

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

OPENING/ATTENDANCE

Mr. Gregory A. Barrett, Vice President of the Keystone School District Board of Directors, called the Regular Business Meeting to order on Monday, November 21, 2011 at 9:36 P.M. The Meeting was held in the Keystone Elementary School 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, Mrs. Marilyn L. Stempeck, Mr. Kenneth L. Swartfager and Mrs. Stacey I. Thompson. Mr. Alan F. Seigworth and Mr. John R. Slagle were absent. Also present were: Mr. Shawn Algoe, Mr. Richard Bonnar, Mr. Vernon Lauffer, Mrs. Vicky Walters, Mr. Matt Baker, Ms. Tiffany Beary, Mrs. Kim Exley, Mrs. Kathy Henry, Mrs. Amber Hubler, Mrs. Shannon Johns, Mr. Jarrod Kapp, Mrs. Halee McCance, Mr. Fran Nesta, Mr. Dustin Swartfager, Mr. Dwayne Van Tassel, Mrs. Tami Winters, and Mrs. Erin Zacherl.

CONSIDERATION OF AGENDA

- ❑ Mr. Beary made the Motion to approve the Agenda as Amended:
- Additions:
- VII. G. Resignation of Chad Nellis as Varsity Girls' Basketball Head Coach effective immediately.
 - VII. H. Posting and Advertising for the Varsity Girls' Basketball Head Coach.
 - VII. I. Appointing A.J. Johnson as Interim Head Coach for Varsity Girls' Basketball.
 - VII. J. Resignation of T.J. McCance as Varsity Assistant Wrestling Coach, effective immediately.
 - VII. K. Jon Beal as Jr. High Wrestling Coach, pending proper completion of Personnel File Documentation and Clearances.
 - VII. L. Sean Hanlon as Volunteer Wrestling Coach, pending proper completion of Clearances.
 - VII. M. Jo Dee Day as Volunteer Cheerleading Coach, pending proper completion of Clearances.
 - VII. N. Barry Foust and Mark Benevenuti as Volunteer Girls' Basketball Coaches, pending proper completion of Clearances.
 - VIII. C. 6. 12/4/11 to 12/7/11: Defining and Aligning for Student Achievement, Hershey Lodge. Requested by Vicky Walters at a cost of \$949.90, using STEM Grant Funding.
 - VIII. D. 6. 12/8/11: Chemistry & Tech Science Classes, Gregory Barnes Center for Business Development. Requested by Dave Everett and Alison Albright, using STEM Grant funds.
 - VIII. D. 7. 12/16/11: KARES--AEDY to Mid-Atlantic Youth Services, Emlenton. Requested by Bill Irwin at no cost to the District.
 - VIII. D. 8. 4/27/12: Jr High Band to Band Fest, DuBois High School. Requested by Jerry Rembold using Student Contribution and KMA Tracking Funds.

**REGULAR BUSINESS MEETING MINUTES
NOVEMBER 21, 2011
PAGE 2**

CONSIDERATION OF AGENDA (Continued)

Deletions:

- V. C. 4. SMILES Report

The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; Mrs. Thompson--yes. Motion carried 7-0.

CONSENT AGENDA

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

Minutes:

- Approve the October 17, 2011 Regular Business Meeting Minutes*

Financial Reports:

- File the October, 2011 Liquid Cash and Investment Activity Analysis Report for Audit*
- File the October, 2011 Elementary School Student Activities Report for Audit*
- File the October, 2011 High School Student Activities Report for Audit*
- File the October, 2011 High School Student Athletics Report for Audit*
- File the October, 2011 Contingency Fund Detail Report for Audit*
- Approve the October, 2011 General Fund Bills, the Interim Bills and the Wire Transfers as presented and located in Attachments A and G for Payment*
- Approve the October, 2011 Cafeteria Bills for payment as presented and located in Attachment C*
- File the October, 2011 Cafeteria P&L for Audit*
- Approve the October, 2011 Capital Reserve Bills for payment as presented and located in Attachment B*

Written Reports:

- Accept the September 2011 Northwest School Combine Report*
- Accept the Career Center Report*
- Accept the IU Report*

The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 7-0.

