

**Keystone School District
Knox, Pennsylvania
Minutes of Work Session
March 21, 2011**

OPENING/ATTENDANCE

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Work Session to order on Monday, March 21, 2011 at 7 P.M. The Meeting was held in the Keystone Elementary School Group Instruction Room, Knox, 451 Huston Avenue, Knox, Pennsylvania. The following Board Members were present: Mr. Gregory A. Barrett, Mr. James A. Beary, Mr. Wayne D. Johns, Mr. Thomas L. McCoy, Mr. John R. Slagle, Mrs. Marilyn L. Stempeck, Mr. Kenneth L. Swartfager and Mrs. Stacey I. Thompson. Mr. Alan F. Seigworth was absent. Also present were: Mr. Richard Bonnar, Mrs. Suzanne Chomas, Mrs. Shawn Corcetti, Mr. Vernon Lauffer, Mr. Rodney Sherman, Mrs. Vicky Walters and many members of the public.

ANNOUNCEMENTS

- ❑ Many members of the public were welcomed by Mr. Slagle.
- ❑ Mr. Slagle said an Executive Session would be held tonight, March 21, 2011, to discuss Collective Bargaining--KESPA Contract and a Personnel Item.
- ❑ Mr. Slagle said the next Meeting would be the Work Session on Monday, April 11, 2011 at 7 P.M. at SMILES or the High School Auditorium.

PUBLIC COMMENT

- ❑ Mr. Johns said Kim Daugherty contacted him to thank the Board for the Bob Lenz Program.

REPORTS

- ❑ **Architect Report, Struxures:**
Mr. Bonnar, Kevin Aitken, and Harold Best reviewed plans for the elevator installation at the Elementary School. The proposed location is the northern inside of the courtyard. Mr. Bonnar said that all funding for the elevator was planned to come from ACCESS Funds which cannot be used to fund other local expenditures that are not Special Education related. Mr. Slagle said the consideration of bidding and advertising this project will be placed on the Business Meeting Agenda.

Mr. Seigworth arrived at 7:12 P.M.

REPORTS (Continued)

- **Transportation Committee: Mr. Beary reviewed:**
Discussion by the Transportation Committee for a fuel adjustment. Mr. Beary said that the Committee is recommending a 10-cent-per-mile adjustment for the remainder of the School Year. *Mr. Slagle said this Item would be placed on tonight's Business Meeting Agenda.*

- **High School Principal: Mrs. Walters reviewed:**
 - Textbooks--Geometry and Health Science
 - Young Americans

- **Superintendent: Mr. Bonnar reviewed:**
 - Sick Day Bank Guidelines.
 - Budget Summit.
 - Workers' Compensation Consortium.
 - PA Youth Survey.
 - Local Audit Reports FYE 6-30-10. *Mr. Slagle said this Item would be on tonight's Business Meeting Agenda.*
 - Budget 2011-12: Mr. Bonnar reviewed specifics of the 2011-12 Budget detailing the overall projected shortfall of \$1,210,384, mainly due to the decrease in Basic Ed Funding of \$962,293. He also outlined a handout for potential reductions and/or eliminations that may be considered by the Board to get to a balanced budget. Mr. Bonnar requested the Board review the handout and notify him with any other suggestions for financial streamlining. He also requested the Board to make specific comments at the April Meeting for the eliminations and reductions that the Board would support.

DIALOGUE ITEMS

- Mr. Lauffer answered questions from the previous Meeting as to the 1st year expense for the Neopost Mailing Machine. He stated that the third element of the Neopost mailing machines is the **base unit**, which is made up of the computer and software. This is the item for which there is a charge in year one. *Mr. Slagle said this item would be on the Business Meeting Agenda--as it was tabled from last month.*

- Mr. Bonnar reviewed the handout detailing the quote for the High School Parking Lot Crack Filling and Elementary Parking Lot Sealing--anticipated payment would come from the Long-Term Funding Stream. *Mr. Slagle said this Item would be on tonight's Business Meeting Agenda.*

- Mr. Bonnar recommended the 2011-12 IU Budget be approved. He said there is little increase in the local contribution from last year. Mr. Barrett also recommended this Budget be approved by the Board. *Mr. Slagle said this Item would be on tonight's Business Meeting Agenda.*

DIALOGUE ITEMS (Continued)

- ❑ Mr. Bonnar stated that the 2011-12 CCCC Budget was included in the packet for Board review. He pointed out the cost per pupil has decreased for the year due to cost cutting measures instituted in the last 12 months. ***Mr. Slagle said this Item would be on tonight's Business Meeting agenda.***

