

**Keystone School District  
Knox, Pennsylvania  
Regular Business Meeting Minutes  
June 21, 2021**

**OPENING/ATTENDANCE**

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Regular Business Meeting to order on Monday, June 21, 2021 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. James A. Beary, Mr. Randolph R. Burr, Mr. John R. Slagle, Mr. Dustin L. Swartfager, Mr. Kenneth L. Swartfager and Mrs. Stacey I. Thompson. Mrs. Trisha D. Dixon and Mr. Dwayne E. VanTassel were absent. Also present were: Mr. Vernon Lauffer, Mrs. Kelli McNaughton and Mr. Rodney Sherman.

**ANNOUNCEMENTS**

Mr. Slagle said the next Meeting will be the Combined Regular Work Session/Business Meeting on Monday, July 19, 2021 beginning at 7 P.M. in the Elementary School Library.

**PUBLIC COMMENT**

None.

**CONSIDERATION OF AGENDA**

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

**Corrections:**

IX.F.a to IX. F. 4.: Insurance through Beels Insurance. Workers' Comp/Property/Liability/E&O/Auto.

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.

**CONSENT AGENDA**

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

- Minutes:**

1. Approve the May 17, 2021 Regular Business Meeting Minutes\*
2. Approve the June 14, 2021 Regular Work Session Minutes\*

- Financial Reports:**

1. File the May, 2021 Board Summary Report for Audit\*
2. File the May, 2021 Liquid Cash and Investment Activity Analysis Report for Audit\*
3. File the May, 2021 Elementary Student Activities Report for Audit\*
4. File the May, 2021 High School Student Activities Report for Audit\*

**CONSENT AGENDA (Continued)**

**Mr. Beary made the Motion to APPROVE the CONSENT AGENDA as follows (Continued):**

**❑ Financial Reports:**

- 5. File the May, 2021 High School Student Athletics Report for Audit\***
- 6. File the May, 2021 Contingency Fund Report for Audit\***
- 7. Approve the May, 2021 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A and G\***
- 8. Approve the May, 2021 Cafeteria Bills for payment as presented and located in Attachment C\***
- 9. File the May, 2021 Cafeteria P&L Report for Audit\***
- 10. File the May, 2021 Capital Reserve Bills as presented and located in Attachment B-1 and B-2.**

**❑ Written Reports:**

- 1. Accept the April, 2021 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; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.**

**PERSONNEL (For Individual or Separate Consideration)**

- ❑ Mr. Beary made the Motion to APPROVE AMBER HUBLER as ELEMENTARY SPECIAL EDUCATION DEPARTMENT CHAIRPERSON, effective July 1, 2021. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.**
- ❑ Mr. Barrett made the Motion to APPROVE EXTENDING the WORK DAYS for BETTY SERVEY, ELEMENTARY SECRETARY, from 200 to 213, effective July 1, 2021. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.**
- ❑ Mr. Beary made the Motion to HIRE JAY GILFORD as HIGH SCHOOL SOCIAL STUDIES TEACHER on STEP 2 BACHELORS with 1-Year Salary Credit, with an Annual Salary of \$49,704, effective August 23, 2021, pending proper completion of Personnel File Documentation and Clearances AND APPROVE the POSTING for a MENTOR for JAY GILFORD. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.**

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**PERSONNEL (For Individual or Separate Consideration) (Continued)**

- ❑ **Mr. K. Swartfager made the Motion to HIRE ERIN NEELY as 1-YEAR, TEMPORARY KINDERGARTEN TEACHER, on STEP 1 MASTERS, with an Annual Salary of \$49,414, effective August 23, 2021 pending proper completion of Personnel File Documentation and Clearances AND APPROVE the POSTING for a MENTOR for ERIN NEELY. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.**
  
- ❑ **Mr. Barrett made the Motion to APPROVE the EXTENSION of the HIRING of MICHAEL MCCORMICK as ACTING SUPERINTENDENT, from July 1, 2021 and end AUGUST 31, 2021, or earlier, if a new Superintendent is hired and on-site. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.**
  
