

**Keystone School District
Knox, Pennsylvania
Regular Business Meeting Minutes
March 21, 2011**

OPENING/ATTENDANCE

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Regular Business Meeting to order on Monday, March 21, 2011 at 9:19 P.M. The Meeting was held in the Keystone Elementary Group Instruction Room, 451 Huston Avenue, Knox, Pennsylvania. The Pledge of Allegiance was recited. Roll Call was taken with the following in attendance: Mr. Gregory A. Barrett, Mr. James A. Beary, Mr. Wayne D. Johns, Mr. Thomas L. McCoy, Mr. Alan F. Seigworth, Mr. John R. Slagle, Mrs. Marilyn L. Stempeck, Mr. Kenneth L. Swartfager, and Mrs. Stacey I. Thompson. Also present were: Mr. Richard Bonnar, Mr. Tom Bowser, Mrs. Sue Chomas, Mrs. Shawn Corcetti, Mrs. Terrie Fink, Mrs. Amber Hubler, Mrs. Shannon Johns, Ms. Tiki Kahle, Mrs. Amy Kapp, Mr. Jarrod Kapp, Mr. Vernon Lauffer, Mr. Jonathan Maddy, Mrs. Kim Pfaff, Mrs. Franki Sheatz, Mrs. Vicky Walters, Mr. Charles Weaver, and Mrs. Erin Zacherl.

PUBLIC COMMENT

- ❑ Chuck Weaver acknowledged positive experiences he has had in the past few weeks with students via the Dr. Seuss Day and the Senior Projects.

CONSIDERATION OF AGENDA

- ❑ Mr. Swartfager made the Motion to approve the Agenda as Amended:
Additions:
 - VI. New Business:
 - B. Consideration of Continuing Professional Development:
 - 2. April 6, 2011: Maplevale Farms Food Show, Erie. Requested by Carol Meier. Cost is \$109.14.
 - C. Consideration of Student Field Trips:
 - 11. May 25, 2011: 3rd Grade to Cook Forest. Requested by Deb Hoffman. Budgeted money to be used for transportation costs.
 - F. Consideration of Accepting the Audit Reports for FYE June 30, 2010.
 - G. Consideration of Fuel Adjustments for Bus Contractors at 10 cents per mile for miles driven for the period of March 1, 2011 through June 1, 2011 payable on April 10, 2011, May 10, 2011, and June 10, 2011.
 - H. Consideration of Approving the 2011-12 CCCC Budget.
 - I. Consideration of Approving the Young Americans Tour October 30, 2011 through November 2, 2011.
 - J. Consideration of Approving the High School Parking Lot Crack Filling and Elementary Parking Lot Sealing--paid from Long-Term Funding Stream at a total cost of \$9,996.
 - K. Consideration of Approving the Bidding and Advertising Process for the Elementary Elevator.

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CONSIDERATION OF AGENDA (Continued)

Additions:

- VI. New Business (For Individual or Separate Consideration)
 - L. Consideration of Approving the High School Deed Name Change by Pope & Drayer and Elementary Gas Lease Elimination.
 - M. Consideration of Approving Release of 2009 Commonwealth of Pennsylvania Tax Information to Central Tax Bureau.
 - N. Consideration of Advertising the Custodial/Maintenance Supplies, General & Art Supplies and Technology Supplies Bid.
 - O. Consideration of Money Market.
- IX. Personnel (For Individual or Separate Consideration)
 - E. Consideration of Approving the Study of Staffing Needs.
 - F. Consideration of Approving Eric Dowlan as High School Maintenance Worker effective June 11, 2011.
 - G. Consideration of Approving Sick Day Bank Guidelines as presented.

Changes:

- VI. New Business (For Individual or Separate Consideration)
 - I. Consideration of Approving the Following Student Field Trips:
 - 3. March 12 and 13, 2011: Junior High and Varsity Cheerleaders to Cheerleading Competition in Cleveland, Ohio. Requested by Kami Coursen. Paid for with Student Fundraisers.

