

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

OPENING/ATTENDANCE

Mr. Gregory A. Barrett, Vice President of the Keystone School District Board of Directors, called the Work Session to order on Monday, November 21, 2011 at 7 P.M. The Meeting was held in the Keystone Elementary School Group Instruction Room, 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, Mrs. Marilyn L. Stempeck, Mr. Kenneth L. Swartfager and Mrs. Stacey I. Thompson. Mr. John R. Slagle and Mr. Alan F. Seigworth 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.

ANNOUNCEMENTS

- ❑ Members of the public were welcomed by Mr. Barrett.
- ❑ Mr. Barrett said there would be an Executive Session held tonight, November 21, 2011, immediately following the Work Session to discuss a Personnel Item from Fran Nesta.
- ❑ Mr. Barrett said the next Meeting would be the Reorganization/Work Session on Monday, December 5, 2011 at 7 P.M. in the Elementary Group Instruction Room. He said to advertise this Meeting as a Special Business Meeting also for issues as outlined throughout tonight's Agenda.

PUBLIC COMMENT

None.

REPORTS

- ❑ **Mr. Bonnar--Superintendent reviewed:**
 - Clarion County Truancy Program.
 - Cyber/Charter School Data Packet.
 - Secretary/Custodian Evaluation Tools.
 - Performance Descriptions.
 - BC3 School in the Spotlight.
 - Board Policies 1st and 2nd Readings.
 - Vision for Use of Technology in the District.

REPORTS (Continued)

□ **Mrs. Walters--High School Principal reviewed:**

- Introduced Mr. Baker for his Department Chair Report.
- BC3 brochure was entirely done by Keystone Students and Faculty.
- Career Center Students of the Quarter were: Alicia Black, Nathan Johnson, Erica Reddinger, Kyle Servey, Brandi Slaughaupt and Jake Strausser.
- Musical.
- Keystone Prowler newspaper
- Winners for Smoke-Out Contest.
- KSAC Meeting on Title IX Issues in regards to athletes, as well education.

□ **Mr. Algoe--Elementary School Principal reviewed:**

- November/December Calendar of Events.
- Open House.
- Red Ribbon Week.
- Young Americans Assembly at High School.
- Servicemen's Recognition. Thanks to Linda McCoy as Emcee.
- Lighthouse Awards.
- Happy Thanksgiving to all.

Mr. McCoy thanked the Elementary and High School for the Veterans' Day activities.

□ **Mrs. Chomas--Special Education Director reviewed:**

- Audit on the Student Access Program.
- Submission of December 1 Child Count.

□ **Mr. Baker--Science Department Chair:**

- Mr. Baker addressed the Board regarding the Science Department activities and curriculum alignment to existing State Standards. Grant opportunities, as well as Professional Development, were also reviewed.

□ **Mr. Lauffer--Business Manager reviewed:**

- Interest from current Investment Practices are gaining the District about \$5,000 per month or \$60,000 per year. (Budget = \$25,000 for the 2011-12 School Year).
- This revenue comes at a cost of risk of investments--as of October 31, 2011, our 4.6 million is held in 4 depositories @ \$250,000 FDIC insured each.
- Farmers' Bank: 1.8 million
- CCCB: 2.5 million

REPORTS (Continued)

- ❑ **Mr. Lauffer--Business Manager reviewed (Continued)**
 - One way to decrease the risk is to expand the pool of depositories which will, in turn, decrease the earnings rate of return.
 - After Board discussion, the Board's direction is for Mr. Lauffer to secure quotes on additional Money Market Accounts and report back to the Board.

- ❑ Mr. Barrett distributed a Thank You for a student's attendance with the Young Americans.

DIALOGUE ITEMS

- ❑ Mr. Bonnar discussed the Shamrock Solutions Family Based Mental Health Services Contract for the 2011-12. He said there is no financial outlay associated with this contract. ***Mr. Barrett said this Item is on tonight's Business Meeting Agenda.***

- ❑ Unpaid Leave of Absence for Lee Ann Haun, Paraprofessional, for January 5, 2012 through January 18, 2012. ***Mr. Barrett said this Item is on tonight's Business Meeting Agenda.***

- ❑ Family Medical Leave for Amanda Kline, 5th Grade Teacher, for February 24, 2012 through February 29, 2012. ***Mr. Barrett said this Item is on tonight's Business Meeting Agenda.***

- ❑ Maternity Leave for Jennifer Slaugenhaupt, High School Learning Support Teacher, February 8, 2012 through April 18, 2012. ***Mr. Barrett said this Item is on tonight's Business Meeting Agenda.***

- ❑ Mr. Bonnar reviewed Carol Meier and Agnes Burr's recommendation for Hiring of an Elementary Cafeteria Monitor to be Chris Texter. ***Mr. Barrett said this Item is on tonight's Business Meeting Agenda.***

- ❑ Additions to the Substitute List:
 - Brittany Courson, Knox, Secretary/Aide
 - Julie Van Tassel, Knox, Cafeteria***Mr. Barrett said this Item is on tonight's Business Meeting Agenda.***

