

**Keystone School District
Knox, Pennsylvania
Regular Business Meeting Minutes
March 17, 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, March 17, 2014 at 7 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. Randolph R. Burr, Mrs. Trisha D. Dixon, Mr. John R. Slagle, Mr. Dustin L. Swartfager, Mrs. Stacey I. Thompson and Mr. Dwayne E. VanTassel. Mr. Kenneth L. Swartfager was absent. Also present were: Mr. Shawn Algoe, Miss Mariah Beary, Ms. Tiffany Beary, Mr. Ed Frye, Mr. Vernon Lauffer, Mr. Michael McCormick, Mr. Rodney Sherman, Mrs. Vicky Walters and Mr. Chuck Weaver.

ANNOUNCEMENTS

- Mr. Slagle made an introduction of guests.
- Mr. Slagle said there would be an Executive Session immediately following the Announcements to discuss a Personnel Issue.
- The next Meeting will be the Combined Work Session/Business Meeting on Monday, April 14, 2014. The Meeting will be held at SMILES, 420 Main Street, Knox at 7 P.M. Dinner will be served at 6:30 P.M. prior to the Meeting.

An Executive Session was held from 7:01 P.M. until 7:06 P.M.

PUBLIC COMMENT

Mr. Chuck Weaver complimented the Senior Project and its benefit to Graduates. He also commented on the possible seasonality overflow of the pond above the High School Teachers' Parking Lot.

CONSIDERATION OF AGENDA

- Mr. Beary made the Motion to approve the Agenda as amended:
 - Additions:
 - VII. F. Consideration of the Approval of Hiring Kathy Leahy as a Homebound Instructor effective March 18, 2014.
 - VIII.J. Consideration of Declaring Georgina Karnes in Default of her Transportation Contract with the District and the Terminating of Route 16 Transportation Contract with Georgina Karnes effective March 18, 2014.

Deletions:

V.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; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

**REGULAR BUSINESS MEETING MINUTES
MARCH 17, 2014
PAGE 2**

CONSENT AGENDA

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

☐ Minutes:

- Approve the February 10, 2014 Regular Work Session Minutes*
- Approve the February 10, 2014 Regular Business Meeting Minutes*
- Approve the March 10, 2014 Regular Work Session Minutes*

☐ Financial Reports:

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

☐ Written Reports:

- Accept the January, 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. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

PERSONNEL (For Individual or Separate Consideration)

☐ Mr. Barrett made the Motion to **CONSIDER THE APPROVAL of the FOLLOWING PERSONNEL ITEMS, pending proper completion of Personnel File Documentation and Clearances:**

- **ACCEPT LETTER OF RESIGNATION from HALEY GREATHOUSE, 7th GRADE VOLLEYBALL COACH, effective immediately.**
- **ADDITIONS to the SUBSTITUTE LIST:**
 1. **TRAVIS HUBLER, Special Education/Pre-K to 4th.**
- **CHAD BELL as VOLUNTEER SOFTBALL COACH.**
- **TODD SHUMAKER as VOLUNTEER BASEBALL COACH.**

**REGULAR BUSINESS MEETING MINUTES
MARCH 17, 2014
PAGE 3**

PERSONNEL (For Individual or Separate Consideration) (Continued)

- ❑ Mr. Barrett made the Motion to **CONSIDER the APPROVAL of the FOLLOWING ITEMS (Continued):**
 - **HIRE SHANNA KLINGER as GIRLS' TRACK & FIELD ASSISTANT COACH.**
 - **RETIREMENT LETTER from MARK WHISNER as ATHLETIC DIRECTOR/ PHYSICAL EDUCATION TEACHER, effective the Last Day of the 2013-14 School Year, with regret.**
 - **HIRE KATHY LEAHY as HOMEBOUND INSTRUCTOR for the Keystone School District, effective March 18, 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; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

NEW BUSINESS (For Individual or Separate Consideration)

- ❑ Mr. Barrett made the Motion to **APPROVE the BIDDING and ADVERTISING of the ELEMENTARY and HIGH SCHOOL ROOF REPAIRS, 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; Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.
- ❑ Mr. Barrett made the Motion to **APPROVE the BIDDING AND ADVERTISING for SUPPLY BIDS for TECHNOLOGY, CUSTODIAL/MAINTENANCE and GENERAL & ART.** 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; Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.
- ❑ Mr. Beary made the Motion to **APPROVE the PURCHASE of two COPIERS from McCleary Business Machines--one for the Elementary School at a cost of \$4,545, using the Long-Term Funding Stream (\$3,545) and Elementary Principal Contingency Fund (\$1,000) and one for the High School at a cost of \$4,545, using the Long-Term Funding Stream (\$3,545) and High School Principal Contingency Fund (\$1,000).** 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; Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.
- ❑ Mr. Barrett made the Motion to **APPROVE the EXTENSION of the HOMESTEAD/FARMSTEAD EXEMPTIONS for an ADDITIONAL \$5 PER EXEMPTION for the 2014-15 SCHOOL YEAR.** 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; Mrs. Thompson—yes; and Mr. VanTassel—yes; Motion 8-0.

