

**KEYSTONE SCHOOL DISTRICT
KNOX, PA 16232
MINUTES OF REORGANIZATION MEETING
DECEMBER 2, 2013**

I. CALL TO ORDER

The Board of School Directors of the Keystone School District held their annual Reorganization Meeting on Monday, December 2, 2013 in the Keystone Elementary School Group Instruction Room. The meeting was called to order at 7 P.M. by Mr. John Slagle, President. The following Board Members were present: Mr. Gregory A. Barrett, Mr. James A. Beary, Mr. Randolph R. Burr, Mrs. Trisha D. Dixon, Mr. John R. Slagle, Mr. Kenneth L. Swartfager, Mrs. Stacey I. Thompson, and Mr. Dwayne E. Van Tassel. Mr. Dustin L. Swartfager was absent. Also present were Mr. Shawn Algoe, Mr. Vernon Lauffer and Mr. Rodney Sherman.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. PRESENTATION OF CERTIFICATES OF ELECTION

The newly re-elected members Mr. John R. Slagle and Mrs. Stacey I. Thompson and the newly elected members Mr. Randolph R. Burr and Mrs. Trisha D. Dixon presented their official certificates of election to the Board Secretary.

IV. ADMINISTRATION OF THE OATH OF OFFICE

Mr. Barrett administered the Oath of Office to the newly re-elected and elected Board Members. He said signed oaths should be given to the Board Secretary.

V. ELECTION OF A TEMPORARY PRESIDENT

Mr. Beary nominated Mr. Barrett for the position of Temporary President. Receiving no other nominations for the office of Temporary President, Mr. K. Swartfager made the motion to close the nominations. The voice vote to close nominations is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Burr--yes; Mrs. Dixon--yes; Mr. Slagle--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes, and Mr. Van Tassel--yes. Motion carried 8-0. With nominations closed, Mr. Slagle called for a voice vote for the position of Temporary President as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Burr—yes; Mrs. Dixon--yes; Mr. Slagle--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes, and Mr. Van Tassel--yes. Motion carried 8-0. Mr. Barrett assumed the duties of the Chair.

**REORGANIZATION MEETING MINUTES
DECEMBER 2, 2013
PAGE 2**

VI. ELECTION OF 2014 PRESIDENT

Mr. Beary nominated Mr. Slagle for the position of President. Receiving no other nominations for the office of President, Mr. Beary made the motion to close nominations. The voice vote to close nominations is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Burr--yes; Mrs. Dixon--yes; Mr. Slagle--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes, and Mr. Van Tassel--yes. Motion carried 8-0. With nominations closed, Mr. Barrett called for a voice vote for the position of President. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Burr--yes; Mrs. Dixon--yes; Mr. Slagle--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes, and Mr. Van Tassel--yes. Motion carried 8-0. Mr. Slagle assumed the duties of the Chair.

VII. ELECTION OF 2014 VICE-PRESIDENT

Mr. Beary nominated Mr. Barrett for the position of Vice-President. Receiving no other nominations for the office of Vice-President, Mr. VanTassel made the motion to close nominations. The voice vote to close nominations is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Burr--yes; Mrs. Dixon--yes; Mr. Slagle--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes, and Mr. Van Tassel--yes. Motion carried 8-0. With nominations closed, Mr. Slagle called for a voice vote for the position of Vice-President. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Burr--yes; Mrs. Dixon--yes; Mr. Slagle--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes, and Mr. Van Tassel--yes. Motion carried 8-0.

VIII. ADOPTION OF RULES AND REGULATIONS FOR THE 2014 CALENDAR YEAR

Mr. K. Swartfager made the Motion to adopt the following Rules and Regulations for the 2014 Calendar Year, as presented. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Burr--yes; Mrs. Dixon--yes; Mr. Slagle--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes, and Mr. Van Tassel--yes. Motion carried 8-0.

Rules and Regulations:

1. The Board will abide by the Pennsylvania School Code of 1949 as amended and Act 84 of 1986, "Sunshine Law", Act 20 of 1993 "Public Comments", Act 9 of 1996 "Selection of Candidates for Vacancies", and Act 93 of 1998 "Recodification."
2. The Board will follow Robert's Rules of Order in cases not covered by law, regulations or board policy.

