marlene Hartzell
 2. Thomas Young

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 (For Individual or Separate Consideration) (Continued)

- ❑ **Mr. Barrett made the Motion to RETROACTIVELY APPROVE the ADVERTISING of the 2020-21 through 2024-25 RFP for the CAFETERIA FOOD SERVICE MANAGEMENT COMPANY. 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 AWARD the HIGH SCHOOL ROOFING BID to SLIPPERY ROCK COMMERCIAL ROOFING CONTRACTORS, INC., at a cost of \$573,875, with funds from the District Roof Fund and Capital Reserve. 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. K. Swartfager made the Motion to AWARD the ELEMENTARY SIDEWALK BID to HEETER ENTERPRISES, INC. at a cost of \$135,454.55, with funds from Capital Reserve. 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 PURCHASE of Thirty (30) ELEMENTARY DESKS from VIRCO at a cost of \$2,343.30, with funds from Capital Reserve. 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 2020-21 RIVERVIEW IU#6 OPERATING BUDGET, NOT TO EXCEED \$12,243, pending IU#6 Board Approval. 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. K. Swartfager made the Motion to APPROVE the 2020-21 CHAMP AGREEMENT, as presented. 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.**

**SPECIAL BUSINESS MEETING MINUTES
MARCH 30, 2020
PAGE 4**

NEW BUSINESS (For Individual or Separate Consideration) (Continued)

- **Mr. Beary made the Motion to APPROVE the EXTENSION of the RETIREMENT DATE DEADLINE for KEA EMPLOYEES from April 1, 2020 to May 1, 2020. 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.**

ADJOURNMENT

- **With no further business, Mr. VanTassel made the Motion to Adjourn the Meeting at 7:52 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