

**Keystone School District
Knox, Pennsylvania
Minutes of Work Session
October 8, 2012**

OPENING/ATTENDANCE

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Work Session to order on Monday, October 8, 2012 at 7:03 P.M. The Meeting was held in the Keystone Elementary School Group Instruction Room, 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, Mrs. Stacey I. Thompson, and Mr. Dwayne E. Van Tassel. Also present were: Mr. Shawn Algoe, Mr. Richard Bonnar, Mrs. Suzanne Chomas, Mr. Vernon Lauffer, Mr. Rodney Sherman, Mrs. Vicky Walters, and Mrs. Erin Zacherl.

ANNOUNCEMENTS

- ❑ Members of the public were welcomed by Mr. Slagle.
- ❑ Mr. Slagle said the next Meeting would be the Regular Business Meeting on Monday, October 15, 2012 at 7 P.M. in the Elementary Group Instruction Room.

PUBLIC COMMENT

None.

REPORTS

- ❑ Mr. Bonnar--Superintendent reviewed:
 - Performance Descriptions: Mr. Bonnar said that there are only a few left to present to the Board.
 - Comprehensive Planning: Will be completed on time.
 - Budget Reconciliation and Distribution of Funds: Mr. Bonnar reviewed the Budget/Actual Reconciliation from FYE June 30, 2012 resulting in a surplus of \$473,523. He handed out a list of suggested re-distribution of the surplus. After discussion, ***Mr. Slagle requested this Item be added to next week's Regular Business Meeting Agenda.***

REPORTS (Continued)

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

- PSSA Writing Scores.
- PVAS Review.
- Golf Results Boys:
 1. Round 1 Districts: Andrew Turk, Beau Schettler, Ryan Wolbert and Cameron Henry.
 2. Top 14 to Round 2 Districts: Andrew Turk.
- Golf Results Girls:
 1. Round 1 Districts: Amber Hess
 2. District IX AA Champion: Amber Hess
 3. Regionals at Blairsville on October 15: Amber Hess
- Bah Humbug Fundraiser.
- Homecoming.
- Open House.
- Veterans' Day Program.
- Senior Trip.

□ **Mr. Algoe--Elementary Principal reviewed:**

- Calendar of Events.
- RLIS Grant Guaranteed--\$21,158.
- Walk at School Day.

□ **Mr. Lauffer--Business Manager reviewed:**

- Mr. Lauffer reported an update on EIT Collections. He said that Centax has been terminated effective June 30, 2012, while Keystone Collection Group has been hired effective July 1, 2012. All employees and employers are currently receiving notices on the change.

DIALOGUE ITEMS

- Mr. Bonnar reviewed the Agreement with Armstrong-Indiana-Clarion-Drug & Alcohol Student Assistance Program for the 2012-13 School Year. ***Mr. Slagle requested this Item be placed on next week's Regular Business Meeting Agenda.***
- Mr. Bonnar reviewed the Letter of Agreement with The Meadows institution effective January 1, 2013. ***Mr. Slagle requested this Item be placed on next week's Regular Business Meeting Agenda.***
- Mr. Bonnar reviewed the Elementary Student Activities, High School Student Activities and High School Athletics Reports for May through September, 2012. ***Mr. Slagle requested this Item be placed on next week's Regular Business Meeting Agenda.***

DIALOGUE ITEMS (Continued)