Deletions:

- VI. New Business (For Individual or Separate Consideration)
 - D. Consideration of Student Field Trips:
 - 4. April 6, 2011: 8th Grade to Pitt Bradford. Cancelled.

The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Seigworth--yes; Mr. Slagle--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 9-0

CONSENT AGENDA

Mrs. Stempeck made the Motion to approve the Consent Agenda:

Minutes:

- Approve the February 21, 2011 Regular Business Meeting Minutes*

Financial Reports:

- File the February, 2011 Board Summary Report for Audit*
- File the February, 2011 Liquid Cash and Investment Activity Analysis Report for Audit*
- File the February, 2011 Elementary Student Activities Report for Audit*
- File the February, 2011 High School Student Activities Report for Audit*
- File the February, 2011 High School Student Athletics Report for Audit*
- File the February, 2011 Contingency Fund Detail Report for Audit*
- Approve the February, 2011 General Fund Bills, the Interim Bills and the Wire Transfers as presented and located in Attachments A and G for Payment*

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CONSENT AGENDA (Continued)

- ❑ **Financial Reports:**
 - Approve the February, 2011 Cafeteria Bills for payment as presented and located in Attachment C*
 - Approve the February, 2011 Cafeteria P&L Report for Payment*
- ❑ **Written Reports:**
 - Accept the January, 2011 Northwest School Combine Report*
 - Accept the Career Center Report*
 - Accept the IU Report*
 - Accept the SMILES Report*

The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Seigworth--yes, Mr. Slagle--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 9-0.

NEW BUSINESS (For Individual or Separate Consideration)

- ❑ Mr. Barrett made the Motion to **APPROVE the 2011-12 IU BUDGET**. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Seigworth--yes, Mr. Slagle--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 9-0.

- ❑ Mr. Beary made the Motion to **APPROVE the FOLLOWING EMPLOYEE CONTINUING PROFESSIONAL DEVELOPMENT CONFERENCES and STUDENT FIELD TRIPS:**
 - April 18, 2011: Tools for Developing a Comprehensive K-12 Guidance Plan, IU 5. Requested by Mike Mellott. Cost is \$16.32.
 - April 6, 2011; Maplevale Farms Annual Food Show in Erie. Requested by Carol Meier. Cost is \$109.14.
 - Industry Club. Requested by Jennifer Slaughaupt. Cost is paid by Venango Training and Development Center:
 - a. March 2, 2011: Clarion Rehabilitation Services
 - b. March 9, 2011: Garden Scape
 - c. March 16, 2011: Swartfager Welding
 - d. March 23, 2011: Turtle Bay Lodge
 - e. March 30, 2011: Clarion Bathware
 - f. April 28, 2011: Cross Creek Resort--Industry Club Expo
 - March 11, 2011: PMEA District 3 Elementary Chorus Fest, Purchase Line Jr/Sr High School. Requested by Danielle Weaver. Budgeted monies for costs.
 - March 14, 2011: 10th Grade Safety Class PSA Winners, C-93 Radio Station. Requested by Dustin Kifer and Brigette Irwin. No cost.

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

- ❑ Mr. Beary made the Motion to **APPROVE the FOLLOWING EMPLOYEE CONTINUING PROFESSIONAL DEVELOPMENT CONFERENCES and STUDENT FIELD TRIPS (Continued)**
 - April 29, 2011: 2nd Grade to Progressive Agriculture Day, Clarion County Park. Requested by Kim Fagley. Budget money for transportation.
 - May 3, 2011: Gifted Program to Quiet Creek. Requested by Nicole Gorog. Budgeted money for transportation. \$25 per student.
 - May 23 and 24, 2011: 4th Grade Class to Clear Creek State Park. Requested by Catherine Schoeppner. Budgeted money, CATS Funds, and Student contributions will be used for costs.
 - May 31, 2011: 6th Grade to Niagara Falls. Requested by Carol Adams/Bruce Turk. CATS Funds, Student Fundraiser, and Student Contribution will be used for costs.
 - November 13-17, 2011: Senior Class Trip, Washington, D.C. Requested by Fran Nesta. Contributions from students, earnings from Magazine Fundraisers, Senior Class Student Activity Account, and various Charitable Agencies will be used for costs.
 - May 25, 2011: 3rd Grade to Cook Forest. Requested by Deb Hoffman. Budgeted money to be used for transportation costs.

