

**Keystone School District  
Knox, Pennsylvania  
Minutes of Work Session  
December 3, 2012**

**OPENING/ATTENDANCE**

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Work Session to order on Monday, December 3, 2012 at 7:10 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. Sue Chomas, Mr. Vernon Lauffer and Mr. Rodney Sherman

**ANNOUNCEMENTS**

- Members of the public were welcomed by Mr. Slagle.
- Mr. Slagle said the next Meeting would be the Regular Business Meeting on Monday, December 10, 2012 at 7 P.M. in the Elementary School Group Instruction Room.

**PUBLIC COMMENT**

None.

**REPORTS**

**Buildings & Grounds--Mr. Barrett:**

Mr. Barrett reported on the review conducted by the Buildings & Grounds Committee during their Meeting tonight at 6 P.M. He said the Committee is recommending that the following items be considered for individual approval:

- **Procurement of Materials/Installation for the following projects from Capital Reserve:**
  1. Roof on Garage, R.R. Roofing..... \$ 8,975
  2. Pneumatic Air Compressor, Unknown Vender ... Up to \$ 7,391
  3. Re-Build Circulation Pumps, Collins P&H..... \$ 6,600
  4. Elem Cafeteria Steamer/Boiler, Liberty Mart..... \$25,816
  5. Elem Chimney Repair, Antonucci Masonary ..... \$ 9,295
  6. HS 10" Valve Replacement, Roy Deeter .....\$ 6,586
- **Allocation or Procurement for the following Projects in the General Fund:**
  1. GASB45 Valuation, Millman Associates ..... \$ 6,700
  2. Cafeteria Fund Supplement ..... \$50,000
  3. Cafeteria Software, MMS ..... \$13,000
  4. Principal Discretionary Funds ..... \$10,000

*Mr. Slagle said to Add these Items to next week's Business Meeting Agenda.*

## **REPORTS**

### **□ Superintendent--Mr. Bonnar reviewed:**

- Sequestration Resolution. *Mr. Slagle said to Add this Item to next week's Business Meeting Agenda.*
- Act 1 Taxpayer Relief Act. *Mr. Slagle said to Add this Item to next week's Business Meeting Agenda.*
- Policy #800.2--Electronic Records/Signature.
- Civil Rights Data Collection.

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

- Upcoming List of Events:
  1. Elementary Band Concert, December 6, 2012, 7 P.M. at the High School.
  2. 6<sup>th</sup> Grade Choir Concert, December 13, 2012, 7 P.M. at the Elementary School.
  3. Gift Exchange Alternatives in the Elementary Classes.
  4. Annual Elementary Food Drive--"Wrap the School in Kindness."

## **DIALOGUE ITEMS**

- Mr. Bonnar reviewed the Retirement Letter from Cheryl Nebinski, Knox Borough Tax Collector, as of January 31, 2013.
- Mr. Lauffer reviewed the analysis of potential Unemployment Compensation Insurance for 2013. After further review, it was determined that the District must remain with the BUCS Comprehensive Program for 2013, as there is a 90-day termination notice clause that was not satisfied. *Mr. Slagle said to Add this Item to next week's Business Meeting Agenda.*
- Mr. Bonnar previously reviewed the 2<sup>nd</sup> Reading of Policy #800.2--Electronic Records/Signatures.
- Mr. Bonnar previously reviewed the Sequestration Resolution.
- Mr. Bonnar previously reviewed the 2013-14 Act 1 Resolution to Limit Tax Increase to the Index.
- Mr. Bonnar reviewed the Upcoming Student Field Trips:
  - April 30, 2013: 5<sup>th</sup> Grade to Clarion University. Requested by Autumn Marshall, using 5<sup>th</sup> Grade Pencil Sales and Student Contribution Funds.
  - April 26, 2013: 2<sup>nd</sup> Grade to Carnegie Science Center. Requested by Barb Hurst, using CATS Funds for Transportation and Student Contribution for Admission.

**DIALOGUE ITEMS (Continued)**

- Mr. Bonnar reviewed the Upcoming Student Field Trips (Continued):
  - November 30, 2012: Select Ensemble to Lucinda. Requested by Fran Nesta, using Student Activities Funds.
  - December 8, 2012: Select Ensemble to Clarion. Requested by Fran Nesta, at no cost to the District.
  - December 15, 2012: Select Ensemble to Fryburg. Requested by Fran Nesta, at no cost to the District.

***Mr. Slagle said to Add this Item to next week's Business Meeting Agenda.***

- Mr. Bonnar reviewed the Additions to the Substitute List, pending proper completion of Personnel File Documentation and Clearances:
  - Susan Baylor, Cafeteria.

***Mr. Slagle said to Add this Item to next week's Business Meeting Agenda.***

- Mr. Bonnar and Mr. Lauffer reviewed the funds maintained in Keystone School District accounts that were accumulated from private donors over the past 15 years. Mrs. Thompson requested the funds earmarked from the Piano Fund of \$13,087.84 be released to Keystone Music Association for the purpose of purchasing a new Kawai Piano at a cost of \$22,392. KMA will be paying the difference. Also, Mr. Bonnar said that the \$2,000 for Scholarships could be released to the Keystone School District Foundation for distribution to Keystone Seniors utilizing its scholarship process. ***Mr. Slagle said to Add these Items to next week's Business Meeting Agenda.***

**ADJOURNMENT**

With no further business, the Meeting was adjourned at 8:20 P.M.

Respectfully submitted,

Vernon F. Lauffer  
Board Secretary