

**Keystone School District  
Knox, Pennsylvania  
Regular Business Meeting Minutes  
January 19, 2015**

**OPENING/ATTENDANCE**

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Regular Business Meeting to order on Monday, January 19, 2015 at 7 P.M. The Meeting was held in the Keystone Elementary School Library, 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. Randall 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. Van Tassel. Also present were: Mr. Shawn Algoe, Mrs. Suzanne Chomas, Mr. Martin Frederick, Ms. Pam Harney, Mr. Adam Lander, Mr. Russ Lander, Mr. Vernon Lauffer, Mr. Michael McCormick, Ms. Jodee Murphy, Ms. Jennifer Perry, Mr. Rodney Sherman, Ms. Susan Veetal, Mrs. Vicky Walters, Mrs. Barbara Witkowski and Mr. Charles Weaver.

**ANNOUNCEMENTS**

- ❑ Mr. Slagle said the 2014 Financial Interest Statements were mailed in the packets. Completed forms need to be returned to Mr. Lauffer.
- ❑ Mr. Slagle said the next Meeting will be the Combined Work Session and Regular Business Meeting on Monday, February 9, 2015.

**PUBLIC COMMENT**

- ❑ Mr. Martin Frederick said he was upset with Personal Student Information released from the School District to the Armed Forces and the Tax Assessment Office. He also said that Mrs. Coursen did not put him up to speak to the Board tonight regarding various Cheerleading issues.
- ❑ Mr. Weaver distributed a plaque in honor of Mr. John Byers and thanked the Board for their support in this endeavor.

**CONSIDERATION OF AGENDA**

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

**Additions:**

**X. F.**            Consideration of Budgetary Transfers.

**Deletions:**

**VIII. C.2.**        Accept the IU Report

**VIII. C.3.**        Accept the Career Center Report

**VIII. 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. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.

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**REPORTS**

- Mrs. Barbara Witkowski reviewed the Technology processes currently underway at Keystone. She mentioned that Technology has changed over the past 15-20 years from stand-alone instruction to an integrated part of all instruction and extracurricular activities.
  
- Mr. Algoe introduced the Nutrition Group who currently operate as the Cafeteria Consultant for the Keystone School District through June 30, 2015. The four ladies from Nutrition Group introduced themselves individually and briefly addressed the Board. They requested any questions of the Board. With none forthcoming, Mr. Slagle thanked them for their visit to the Meeting.

**CONSENT AGENDA**

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

- **Minutes:**
    - Approve the December 2, 2014 Reorganization Meeting Minutes\*
    - Approve the December 2, 2014 Regular Work Session Minutes\*
    - Approve the January 12, 2015 Regular Work Session Minutes\*
    - Approve the January 12, 2015 Regular Business Meeting Minutes\*
  
  - **Financial Reports:**
    - File the December, 2014 Liquid Cash and Investment Activity Analysis Report for Audit\*
    - File the December, 2014 Elementary School Student Activities Report for Audit\*
    - File the December, 2014 High School Student Activities Report for Audit\*
    - File the December, 2014 High School Student Athletics Report for Audit\*
    - File the December, 2014 Contingency Fund Detail Report for Audit\*
    - Approve the December, 2014 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A & G\*
    - Approve the December, 2014 Cafeteria Bills for payment as presented and located in Attachment C\*
    - File the December, 2014 Cafeteria P&L for Audit\*
    - Approve the December, 2014 Capital Reserve Bills for payment as presented and located in Attachment B\*
  
  - **Written Reports:**
    - Accept the November, 2014 Northwest School Combine 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. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes. Motion carried 9-0.

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**PERSONNEL (For Individual or Separate Consideration)**

- ❑ **Mr. K. Swartfager made the Motion to ACCEPT the LETTER OF INTENT TO RETIRE from CAROL ADAMS, Elementary Teacher, effective at the end of 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; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes. Motion carried 9-0.**
- ❑ **Mr. Barrett made the Motion to ACCEPT the LETTER OF INTENT TO RETIRE from JACKIE RHOADS, Elementary Teacher, effective at the end of 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; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes. Motion carried 9-0.**
- ❑ **Mr. Beary made the Motion to ACCEPT the LETTER of RESIGNATION from LAURIE BARRETT, Cafeteria Worker, effective January 17, 2015. 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. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes. Motion carried 9-0.**
- ❑ **Mr. Beary made the Motion to APPROVE KEN PHILLIPS as Volunteer Coach/Scorekeeper for Baseball, pending proper completion of Personnel File Documentation and Clearances. 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. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes. Motion carried 9-0.**
- ❑ **Mr. K. Swartfager made the Motion to APPROVE the HIRING of JOHN PAUL SAMAY as a LONG-TERM SUBSTITUTE, retroactive to AUGUST 20, 2014 and effective until JUNE 1, 2015 or educational service ends as determined by the Superintendent. 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. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes. Motion carried 9-0.**
- ❑ **Mr. Beary made the Motion to APPROVE the 12-WEEK UNPAID LEAVE OF ABSENCE for LINDA BECK, Cafeteria Worker, from November 21, 2014 to March 4, 2015. 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. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes. Motion carried 9-0.**

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

- ❑ **Mr. Barrett made the Motion to APPROVE the APPOINTMENT OF THE DEPUTY TAX COLLECTORS:**
1. **KIM SLAUGENHAUPT for LANE BYERS, ASHLAND TOWNSHIP.**
  2. **TAMMY STARCHER for MICHELLE CAMPBELL, BEAVER TOWNSHIP.**
  3. **LANE BYERS for JEANNE MCELHATTEN, ELK TOWNSHIP.**
  4. **SHARON HEETER for TIM COCHRAN, KNOX BOROUGH.**
  5. **TANYA CALLENDER for BARRY ELDER, LICKING TOWNSHIP.**
  6. **LANE BYERS for KIM SLAUGHENHAUPT, SALEM TOWNSHIP.**
  7. **REBECCA STUMP for ROSE SCHRECKENGOST, SHIPPENVILLE BOROUGH.**

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. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes. Motion carried 9-0.