- ❑ 2011-12 Annual Financial Report:
 - Mr. Bonnar reviewed the Financial Audited Reports for 2010-11. He said expenditures were \$13,754.32 with Revenues of \$14,448,260. The resulting \$693,528 surplus is made up of two planned set-asides (PSERS--\$279,817 and LTFS--\$100,000) and an operational surplus of \$313,711. The significant portion of the operational unplanned surplus is due to a Career Center refund of \$237,430. He said that this sizeable refund is due to decreased enrollment at the Career Center by Keystone School District and the elimination of one class. After Board discussion,

DIALOGUE ITEMS (Continued)

- 2011-12 Annual Financial Report (Continued):
 - *Mr. Barrett said this will be discussed at the December 5, 2012 Work Session and voted on at the December 12, 2012 Business Meeting.*
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- Budget Transfers:
 - As in the past, Mr. Lauffer stated that this report moves around monies within the Budget to reflect the Actual results which Mr. Bonnar reviewed earlier. Mrs. Thompson requested a description of the function be added to this report.
- Committed Fund Balances:
 - Mr. Lauffer reviewed a 2-Page Report showing past practice for Retiree Medical Insurance and PC Leases as newly called "Assigned" as we formerly called "Designated."
 - A second report shows new guidelines that PSERS and LTFS must be shown as part of General Fund Balance, and these are "Committed" Fund Balances.
 1. PSERS: Offset to Increased Rates to occur soon.
 2. LTFS: Specific non-routine expenditures of equipment from Textbooks to Desks/Chairs to Driver's Education Car to Network Switches/Hubs to Lawn Tractors.
- Mr. Bonnar requested the Board to transfer the Unplanned Surplus from 2010-11 operations to various accounts. Examples were Capital Reserve and LTFS.
- Natural Gas leasing of District Properties:
 - The lease contained in the Packet details a proposal for our 50 acres @ \$2,500 per acre for a total of \$125,000 for a 5-year term. If the land is not utilized for drilling, they have option for a second 5-year term for another \$2,500 for Marcellus and Utica layers with Tri-State Energy Holdings.
 - A shallow right lease is yet to come. Should be an additional \$575 to \$750 per acre.
 - They cannot dwell within 200 feet of a school building.
 - We have the right to refuse a well site, pipeline, or roadway as long as the withholding of permission is not unreasonable.
 - The lease contains a 15% gross royalty clause.
 - Tri-State has six months to decide, administrate, and pay. If not, the lease is null and void.
 - There is another group or two working on this same process, but no offers are on the table at this time, and there is no assurance that there ever will be.
 - If we want to exclude the "Surface Interruption" Clause, the reimbursement may fall to \$1,250 per acre.

DIALOGUE ITEMS (Continued)

- Policies: Mr. Bonnar said that these two Items were covered in the Superintendent's Report:

2nd Reading of the Following Policies:

- #113: Special Education
- #113.1: Discipline of Students with Disabilities
- #113.3: Screening and Evaluations for Student with Disabilities
- #113.4: Confidentiality of Special Education Student Information
- #718: Service Animals in Schools
- #625: Education Procurement Cards

1st Reading of the Following Policies:

- #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)

- ***Mr. Barrett said the following Items are on tonight's Business Meeting Agenda:***
Continuing Professional Development:

- 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.
- 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.

Student Field Trips:

- November 16, 2011: Industry Club to Seneca Hardwoods. Requested by **Jen** Slaughaupt. Paid for by Venango Training & Development.
- After March 23, 2011: 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.

DIALOGUE ITEMS (Continued)

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.
- 12/8/11: Chemistry & Tech Science Classes to Gregory Barnes Center for Biotechnology Business Development, Clarion. Requested by Alison Albright, using STEM Grant Funding.
- 12/16/11: KARES--AEDY to Mid-Atlantic Youth Services, Emlenton. Requested by Bill Irwin at no cost to the District.
- 4/27/12: Jr. High Band to Band Fest at DuBois High School. Requested by Jerry Rembold, using student contribution and KMA tracking funds.

- Mr. Bonnar detailed this item in his Superintendent's Report:

Performance Descriptions:

- Business Manager
- Custodian
- Director of Maintenance/Buildings and Grounds
- Director of Special Education

Mr. Barrett said this Item is on tonight's Business Meeting Agenda.

- Mr. Bonnar detailed this item in his Superintendent's Report:

Evaluations:

- Custodian
- Secretary

Mr. Barrett said this Item is on tonight's Business Meeting Agenda.

- Mr. Lauffer reviewed Unemployment Compensation Claims Administration/Insurance for 2012:

- The old PSBA BUCS Program has ceased as of December 31, 2011 due to the layoffs across the State.
- There are two options for the new year beginning January 1, 2012:
Option 1: Pay \$4,576.50 for Claims Administration and Stop Loss Insurance while paying claims as we receive up to \$61,025.44 as the Stop Loss Insurance kicks in.
Option 2: Pay \$525.30 for Claims Administration only and pay all claims as we receive them with no cap.

After Board discussion, Mr. Barrett said these Items would be on next week's Business Meeting Agenda.

An Executive Session was held from 9:05 P.M. until 9:37 P.M.

ADJOURNMENT

With no further business, the Meeting adjourned at 9:05 P.M.

Respectfully submitted,

Vernon F. Lauffer, Board Secretary