

**Keystone School District
Knox, Pennsylvania
Regular Business Meeting Minutes
September 17, 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, September 17, 2012 at 7 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. John R. Slagle, Mr. Dustin L. Swartfager, Mr. Kenneth L. Swartfager, Mrs. Stacey I. Thompson and Mr. Dwayne E. VanTassel. Also present were: Mr. Shawn Algoe, Mr. Richard Bonnar, Mrs. Suzanne Chomas, Mr. Vernon Lauffer, Mrs. Vicky Walters and Mrs. Erin Zacherl.

ANNOUNCEMENTS

- Mr. Slagle welcomed the guests attending tonight.
- Mr. Slagle said the next Meeting would be the Work Session on Monday, October 8, 2012 at 7 P.M. in the Elementary Group Instruction Room.

PUBLIC COMMENT

None.

REPORTS

- **Superintendent's Report--Mr. Bonnar:**
 - Mr. Bonnar reported on two quotes to complete the additional roof drain at the High School.

CONSIDERATION OF AGENDA

- Mr. Beary made the Motion to approve the Agenda as amended:
 - Additions:
 1. A Superintendent's Report will be given between Public Comment and Consideration of the Agenda.
 2. VIII.H. Consideration of Barbara Witkowski as Mentor for Petula King.
 3. VIII.I. Consideration of Hiring Julie VanTassel as Cafeteria Worker.
 4. IX. F. Consideration of Awarding Quotes for High School Roof Drains Installation.
 - Corrections: VIII. B. The Retirement of Linda George should be Linda McCoy.
- 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. Stacey Thompson--yes; and Mr. VanTassel--yes. Motion carried 9-0.

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CONSENT AGENDA

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

- ❑ Minutes:
 - Approve the August 20, 2012 Regular Business Meeting Minutes*
 - Approve the September 10, 2012 Work Session Minutes*
- ❑ Financial Reports:
 - File the August, 2012 Liquid Cash and Investment Activity Analysis Report for Audit*
 - File the August, 2012 Contingency Fund Detail Report for Audit*
 - Approve the August, 2012 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A and G*
 - Approve the August, 2012 Cafeteria Bills for payment as presented and located in Attachment C*
 - Approve the August, 2012 Capital Reserve Bill for payment as presented and located in Attachment B*
- ❑ Written Reports:
 - Accept the July, 2012 Northwest School Combine Report*
 - Accept the Career Center Report*
 - Accept the IU 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. VanTassel--yes. Motion carried 9-0.

CONTRACTS (For Individual or Separate Consideration)

Mr. Barrett made the Motion to **APPROVE the FOLLOWING CONTRACTS for the 2012-13 School Year:**

- ❑ **SMILES ALTERNATIVE EDUCATION PROGRAM AGREEMENT.**
- ❑ **MISTY ISLE BRIDGES AGREEMENT.**
- ❑ **STUDENT ASSISTANCE PROGRAM LETTER OF AGREEMENT with SERVICE ACCESS and MANAGEMENT, INC.**
- ❑ **PA PRE-K COUNTS AGREEMENT.**
- ❑ **PATHWAYS ACT 48 PROGRAM AGREEMENT.**

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. VanTassel--yes. Motion carried 9-0.

PERSONNEL (For Individual or Separate Consideration)

