

**Keystone School District
Knox, Pennsylvania
Regular Business Meeting Minutes
February 10, 2014**

OPENING/ATTENDANCE

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Regular Business Meeting to order on Monday, February 10, 2014 at 8:04 P.M. The Meeting was held at the Clarion County Career Center, 447 Career Lane, Shippensburg, Pennsylvania. 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. Dustin L. Swartfager, Mr. Kenneth L. Swartfager, Mrs. Stacey I. Thompson and Mr. Dwayne E. VanTassel. Also present were: Mr. Shawn Algoe, Mr. Bryce Altman, Mrs. Elizabeth Beal, Mr. Tyler Beal, Mr. Austin Chambers, Mrs. Suzanne Chomas, Mr. Brad Heeter, Mr. Calen Heeter, Mr. Vernon Lauffer, Mr. Michael McCormick, Mr. Rodney Sherman and Mrs. Vicky Walters.

CONSIDERATION OF AGENDA

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

Additions:

- VI. C. Consideration of the Approval of Halee McCance as 8th Grade Volleyball Coach.
- VI. D. Consideration of the Approval of Marina Wilson as 7th Grade Volleyball Coach, pending proper completion of Personnel File Documentation and Clearances.
- VI. E. Consideration of the Approval of Tom Bowser as Boys' Track & Field Assistant Coach.
- VI. F. Consideration of the Approval of Sue Shaner as Track & Field Volunteer Coach.
- VI. G. Consideration of the Approval of Ann Wolff as Track & Field Volunteer Coach.
- VI. H. Consideration of the Approval of John Shultz, Baseball Volunteer Coach.
- VI. I. Consideration of the Approval of the Revisions to the Non-Bargaining Salary & Benefits Contract.
- VII.F. Consideration of the Fuel Adjustment.
- VII.G. Consideration of the Elementary Entrance Mats.
- VII.H. Consideration of the Roof Replacement.

Deletions:

- VI.C.3 Accept the IU Report.
- VI.C.4 Accept the SMILES Report.

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.

CONSENT AGENDA

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

□ Minutes:

- Approve the January 20, 2014 Regular Business Meeting Minutes*

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CONSENT AGENDA (Continued)

□ Financial Reports:

- File the January, 2014 Board Summary for Audit*
- File the January, 2014 Liquid Cash and Investment Activity Analysis Report for Audit*
- File the January, 2014 Elementary School Student Activities Report for Audit*
- File the January, 2014 High School Student Activities Report for Audit*
- File the January, 2014 High School Student Athletics Report for Audit*
- File the January, 2014 Contingency Fund Detail Report for Audit*
- Approve the January, 2014 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A, D and G*
- File the January, 2014 Cafeteria P&L for Audit*
- Approve the January, 2014 Cafeteria Bills for payment as presented and located in Attachment C and F*
- Approve the January, 2014 Capital Reserve Bills for payment as presented and located in Attachment B*

□ Written Reports:

- Accept the December, 2014 Northwest School Combine Report*
- Accept the IU Report*

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartzfager—yes; Mr. Swartzfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.

PERSONNEL (For Individual or Separate Consideration)

□ Mr. Barrett made the Motion to **CONSIDER THE APPROVAL of the FOLLOWING PERSONNEL ITEMS:**

- **INTENT to RETIRE LETTER from DONNA SWARTZFAGER, CAFETERIA WORKER, at the end of the 2013-14 School Year.**
- **ADDITIONS to the SUBSTITUTE LIST, pending proper completion of Personnel File Documentation and Clearances:**
 1. **DAVID MILLIS, SOCIAL STUDIES**
 2. **REBECCA WHITEHILL, SOCIAL STUDIES**
 3. **EDNA RUNYAN, CAFETERIA**
 4. **MARTIN BERKERY, BUS DRIVER**
- **HALEE MCCANCE as 8th GRADE VOLLEYBALL COACH.**
- **MARINA WILSON as 7th GRADE VOLLEYBALL COACH, pending proper completion of Personnel File Documentation and Clearances.**
- **TOM BOWSER as BOYS' TRACK & FIELD ASSISTANT COACH.**
- **SUE SHANER as TRACK & FIELD VOLUNTEER COACH.**

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PERSONNEL (For Individual or Separate Consideration) (Continued)

- ❑ Mr. Barrett made the Motion to **CONSIDER the APPROVAL of the FOLLOWING ITEMS (Continued):**
 - **ANN WOLFF as TRACK & FIELD VOLUNTEER COACH.**
 - **JOHN SHULTZ as BASEBALL VOLUNTEER COACH.**

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.