CONTRACTS (For Individual or Separate Consideration)

- Mr. Beary made the Motion to **APPROVE THE AGREEMENT with SHAMROCK SOLUTIONS for the 2011-12 School Year**. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 7-0.

**REGULAR BUSINESS MEETING MINUTES
NOVEMBER 21, 2011
PAGE 3**

PERSONNEL (For Individual or Separate Consideration)

- ☐ Mrs. Stempeck made the Motion to **APPROVE** the Following Items:
- **PERFORMANCE DESCRIPTIONS:**
 1. **Business Manager.**
 2. **Custodian**
 3. **Director of Maintenance/Buildings and Grounds**
 4. **Director of Special Education**
 - **EMPLOYEE EVALUATION FORMS:**
 1. **Custodian**
 2. **Secretary**
 - **UNPAID LEAVE of ABSENCE for LEE ANN HAUN, PARAPROFESSIONAL for January 5, 2012 through January 18, 2012.**
 - **FAMILY MEDICAL LEAVE for AMANDA KLINE for February 24, 2012 through February 29, 2012.**
 - **HIRING CHRIS TEXTER as ELEMENTARY CAFETERIA MONITOR, pending proper completion of Personnel File Documentation and Clearances.**
 - **ADDITIONS to the SUBSTITUTE LIST:**
 1. **BRITTANY COURSON, SECRETARY/PARAPROFESSIONAL**
 2. **JULIE VAN TASSEL, CAFETERIA, pending proper completion of Personnel File Documentation and Clearances.**
 - **RESIGNATION of CHAD NELLIS as VARSITY GIRLS' BASKETBALL HEAD COACH, effective immediately.**
 - **POSTING and ADVERTISING for VARSITY GIRLS' BASKETBALL HEAD COACH.**
 - **APPOINTING ALLEN JOHNSON as INTERIM HEAD COACH for VARSITY GIRLS' BASKETBALL, effective immediately.**
 - **RESIGNATION of T.J. McCANCE as VARSITY ASSISTANT WRESTLING COACH, effective immediately.**
 - **HIRING JON BEAL as JR HIGH WRESTLING COACH, pending proper completion of Personnel File Documentation and Clearances.**
 - **SEAN HANLON as VOLUNTEER WRESTLING COACH, pending proper completion of Clearances.**
 - **JO DEE DAY as VOLUNTEER CHEERLEADING COACH, pending proper completion of Clearances.**
 - **BARRY FOUST and MARK BENEVENUTI as VOLUNTEER GIRLS' BASKETBALL COACHES, pending proper completion of Clearances.**

The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes.
Motion carried 7-0.

**REGULAR BUSINESS MEETING MINUTES
NOVEMBER 21, 2011
PAGE 4**

NEW BUSINESS (For Individual or Separate Consideration)

- ❑ Mr. Swartfager made the Motion to **TABLE the 2010-11 ANNUAL FINANCIAL REPORT--Budget Transfers and Committed Fund Balance.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 7-0.

- ❑ Mr. McCoy made the Motion to **APPROVE the NATUAL GAS LEASING of DISTRICT PROPERTIES @ \$2,500 per acre for MARCELLUS and UTICA LAYERS to TRI-STATE ENERGY HOLDINGS for a 5-YEAR PERIOD with an OPTION of a 2nd 5-YEAR PERIOD at \$2,500 per acre.** The roll call vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 7-0.