- Mr. Barrett made the Motion to **APPROVE the following Personnel Items:**
 - **HIRE TWO TITLE I PARAPROFESSIONALS, pending proper completion of Personnel File Documentation and Clearances effective September 18, 2012:**
 1. ANN WOLFF
 2. KELLI KIFER
 - **ACCEPT the LETTER OF RETIREMENT FROM LINDA MCCOY, Elementary School Secretary, effective January 15, 2013, with regret.**
 - **POST and ADVERTISE the Elementary School Secretary Position.**
 - **ADDITIONS to the SUBSTITUTE LIST, pending proper completion of Personnel File Documentation and Clearances:**
 1. Tracy Weckerly, Nurse/Special Education Teacher
 - **PERFORMANCE DESCRIPTIONS:**
 1. INSTRUCTIONAL TECHNOLOGY SPECIALIST
 2. CAFETERIA HEAD COOK
 - **VOLUNTEER COACHES, pending proper completion of Personnel File Documentation and Clearances:**
 1. JIM DURNELL, GOLF
 2. BRITTANY FOUST, VARSITY GIRLS' BASKETBALL
 3. BILL BAUGHMAN, CROSS COUNTRY
 - **HIRE BARBARA WITKOWSKI as MENTOR for PETULA KING, HIGH SCHOOL NURSE.**

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. VanTassel--yes. Motion carried 9-0.

- Mr. VanTassel made the Motion to **APPROVE the ADJUSTMENT OF a SABBATICAL LEAVE for MIKE MELLOTT from PROFESSIONAL STUDY to ONE FOR RESTORATION of HEALTH only for the 2012-13 Fall Semester, pending proper documentation submitted to the District Office.** 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. VanTassel--yes. Motion carried 9-0.
- Mr. Beary made the Motion to **HIRE JULIE VANTASSEL as a CAFETERIA WORKER, pending proper completion of Personnel File Documentation and Clearances.** 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. VanTassel--abstained. Motion carried 8-0-1.

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NEW BUSINESS (For Individual or Separate Consideration)

- ❑ Mr. Barrett made the Motion to **APPROVE the UPCOMING FIELD TRIPS and BOOSTER CLUB APPROVAL:**
 - **September 25, 2012: Gifted to IU6, Scrabble Challenge. Requested by Nicole Gorog.**
 - **October 3, 2012 (Rain Date--October 10, 2012): 7th Grade to the Beaver Ponds. Requested by Pam Warner.**
 - **October 10, 2012 and November 30, 2012: Gifted to Clarion Elementary, Equations. Requested by Nicole Gorog and Gary Henry.**
 - **October 16, 2012: Gifted to IU6, Chess. Requested by Nicole Gorog.**
 - **January 17, 2013: Gifted to IU6, Academic Challenge. Requested by Nicole Gorog.**
 - **February 7, 2013: Gifted to Clarion Mall, Spelling Bee. Requested by Nicole Gorog.**
 - **May 9, 2013: Gifted to IU6 and Clarion University, Math 24. Requested by Nicole Gorog.**
 - **January 30 and March 21, 2013: Gifted to IU6, LinguishTIKS Training and Competition. Requested by Nicole Gorog.**
 - **APPROVE the GOLF BOOSTER CLUB.**

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. VanTassel--yes. Motion carried 9-0.

- ❑ Mrs. Thompson made the Motion to **TABLE the CONSIDERATION of MEMBERSHIP in the CLARION CHAMBER of COMMERCE.** 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. VanTassel--yes. Motion carried 9-0.
- ❑ Mr. Barrett made the Motion to **APPROVE the GRANTING of PREVIOUS SICK DAYS EARNED as of JUNE 30, 2011 to the PARAPROFESSIONALS TERMINATED and SUBSEQUENTLY RE-HIRED.** 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--no; Mr. K. Swartfager--no; Mrs. Thompson--yes; and Mr. VanTassel--no. Motion carried 6-3.
- ❑ Mr. Beary made the Motion to **APPROVE the PURCHASE of a NEW HOT WATER TANK for the CONCESSION STAND at a cost not to exceed \$600 and to AWARD THE ROOF DRAINS to COLLINS PLUMBING for \$3,200 and HOMAN SPECIALTY ROOFING for \$2,540.** 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. VanTassel--yes. Motion carried 9-0.

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ADJOURNMENT

- With no further business, Mr. K. Swartfager made the Motion to Adjourn the Meeting at 7:24 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. VanTassel--yes. Motion carried 9-0.

Respectfully submitted,

Vernon F. Lauffer, Board Secretary