- ❑ Mr. Bonnar previously reviewed the AFR Results and Reconciliation Distribution for FYE June 30, 2012. ***Mr. Slagle requested this Item be placed on next week's Regular Business Meeting Agenda.***
- ❑ Mr. Lauffer reviewed the Budget Transfers for FYE June 30, 2012. ***Mr. Slagle requested this Item be placed on next week's Regular Business Meeting Agenda.***
- ❑ Mr. Lauffer reviewed the Fund Balance Designation at June 30, 2012. ***Mr. Slagle requested this Item be placed on next week's Regular Business Meeting Agenda.***
- ❑ Mr. Lauffer reviewed a quote for 2 FYE June 30, 2015 at 6.19 cents per k/w hour. Current cost is 6.43 cents per k/w. The decrease would result in a \$2,990 savings per year. The Board requested a quote for a third year FYE June 30, 2016. ***Mr. Slagle requested this Item be placed on next week's Regular Business Meeting Agenda.***
- ❑ Mr. Bonnar requested permission to attend the Legal & Policy Issues Facing School Administrators in 2012 Seminar at Westminster College on October 23, 2012 at a budgeted cost of \$75. ***Mr. Slagle requested this Item be placed on next week's Regular Business Meeting Agenda.***
- ❑ Mr. Bonnar and Mr. Beary recommended a Substitute Rate of \$8.50/hour for Custodians, Secretaries and Cafeteria personnel and \$9/hour for Paraprofessionals. ***Mr. Slagle requested this Item be placed on next week's Regular Business Meeting Agenda.***
- ❑ Mr. Bonnar said that 16 Applications were received for the Elementary Secretary position. Sixteen applicants are taking the Computer/Task test tonight. Interviews will be on Wednesday, October 10, 2012. Hopefully, hiring will occur next Monday if things go as planned. A starting date will need to be determined. ***Mr. Slagle requested this Item be placed on next week's Regular Business Meeting Agenda.***
- ❑ Mr. Bonnar reviewed the Additions to the Substitute List, pending proper completion of Personnel File Documentation and Clearances:
 - Craig Hibell, New Bethlehem, Health & P.E.
 - Kaitlyn Weaver, Clarion, Elementary
 - Betty Servey, Shippenville, Secretary***Mr. Slagle requested this Item be placed on next week's Regular Business Meeting Agenda.***

DIALOGUE ITEMS (Continued)

□ Mr. Bonnar previously reviewed the Performance Descriptions:

- Cafeteria Baker.
- Cafeteria Worker.
- Payroll/Human Resources Confidential Secretary.

Mr. Slagle requested this Item be placed on next week's Regular Business Meeting Agenda.

□ Mr. Bonnar reviewed the Upcoming Field Trips:

- October 17, 2012: Senior High Music to Choral Festival at Clarion University. Requested by Fran Nesta at no cost.
- October 24, 2012: Gifted Program to Penn State DuBois. Requested by Kelli McNaughton, using Principal Funds.
- October 24, 25 or 26, 2012: Special Education to Hiram & Andrews Center. Requested by Jennifer Slaugehaupt using Budgeted Funds.
- November 8, 2012: Math Competition Team to Math Competition at Clarion University. Requested by Dustin Kifer at a cost of \$15 per student, using Budgeted Funds.

Mr. Slagle requested this Item be placed on next week's Regular Business Meeting Agenda.

□ Mr. Bonnar reviewed the Upcoming Professional Development:

October 23, 2012: Transition Presentation with Mike Thompson at IU6. Requested by Jennifer Slaugenhaupt at a cost of \$36. ***Mr. Slagle requested this Item be placed on next week's Regular Business Meeting Agenda.***

□ Mr. Bonnar reviewed the Annual Chamber of Commerce Membership Dues of \$307.50. ***Mr. Slagle requested this Item be placed on next week's Regular Business Meeting Agenda.***

□ Mr. Bonnar previously reviewed the Comprehensive Planning for the District. ***Mr. Slagle requested this Item be placed on next week's Regular Business Meeting Agenda.***

Mr. Slagle said to begin thinking about the Chief School Administrator transition and hiring.

Mr. McCoy requested a 2-hour Early Dismissal for Students and Employees on Wednesday, November 21, 2012 for Thanksgiving and Friday, December 21, 2012 for Christmas.

ADJOURNMENT

With no further business, the Meeting was adjourned at 8:37 P.M.

Respectfully submitted,

Vernon F. Lauffer
Board Secretary