**REORGANIZATION MEETING MINUTES
DECEMBER 2, 2013
PAGE 3**

**VIII. ADOPTION OF RULES AND REGULATIONS FOR THE 2014
CALENDAR YEAR (Continued)**

3. Anyone of any group who wants to be placed on the Agenda, must comply with the following rules:
 - a. Send a written request to the Superintendent, at least seven days before the scheduled meeting, stating the area of concern.
 - b. Each person is limited to five (5) minutes speaking time.
 - c. There will be a limit of fifteen (15) minutes speaking time on any one subject or area of concern.
 - d. In group meetings, a spokesperson and all other presenters shall be designated in advance along with the time needed to make the presentation.
 - e. The Board reserves the right to refuse to place any matter upon its Agenda that has been discussed at any meeting during the previous twelve month period and upon which the Board has rendered an opinion. The Board will not accept any requests to place the same matter on its agenda in two consecutive regular board meetings unless the matter was tabled by the Board at previous meeting or unless the Superintendent and the Board President determines that circumstances require that the request be handled immediately. Any person requesting that the Board place a matter upon the Board's Agenda that has been discussed during the preceding twelve months must, in addition to following the steps set forth in Items 3.a. through 3.d. above, include a statement explaining what additional new matter or pertinent information to the original request will be presented and explaining why the new information was not made available to the Board when the matter was first considered. The Superintendent and Board President shall review the new information submitted with the second request and shall determine whether the matter warrants reconsideration. If the Superintendent and the Board President determine that the new information warrants consideration, the matter will be placed on the Agenda for the next Board Meeting. If the Superintendent and the Board President cannot agree to either place the item on the Agenda or to delete the item from the Agenda, then the matter will automatically be placed on the Agenda for the next Board Meeting.
4. The Board will allow time for public comment at each meeting.
5. Agenda items requested by Board Members should be submitted to the President/Superintendent five days in advance of the meeting or added during the Agenda adopted at that meeting.

**REORGANIZATION MEETING MINUTES
DECEMBER 2, 2013
PAGE 4**

IX. ADOPTION OF THE MEETING SCHEDULE FOR THE 2014 CALENDAR FOR THE 2014 CALENDAR YEAR

Mr. Barrett made the Motion to Approve the Meeting Schedule for the 2014 Calendar as amended by changing the Reorganization/Work Session Meeting from December 1 to December 2, 2014. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Burr--yes; Mrs. Dixon--yes; Mr. Slagle--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes, and Mr. Van Tassel--yes. Motion carried 8-0.

Setting of Meeting Dates, Times and Locations

<u>DATE</u>	<u>MEETING</u>	<u>REPORTING</u>
<u>January:</u>		
Monday, January 13	Board Work Session	Technology
Monday, January 20 (Act 80 Day)	Board Business Meeting	
<u>February:</u>		
Monday, February 10	Board Work Session/ Board Business Meeting (At Career Center)	
<u>March:</u>		
Monday, March 10	Board Work Session	Cafeteria
Monday, March 17	Board Business Meeting	
<u>April:</u>		
Monday, April 14	Board Work Session/ Board Business Meeting (At SMILES)	SMILES
<u>May:</u>		
Monday, May 12	Board Work Session/ Board Business Meeting	
Monday, May 19	Board Business Meeting	
<u>June:</u>		
Monday, June 9	Board Work Session	Special Education
Monday, June 16	Board Business Meeting	
<u>July:</u>		
Monday, July 21	Board Work Session/ Board Business Meeting	

**REORGANIZATION MEETING MINUTES
DECEMBER 2, 2013
PAGE 5**

IX. ADOPTION OF MEETING SCHEDULE FOR THE 2014 CALENDAR YEAR (Continued)

Setting of Meeting Dates, Times and Locations (Continued)

<u>DATE</u>	<u>MEETING</u>	<u>REPORTING</u>
<u>August:</u>		
Monday, August 4 (1st Monday)	Board Work Session/ Board Business Meeting	
Monday, August 11 (2nd Monday)	Board Work Session/ Board Business Meeting	
Monday, August 18 (3rd Monday)	Board Business Meeting	
*Note: The August 4, 11, or 18 Meeting may be cancelled— depending on Personnel Hiring Requirements.		
<u>September:</u>		
Monday, September 15	Board Work Session/ Board Business Meeting	Buildings & Grounds
<u>October:</u>		
Monday, October 13	Board Work Session	
Monday, October 20	Board Business Meeting	
<u>November:</u>		
Monday, November 17	Board Work Session/ Board Business Meeting	Special Education
<u>December:</u>		
Tuesday, December 2	Reorganization/ Board Work Session	
Monday, December 8	Board Business Meeting	

All meetings are scheduled for the Keystone Elementary School Group Instruction Room located on the First Floor of the Elementary School, 451 Huston Avenue, Knox, PA, except for the Meetings which will be held at the places as indicated in the schedule. Additional meetings and/or changes will be published in the local newspapers, website and posted on the outside front doors of the school buildings.

