

**Keystone School District  
Knox, Pennsylvania  
Regular Business Meeting Minutes  
February 20, 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, February 20, 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, Mr. Richard Bonnar, Mrs. Amber Hubler, Mr. Jarrod Kapp, Mr. Vernon Lauffer, Mr. Rodney Sherman, Mrs. Vicky Walters, and Mrs. Erin Zacherl.

**ANNOUNCEMENTS**

- ❑ Mr. Slagle welcomed the guests attending tonight.
- ❑ Mr. Slagle said an Executive Session was held on February 13, 2012 to discuss two Collective Bargaining Issues and a Personnel Issue.
- ❑ Mr. Slagle said the next meeting would be a Combined Work Session and Regular Business Meeting on March 19, 2012. It will be held in the High School Library @ 7 P.M. Additionally, at 6:30 P.M., a Choices Program Presentation will be held in the High School Library Computer Lab for Board Directors.

**PUBLIC COMMENT**

None.

**CONSIDERATION OF AGENDA**

- ❑ Mr. Beary made the Motion to approve the Agenda as amended:
  - Additions:
    - V. Public Comment:
      - A. Arthur Kaufman--Bus Stop Issue
    - VII. Consent Agenda:
      - B. 10. Approve the Capital Reserve Bills for Payment
    - IX. Personnel:
      - L. 3. Angela Niederriter, Lucinda, Health & Physical Education
      - M. Act 93 Agreement
    - X. New Business:
      - B. 6. 5/18/12: Erie Zoo, Kindergarten. Requested by Kim Riley, using CATS Funds and Student Contribution.

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**CONSIDERATION OF AGENDA (Continued)**

■ Corrections:

IX. Personnel:

- B. Consideration of the Approval of a Sabbatical Leave for Professional Development for Mike Mellott, High School Guidance Counselor for the Fall Semester 2012 and the Spring Semester 2014.

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 January 16, 2012 Regular Business Meeting Minutes\*
- Approve the February 13, 2012 Work Session Minutes\*

□ Financial Reports:

- File the January, 2012 Board Summary Report for Audit\*
- File the January, 2012 Liquid Cash and Investment Activity Analysis Report for Audit\*
- File the January, 2012 Elementary School Student Activities Report for Audit\*
- File the January, 2012 High School Student Activities Report for Audit\*
- File the January, 2012 High School Student Athletics Report for Audit\*
- File the January, 2012 Contingency Fund Detail Report for Audit\*
- Approve the January, 2012 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A and G\*
- Approve the January, 2012 Cafeteria Bills for payment as presented and located in Attachment C\*
- File the January, 2012 Cafeteria P&L for Audit\*
- Approve the January, 2012 Capital Reserve Bills for Payment as presented and located in Attachment B.

□ Written Reports:

- Accept the December, 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. K. Swartfager made the Motion to **APPROVE the CLARION HOSPITAL HEALTH WORKS CONTRACT for January 1, 2012 through December 31, 2012 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. Beary made the Motion to **APPROVE the VENANGO TRAINING & DEVELOPMENT CENTER TANF CONTRACT for July 1, 2011 through June 30, 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.

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

- ❑ Mr. K. Swartfager made the Motion to **APPROVE the CAFETERIA MONITORS FOLLOWING THE CAFETERIA WORKERS WAGE SCHEDULE BEGINNING JULY 1, 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. Slagle made the Motion to **APPROVE the SABBATICAL LEAVE for PROFESSIONAL DEVELOPMENT for MIKE MELLOTT, HIGH SCHOOL GUIDANCE COUNSELOR for the Fall Semester 2012 and the Spring Semester 2014.** 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. Barrett made the Motion to **APPROVE the FOLLOWING PERSONNEL ITEMS:**
  - **ACCEPT THE RESIGNATION of TIFFANY BEARY, HIGH SCHOOL CAFETERIA MONITOR, effective January 4, 2012.**
  - **HIRE ROBERTA HURRELBRINK as HIGH SCHOOL CAFETERIA MONITOR, pending proper completion of Personnel File Documentation and Clearances, effective February 21, 2012.**
  - **HIRE JESSICA RESIG as CROSS COUNTRY COACH.**
  - **APPROVE JONATHAN STIGLITZ as VOLUNTEER WRESTLING/TRACK COACH.**
  - **APPROVE CORBIN SUMMERVILLE as VOLUNTEER BASEBALL COACH.**
  - **APPROVE TOM BOWSER as VOLUNTEER WEIGHT ROOM SUPERVISOR.**
  - **ACCEPT THE RESIGNATION of LANA GRAHAM as 7<sup>th</sup> GRADE VOLLEYBALL COACH, effective January 30, 2012.**

