

**Keystone School District
Knox, Pennsylvania
Regular Business Meeting Minutes
November 18, 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, November 18, 2013 at 7:55 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, Mrs. Stacey I. Thompson, and Mr. Dwayne E. VanTassel. Mr. Dustin L. Swartfager and Mr. Kenneth L. Swartfager were absent. Also present were: Mr. Shawn Algoe, Mr. Randy Burr, Mrs. Suzanne Chomas, Mr. Matt Clark, Mrs. Trisha Dixon, Mr. Vernon Lauffer, Mr. Michael McCormick, Mrs. Kelli McNaughton, Mrs. Amanda Phillips, Mr. Rodney Sherman and Mrs. Vicky Walters.

CONSIDERATION OF AGENDA

□ Mr. Beary made the Motion to approve the Agenda as amended:

■ Additions:

1. VII. H. 1. Consideration of Approval of Field Trip Request, November 22, 2013. Requested by Fran Nesta. Choir to sing for Knox Light Up Night, at no cost to the District.
2. VII. H.2. Consideration of Approval of Field Trip Request, December 6, 2013. Requested by Fran Nesta. Choir to sing for Festival of Lights in Lucinda, at no cost to the District.
3. VII.H.3. Consideration of Approval of Field Trip Request, December 19, 2013. Requested by Fran Nesta. Choir to sing for Teacher Luncheon at Keystone Elementary, at no cost to the District.
4. V.B. 9 File the October, 2013 Cafeteria P&L for Audit.
5. VII. I. Act 1 Resolution.
6. VII. J. 2-Hour Early Dismissal for Christmas
7. VII. K. Pilgrim Poster

■ Deletions:

1. VC.4. Accept the SMILES Report.
2. VII. E. Ann Wolff—Track & Field Volunteer

The voice vote is recorded as follows: Mr. Barrett—yes; Mr., Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. Slagle—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes.
Motion carried 7-0.

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CONSENT AGENDA

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

☐ Minutes:

- Approve the October 21, 2013 Regular Work Session Minutes*
- Approve the October 21, 2013 Regular Business Meeting Minutes*

☐ Financial Reports:

- File the October, 2013 Liquid Cash and Investment Activity Analysis Report for Audit*
- File the October, 2013, Elementary School Student Activities Report for Audit*
- File the October, 2013 High School Student Activities Report for Audit*
- File the October, 2013 High School Student Athletics Report for Audit*
- File the October, 2013 Contingency Fund Detail Report for Audit*
- Approve the October, 2013 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A and G*
- File the October, 2013 Cafeteria P&L*
- Approve the October, 2013 Cafeteria Bills for payment as presented and located in Attachment C*
- Approve the October, 2013 Capital Reserve Bills for payment as presented and located in Attachment B*

☐ Written Reports:

- Accept the September, 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; Mrs. Thompson—yes; and Mr. VanTassel—yes.
Motion carried 7-0.

PERSONNEL (For Individual or Separate Consideration)

- ☐ **Mr. Barrett made the Motion to ACCEPT the RESIGNATION of ERIN ZACHERL, ELEMETARY TEACHER, effective with her last work day of November 22, 2013.** The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. Slagle—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.

- ☐ Mr. Beary made the Motion to **HIRE JASON BEST, ELEMENTARY TEACHER, at Step I, Bachelor's, effective upon Release from his Current School, pending proper completion of his Personnel File Documentation and Clearances.** The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. Slagle—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.

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PERSONNEL (For Individual or Separate Consideration) (Continued)

- Mr. Barrett made the Motion to **ACCEPT/APPROVE** the **FOLLOWING ITEMS**:
 1. **RESIGNATION** of **ANN WOLFF** as **Boys' Track & Field Head Coach**, **effective immediately**.
 2. **POSTING** for a **Boys' Track & Field Head Coach**.
 3. **ADDITIONS** to the **SUBSTITUTE LIST**, pending proper completion of **Personnel File Documentation and Clearances**:
 - a. **John Paul Samay, Elem/Spec Ed**
 - b. **Karen Henry, Caf /Custodian**
 - c. **Jennie Moore, Secretary**

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. Slagle—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.

- Mr. Beary made the Motion to **APPROVE** the **POSTING** for a **TECHNOLOGY SUPPORT TECHNICIAN**. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. Slagle—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.

NEW BUSINESS (For Individual or Separate Consideration)

- Mr. Barrett made the Motion to **APPROVE** the **UPCOMING PROFESSIONAL DEVELOPMENT REQUESTS** as follows:
 1. **December 8-10, 2013: SAS Conference, Hershey Lodge. Requested by Mike McCormick at a cost of \$494.05, using Budgeted Funds.**
 2. **February 24-26, 2014: SAP Training, Kittanning. Requested by Petula King at a cost of \$64.57 using Principal Contingency Funds.**

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. Slagle—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.