**REGULAR BUSINESS MEETING MINUTES
MARCH 17, 2014
PAGE 4**

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

- Mr. VanTassel made the Motion to **APPROVE** the **UPCOMING PROFESSIONAL DEVELOPMENT**:

1. **April 4, 2014: Clarion County Nurses' Meeting, Clarion. Requested by Petula King and Sue Rhoades at a cost of \$41.22, using Budgeted Funds.**
2. **April 22, 2014: Spring Legal Roundup at Riverview IU6. Requested by Shawn Algoe at a cost of \$145, using Budgeted Funds.**
3. **April 9, 2014: Maplevale Farms Annual Food Show, Erie, PA. Requested by Carol Meier and Agnes Burr at a cost of \$119.84.**

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; Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

- Mr. Barrett made the Motion to **APPROVE** the **UPCOMING FIELD TRIP REQUESTS**:

1. **4/2/2014: High School Gifted to Penn State DuBois. Requested by Kelly Guntrum-McNaughton, at no cost to the District.**
2. **4/9/2014: Industry Club to Glass Works & Freeman Farms. Requested by Jennifer Slaugenhaupt, using funds from Venango Training & Development Center.**
3. **4/11/2014: Industry Club to Runyan's Computers. Requested by Jennifer Slaugenhaupt, using funds from Venango Training & Development Center.**
4. **5/5/2014: 4th-8th Grade Gifted to RIU#6 and Clarion University for Math 24 Challenge. Requested by Nicole Gorog using Budgeted Funds.**
5. **5/7/2014: Kindergarten to Gene Smith's Farm in Strattanville. Requested by Vicky Campbell, using Student Contributions.**
6. **5/7/2014: Senior Class to Pirate Game in Pittsburgh. Requested by Fran Nesta, using Class and Student Profits from the Senior Magazine Sale.**
7. **5/15/2014: 2nd Grade to Progressive Agriculture Day at Clarion County Park. Requested by Kim Davis, at a cost of \$2.00 per Student for Transportation.**
8. **5/16/2014: High School Gifted to Allegheny College. Requested by Kelli Guntrum-McNaughton, at no cost to the District.**
9. **5/21/2014: 5th Grade to Carnegie Museum of Natural History. Requested by Amanda Kline, using CATS Funds, Grant from Carnegie Museum, Student Contributions and Pencil Sales.**
10. **5/29/2014: Kindergarten Class to the Erie Zoo. Requested by Kim Riley, using CATS Funds and Student Contributions.**
11. **11/9 thru 11/13, 2014: Senior Class to Washington, D.C. Requested by Fran Nesta at a maximum cost of \$480, with funds from Student Contributions, Magazine Sales, Senior Class Student Activity Account and Various Outside Charitable Agencies.**

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; Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

**REGULAR BUSINESS MEETING MINUTES
MARCH 17, 2014
PAGE 5**

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

- ❑ Mr. VanTassel made the Motion to **APPROVE MR. BURR and MR. ALGOE to ATTEND THE NEW BOARD MEMBER PSBA TRAINING at IU6 on APRIL 10 and 11, 2014, at a cost of \$375 per Board Member, using funds from the Board/Superintendent Contingency 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; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

- ❑ Mr. Barrett made the Motion to **APPROVE the 2014-15 RIVERVIEW IU6 GENERAL OPERATING BUDGET with a \$13,455.00 CONTRIBUTION from the Keystone School District.** 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; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

- ❑ After Board Dialogue, Mr. Beary made the Motion to **DECLARE GEORGINA KARNES in DEFAULT of her TRANSPORTATION CONTRACT with the DISTRICT and TERMINATE the ROUTE 16 TRANSPORTATION CONTRACT with GEORGINA KARENS, effective MARCH 18, 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; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0

POLICY (For Individual or Separate Consideration)

- ❑ Mr. Beary made the Motion to **APPROVE THE 2nd 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; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

An Executive Session #2 was held from 7:24 P.M. until 7:50 P.M.

ADJOURNMENT

With no further business, Mr. VanTassel made the Motion to Adjourn the Meeting at 7:24 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; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

Respectfully submitted,

Vernon F. Lauffer, Board Secretary