

**Keystone School District
Knox, Pennsylvania
Minutes of Work Session
May 14, 2012**

OPENING/ATTENDANCE

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Work Session to order on Monday, May 14, 2012 at 7:04 P.M. The Meeting was held in the Keystone Elementary School Library, 451 Huston Avenue, Knox, Pennsylvania. 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, and Mr. Dwayne E. Van Tassel. Mrs. Stacey I. Thompson was absent. Also present were: Mr. Shawn Algoe, Mr. Bill Baughman, Mr. Richard Bonnar, Mrs. Sue Chomas, Mr. Jarrod Kapp, Mr. Vernon Lauffer, Mr. Rodney Sherman, Mrs. Vicky Walters, and Mrs. Barbara Witkowski.

- **A Historical Hero Presentation by Mrs. Adams and 6th Grade Students was held prior to the Meeting. The Board also toured the Art Show in the Elementary Group Instruction Room. Both programs were well received and complimented.**

ANNOUNCEMENTS

- ❑ Members of the public were welcomed by Mr. Slagle.
- ❑ Mr. Slagle said the next Meeting would be the Regular Business Meeting on May 21, 2012. It will be held in the Keystone Elementary School Group Instruction Room.

PUBLIC COMMENT

None.

REPORTS

- ❑ **Mr. Bonnar--Superintendent reviewed:**
 - IDEA Filing.
 - Performance Descriptions.
 - Performance Contract of Siemens.
 - Enhancements to the current MMS Student Software.
 - Cafeteria Audit.
 - Federal Sequestration Affecting Title I and IDEA Revenues.

REPORTS (Continued)

□ **High School--Mrs. Walters reviewed:**

- Venango Training & Development Center.
- Career Center Students of the Quarter: Ashley Rapp, Allied Health; Jesse Shaffer, Automotive Tech; Brendan Cujas, Culinary Arts; Devin Scholl, Computer Networking; Jeanna Shower, Allied Health; and Matt Wolfgang, Diesel Tech.
- Samantha Black--Passed her Nuclear Engineering Program Test for the Navy.
- Traffic Safety.
- Mock Accident.
- Fire/Police Softball Game with Students and Staff on the last day of school.
- Upcoming Events--Concerts, Awards, Commencement.
- Students are progressing towards Graduation. She reviewed the status of a few students currently "on the bubble."

□ **Elementary--Mr. Algoe reviewed:**

- Author's Assembly with Mr. Zerbe and his new book he has recently published.
- Awards Banquet at Knox Fire Hall. Thank You to Paulette Colantonio on her Address at Banquet.
- Upcoming Events.

□ **Supervisor of Maintenance/B&G--Mr. Baughman reviewed:**

- Maintenance Repairs for the winter.
- Jr. High Bathroom Repairs.
- Fire Alarm Call System.
- Infield Mix for Softball/Baseball Fields.
- Boilers.
- Need for Summer Help.

□ **Athletic Committee Report:**

- Girls' Basketball Coach.
- Resignation of Andy Traister.
- \$100 Athletic Fee Maximum for 1 or More Sports.

Mr. Slagle requested these Items be added to next week's Business Meeting Agenda.

Mr. Slagle distributed IU Board Member Nominations/Ballots and Senior Commencement events schedule with a form for the Board to complete of their desired attendance at Graduation Events.

DIALOGUE ITEMS

- ❑ Mr. Bonnar reviewed the Continuing Professional Development Requests:
 - May 14, 2012: Communications Systems, IU 6. Requested by Kim Pfaff, at a cost of \$10, using Budgeted Funds.
 - July 23, 2012 through July 26, 2012: 2012 Special Education Leadership Summer Academy, Bedford Springs. Requested by Sue Chomas, at a cost of \$620, using Budgeted Funds.

Mr. Slagle requested these Items be added to next week's Business Meeting Agenda.

- ❑ Mr. Bonnar reviewed the Student Field Trip Requests:
 - May 2, 2012: Clarion County Youth Council, Clarion University. Requested by Gina Clark and Conrad Warner, at no cost to the District.
 - May 3, 2012: Panther Peers to Special Olympics, Clarion University. Requested by Brett Vaughn and Conrad Warner, at no cost to the District. (Pre-Approved by Mr. Bonnar).
 - Early May (Depending on Weather): Kindergarten to Knox Post Office, Fire Station and Library. Requested by Kim Riley, at no cost to the District.
 - November 11 through 15, 2012: Senior Class Trip, Washington, D.C. Requested by Fran Nesta, using voluntary contributions from students, earnings from the Senior Class magazine fundraiser, and money allocated from the Senior Class student activity account. Contributions from various outside charitable agencies may also be used. The maximum cost is anticipated to be \$465.
 - May 26, 2012: Elementary Jazz Band to Waldameer Park. Requested by Jerry Rembold, at no cost to the District.
 - June 5, 2012: High School Music Students to Kennywood Park. Requested by Fran Nesta, at no cost to the District.

Mr. Slagle requested these Items be added to next week's Business Meeting Agenda.

