

**Keystone School District  
Knox, Pennsylvania  
Regular Business Meeting Minutes  
November 19, 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, November 19, 2012 at 8:50 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. Sue Chomas, Mr. Allen Hogue, Pastor Karen Parsh, Mr. Vernon Lauffer, Mr. Jason Nellis, Mr. Rodney Sherman, Mrs. Vicky Walters, and Mrs. Erin Zacherl.

**PUBLIC COMMENT**

None.

**CONSIDERATION OF AGENDA**

- Mr. K. Swartfager made the Motion to approve the Agenda as amended:
  - Additions:
    - VIII.B.2: Consideration of an Addition to the Substitute List: Sheila Rex, Shippenville, Custodian/Cafeteria, pending proper completion of Personnel File Documentation and Clearances.
    - VIII.D: Consideration of increasing Sherri Beichner's hourly rate to \$12.77 effective October 20, 2012.
    - VIII.E: Consideration of Terminating Crystal Bowser effective November 19, 2012.
    - VIII.F: Consideration of Posting/Advertising the Elementary School Health Aide.
    - IX.B.4: Consideration of Approving the Upcoming Professional Development: November 29, 2012: Deploying and Managing ios 6 iPads, Edinboro University. Requested by Ryan Smith, Barb Witkowski and Tami Winters at a cost of \$99.90.
    - IX. E: Consideration of National Archery Program in Elementary School.
  - Deletions:
    - VI.B.10: Approve the October, 2012 Long-Term Funding Stream Bills for payment and located in Attachment I.
    - VI.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. Stacey Thompson--yes; and Mr. VanTassel--yes. Motion carried 9-0.

**REGULAR BUSINESS MEETING MINUTES  
NOVEMBER 19, 2012  
PAGE 2**

**CONSENT AGENDA**

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

Minutes:

- Approve the October 15, 2012 Regular Business Meeting Minutes\*

Financial Reports:

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

Written Reports:

- Accept the October, 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. 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 AGREEMENT for the YOUTH PROGRAM CONTRACT with VENANGO TRAINING & DEVELOPMENT CENTER, Inc. for July 1, 2012 through June 30, 2013.** 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 **APPROVE the CLARION COUNTY MENTAL HEALTH STUDENT ASSISTANCE PROGRAM 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. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. VanTassel--yes. Motion carried 9-0.

**REGULAR BUSINESS MEETING MINUTES  
NOVEMBER 19, 2012  
PAGE 3**

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

- Mr. McCoy made the Motion to **GRANT TENURE to RYAN SMITH, TECHNOLOGY INTEGRATION TEACHER, effective November 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. VanTassel--yes. Motion carried 9-0.
  
- Mr. Barrett made the Motion to **APPROVE the ADDITIONS to the SUBSTITUTE LIST, pending proper completion of Personnel File Documentation and Clearances:**
  - **BROOKE MAXWELL, Music**
  - **SHEILA REX, Cafeteria/Custodian**

**and to APPROVE the ACCOUNTING/BUDGET/TRANSPORTATION CONFIDENTIAL SECRETARY PERFORMANCE DESCRIPTION.** 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. McCoy made the Motion to **TERMINATE CRYSTAL BOWSER, Elementary School Health Aide, as per the Resolution as presented, which concludes that Mrs. Bowser is hereby terminated from her employment with the Keystone School District commencing November 19, 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. VanTassel--yes. Motion carried 9-0.
  
- Mr. Beary made the Motion to **INCREASE SHERRI BEICHNER'S HOURLY RATE TO \$12.77, effective November 20, 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. VanTassel--yes. Motion carried 9-0.
  
- Mr. McCoy made the Motion to **POST/ADVERTISE for the ELEMENTARY SCHOOL HEALTH AIDE.** 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.

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

- Mr. Barrett made the Motion to **APPROVE the UPCOMING STUDENT FIELD TRIPS:**
  - **May 22, 2013: Kindergarten to Erie Zoo. Requested by Kim Riley, using CATS Funds and Student Contributions.**

**REGULAR BUSINESS MEETING MINUTES  
NOVEMBER 19, 2012  
PAGE 4**

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

- **December 6, 2012: Senior Learning Support Business Math Class to Farmer's National Bank and KGC Credit Union. Requested by Kim Exley at no cost to the District.**

**and to APPROVE the UPCOMING PROFESSIONAL DEVELOPMENT:**

- **November 15, 2012: County Band, C-L High School. Requested by Jerry Rembold at a cost of \$17.60, using Budgeted Funds.**
- **December 2 to 5, 2012: SAS Conference in Hershey. Requested by Vicky Walters at a cost of \$632.90, using Budgeted Funds.**
- **December 18, 2012 and January 17, 2013: Classroom Diagnostic Training at IU6. Requested by Kelli Guntrum-McNaughton, Lauren Tharan, Kim Exley, Amber Hubler, Nicole Gorog and Jennifer Slaughaupt at a cost of \$10 per person (\$60).**

**and to APPROVE the COMPREHENSIVE PLAN for Keystone School District for July 1, 2013 through June 30, 2016.**

**and to APPROVE the SCHOOL LEVEL PLAN for Keystone Elementary School for July 1, 2012 through June 30, 2013.**

**and to APPROVE the NASP in the Elementary School pending the receipt of the grants necessary to procure the equipment referenced to complete this Program.**

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.

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

- Mr. Barrett made the Motion to **APPROVE the DISTRIBUTION of the 2011-12 AFR RECONCILIATION SURPLUS** as follows:
  - **\$181,070 to Capital Reserve.**
  - **\$168,200 remains in General Fund.**
  - **\$24,253 to PSERS.**
  - **\$100,000 to Clarion County Career Center Bond.**

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.

**REGULAR BUSIESS MEETING MINUTES  
NOVEMBER 19, 2012  
PAGE 5**

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

- ❑ Mr. Barrett made the Motion to **SUSPEND the RULES to ADD HIGH SCHOOL CARPET BUSINESS ITEM to the Agenda.** 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 **ADD the Agenda Item of CONSIDERATION OF APPROVING THE INSTALLATION of CARPET in the HIGH SCHOOL.** 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 **AWARD the INSTALLATION of CARPET in the HIGH SCHOOL as presented to PARKER FURNITURE, not to exceed \$9,100.** 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.

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

- ❑ Mr. Beary made the Motion to **APPROVE the 1<sup>st</sup> READING of POLICY #800.2, ELECTRONIC RECORDS/SIGNATURES.** 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.

**ADJOURNMENT**

With no further business, Mr. K. Swartfager made the Motion to Adjourn the Meeting at 9:12 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