- ❑ Mr. Beary made the Motion to **CONSIDER the APPROVAL of the REVISIONS to the NON-BARGAINING CONFIDENTIAL SALARY & BENEFITS CONTRACT, 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 D. Swartfager—yes; Mr. Swartfager—yes; and Mr. VanTassel—yes. Motion carried 9-0.

NEW BUSINESS (For Individual or Separate Consideration)

- ❑ Mr. VanTassel made the Motion to **APPROVE the 2014-15 SCHOOL CALENDAR 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. D. Swartfager—yes; Mr. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.

- ❑ Mr. Beary made the Motion to **APPROVE THE 2014 LETTER OF AGREEMENT with CLARION HOSPITAL HEALTHWORKS 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. D. Swartfager—yes; Mr. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.

- ❑ Mr. Barrett made the Motion to **APPROVE the UPCOMING PROFESSIONAL DEVELOPMENT:**
 1. **February 19, 2014: Federal Programs Coordinators' Training, Edinboro. Requested by Linda Heath, at a cost of \$95, using Budgeted Funds.** The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes; Motion carried 9-0.

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

- ❑ Mr. K. Swartfager made the Motion to **APPROVE the UPCOMING FIELD TRIP REQUESTS:**
1. **March 20, 2014: Sr High Student Government to Clarion University for State Government to Clarion University for State Government Panel Discussions. Requested by Brett Vaughn, at no cost to the District.**
 2. **April 14, 2014: 5th Graders to Clarion University. Requested by Autumn Marshall, using Budgeted Monies, Pencil Sales and Student Contribution.**
 3. **April 25, 2014: 6th Graders to Clarion County Career Center. Requested by Jen Wingard, at no cost to the District.**
 4. **April 25, 2014: 2nd Graders to Carnegie Science Center. Requested by Barb Hurst, using CATS Funds and Student Contribution.**
 5. **May 8, 2014: Spanish Classes to Mallorca Restaurant in Pittsburgh. Requested by Margaret Patton using Student Government Scholarship Funds, High School Principal Contingency Funds and Student Contribution.**
 6. **May 28, 2014: 6th Graders to Niagara Falls. Requested by Carol Adams, Michele Clover and Bruce Turk, using CATS Funds, Student Fundraiser and Student Contribution.**

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.

- ❑ Mr. Beary made the Motion to **APPROVE THE YOUNG AMERICANS at KEYSTONE SCHOOL DISTRICT on NOVEMBER 2, 3, and 4, 2014.** The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.
- ❑ Mr. Beary made the Motion to **APPROVE the FUEL PROPOSAL ADJUSTMENT, as presented, including all Extra-Curricular Trips through June 30, 2014.** The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.
- ❑ Mr. Barrett made the Motion to **APPROVE the PURCHASE of FOUR (4) 6 foot x 20 foot ENTRANCE MATS for the Elementary School at \$460 each for a total of \$1,840 from Capital Reserve.** The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.

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

- ❑ Mr. Barrett made the Motion to **AUTHORIZE the SUPERINTENDENT to INVESTIGATE the REPLACEMENT of the ROOF ABOVE the HIGH SCHOOL GYM LOBBY AREA HIGH SCHOOL CAFETERIA and ELEMENTARY CAFETERIA and PRESENT the FINDINGS at the NEXT BOARD MEETING.** The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.

POLICY (For Individual or Separate Consideration)

- ❑ Mr. Beary made the Motion to **APPROVE THE 1st READING of POLICY #412, EVALUATION OF EMPLOYEES; POLICY #610, PURCHASES SUBJECT TO BID/QUOTATION and POLICY #611, PURCHASES BUDGETED 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. D. Swartfager—yes; Mr. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.
- ❑ Mr. Beary made the Motion to **APPROVE the 2nd READING OF POLICY #200 ENROLLMENT OF STUDENTS.** The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.

ADJOURNMENT

With no further business, Mr. VanTassel made the Motion to Adjourn the Meeting at 8:13 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. D. Swartfager—yes; Mr. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.

Respectfully submitted,

Vernon F. Lauffer
Board Secretary