

**Keystone School District
Knox, Pennsylvania
Regular Business Meeting Minutes
October 21, 2013**

OPENING/ATTENDANCE

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Regular Business Meeting to order on Monday, October 21, 2013 at 8:20 P.M. The Meeting was held in the Keystone Elementary School 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, Mrs. Elizabeth Beal, Mrs. Suzanne Chomas, Mrs. Jody Fields, Mr. Brad Heeter, Mr. Vernon Lauffer, Mr. Michael McCormick, Ms. Stacy Czap-Pippin, Mr. Rodney Sherman and Mrs. Vicky Walters.

ANNOUNCEMENTS

- ❑ Mr. Slagle made an introduction of guests.
- ❑ Mr. Slagle said the next Meeting will be the Combined Work Session and Regular Business Meeting on Monday, November 18, 2013 at 7 P.M. It will be held in the Elementary School Group Instruction Room.

PUBLIC COMMENT

None.

CONSIDERATION OF AGENDA

- ❑ Mr. Beary made the Motion to approve the Agenda as amended:
 - Additions:
 1. VII.C.7. Danielle Wimer
 2. VIII.F. Elementary Fascia Panels up to \$5,800 from Capital Reserve.
 3. VIII.G. Obtain Quotes for Tractor up to \$10,000 from Capital Reserve.
 - Deletions:
 1. V. 4. 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.

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CONSENT AGENDA

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

- ❑ Minutes:
 - Approve the September 16, 2013 Regular Business Meeting Minutes.
- ❑ Financial Reports:
 - File the September, 2013 Liquid Cash and Investment Activity Analysis Report for Audit*
 - File the September, 2013, Elementary School Student Activities Report for Audit*
 - File the September, 2013 High School Student Activities Report for Audit*
 - File the September, 2013 High School Student Athletics Report for Audit*
 - File the September, 2013 Contingency Fund Detail Report for Audit*
 - Approve the September, 2013 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A and G*
 - Approve the September, 2013 Cafeteria Bills for payment as presented and located in Attachment C*
 - Approve the September, 2013 Capital Reserve Bills for payment as presented and located in Attachment B*
- ❑ Written Reports:
 - Accept the August, 2013 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 FOLLOWING CONTRACTS:**
 - **KADES-MARGOLIS CONSULTING SERVICES AGREEMENT for the new 403b TPA Vendor Integration effective January 1, 2014.**
 - **NEW 403b TPA ADMINISTRATIVE AGREEMENT with TSA CONSULTING GROUP, effective January 1, 2014.**
 - **ADDING HORACE MANN as a new 403b Vendor, effective January 1, 2014.**
 - **2013-14 VENANGO TRAINING & DEVELOPMENT CENTER, Inc.**

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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PERSONNEL (For Individual or Separate Consideration)

- ❑ **Mr. McCoy made the Motion to APPROVE the INTENT to RETIRE from MARK WHISNER as ATHLETIC DIRECTOR/HIGH SCHOOL HEALTH & PHYSICAL EDUCATION TEACHER at the end of the 2013-14 School Year, with regret.** 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 FOLLOWING VOLUNTEER COACHES, pending proper completion of Personnel File Documentation and Clearances:**
 - **TYLER BEICHNER, Varsity Boys' Basketball.**
 - **DANA MADISON, Boys Soccer.**
 - **RYAN RODDY, Track & Field.**

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 FOLLOWING ADDITIONS to the SUBSTITUTE LIST, pending proper completion of Personnel File Documentation and Clearances:**
 1. **KAITLIN HAAS, Early Child/Elem/Spec Ed/Science Math**
 2. **ASHLEY LUSCOT, Early Child/Spec Ed**
 3. **MICHAEL NORWALK, Elementary**
 4. **BRITTANY WALTERS, Early Childhood**
 5. **DANIELLE WIMER, Technology/Secretary**
 6. **LISA KRIEGER, Secretary/Paraprofessional**
 7. **DEE HENRY, 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.

