

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

**OPENING/ATTENDANCE**

Mr. Gregory A. Barrett, Vice-President of the Keystone School District Board of Directors, called the Regular Business Meeting to order on Monday, July 16, 2012 at 8:51 P.M. The Meeting was held in the Keystone Elementary Group Instruction Room, 451 Huston Avenue, Knox, Pennsylvania. The Pledge of Allegiance was recited. The following Board Members were present: Mr. Gregory A. Barrett, Mr. James A. Beary, Mr. Wayne D. Johns, Mr. Thomas L. McCoy, Mr. Dustin L. Swartfager, Mr. Kenneth L. Swartfager, Mrs. Stacey Thompson and Mr. Dwayne E. Van Tassel. Mr. John R. Slagle was absent. Also present were Mr. Shawn Algoe, Mr. Richard Bonnar, Mr. Craig Brothers, Mrs. Suzanne Chomas, Mrs. Dee Henry, Mr. Ian Henry, Mr. Jarrod Kapp, Mr. Vernon Lauffer, Mrs. Vicky Walters and Mrs. Tami Winters.

**PUBLIC COMMENT**

Mr. Brothers asked questions regarding his current Busing contract.

**CONSIDERATION OF AGENDA**

- Mr. Beary made the Motion to approve the Agenda as amended:
  - Additions:
    - VIII. Personnel (For Individual or Separate Consideration)
      - A.1. Act 93 and Coaches Salary Increases to 3% requiring a 2/3 Majority for approval.
      - D. Samantha Ferguson as Assistant Girls' Basketball Coach
      - E. Mike Graham as Assistant Football Coach
      - F. Dan Kerle as Jr High Football Volunteer Coach
      - G. Jeremiah Lukers as Weight Training/Strength Coordinator at \$2,500
      - H. Edwin Eberhardt as Football Volunteer Coach
    - IX. New Business (For Individual or Separate Consideration)
      - K. Jr. High Cross Country Proposal
      - L. 2012-13 Title I Allocation for e-Grants--\$352,892
  - Deletions:
    - VI. Consent Agenda
      - B. 3. June, 2012 Elementary School Student Activity Reports for Audit
      - C. 4. SMILES Report

The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.

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**CONSENT AGENDA**

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

□ Minutes:

- Approve the June 25, 2012 Regular Work Session Meeting Minutes\*
- Approve the June 25, 2012 Regular Business Meeting Minutes\*

□ Financial Reports:

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

□ Written Reports:

- Accept the May, 2012 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. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.

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

- Mr. Beary made the Motion to **APPROVE** the **EXTRACURRICULAR TRANSPORTATION CONTRACT for 2012-13 through 2014-15 to MARTIN and LORI WHITMORE**. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.

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

- ❑ Mr. McCoy made the Motion to **APPROVE the JEFFERSON-CLARION HEAD START CONTRACT for Meal Pricing for the 2012-13 School Year.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.
  
- ❑ Mr. Beary made the Motion to **APPROVE the CAFETERIA BREAKFAST/ LUNCH/MILK PRICES for the 2012-13 School Year as follows:**

| <b>2012-13</b>               | <b>Breakfast</b> | <b>Breakfast Reduced</b> | <b>Lunch</b>  | <b>Lunch Reduced</b> |
|------------------------------|------------------|--------------------------|---------------|----------------------|
| <b>H.S.</b>                  | <b>\$1.00</b>    | <b>\$.30</b>             | <b>\$1.90</b> | <b>\$.40</b>         |
| <b>Elem</b>                  | <b>\$ .85</b>    | <b>\$.30</b>             | <b>\$1.80</b> | <b>\$.40</b>         |
| <b>Adults</b>                | <b>\$1.45</b>    |                          | <b>\$3.50</b> |                      |
| <b>Snacks--<br/>\$.40</b>    |                  |                          |               |                      |
| <b>Milk Only--<br/>\$.40</b> |                  |                          |               |                      |

The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.

- ❑ Mr. Beary made the Motion to **APPROVE the WORKERS' COMPENSATION/ PROPERTY/LIABILITY/E&O INSURANCE for 2012-13 with SELECTIVE INSURANCE at a total cost of \$92,163.** The voice is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.
  
- ❑ Mr. Beary made the Motion to **APPROVE DEBRA CLINE, CERTIFIED NURSE PRACTITIONER, for IEP REVIEWS at \$10 per REVIEW for the 2012-13 School Year.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.