- ❑ Mr. Bonnar previously reviewed the Resignation of Donna Bashline, High School Cafeteria Monitor, effective at the end of the 2011-12 School Year. ***Mr. Slagle requested this Item be added to next week's Business Meeting Agenda.***
- ❑ Mr. Bonnar reviewed the Summer Custodial Employees (2 Budgeted at \$8 per hour x 55 days x 8 hours per day):
 - Sherri Beichner
 - Molly Wise

Mr. Slagle requested this Item be added to next week's Business Meeting Agenda.

- ❑ Mr. Bonnar previously reviewed the Performance Descriptions:
 - Speech/Language Pathologist.
 - Lunchroom Monitor.

Mr. Slagle requested this Item be added to next week's Business Meeting Agenda.

DIALOGUE ITEMS (Continued)

- ❑ Mrs. Walters previously reviewed the 2012 Graduate List for Approval, pending completion of Graduation Requirements, with one spelling change of Turteltaub. ***Mr. Slagle requested this Item be added to next week's Business Meeting Agenda.***
- ❑ Mr. Bonnar reviewed the Memorandum of Agreement between the Keystone School District and the Keystone Educational Support Personnel Association:
 - Part-Time, Temporary Custodian in the Jr/Sr High School on a four (4) hour daily basis beginning August 27, 2012 through June 30, 2013.
 - Summer Work Schedule (10 hours per day, Monday through Thursday, June 11, 2012 through August 16, 2012). Board questions and discussion followed. Board discussion occurred on the effectiveness and productivity of the 10-hour day.***Mr. Slagle requested these Items be added to next week's Business Meeting Agenda.***
- ❑ Mr. Bonnar reviewed the Granting of Tenure to Kelsi Boyles and Kelli Guntrum-McNaughton at the end of the 2011-12 School Year. ***Mr. Slagle requested this Item be added to next week's Business Meeting Agenda.***
- ❑ Mr. Bonnar reviewed the 2012-13 Athletic Trainer Contract. Significant Board discussion occurred on the Salary and Insurance Costs as proposed by CRS in the Contract. Questions followed as to the availability and specifics of the Medical Insurance Plan and the 5% salary increase. The Administration is to gather more information for the next meeting. Mr. Bonnar said the Budget currently contains the expenditures proposed.
- ❑ Mr. Bonnar previously reviewed the 2012-13 Notification of Adoption of Policies, Procedures, and Use of Funds by School Districts. ***Mr. Slagle requested this Item be added to next week's Business Meeting Agenda.***
- ❑ Mr. Lauffer reviewed the Response to the 2006-07 and 2007-08 State Audit Findings found in Board folders at stations. He said the handout would be issued to PDE pending Board approval. ***Mr. Slagle requested this Item be added to next week's Business Meeting Agenda.***
- ❑ Mr. Lauffer reviewed the Bid Award for General & Art Supplies for the 2012-13 School Year, which is in Board folders at stations. He reported that the Low Bid is Kurtz Bros. at a cost of \$24,856.96. ***Mr. Slagle requested this Item be added to next week's Business Meeting Agenda.***
- ❑ Mr. Lauffer reviewed the Bid Award for Custodial/Maintenance Supplies for the 2012-13 School Year, which is in Board folders at stations. Low Bids by Item were received from 7 vendors--Clearfield Wholesale, Central Poly, Pyramid School Products, Fagan Sanitary, Janitors Supply, DeSantis Supply, and State Chemical. The recommendation to the Board is to Award the Bid Item Specific to the 7 vendors as noted. ***Mr. Slagle requested this Item be added to next week's Business Meeting Agenda.***

DIALOGUE ITEMS (Continued)

- ❑ Mr. Lauffer reviewed the Bid Award for Technology Supplies for the 2012-13 School Year, which is in Board folders at stations. Low Bids by Item were received from 3 vendors--The Tree House, Supplies Outlet and LD Products. The recommendation to the Board is to Award the Bid Item Specific to the 3 vendors as noted. *Mr. Slagle requested this Item be added to next week's Business Meeting Agenda.*
- ❑ Mr. Bonnar outlined Draft #3 that was issued in the Board packets. After significant discussion and questions, Mr. Lauffer is to send the Budget Detail Sheets from 2011-12 to the Board for their review of the Principal Discretionary Funds and the specific items that are purchased with these funds. *Mr. Slagle requested this Item be added to next week's Business Meeting Agenda.*
- ❑ Mr. Barrett previously reviewed and recommended Barry Foust as Girls' Basketball Coach. *Mr. Slagle requested this Item be added to next week's Business Meeting Agenda.*
- ❑ Mr. Barrett previously reviewed the Resignation of Andy Traister as Boys' Track Coach. *Mr. Slagle requested this Item be added to next week's Business Meeting Agenda.*
- ❑ Mr. Bonnar reviewed Terri Bifano's Day #11 Unpaid Leave of Absence. *Mr. Slagle requested this Item be added to next week's Business Meeting Agenda.*
- ❑ Mr. Bonnar discussed the Additions to the Substitute List:
 - Paul Glass, Custodian.
 - Mitchell Rearick, Custodian.*Mr. Slagle requested this Item be added to next week's Business Meeting Agenda.*

ADJOURNMENT

With no further business, the Meeting adjourned at 9:52 P.M.

Respectfully submitted,

Vernon F. Lauffer
Board Secretary