- ❑ Mrs. Stempeck made the Motion to **APPROVE the Following CONTINUING PROFESSIONAL DEVELOPMENTS:**
 - **October 27, 2011: Adm. Review Training. Requested by Carol Meier in Edinboro at a cost of \$78.81 using Budgeted Monies. (Retroactive).**
 - **October 27, 2011: Common Core Standards Intro. & Beyond for English Language Arts & Literacy in Science. Requested by Matt Baker at RIU6 at a cost of \$10. (Retroactive).**
 - **November 15, 2011: Pre-K Counts Meeting. Requested by Linda Heath in Brookville at a cost of \$35. (Retroactive).**
 - **December 9, 2011: SAP Update. Requested by Jen Slaughaupt in Clarion, at cost of \$14.**
 - **April 27, 2012: PMEA Band Fest. Requested by Jerry Rembold at DuBois High School at a cost of \$309 using Principal Contingency Funds.**
 - **December 4, 2011 to December 7, 2011: Defining and Aligning for Student Achievement, Hershey Lodge. Requested by Vicky Walters at a cost of \$949.90, using STEM Grant Funding.**

The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 7-0.

- ❑ Mr. Beary made the Motion to **APPROVE the Following UPCOMING STUDENT FIELD TRIPS:**
 - **November 16, 2011: Industry Club to Seneca Hardwoods. Requested by Jen Slaughaupt. Paid for by Venango Training & Development.**
 - **After March 23, 2012: Learning Support Reading Classes to Destinta Theatres. Requested by Lauren Tharan at a cost of \$8 to \$10 paid for by the students.**
 - **May 18, 2012: Gifted Students to C-L High School for Civil War Re-Enactments. Requested by Kelli McNaughton at no cost to the District.**

**REGULAR BUSINESS MEETING MINUTES
NOVEMBER 21, 2011
PAGE 5**

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

□ Mr. Beary made the Motion to **APPROVE the Following UPCOMING STUDENT FIELD TRIPS (Continued):**

- **May 25, 2012: 5th Graders to Carnegie Museum of Natural History. Requested by Amanda Kline with expenses paid by CATS Funds, Budgeted Monies, Student Contributions and 5th Grade Pencil Sales.**
- **May 29, 2012: 6th Graders to Niagara Falls. Requested by Carol Adams, using CATS Funds, Student Fundraiser Monies, and Student Contributions.**
- **December 8, 2011: Chemistry & Tech Science Classes, Gregory Barnes Center for Business Development. Requested by Dave Everett and Alison Albright, using STEM Grant funds.**
- **December 16, 2011: KARES--AEDY to Mid-Atlantic Youth Services, Emlenton. Requested by Bill Irwin at no cost to the District.**
- **April 27, 2012: Jr High Band to Band Fest, DuBois High School. Requested by Jerry Rembold using Student Contribution and KMA Tracking Funds.**

The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes.
Motion carried 7-0.

- Mr. Swartfager made the Motion to **APPROVE the PSBA BUCS COMPREHENSIVE PACKAGE for UNEMPLOYMENT COMPENSATION for 2012 as presented at \$4,576.00 minimum to include the Stop Loss Insurance.** The roll call vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes.
Motion carried 7-0.

POLICIES (For Individual or Separate Consideration)

□ Mr. McCoy made the Motion to **APPROVE the FOLLOWING POLICIES:**

- **2nd Reading of the Following Policies:**
 1. **#113: Special Education**
 2. **#113.1: Discipline of Students with Disabilities**
 3. **#113.3: Screening and Evaluations for Student with Disabilities**
 4. **#113.4: Confidentiality of Special Education Student Info.**
 5. **#718: Service Animals in Schools**
 6. **#625: Education Procurement 1**
- **1st Reading of the Following Policies:**
 1. **#304: Employment of District Staff (New)**
 2. **#305: Employment of Substitutes (New)**
 3. **#306: Employment of Summer School Staff (New)**
 4. **#307: Student Teachers/Interns (New)**
 5. **#317: Conduct//Disciplinary Procedures (Revised)**

The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes.
Motion carried 7-0.

**REGULAR BUSINESS MEETING MINUTES
NOVEMBER 21, 2011
PAGE 6**

ADJOURNMENT

With no further business, Mrs. Stempeck made the Motion to Adjourn the Meeting at 10:02 P.M. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mrs. Stempeck--yes; Mr. Swartfager--yes; and Mrs. Thompson--yes. Motion carried 7-0.

Respectfully submitted,

Vernon F. Lauffer
Board Secretary