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

- **HIRE KELLY MCQUISTON as 7<sup>th</sup> GRADE VOLLEYBALL COACH, pending proper completion of Personnel File Documentation and Clearances.**
- **APPROVE the FOLLOWING PERFORMANCE DESCRIPTIONS:**
  1. **Health Aide**
  2. **Maintenance Worker**
  3. **Homebound Instructor**
  4. **Instructor in the Home**
- **APPROVE the ADDITIONS to the SUBSTITUTE LIST, pending proper completion of Personnel File Documentation and Clearances:**
  1. **Elizabeth Walter, Early Childhood/Special Education**
  2. **Meghan Schill, Social Studies/English**
  3. **Angela Niederriter, Health & Physical Education**

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 ACT 93 AGREEMENT with SALARY INCREASES up to 1.5% for 1-YEAR, pending Satisfactory Evaluation.** 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 FOLLOWING CONTINUING PROFESSIONAL DEVELOPMENT and STUDENT FIELD TRIPS, pending Transportation Review:**
  - **Continuing Professional Development:**
    1. **3/25 & 26/2012: Child Nutrition Retreat at State College. Requested by Carol Meier and Agnes Burr at a cost of \$492.10.**
  - **Student Field Trips:**
    1. **5/4/12: Allegheny Center for the Arts, A-C Valley, Gifted. Requested by Kelli Guntrum-McNaughton, at no cost to the District.**
    2. **5/11/12: Carnegie Science Center, 2<sup>nd</sup> Grade. Requested by Barb Hurst, using CATS Funds for Transportation and Admission paid for by students.**
    3. **5/23/12: Pittsburgh Pirate Game, Selected Seniors. Requested by Fran Nesta, using Senior Class Magazine Sales Funds.**
    4. **5/24/12: Pittsburgh Zoo, 1<sup>st</sup> Grade. Requested by Suzanne Buckley, using CATS Funds and Student Donations.**
    5. **2/28/12, 2/29/12 and 3/1/12: Dr. Seuss Day at SMILES. Requested by Kim Riley, using SMILES Funds for transportation.**

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

▪ **Student Field Trips (Continued)**

6. **5/18/12: Erie Zoo, Kindergarten. Requested by Kim Riley, using CATS FUNDS and Student Contribution.**

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 AUTHORIZING of the "REASON FOR HOPE" Program for High School Students on March 16, 2012, at no cost to the District.** The voice vote is recorded as follows: Mr. Barrett--no; 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 8-1.
- Mr. K. Swartfager made the Motion to **APPROVE the BUSING FUEL ADJUSTMENT for BUS CONTRACTORS, including Extra-Curricular Runs at 11 cents per mile for actual miles driven for the period of February 1, 2012 through May 30, 2012 payable on March 10, 2012, April 10, 2012, May 10, 2012, and June 10, 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 the BIDDING, ADVERTISING, and FILING of the PDE 3074 for REPLACEMENT OF THREE (3) SECTIONS OF THE HIGH SCHOOL ROOF with total approximate area of 25,666 sq. ft. @ an estimated \$14.50 per sq. ft. for an expected cost of \$320,825 with a completion date of August 17, 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. K. Swartfager made the Motion to **APPROVE STRUXURES as the ARCHITECT of RECORD for the HIGH SCHOOL ROOF REPLACEMENT PROJECT @ a COST of 4.0% of the LOWEST AWARDED BID for an EXPECTED COST of \$12,833.** 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. McCoy made the Motion to **APPROVE the 2012-13 SCHOOL CALENDAR as amended.** 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 (For Individual or Separate Consideration)**

- ❑ Mr. K. Swartfager made the Motion to **APPROVE the 1<sup>st</sup> READING of POLICY #916: VOLUNTEER.** 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.
  
- ❑ **POLICY #419.1 INTELLECTUAL PROPERTY DIED DUE TO A LACK OF MOTION.**

**ADJOURNMENT**

With no further business, Mr. Beary made the Motion to Adjourn the Meeting at 7:29 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