

**Keystone School District  
Knox, Pennsylvania  
Minutes of Work Session  
October 21, 2013**

**OPENING/ATTENDANCE**

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Work Session to order on Monday, October 21, 2013 at 7 P.M. The Meeting was held in the Keystone Elementary School Group Instruction Room at 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. 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**

- Members of the public were welcomed by Mr. Slagle.
- Mr. Slagle said the next Meeting will be a Combined Work Session and Regular Business Meeting on Monday, November 18, 2013 at 7 P.M. in the Elementary School Group Instruction Room.
- Mr. Slagle said there would be an Executive Session held tonight immediately following the Regular Business Meeting to discuss an Attorney Communications Item and four Personnel Items.

**PUBLIC COMMENT**

None.

**REPORTS**

- **Superintendent—Mr. Algoe reviewed:**
  1. Sidewalk and curb handicapped access ramps completed by Knox Borough.
  2. Cafeteria Fascia Panels.
  3. “One Call Now” System Test.
  4. Lunch Tyme Software—Cafeteria Portal for Account Review and Credit Card Payment for Student Lunches.
  5. School Performance Profile.

**REPORTS (Continued)**

- **High School—Mrs. Walters reviewed:**
  1. Microsoft Office 2013 Manuals for Business Education Class--\$3,351.00.
  2. PSAT Advertised—29 Participants.
  3. Conducting Senior Consultations.
  4. Concluded Mock Interviews.
  5. Senior Trip will be November 10—14, 2013.
  6. Title IX Compliance.
  7. Autumn Leaf Bah Humbug Bake Sale
  8. Cafeteria Student Focus Group.
  9. High School Water Cooler System.
  10. Open House and Other Events.
  
- **Elementary School—Mr. McCormick reviewed:**
  1. Extended School Day.
  2. Walk At School Day.
  3. Gary Henry Assembly.
  
- **Athletic Committee—Mr. Slagle reviewed:**
  1. Volunteer Coaches.
  2. Co-Op and Jr. High Sports.
  3. Search for a new Athletic Director.
  
- **Band Uniforms—Mr. Johns reviewed:**
  1. Committee approved Final Design of Jacket.
  2. Purchase Order placed with DeMoulin.
  3. Uniforms should be here late January.

**DIALOGUE ITEMS**

- Mr. Algoe reviewed the Kades Margolis Consulting Service Agreement for new 403b TPA Vendor Integration, effective January 1, 2014.
  
- Mr. Algoe said the new 403b TPA Services Agreement with TSA Consulting Group, effective January 1, 2014, is needed due to the resignation of the former TPA—EAS, Inc.
  
- Mr. Algoe said that with employee interest it is requested to add Horace Mann as a new 403b Vendor as of January 1, 2014.
  
- Mr. Algoe reviewed the 2013-14 Contract with Venango Training & Development Center, Inc.

**DIALOGUE ITEMS (Continued)**

- **Mr. Algoe said a Letter of Intent to Retire has been received from Mark Whisner as Athletic Director/High School Health & Physical Education Teacher at the end of the 2013-14 School Year.**
- **Mr. Algoe reviewed the Additions to the Volunteer Coach List, pending proper completion of Clearances:**
  1. **Tyler Beichner, Varsity Boys Basketball**
  2. **Dana Madison, Boys' Soccer**
  3. **Ryan Roddy, Track & Field**
- **Mr. Algoe reviewed the Additions to the Substitute List, pending proper completion of Personnel File Documentation and Clearances:**
  1. **Kaitlin Haas, Early Child/Elem/Spec Ed/Science/Math, Clarion**
  2. **Ashley Lucot, Early Child/Spec Ed, Clarion**
  3. **Michael Norwalk, Elementary, Franklin**
  4. **Brittany Walters, Early Childhood, Clarion**
  5. **Lisa Krieger, Secretary/Paraprofessional, Knox**
  6. **Dee Henry, Nurse, Knox**
- **Mr. Algoe reviewed the Professional Development Requests:**
  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.**
  5. **December 13, 2013: Go Teach: Snowshoeing 101, Cranberry High School. Requested by Brigitte Irwin at a cost of \$57.19.**
- **Mr. Algoe reviewed the Upcoming Student Field Trip Requests:**
  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.**

**DIALOGUE ITEMS** (Continued)

- Mrs. Walters previously requested to Purchase 25 Microsoft Office Manuals at a cost of \$3,351.70, using Budgeted Funds.
- Mr. Algoe distributed a handout detailing the financial results for FYE June 30, 2013. Fiscal Operations netted a \$103,008 surplus for the year with an operational surplus of \$371,350.
- Mr. Lauffer presented the Fund Balance Designation at June 30, 2013. He said this Proposal has been prepared as in past years. *Mr. Slagle said this Item is on tonight's Regular Business Meeting Agenda.*
- Mr. Lauffer presented the Budget Transfers for FYE June 30, 2013. He said this Proposal has been prepared as in past years. *Mr. Slagle said this Item is on tonight's Regular Business Meeting Agenda.*
- Mr. Algoe distributed and reviewed two options for re-purposing the \$371,352 Surplus from Operations for FYE June 30, 2013. After significant Board discussion, Mr. Slagle said that this item is not on tonight's Business Meeting Agenda and can be acted on next month.

**ADJOURNMENT**

With no further business, the Meeting adjourned at 8:19 P.M.

Respectfully submitted,

Vernon F. Lauffer  
Board Secretary