- ❑ Mr. Lauffer outlined the recommended protocol for the High School Deed Name Change as contained in the letter from Pope, Drayer and Associates that was in the Board folders. The recommendation includes a Quiet Title Action that requires advertising and court costs. The anticipated cost is between \$1,000 and \$2,000 with a possibility of additional cost for unforeseen circumstances. He also mentioned that the elimination of the Elementary Gas Lease could be completed with an Affidavit of Non-Production for a cost of \$300. ***Mr. Slagle said this Item would be on tonight's Business Meeting Agenda.***

- ❑ Mr. Bonnar announced a possible Retirement Incentive that could benefit the District and decrease the number of potential furloughs. Mr. Slagle requested additional details in this offering for the next Work Session.

- ❑ Employee Continuing Professional Development Conferences:
 - 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.***Mr. Slagle said these Items would be on tonight's Business Meeting Agenda.***

- ❑ Student Field Trips:
 - 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.
 - 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.

DIALOGUE ITEMS (Continued)

❑ Student Field Trips (Continued):

- 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. Voluntary 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.

Mr. Slagle said these Items would be added to tonight's Business Meeting Agenda.

❑ Mr. Bonnar reviewed the following Performance Descriptions:

- Paraprofessionals
- Play Director
- Science Room Coordinator
- Stage Manager--Junior High
- Stage Manager--Senior High
- Student Council--Junior High
- Yearbook Advisor

Mr. Slagle said these Items would be added to tonight's Business Meeting Agenda.

❑ Mr. Bonnar reviewed the Contract with Whitehall Camp and Conference Center for August 8, 2011 through August 12, 2011 for Marching Band Camp. Total Camp Cost is \$6,010 with a required deposit of \$1,202. He said that the cost of this program is 100% covered by the Keystone Music Association--as was past practice. ***Mr. Slagle said this Item would be added to tonight's Business Meeting Agenda.***

❑ Mr. Bonnar reviewed the 1st Reading of Policy #210.1--Possessions/Use of Asthma Inhalers/Epinephrine Auto-Injectors. ***Mr. Slagle said this Item would be added to tonight's Business Meeting Agenda.***

❑ Mr. Bonnar and Mr. Barrett reviewed the recommendation for the High School Maintenance Position as Erik Dowlan, effective June 11, 2011. ***Mr. Slagle said this Item would be added to tonight's Business Meeting Agenda.***

❑ Mr. Bonnar thanked Maria Vaughn for her service to the District as she will be retiring effective March 15, 2011. ***Mr. Slagle said this Item would be added to tonight's Business Meeting Agenda.***

DIALOGUE ITEMS (Continued)

- ❑ Mr. Bonnar referred to the Memorandum of Understanding in the packet detailing the Summer 4-Day Work Week for the Keystone Educational Support Personnel Association. *Mr. Slagle said this Item would be added to tonight's Business Meeting Agenda.*
- ❑ Addition to the Substitute List, pending proper completion of Personnel File Documentation and Clearances: Susan LaVan, Secretary. *Mr. Slagle said this Item would be added to tonight's Business Meeting Agenda.*
- ❑ Erik Dowlan as Volunteer Girls' Softball Coach. *Mr. Slagle said this Item would be added to tonight's Business Meeting Agenda.*
- ❑ Mr. Slagle said that the annual authorization to bid and advertise the Custodial/Maintenance Supplies, General & Art Supplies and Technology Supplies is needed. *Mr. Slagle said this Item would be added to tonight's Business Meeting Agenda.*
- ❑ Mr. Lauffer reviewed the quote from local banks utilizing a Money Market Account. He stated that Clarion County Community Bank offered the highest overall rates of return as presented. He stated that the amount would range from "0" to \$2,000,000 to invest in this account--depending on State flow of subsidies. *Mr. Slagle said this Item would be added to tonight's Business Meeting Agenda.*
- ❑ Mr. Lauffer reviewed the Release of the 2009 Commonwealth of Pennsylvania Tax Information to Central Tax Bureau. He said this is the annual process the Board must consider as per State requirements. *Mr. Slagle said this Item would be added to tonight's Business Meeting Agenda.*

A Recess and Executive Session was held from 8:48 P.M. until 9:18 P.M.

ADJOURNMENT

With no further business, the Meeting adjourned at 8:48 P.M. All in favor.

Respectfully submitted,

Vernon F. Lauffer
Board Secretary