NEW BUSINESS (For Individual or Separate Consideration)

- ❑ **Mr. Beary made the Motion to APPROVE the UPCOMING PROFESSIONAL DEVELOPMENT REQUESTS as follows:**
 1. **October 17, 2013: PVAAS Professional Development Opportunities, IU6. Requested by Matt Clark at a cost of \$14.**
 2. **October 17, 2013: PAFPC Fall Regional Workshop, IU5. Requested by Linda Heath at a cost of \$110 using Budgeted Funds.**
 3. **October 30, 2013: Supporting Students with High Functioning Autism in General Education Settings, IU6. Requested by Matt Clark at a cost of \$84.**
 4. **December 8-10, 2013: Pathways to Student Achievement, Hershey. Requested by Vicky Walters at a cost of \$632.80, using Budgeted Funds.**

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

- Mr. Beary made the Motion to **APPROVE the UPCOMING PROFESSIONAL DEVELOPMENT REQUESTS as follows: (Continued):**

- 5. **December 13, 2013: Go Teach: Snowshoeing 101, Cranberry High School. Requested by Brigitte Irwin at a cost of \$57.19.**

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 UPCOMING STUDENT FIELD TRIPS as follows:**

- 1. **October 18, 2013: Clarion County Youth Council to Clarion University. Requested by Conrad Warner at no cost to the District.**
 - 2. **October 23, 2013: Concert Choir to Clarion University. Requested by Fran Nesta. Transportation will be paid from Budgeted Funds, Student Activities and \$1.25 per Student.**
 - 3. **October 25, 2013: Keystone Astronomy Club to Oil Region Astronomical Observatory. Requested by Tyler Chambers at no cost to the District.**
 - 4. **November 5, 2013: Gifted to Penn State-DuBois Engineering Workshop. Requested by Kelli McNaughton at no cost to the District.**
 - 5. **November 7, 2013: Math Competition Team to Clarion University. Requested by Dustin Kifer using Budgeted Funds.**

- Mr. Beary made the Motion to **APPROVE THE PURCHASE OF 25 MICROSOFT OFFICE 2013 MANUALS at a total cost of \$3,351.70, using Budgeted Funds.**

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 **DESIGNATE the GENERAL FUND BALANCE at June 30, 2013, as presented.**

	FYE 6/30/2012	FYE 6/30/2013	Variance
Unassigned	\$ 1,051,297	\$ 1,062,376	\$ 11,079
Assigned	719,507	555,320	(164,187)
Committed	904,190	1,160,306	256,116
Total	\$ 2,674,994	\$ 2,778,002	\$ 103,008

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

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. K. Swartfager made the Motion to **APPROVE the BUDGET TRANSFERS for FYE June 30, 2013, as presented.**

	Previous Approved Budget	Actual Per AFR	Variance Favorable (Unfavorable)	Budget Transfer Requested
1100 Regular Instruction	6,195,902	6,092,773	103,129	(103,129)
1200 Special Ed Instruction	1,771,522	1,845,239	(73,717)	73,717
1300 Vocational Instruction	806,191	838,746	(32,555)	32,555
1400 Other Instruction	262,462	444,902	(182,440)	182,440
1800 Pre-Kindergarten	60,200	65,842	(5,642)	5,642
2100 Pupil Personnel	315,023	323,430	(8,407)	8,407
2200 Instruction Staff Services	216,094	205,753	10,341	(10,341)
2300 Administrative	1,136,718	1,137,321	(603)	603
2400 Pupil Health	156,509	131,467	25,042	(25,042)
2500 Business/Fiscal	258,222	246,512	11,710	(11,710)
2600 Buildings/Grounds	1,206,124	1,237,740	(31,616)	31,616
2700 Transportation	946,038	844,001	102,037	(102,037)
2800 Technology Support	178,152	174,127	4,025	(4,025)
2900 Café Monitors/IU Effort	42,757	38,981	3,776	(3,776)
3200 Student Activities/Athletics	175,881	171,655	4,226	(4,226)
3300 Community	13,813	17,339	(3,526)	3,526
5100 Debt Service/Prior Year	83,626	86,638	(3,012)	3,012
5200 Fund Transfers	192,516	497,739	(305,223)	305,223
5900 Contingency Reserve	34,057	-	34,057	(34,057)
Total Expenses	14,051,807	14,400,205	(348,398)	348,398
6000 Local Revenues	4,345,319	4,598,445	253,126	253,126
7000 State Revenues	9,205,070	9,427,262	222,192	222,192
8000 Federal Revenues	501,418	477,506	(23,912)	(23,912)
Total Revenues	14,051,807	14,503,213	451,406	451,406
Fund Balance	-	103,008	103,008	103,008

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

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 **REPAIR the ELEMENTARY FASCIA PANELS up to \$5,000 from Capital Reserve**. 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 **OBTAIN QUOTES for a TRACTOR up to \$10,000 from Capital Reserve**. 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.

An Executive Session was held from 8:26 P.M. until 9:16 P.M.

ADJOURNMENT

With no further business, Mr. VanTassel made the Motion to Adjourn the Meeting at 8:26 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