The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Seigworth--yes, Mr. Slagle--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 9-0.

- ❑ Mr. Barrett made the Motion to **APPROVE THE FOLLOWING PERFORMANCE DESCRIPTIONS:**
 - **PARAPROFESSIONALS**
 - **PLAY DIRECTOR**
 - **SCIENCE ROOM COORDINATOR**
 - **STAGE MANAGER--JR HIGH**
 - **STAGE MANAGER--SR HIGH**
 - **STUDENT COUNCIL--JUNIOR HIGH**
 - **YEARBOOK ADVISOR**

The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Seigworth--yes, Mr. Slagle--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 9-0.

- ❑ Mr. Swartfager made the Motion to **APPROVE THE NEOPOST MAILING MACHINE for the DISTRICT OFFICE, effective immediately.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Seigworth--yes, Mr. Slagle--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 9-0.

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

- ❑ Mr. Barrett made the Motion to **ACCEPT the AUDIT REPORTS for FYE June 30, 2010**. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Seigworth--yes, Mr. Slagle--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 9-0.
- ❑ Mr. McCoy made the Motion to **APPROVE the FUEL ADJUSTMENTS for BUS CONTRACTORS at 10 cents per mile for miles driven for the period of March 1, 2011, through June 1, 2011 payable on April 10, 2011, May 10, 2011, and June 10, 2011**. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Seigworth--yes, Mr. Slagle--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 9-0.
- ❑ Mr. Beary made the Motion to **APPROVE the 2011-12 CLARION COUNTY CAREER CENTER BUDGET**. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Seigworth--yes, Mr. Slagle--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 9-0.
- ❑ Mr. McCoy made the Motion to **APPROVE the YOUNG AMERICANS TOUR, October 30, 2011 through November 2, 2011 with KMA Funding**. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Seigworth--yes, Mr. Slagle--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 9-0.
- ❑ Mr. Swartfager made the Motion to **APPROVE the HIGH SCHOOL PARKING LOT CRACK FILLING and ELEMENTARY PARKING LOT SEALING to TERRA WORKS--paid from Long-Term Funding Stream at a cost of \$9,996**. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Seigworth--yes, Mr. Slagle--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 9-0.
- ❑ Mr. Swartfager made the Motion to **APPROVE the BIDDING and ADVERTISING PROCESS for the ELEMENTARY ELEVATOR**. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Seigworth--yes, Mr. Slagle--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 9-0.
- ❑ Mr. Johns made the Motion to **APPROVE the HIGH SCHOOL DEED NAME CHANGE by Pope & Drayer at an estimated cost of \$1,500 to \$2,500 plus contingencies and to ELIMINATE the ELEMENTARY GAS LEASE by FILING an AFFIDAVIT of NON-PRODUCTION at an estimated cost of \$300**. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Seigworth--yes, Mr. Slagle--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 9-0.

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

- ❑ Mr. Barrett made the Motion to **APPROVE the RELEASE of 2009 COMMONWEALTH of PENNSYLVANIA TAX INFORMATION to CENTRAL TAX BUREAU.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Seigworth--yes, Mr. Slagle--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 9-0.
- ❑ Mr. McCoy made the Motion to **APPROVE the MAINTENANCE/CUSTODIAL, GENERAL & ART and TECHNOLOGICAL SUPPLY BIDS.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Seigworth--yes, Mr. Slagle--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 9-0.
- ❑ Mrs. Stempeck made the Motion to **APPROVE the MONEY MARKET DEPOSITORY at rates as presented to Clarion County Community Bank not to exceed \$2,000,000.** The voice vote is recorded as follows: Mr. Barrett--no; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Seigworth--yes, Mr. Slagle--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 8-1.