- Mr. Beary made the Motion to **APPROVE** the **DISTRIBUTION** of the **2012-13 AFR SURPLUS** as follows:

1. Capital Reserve	\$211,352.00
2. Long-Term Funding Stream (General Fund)	\$ 50,000.00
3. Principals Discretionary (General Fund)	\$ 10,000.00
4. <u>CCCC Bond Payoff (General Fund)</u>	<u>\$100,000.00</u>
TOTAL	\$371,352.00

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. Slagle—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.

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

- Mr. McCoy made the Motion to **APPROVE** the **PURCHASE** of **HIGH SCHOOL and ELEMENTARY DESKS and CHAIRS** as per the following **QUOTES** with **Funds from Capital Reserve**:

1. <u>High School--School Outlet:</u>		
a. 30 Desks @ \$125.16	=	\$3,754.76
b. 16 Chairs @ \$55.27	=	\$ 884.29
c. 4 Activity Tables @ \$71.06	=	\$ 284.24
d. Shipping	=	\$1,215.00
TOTAL		\$6,138.29
2. <u>Elementary—VIRCO:</u>		
a. 50 Desks @ \$54.81	=	\$2,740.50
b. 50 Chairs @ \$46.51	=	\$2,325.50
TOTAL		\$5,066.00

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. Slagle—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes.
Motion carried 7-0.

- Mr. Barrett made the Motion to **APPROVE** the **PURCHASE** of the **HIGH SCHOOL TRACTOR** as per the following **Quote** with **Funds from Capital Reserve**:

1. <u>Tom's Sales & Service:</u>		
a. Simplicity Prestige 4x4 27 Hp Gasoline Lawn Tractor (with 52" Mower Deck).....		\$7,545.00
b. <u>46" Plow</u>		\$1,100.00
TOTAL		\$8,645.00

***Hydraulic Lift on both Mower Deck and Snow Plow.**

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. Slagle—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes.
Motion carried 7-0.

- Mr. Beary made the Motion to **APPROVE** the **PURCHASE** of **HIGH SCHOOL CARPETING REPLACEMENT (Blake Brothers)** as follows:

1. Choir Room	\$3,780.00	
2. <u>Guidance Conference Room</u>	\$1,368.00	
TOTAL		\$5,148.00

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. Slagle—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes.
Motion carried 7-0.

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

- ❑ Mr. Beary made the Motion to **APPROVE the CALENDAR YEAR 2014 UNEMPLOYMENT COMPENSATION ADMINISTRATION CONTRACT with PSBA**, as presented, and **APPROVE a 2-HOUR EARLY DISMISSAL FOR STUDENTS and STAFF on NOVEMBER 27, 2013**. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. Slagle—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.

- ❑ Mr. Barrett made the Motion to **APPROVE the UPCOMING FIELD TRIP REQUESTS:**
 1. **November 22, 2013: Choir Students to Sing at Knox Light Up Night. Requested by Fran Nesta, at no cost to the District.**
 2. **December 6, 2013: Choir Students to Sing at Festival of Trees in Lucinda. Requested by Fran Nesta, at no cost to the District.**
 3. **December 19, 2013: Choir Students to Sing at the Elementary School Teacher Luncheon. Requested by Fran Nesta, at no cost to the District.**The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. Slagle—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.

- ❑ Mr. Beary made the Motion to **APPROVE the ACT 1 RESOLUTION, as presented**. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. Slagle—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.

- ❑ Mr. McCoy made the Motion to **APPROVE a 2-HOUR EARLY DISMISSAL for STUDENTS and STAFF on DECEMBER 20, 2013**. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. Slagle—yes; Mrs. Thompson—yes; and Mr. VanTassel—no. Motion carried 6-1.

- ❑ Mr. VanTassel made the Motion to **RE-POST the PILGRIM POSTER in the Elementary School Cafeteria**. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. Slagle—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.

POLICY (For Individual or Separate Consideration)

- ❑ Mr. Beary made the Motion to **APPROVE the 1st READING OF POLICY #916, VOLUNTEERS**. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. Slagle—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.

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ADJOURNMENT

With no further business, Mr. VanTassel made the Motion to Adjourn the Meeting at 8:04 P.M. The voice vote is recorded as follows: Mr. Barrett—yes; Mr., Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. Slagle—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.

Respectfully submitted,

Vernon F. Lauffer, Board Secretary