

**Keystone School District  
Knox, Pennsylvania  
Minutes of Work Session  
November 18, 2013**

**OPENING/ATTENDANCE**

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Work Session to order on Monday, November 18, 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, 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.

**ANNOUNCEMENTS**

- Members of the public were welcomed by Mr. Slagle.
- Mr. Slagle said the next Meeting will be a Combined Reorganization Meeting and Work Session on Monday, December 2, 2013 at 7 P.M. in the Elementary School Group Instruction Room.

**PUBLIC COMMENT**

- Mrs. Phillips said she was “happy to be here.”
- Mrs. Thompson commended the seniors on the Washington trip as she received positive comments on conduct when they attended a restaurant.

**REPORTS**

- **Superintendent—Mr. Algoe reviewed:**
  1. Elementary Cafeteria Fascia Panels.
  2. High School Walk-In Cooler Lines Repair.
  3. Lobby Re-Configurations.
  4. Policy #916.
  5. Special Education Status Letter—Thanked the entire Special Education Staff on a Level 1 Fall Compliance Status.

**REPORTS (Continued)**

- **High School—Mrs. Walters reviewed:**
  1. Participate in CUP Math Competition.
  2. Chrome Books Deployed.
  3. Career Center Students Recognized.
  4. Act 80 Day December 3, 2013.
  5. Veterans' Day Assembly.
  6. Game Feed Dinner.
  7. Senior Trip.
  8. Athletics' Recognition.
  9. Upcoming Events.
  10. Athletic Fee.
  
- **Elementary School—Mr. McCormick reviewed:**
  1. Open House.
  2. Title I Meeting.
  3. Upcoming Events.
  
- **Athletic Committee—Mr. Beary reviewed:**
  1. Signage Restricting Public Use of Track during School Day.
  2. Clearances for Volunteers/Chaperones.
  3. Disclosure Packet for Booster Clubs.
  4. Athletic Fee.
  5. Baseball Coach Intent.
  6. Weight Room Equipment.
  
- **Special Education—Mrs. Chomas reviewed:**
  1. Mrs. Chomas introduced Kelli McNaughton and Matt Clark, Special Education Teachers. Mr. Clark and Mrs. McNaughton reviewed the Special Education Audit—noting the details of how comprehensive and Extensive this Audit would reach.
  2. Mrs. Chomas spoke to the broader aspects and reporting by the Audit Team To comply with the Audit.

**DIALOGUE ITEMS**

- Mr. Algoe reviewed the Resignation of Erin Zacherl, Elementary Teacher, effective with her last work day of November 22, 2013.
  
- Mr. Beary reported that the Personnel Committee and Administration interviewed eight candidates with a recommendation of Jason Best as the Elementary Teachers.
  
- Mr. Algoe reviewed the resignation of Ann Wolff as Boys' Track and Field Head Coach.

**DIALOGUE ITEMS (Continued)**

- Mr. Algoe reviewed the Posting Request for a Boys’ Track Head Coach
- Mr. Algoe reviewed the request of Ann Wolff as Volunteer Track and Field Coach.
- Mr. Algoe reviewed the Additions to the Substitute List, pending proper completion of Personnel File Documentation and Clearances:
  1. John Paul Samay, Elem/Spec Ed., Clarion
  2. Karen Henry, Cafeteria/Custodian,
  3. Jennie Moore, Secretary, Lucinda
- Mr. Algoe reviewed the Upcoming Professional Development:
  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.

- Mr. Algoe reviewed the Proposed 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>
<b>TOTAL</b>	<b>\$371,352.00</b>

- Mr. Algoe reviewed the High School and Elementary School Desks and Chairs Quotes:

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

\*Mr. Slagle said that these would be purchased from Capital Reserve.

**DIALOGUE ITEMS (Continued)**

- Mr. Algoe reviewed the High School Tractor Quotes:

1. **Dotterrer Equipment, Inc:**

a. Kubota 4x4 21 Hp Diesel Lawn Tractor (with 54” Mower Deck) .....	\$7,918.40
b. <u>48” Light Snow/Utility Blade .....</u>	<u>\$ 560.00</u>
TOTAL	\$8,478.40

\*Hydraulic Lift on Mower Deck, not Snow Plow.

2. **Tom’s Sales & Service:**

a. Simplicity Prestige 4x4 27 Hp Gasoline Lawn Tractor (with 52” Mower Deck).....	\$7,545.00
b. <u>46” Plow .....</u>	<u>\$1,100.00</u>
TOTAL	\$8,645.00

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

\*Significant Board discussion followed. *Mr. Slagle said this will be on the Business Meeting Agenda for consideration.*

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- Mr. Algoe reviewed the Quotes for High School Carpeting Replacement (Blake Bros.):

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

- Mr. Algoe reviewed the Calendar Year 2014 Unemployment Compensation Administration. He said that annual savings of \$4,200 will be recognized from changing from the PSBA BUCS Comprehensive Program to the PSBA Basic Program.
- Mr. Algoe reviewed the Act 1 Tax Limit Resolution. He, then, reviewed the Extraordinary Items that will affect the 2014-15 Budget negatively: Retirement, Medical Costs, IU Operations and Career Center Tuition. After Board discussion, *Mr. Slagle said this Item is on tonight’s Business Meeting Agenda.*
- Mr. Algoe reviewed the Posting for a Technology Support Technician.
- Mr. Algoe previously reviewed the 1<sup>st</sup> Reading of Policy #916—Volunteers.
- Mr. Algoe reviewed the 2-Hour Early Dismissal on the day before Thanksgiving, November 27, 2013 for Students and Staff. Board discussion followed on a 2-Hour Early Dismissal on December 20.

**DIALOGUE ITEMS (Continued)**

- **Mr. Algoe reviewed the Upcoming Field Trips:**
  1. **November 22, 2013: Choral Students to Sing at Light Up Night in Knox. Requested by Fran Nesta at no cost to the District.**
  2. **December 6, 2013: Choral Students to Sing for Festival of Trees in Lucinda. Requested by Fran Nesta at no cost to the District.**
  3. **December 19, 2013: Choral Students to Sing for Teacher Luncheon at Keystone Elementary. Requested by Fran Nesta at no cost to the District.**
  
- **Mr. VanTassel passed around a picture on his cell phone of decorations that were offensive to parents and, thusly, were removed from the Elementary School. After Board discussion, *Mr. Slagle said this Item will be added to the Business Meeting Agenda.***

**ADJOURNMENT**

**With no further business, the Meeting adjourned at 7:54 P.M.**

**Respectfully submitted,**

**Vernon F. Lauffer, Board Secretary**