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

- Mr. Beary made the Motion to **APPROVE the NON-BARGAINING SALARIES and WAGES for 2012-13 with a 3% Increase as follows:**

- **Linda Lewis, Confidential Non-Barg., \$39,853**
- **Sue Staley, Confidential, Non-Barg., \$30,234**
- **Kathi Weaver, Confidential, Non-Barg., \$32,323**
- **Carol Meier, Cafeteria Director, \$38,559**
- **Bill Baughman, Mx Supv., \$46,228**
- **Vernon Lauffer, Business Mgr., \$68,933**
- **Vernon Lauffer, Board Secretary, \$2,325**
- **Cafeteria Permanent 0-90 Days, \$8.00/hour**
- **Cafeteria Permanent 91 Days through 352 Days, \$10.52/hour**
- **Cafeteria Permanent 353 Days through 880 Days, \$12.06/hour**
- **Cafeteria Permanent Over 880 Days, \$13.55/hour**
- **Cafeteria Asst. Head Cook/Baker, \$14.05/hour**
- **Cafeteria Head Cook, \$14.60/hour**
- **Crystal Bowser, Elementary Nurse Aide, \$25,141**
- **Junior Eisenhuth, Bus Verifier, \$12.45/hour**
- **Crossing Guards, \$10.77 per trip**

The roll call vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. D. Swartfager--no; Mr. K. Swartfager--no; Mrs. Thompson--yes; and Mr. Van Tassel--no. Motion carried 5-3.

- Mr. Beary made the Motion to **INCREASE the ACT 93 PERSONNEL and COACHES' SALARIES to 3% increase for 2012-13.** The roll call vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--no; Mr. McCoy--yes; Mr. D. Swartfager--no; Mr. K. Swartfager--no; Mrs. Thompson--yes; and Mr. Van Tassel--no. Motion defeated 4-4.

- Mr. Beary made the Motion to **APPROVE the following PERFORMANCE DESCRIPTIONS:**

- **CONFIDENTIAL SECRETARY--SUPERINTENDENT**
- **EXTENDED SCHOOL YEAR INSTRUCTOR**

The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.

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

- Mr. Beary made the Motion to **APPROVE the INTENT TO RETIRE from LINDA McCOY, Elementary School Secretary, at the end of the First Semester of the 2012-13 School Year, with regret.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.
  
- Mr. McCoy made the Motion to **APPROVE the FOLLOWING ITEMS, pending proper completion of Personnel File Documentation and Clearances:**
  - **HIRING SAMANTHA FERGUSON as ASSISTANT GIRLS' BASKETBALL COACH.**
  - **HIRING OF MIKE GRAHAM as ASSISTANT FOOTBALL COACH.**
  - **DAN KERLE as JR HIGH FOOTBALL VOLUNTEER COACH.**
  - **JEREMIAH LUKERS as WEIGHT TRAINING/STRENGTH COORDINATOR at a cost of \$2,500.**
  - **EDWIN EBERHARDT as FOOTBALL VOLUNTEER COACH.**

The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.

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

- Mr. Beary made the Motion to **APPROVE the following for the 2012-13 School Year:**
  - **HIGH SCHOOL ATHLETIC HANDBOOK**
  - **HIGH SCHOOL STUDENT HANDBOOK**
  - **HIGH SCHOOL TEACHER HANDBOOK**
  - **ELEMENTARY STUDENT HANDBOOK**
  - **ELEMENTARY TEACHER HANDBOOK**
  - **BUS DRIVER HANDBOOK**

The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.

- Mr. Beary made the Motion to **APPROVE the DISTRIBUTION of the 2012-13 ABG SUBSIDY of \$75,976, as presented.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--no; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 7-1.

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

- ❑ Mr. Beary made the Motion to **AWARD the HIGH SCHOOL AUDITORIUM REPAIRS BID to PITTSBURGH STAGE, INC., at a cost of \$54,347.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.
- ❑ Mr. Beary made the Motion to **APPROVE the HIGH SCHOOL BATHROOM RENOVATION up to \$20,000 at SUPERINTENDENT'S APPROVAL with ASBESTOS ABATEMENT, if deemed necessary.** The roll call vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.
- ❑ Mr. Johns made the Motion to **ACCEPT the EDU JOBS GRANT REVENUE for 2011-12 for \$7,020.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.
- ❑ Mr. Beary made the Motion to **APPROVE the JR HIGH CROSS COUNTRY PROPOSAL with at least One (1) VOLUNTEER COACH in ATTENDANCE at ALL CROSS COUNTRY MEETS.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.
- ❑ Mr. Beary made the Motion to **ACCEPT the 2012-13 TITLE I ALLOCATIONS for e-GRANTS of \$352,892.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.
- ❑ Mr. Johns made the Motion to **APPROVE the 2<sup>nd</sup> READING of the FOLLOWING POLICIES:**
  - #122:           **Extracurricular Activities**
  - #123:           **Interscholastic Athletics**
  - #123.2         **Concussion Management**
  - #216           **Student Records**
  - #216.1         **Supplemental Discipline Records**

The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.

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**NEW BUSINESS (Continued)**

Mr. Swartfager made the Motion to **APPROVE the BOARD REVIEW of the BULLYING POLICY, #249**. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.

**ADJOURNMENT**

With no further business, Mr. Johns made the Motion to Adjourn the Meeting at 9:24 P.M. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.

Respectfully submitted,

Vernon F. Lauffer  
Board Secretary