

**Keystone School District  
Knox, Pennsylvania  
Regular Business Meeting Minutes  
January 16, 2012**

**OPENING/ATTENDANCE**

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Regular Business Meeting to order on Monday, January 16, 2012 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. Mariah Beary, Ms. Tiffany Beary, Mr. Richard Bonnar, Mrs. Sue Chomas, Mr. Jarrod Kapp, Mr. Vernon Lauffer, Ms. Katie Mapes, Mr. Kerry Mapes, Ms. Kierstie Mapes, Mrs. Kris Mapes, Mr. Francis Nesta, Mrs. Jessica Resig, Mr. Rodney Sherman, Mr. Ryan Smith, Mrs. Vicky Walters, Mrs. Barbara Witkowski, Mrs. Tami Winters and Mrs. Erin Zacherl.

**ANNOUNCEMENTS**

- ❑ Mr. Slagle welcomed the guests attending tonight.
- ❑ Mr. Slagle said an Executive Session would be held tonight immediately following the Business Meeting to discuss two Personnel Issues and one Contractual Issue.
- ❑ Mr. Slagle said the next meeting would be the Work Session on February 13, 2012 at the Clarion County Career Center. A light supper will be served at 6:30 P.M. with the Meeting to follow at 7 P.M.
- ❑ Mr. Algoe said thanks to the Board for their contributions. He said the treats and testimonials are from the 6<sup>th</sup> Grade Class in honor of Board Appreciation Month.

**PUBLIC COMMENT**

None.

**REPORTS**

- ❑ **Technology--Mrs. Witkowski:**
  - Mrs. Witkowski and Mr. Smith reviewed the use of IPADS in instruction as is currently utilized in the classroom. They demonstrated various apps and a math textbook available for student use in 4<sup>th</sup> to 6<sup>th</sup> grade.

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**REPORTS (Continued)**

❑ **Technology--Mrs. Witkowski (Continued)**

- Mrs. Witkowski discussed the use of Kindles and Nooks in the High School Library.
- Jessica Resig and Kierstie Mapes demonstrated their use of technology devices in the High School English classroom.

**CONSIDERATION OF AGENDA**

❑ Mr. Beary made the Motion to approve the Agenda as amended:

- Additions:
  - A. IX. Personnel (For Individual or Separate Consideration)
    - I. Consideration of an Unpaid Leave of Absence for Terri Bifano, Cafeteria Worker, for December 12, 2011 and January 11, 2012.
    - X. New Business (For Individual or Separate Consideration)
      - A. Consideration of Approval for Continuing Professional Development:
        - 2. February 14, 2012: National Security Briefing for Teachers, Pittsburgh. Requested by Brett Vaughn at a cost of \$52.17 using budgeted monies.
        - B. Consideration of Approval of Upcoming Student Field Trips:
          - 3. April 26, 2012: Industry Club to Cross Creek Resort for Career Exploration. Requested by Jennifer Slaughaupt.
- Corrections:
  - A. Add Conrad Warner with Brett Vaughn for Consideration of Approval for Continuing Professional Development: February 14, 2012: National Security Briefing for Teachers in Pittsburgh at a cost of \$52.17 using budgeted monies
- Deletions:
  - A. Consent Agenda:
    - B.9. Approve December, 2011 Capital Reserve Bills.
    - C.4. 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.

**CONSENT AGENDA**

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

❑ Minutes:

- Approve the December 12, 2011 Regular Business Meeting Minutes\*
- Approve the January 9, 2012 Work Session Minutes\*

❑ Financial Reports:

- File the December, 2011 Liquid Cash and Investment Activity Analysis Report for Audit\*
- File the December, 2011 Elementary School Student Activities Report for Audit\*

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**CONSENT AGENDA (Continued)**

□ **Financial Reports:**

- File the December, 2011 High School Student Activities Report for Audit\*
- File the December, 2011 High School Student Athletics Report for Audit\*
- File the December, 2011 Contingency Fund Detail Report for Audit\*
- Approve the December, 2011 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A and G\*
- Approve the December, 2011 Cafeteria Bills for payment as presented and located in Attachment C\*
- File the December, 2011 Cafeteria P&L for Audit\*

□ **Written Reports:**

- Accept the November, 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; 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 LETTER of INTENT to RETIRE from FRAN NESTA, HIGH SCHOOL INSTRUMENTAL/CHORAL DIRECTOR, effective at the end of the 2011-12 School Year.** 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 FOLLOWING:**
  - **DAY-TO-DAY SUBSTITUTE TEACHER PERFORMANCE DESCRIPTION as presented.**
  - **RESIGNATION of BOBBIE HELLER as CROSS COUNTRY COACH, effective immediately.**
  - **POSTING OF THE CROSS COUNTRY COACH POSITION.**
  - **JAKE SWITZER as VOLUNTEER BOYS' BASKETBALL COACH, effective immediately.**
  - **NICK PRICE as VOLUNTEER CHEERLEADING COACH, effective immediately.**
  - **CODY SHANER as VOLUNTEER TRACK COACH, effective immediately.**

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

- **ADDITIONS to the SUBSTITUTE LIST, pending proper completion of Personnel File Documentation and Clearances:**
  - A. MARIBETH BROZENA, Elementary**
  - B. JOLENE HAYS, Elementary/Early Childhood**
  - C. ELIZABETH BEAL, Secretary/Cafeteria**
  - D. STACY THOMPSON FLANNIGAN, Cafeteria**

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 TWO DAYS WITHOUT DAY (December 12, 2011 and January 11, 2012) for TERRI BIFANO, Cafeteria Worker.** 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. Beary made the Motion to **APPROVE the UPCOMING PROFESSIONAL DEVELOPMENT:**
  - **February 17, 2012: Annual School Nurse Inservice, New Castle. Requested by Kim Scheer at a cost of \$64 using budgeted monies.**
  - **February 14, 2012: National Security Briefing for Teachers, Pittsburgh. Requested by Brett Vaughn and Conrad Warner at a cost of \$52.17 using budgeted monies.**

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 UPCOMING STUDENT FIELD TRIPS:**
  - **January 20, 2012: 6<sup>th</sup> Grade Music Students to Heinz Hall. Requested by Sharon Nesta at no cost to the District.**
  - **Late April or Early May, 2012: Spanish Classes to Mallorca Restaurant in Pittsburgh. Requested by Margaret Patton using Student Government funds for transportation and students paying for their own meals.**
  - **April 26, 2012: Industry Club to Cross Creek Resort for Career Exploration. Requested by Jennifer Slaughaupt.**

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

- ❑ Mr. Swartfager made the Motion to **APPROVE the CHANGE of \$100,000 ANNUAL COMMITMENT from ELEMENTARY ROOF FUND to ROOF FUND.** The roll call 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. Swartfager made the Motion to **APPROVE the DISTRIBUTION OF the 2010-11 BUDGET SURPLUS of \$313,700 as follows:**
  - **\$165,000      Roof Fund**
  - **\$ 89,000      Capital Reserve (Undesignated)**
  - **\$ 40,000      High School Auditorium Designated (Capital Reserve)**
  - **\$ 15,000      Pay Off Track Debt**
  - **\$ 3,000      Computer Maintenance (Batteries)**
  - **\$ 1,500      Knox Public Library**
  - **\$ 200      Supt/Board Contingency**
  - **\$313,700      TOTAL**

The roll call 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.

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

Mr. Beary made the Motion to **APPROVE the 2<sup>nd</sup> 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/Inters (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.

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**ADJOURNMENT**

With no further business, Mr. Swartfager made the Motion to Adjourn the Meeting at 8:06 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