

**Keystone School District  
Knox, Pennsylvania  
Regular Business Meeting Minutes  
December 12, 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, December 12, 2011 at 7 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, Mr. John R. Slagle, Mr. Dustin L. Swartfager, Mr. Kenneth L. Swartfager, Mrs. Stacey I. Thompson and Mr. Dwayne E. Van Tassel. Also present were: Mr. Shawn Algoe, Ms. Tiffany Beary, Mr. Richard Bonnar, Mrs. Sue Chomas, Mr. Jarrod Kapp, Mr. Vernon Lauffer, Mrs. Vicky Walters and Mrs. Erin Zacherl.

**ANNOUNCEMENTS**

- Mr. Slagle welcomed the guests attending tonight.
- Mr. Slagle said an Executive Session was held on December 5, 2011 to discuss a Personnel Issue.
- Mr. Slagle said the next meeting would be the Work Session on January 9, 2012 at 7 P.M. in the Elementary School Group Instruction Room.
- Mr. Slagle said the Band Concert would be held on December 13, and the Choir Concert would be held on December 19.

**PUBLIC COMMENT**

None.

**CONSIDERATION OF AGENDA**

- Mr. Beary made the Motion to approve the Agenda as Amended:
  - Additions
  - IV. D. Upcoming High School Events:
    - 1. Instrumental Concert, Tuesday, December 13, at 7 P.M
    - 2. Choral Concert, Monday, December 19, at 7 P.M.
  - V. Public Comment:
    - A. Heather Harkness--Busing
  - IX. Personnel:
    - C. Consideration of an Additional to the Custodial Substitute List:  
Carol Miller, Knox.

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**CONSIDERATION OF AGENDA (Continued)**

Deletions:

VII. C. 3. Accept the IU Report.

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

**CONSENT AGENDA**

Mr. Barrett made the Motion to approve the Consent Agenda:

Minutes:

- Approve the November 21, 2011 Regular Work Session Minutes\*
- Approve the November 21, 2011 Regular Business Meeting Minutes\*
- Approve the December 5, 2011 Reorganization Meeting Minutes\*
- Approve the December 5, 2011 Work Session Minutes\*
- Approve the December 5, 2011 Special Business Meeting Minutes\*

Financial Reports:

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

Written Reports:

- Accept the October, 2011 Northwest School Combine Report\*
- Accept the Career Center 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. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes and Mr. Van Tassel--yes. Motion carried 9-0.

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

- ❑ Mr. Beary made the Motion to **APPROVE the VENANGO TRAINING & DEVELOPMENT CENTER CONTRACT for July 1, 2011 through December 31, 2011**. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes and Mr. Van Tassel--yes. Motion carried 9-0.

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

- ❑ Mr. K. Swartfager made the Motion to **APPROVE the SECRETARY PERFORMANCE DESCRIPTION**. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes and Mr. Van Tassel--yes. Motion carried 9-0.
- ❑ Mr. Beary made the Motion to **APPROVE an UNPAID LEAVE OF ABSENCE (4 days) for AMANDA KLINE, Elementary Teacher, for February 24, 2012 through February 29, 2012**). The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes and Mr. Van Tassel--yes. Motion carried 9-0.
- ❑ Mr. Barrett made the Motion to **APPROVE CAROL MILLER as a CUSTODIAN SUBSTITUTE**, 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. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes and Mr. Van Tassel--yes. Motion carried 9-0.

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

- ❑ Mr. Barrett made the Motion to **APPROVE the UPCOMING PROFESSIONAL DEVELOPMENT and STUDENT FIELD TRIP:**
  - **February 12 to 15, 2012: PA Educational Tech Expo and Conference in Hershey. Requested by Jessica Resig and Kelsi Boyles at a cost of \$699.73, using STEM GRANT FUNDS.**
  - **February 10 to 12, 2012: Varsity Cheerleaders to U.S. Spirit Nationals, Atlantic City, New Jersey. Requested by Kami Coursen with funds from Cheer Booster Fundraising and Profits from the Basketball Concession Stand and Home Competition and Student Contribution, if needed.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes and Mr. Van Tassel--yes. Motion carried 9-0.

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**NEW BUSINESS (Continued)**

- ❑ Mr. McCoy made the Motion to **APPROVE a 2-HOUR EARLY DISMISSAL ON DECEMBER 22, 2011 for all STUDENTS and EMPLOYEES.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes and Mr. Van Tassel--yes. Motion carried 9-0.
  
- ❑ Mr. Bonnar reviewed his request to Transfer Funds from the General Fund Balance to Other Funds or Designated General Fund Balance due to the surplus for 2010-11 Operations. After Board discussion, Mr. Swartfager made the Motion to **TABLE this REQUEST until next month.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes and Mr. Van Tassel--yes. Motion carried 9-0. With this Motion being approved, Mr. Slagle requested that Mr. Bonnar put together an outline for this Agenda Item to be discussed at the next Work Session on January 9, 2012.
  
- ❑ Mr. Bonnar suggested two alternatives to the 2012-13 Budget as relating to Real Estate Tax Increases:
  - Not approve the Resolution as presented, which would allow taxes to be raised greater than 1.2276 mills if an exception for PSERS increase is approved by PDE  
-or-
  - Approve the Resolution as presented, which would cap the Tax Increase at 1.2276 mills for 2012-13.
  
- Mr. Barrett made the Motion to **ADOPT THE ACT 1 RESOLUTION as presented.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes and Mr. Van Tassel--yes. Motion carried 9-0.
  
- ❑ Mr. Barrett made the Motion to **APPROVE the SUPERINTENDENT to ATTEND THE LEGISLATIVE TRIP to HARRISBURG on JANUARY 23 to JANUARY 25, 2012, at an estimated cost of \$350.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes and Mr. Van Tassel--yes. Motion carried 9-0.
  
- ❑ Mr. Beary made the Motion to **APPROVE the DISTRICT PARTICIPATION in the THURSTON HOUSE CONSORTIUM for TEEN PARENTS.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes and Mr. Van Tassel--yes. Motion carried 9-0.

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**POLICY**

□ Mr. K. Swartfager made the Motion to **APPROVE** the 1<sup>st</sup> **READING** of the **FOLLOWING POLCIES** as presented:

- **#304: Employment of District Staff (New)**
- **#305: Employment of Substitutes (New)**
- **#306: Employment of Summer School Staff (New)**
- **#307: Student Teachers/Interns (New)**
- **#317: Conduct//Disciplinary Procedures (Revised)**

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

**ADJOURNMENT**

With no further business, Mr. Johns made the Motion to Adjourn the Meeting at 7:42 P.M. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes and Mr. Van Tassel--yes. Motion carried 9-0.

Respectfully submitted,

Vernon F. Lauffer  
Board Secretary