**REORGANIZATION MEETING MINUTES
DECEMBER 2, 2013
PAGE 6**

X. ADOPTION OF THE COMMITTEE ASSIGNMENTS FOR THE 2014 CALENDAR YEAR

Mr. Barrett made the Motion to Approve the Committee Assignments for the 2014 Calendar Year as Amended by adding Mr. VanTassel and Mrs. Dixon as Career Center Representative and Alternate, respectively; Mrs. Dixon as KSDEF Liaison Alternate, and Mrs. Thompson as Legislative & PSBA Alternate Representative. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Burr--yes; Mrs. Dixon--yes; Mr. Slagle--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. VanTassel--yes. Motion carried 8-0.

Committee List:

ATHLETICS & CO-CURRICULAR:

John Slagle--Chairperson, Greg Barrett, Jim Beary, Dwayne Van Tassel, Shawn Algoe, Superintendent and Vicky Walters, High School Principal.

BUILDINGS & GROUNDS:

Greg Barrett--Chairperson, Jim Beary, Dustin Swartfager, Dwayne VanTassel, Bill Baughman, Supervisor of Building & Grounds (Ex. Officio), Shawn Algoe, Superintendent, and Vern Lauffer, Business Manager.

CAFETERIA & TRANSPORTATION:

Jim Beary--Chairperson, Greg Barrett, Randy Burr, Ken Swartfager, Shawn Algoe, Superintendent, and Vern Lauffer, Business Manager.

CLARION COUNTY CAREER CENTER REPRESENTATIVES:

Jim Beary, Dwayne VanTassel, Trisha Dixon (Alternate) and Stacey Thompson (Alternate).

CURRICULUM & INSTRUCTION:

Shawn Algoe, Superintendent--Chairperson, Trisha Dixon, Ken Swartfager, Stacey Thompson and Dwayne Van Tassel.

INTERMEDIATE UNIT REPRESENTATIVES:

Greg Barrett and Ken Swartfager (Alternate).

KSDEF LIAISON:

Stacey Thompson and Trisha Dixon (Alternate).

LEGISLATIVE & PSBA REPRESENTATIVE:

Ken Swartfager and Stacey Thompson (Alternate)

**REORGANIZATION MEETING MINUTES
DECEMBER 2, 2013
PAGE 7**

X. ADOPTION OF THE COMMITTEE ASSIGNMENTS FOR THE 2014 CALENDAR YEAR (Continued)

NEGOTIATIONS & ACT 93:

Greg Barrett--Chairperson, John Slagle, Stacey Thompson, Shawn Algoe, Superintendent and Vern Lauffer, Business Manager.

PERSONNEL:

Jim Beary--Chairperson, Randy Burr, John Slagle, Stacey Thompson, Dustin Swartfager (Alternate), and Shawn Algoe, Superintendent.

POLICY:

John Slagle--Chairperson, Dustin Swartfager, Stacey Thompson, Dwayne Van Tassel, and Shawn Algoe, Superintendent.

TECHNOLOGY:

Dustin Swartfager--Chairperson, Trisha Dixon, Randy Burr, Ken Swartfager, and Shawn Algoe, Superintendent.

XI. MR. BARRETT MADE THE MOTION TO APPROVE THE RE-APPOINTMENT OF MR. JAMES A. BEARY and APPOINTMENT OF MR. VANTASSEL to the JOINT OPERATING COMMITTEE of the CLARION COUNTY CAREER CENTER and MRS. STACEY I. THOMPSON and MRS. TRISHA D. DIXON as ALTERNATES for the 2014 CALENDAR YEAR. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Burr--yes; Mrs. Dixon--yes; Mr. Slagle--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. VanTassel—yes. Motion carried 8-0.

XII. MR. BEARY MADE THE MOTION TO APPROVE THE RE-APPOINTMENT of MR. GREGORY A. BARRETT as IU #6 REPRESENTATIVE and MR. KENNETH L. SWARTFAGER as the ALTERNATE. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Burr--yes; Mrs. Dixon--yes; Mr. Slagle--yes; Mr. K. Swartfager--yes; Mrs. Thompson-- yes; and Mr. VanTassel—yes. Motion carried 8-0.

XIII. MR. K. SWARTFAGER MADE THE MOTION TO APPROVE THE RE-APPOINTMENT OF MR. VERNON LAUFFER AS CLARION COUNTY TAX COLLECTION COMMITTEE DELEGATE AND MR. SHAWN ALGOE AS ALTERNATE DELEGATE for 2014. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Burr--yes; Mrs. Dixon--yes; Mr. Slagle--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. VanTassel--yes. Motion carried 8-0.

**REORGANIZATION MEETING MINUTES
DECEMBER 2, 2013
PAGE 8**

XIV. ADJOURNMENT

With no further business, Mr. Barrett made the Motion to adjourn the Meeting at 7:13 P.M. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Burr--yes; Mrs. Dixon--yes; Mr. Slagle--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes, and Mr. Van Tassel--yes. Motion carried 8-0.

Respectfully submitted,

Vernon F. Lauffer
Board Secretary