- ❑ **Mr. Beary made the Motion to APPROVE THE UPCOMING PROFESSIONAL DEVELOPMENT:**
1. **1-6-2015, 1-13-2015, 1-27-2015 and 2-26-2015: ELA PSSA Text Dependent Analysis Testing, IU 6. Requested by Gina Clark at a cost of \$200, using Principal's Contingency.**
  2. **1-19-2015: 9<sup>th</sup> Annual School Nurse Conference, New Castle. Requested by Petula King at a cost of \$64.96, using Budgeted Funds.**
  3. **1-20-2015, 2-19-2015 and 3-17-2015: Transform Your Classroom RIU6. Requested by Bobbie Heller, Karen McGiffin and Halee McCance at a cost of \$30, using Budgeted Funds.**
  4. **2-11-2015: National Security Briefing for Teachers, Pittsburgh. Requested by Brett Vaughn and Conrad Warner at a cost of \$53.20, using Principal Contingency.**
  5. **3-17-2015 through 3-20-2015: State Athletic Director Conference, Hershey. Requested by Bill Irwin at a cost of \$1,143.27, using Budgeted Funds.**
  6. **3-19-2015 through 3-21-2015: SAP Training, DuBois. Requested by Autumn Marshall at a cost of \$164.64, 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. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.

- ❑ **Mr. Barrett made the Motion to APPROVE THE UPCOMING FIELD TRIPS:**
1. **12-11-2014: Keystone Industry Club to Helpmate, Farmers Bank and Restaurant. Requested by Jen Slaugenhaupt, using Venango Training & Development Grant Funds (Retroactively).**
  2. **12-16-2014: PMEA District Band Students to Clarion High School Requested by Fran Nesta, at no cost to the District (Retroactively).**
  3. **12-22-2014: Select Choir to Keystone Elementary. Requested by Fran Nesta, at no cost to the District (Retroactively).**

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

- ❑ **Mr. Barrett made the Motion to APPROVE THE UPCOMING FIELD TRIPS (Continued):**
- 4. 12-22-2014: Select Band to Franklin High School. Requested by Fran Nesta, at no cost to the District (Retroactively).**
  - 5. 1-6-2015: District Band to C-L High School. Requested by Fran Nesta, at no cost to the District (Retroactively).**
  - 6. 1-22, 23 & 24-2015: Varsity Cheerleaders to Hershey for PIAA State Cheer Competition. Requested by Kami Coursen and Bill Irwin, with expenses paid through Athletics.**
  - 7. 2-27-2014: High School Students to Triangle Tech, DuBois. Requested by Brett Vaughn, at no cost to the District. Triangle Tech is providing transportation and lunch for the students.**
  - 8. 5-1-2015: REVISION. (Originally approved date of 5-8-2015). 5<sup>th</sup> Grade to Clarion University. Requested by Autumn Marshall, using Budgeted Funds, Pencil Sales and Student Contributions.**

**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. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.**

- ❑ **Mr. Barrett made the Motion to APPROVE the PURCHASE of EQUIPMENT for the ELEMENTARY and HIGH SCHOOL from CAPITAL RESERVE, as follows:**
- |  |                                |
|--|--------------------------------|
| <b>1. 25 Classroom Desks/Chairs from Virco</b> | <b>\$2,539.25 (Elementary)</b> |
| <b>2. 8 Armless Stack Chairs from Bizchair</b> | <b>\$ 461.92 (Elementary)</b>  |
| <b>3. 1 Conference Table from Staples</b>      | <b>\$ 589.99 (Elementary)</b>  |
| <b>4. 8 Conference Chairs from Staples</b>     | <b>\$ 559.92 (High School)</b> |
| <b>5. 1 Conference Table from Staples</b>      | <b>\$ 559.99 (High School)</b> |
| <b>6. 1 Office Chair from Staples</b>          | <b>\$ 89.00 (High School)</b>  |

**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. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.**

- ❑ **Mr. K. Swartfager made the Motion to APPROVE the SUBMISSION of the CAFETERIA RFP to PDE for DOCUMENT PREPARATION REVIEW, 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. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. Van Tassel—yes. Motion carried 9-0.**

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

- **Mr. K. Swartfager made the Motion to Transfer Funds from the 6-30-2014 General Fund Balance for the following amounts:**
- 1. \$ 10,000.00 To FYE 6-30-2015 Principal Contingency Funds.**
  - 2. \$136,154.07 To Capital Reserve to satisfy the Accounts Receivable owed to Capital Reserve from the Roof Fund.**
  - 3. \$ 95,072.83 To Capital Reserve**
- 
- \$241,226.90 Total Transfers Out of General Fund**

The total \$241,226.90 represents the Surplus from Operations for FYE 6-30-2014. 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. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.

**POLICY**

- **Mr. Beary made the Motion to Approve the 1<sup>st</sup> Reading of the Following Policies:**
- 1. #204: Attendance**
  - 2. #209.1: Head Lice and Other Forms of Infestation**
  - 3. #304: Employment of District Staff**
  - 4. #307: Student Teachers/Interns**
  - 5. #317: Conduct/Disciplinary Procedures**
  - 6. #317.1: Educator Misconduct**
  - 7. #806: Child Abuse**
  - 8. #818: Contracted Services**

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. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.

**ADJOURNMENT**

With no further business, Mr. Van Tassel made the Motion to Adjourn the Meeting at 8:38 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. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.

Respectfully submitted,

Vernon F. Lauffer, Board Secretary