- ❑ **Mr. Beary made the Motion to APPROVE the REVISIONS for the following PERFORMANCE DESCRIPTIONS:**
  - 1. Assistant Principal.
  - 2. Supervisor of Special Education.**The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.**
  
- ❑ **Mr. K. Swartfager made the Motion to APPROVE MICHAEL MCCORMICK as E-GRANT SIGNATORY. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.**

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

- ❑ **Mr. Beary made the Motion to APPROVE the EMERGENCY INSTRUCTIONAL TIME TEMPLATE, as presented. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.**
  
- ❑ **Mr. K. Swartfager made the Motion to APPROVE the RESCINDING of the ELEMENTARY and HIGH SCHOOL STUDENT and FACULTY COVID-19 HANDBOOK ADDENDUMS. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.**

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

- ❑ **Mr. K. Swartfager made the Motion to APPROVE the PURCHASE of KINDERGARTEN DESKS and CHAIRS and OFFICE FURNITURE for the DISTRICT-WIDE SPECIAL EDUCATION OFFICE located in the Elementary School, at a cost of \$9,638,06 from Virco, with funds from Capital Reserve. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.**
  
- ❑ **Mr. Beary made the Motion to APPROVE the PURCHASE of AIR CONDITIONING UNITS at Quoted Prices, with Retroactive Approval at the July 19, 2021 Business Meeting. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.**
  
- ❑ **Mr. Beary made the Motion to APPROVE the 2021-22 ANNUAL BOARD APPROVAL ITEM, as follows:**
  - 1. **The following 5-YEAR TRANSPORTATION CONTRACTS, pending Administrative Contract Preparation and Signing:**
    - a. **Rick A. Zerbe, Bus #3, July 1, 2021 through June 30, 2026.**
    - b. **Rick A. Zerbe, Bus #9, July 1, 2021 through June 30, 2026.**

**The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.**
  
- ❑ **Mr. Barrett mad the Motion to APPROVE the CAFETERIA PRICE REVISION: ADULT BREAKFAST PRICE--\$2.00. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.**
  
- ❑ **Mr. K. Swartfager made the Motion to APPROVE the CO-CURRICULAR SUPPLEMENTAL SCHEDULE, as presented. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.**
  
- ❑ **Mr. Beary made the Motion to APPROVE the INSURANCE through BEELS INSURANCE: UPMC Workers Compensation and Liberty Mutual Property/Liability/E&O Auto, as presented. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes and Mrs. Thompson—yes. Motion Carried 7-0.**

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

- ❑ **Mr. Barrett made the Motion to APPROVE the 2021-22 KEYSTONE SCHOOL DISTRICT BUDGET, as presented. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.**
- ❑ **Mr. Barrett made the Motion to APPROVE ROBERT ZARUTA as SOLICITOR For the GRIEVANCE ARBITRATION HEARING with the KESPA. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.**
- ❑ **Mr. Barrett made the Motion to TABLE the AWARDING OF the QUOTE for the HIGH SCHOOL AUXILIARY GYM CEILING PAINTING until next month's Agenda. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.**
- ❑ **Mr. Barrett made the Motion to APPROVE a FUNDS TRANSFER for \$500,000 from the GENERAL FUND to the CAPITAL RESERVE FUND prior to June 30, 2021. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.**

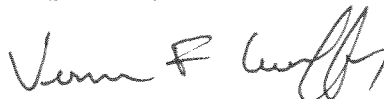
**POLICY (For Individual or Separate Consideration)**

- ❑ **Mr. Beary made the Motion to APPROVE the 1<sup>st</sup> Reading of POLICY #008: ORGANIZATIONAL CHART. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.**

**ADJOURNMENT**

**With no further business, Mr. K. Swartfager made the Motion to Adjourn the Meeting at 7:28 P.M. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.**

Respectfully submitted,



**Vernon F. Lauffer, Board Secretary**

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

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Vernon F. Lauffer, Board Secretary