CONTRACTS (For Individual or Separate Consideration)

- ❑ Mr. Barrett made the Motion to **RESCIND HIS MOTION to APPROVE the CONTRACT with WHITEHALL CAMP and CONFERENCE CENTER from AUGUST 8, 2011 through AUGUST 12, 2011 for MARCHING BAND CAMP. REQUESTED by ALI HALL at a TOTAL CAMP COST for the week of \$6,010 with a REQUIRED DEPOSIT of \$1,202.**
- ❑ Mrs. Thompson made the Motion to **TABLE the CONTRACT with WHITEHALL CAMP and CONFERENCE CENTER from AUGUST 8, 2011 through AUGUST 12, 2011 for MARCHING BAND CAMP. REQUESTED by ALI HALL at a TOTAL CAMP COST for the week of \$6,010 with a REQUIRED DEPOSIT of \$1,202.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Seigworth--yes, Mr. Slagle--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 9-0.

POLICY (For Individual or Separate Consideration)

- ❑ Mr. Swartfager made the Motion to **APPROVE the 1st READING of POLICY #201.1 POSSESSION/USE OF ASTHMA INHALERS/EPINEPHRINE AUTO INJECTORS.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Seigworth--yes, Mr. Slagle--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 9-0.

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PERSONNEL (For Individual or Separate Consideration)

- ❑ Mr. Beary made the Motion to **APPROVE the RESIGNATION OF MARIA VAUGHN, CONTRACTED SCHOOL PSYCHOLOGIST, effective March 15, 2011, with regret.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Seigworth--yes, Mr. Slagle--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 9-0.
- ❑ Mrs. Stempeck made the Motion to **APPROVE the MEMORANDUM of UNDERSTANDING BETWEEN the KEYSTONE SCHOOL DISTRICT and the KEYSTONE EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION for a 4-DAY WORK WEEK, effective JUNE 13, 2011 through AUGUST 12, 2011 as presented.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Seigworth--yes, Mr. Slagle--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 9-0.
- ❑ Mr. Beary made the Motion to **APPROVE THE ADDITION OF SUSAN LAVAN to the SUBSTITUTE SECRETARY LIST, pending proper completion of Personnel File Documentation and Clearances.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Seigworth--yes, Mr. Slagle--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 9-0.
- ❑ Mr. Beary made the Motion to **APPROVE ERIK DOWLAN as VOLUNTEER GIRLS' SOFTBALL COACH.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Seigworth--yes, Mr. Slagle--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 9-0.
- ❑ Mr. Swartfager made the Motion to **AUTHORIZE and DIRECT the SUPERINTENDENT to:**
 - Study Student Enrollment Trends for past years as well as the projected enrollment for the upcoming year.
 - Study Past and Current Curriculum and Course Offerings of the School District, as well as the upcoming School Year.
 - Study the overall Staffing Needs of the School District for the upcoming School Year.
 - Make Recommendations to the Board of School Directors concerning Staffing, Curriculum, and Program Needs for the upcoming School Year.The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Seigworth--yes, Mr. Slagle--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 9-0.

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PERSONNEL (For Individual or Separate Consideration) (Continued)

- ❑ Mr. Barrett made the Motion to **APPROVE ERIK DOWLAN as HIGH SCHOOL MAINTENANCE WORKER, effective June 11, 2011.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Seigworth--yes, Mr. Slagle--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 9-0.

- ❑ Mrs. Stempeck made the Motion to **APPROVE the SICK DAY BANK GUIDELINES as presented.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Seigworth--yes, Mr. Slagle--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 9-0.

ADJOURNMENT

- ❑ With no further business, Mr. Seigworth made the Motion to Adjourn the Meeting at 9:45 P.M. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Seigworth--yes, Mr. Slagle--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 9-0.

Respectfully submitted,

Vernon F. Lauffer
Board Secretary