

**Keystone School District
Knox, Pennsylvania
Regular Business Meeting Minutes
May 18, 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, May 18, 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. VanTassel. Also present were: Mr. Shawn Algoe, Mr. Vernon Lauffer, Mr. Michael McCormick, Mr. Rodney Sherman and Mrs. Vicky Walters.

ANNOUNCEMENTS

- Mr. Slagle said the next Meeting will be the June 8, 2015 Work Session. It will be held in the Elementary School Library beginning at 7 P.M.

PUBLIC COMMENT

None.

CONSIDERATION OF AGENDA

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

Additions:

- VIII. D. Consideration of the Resignation Letter of Roberta Hurrelbrink, Cafeteria Monitor, effective March 20, 2015.
- VIII. E. Consideration of the Hiring of Dianne Beisel as Cafeteria Monitor, effective immediately.
- VIII. F. Consideration of the Hiring of Kendall Garczewski, Elementary Teacher, at Step 2, Master's, pending proper completion of Personnel File Documentation and Clearances.
- VIII. G. Consideration of the Hiring of Chelsea Angus, Elementary Teacher, at Step 1, Bachelors, pending proper completion of Personnel File Documentation and Clearances.
- VIII. H. Consideration of the Adding the following to our Substitute List, pending proper completion of Personnel File Documentation and Clearances:
 - 1. Hunter Sheatz, Custodian
- IX.C.2. **Upcoming Field Trips :**
5-26-15 (Rain Date of 5-27-15): Environment and Ecology Students to Beaver Ponds. Requested by Pam Warner with no cost to the District.

Deletions:

- VII.C.4 Accept the SMILES Report.

CONSIDERATION OF AGENDA (Continued)

The 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.

CONSENT AGENDA

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

□ **Minutes:**

- Approve the April 20, 2015 Regular Work Session Minutes*
- Approve the April 20, 2015 Regular Business Meeting Minutes*
- Approve the May 22, 2015 Regular Work Session Minutes*
- Approve the May, 11, 2015 Regular Business Meeting Minutes*

□ **Financial Reports:**

- File the April, 2015 Liquid Cash and Investment Activity Analysis Report for Audit*
- File the April, 2015 Board Summary Report for Audit*
- File the April, 2015 Elementary School Student Activities Report for Audit*
- File the April, 2015 High School Student Activities Report for Audit*
- File the April, 2015 High School Student Athletics Report for Audit*
- File the April, 2015 Contingency Fund Detail Report for Audit*
- Approve the April, 2015 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A & G*
- Approve the April, 2015 Cafeteria Bills for payment as presented and located in Attachment C*
- File the April, 2015 Cafeteria P&L for Audit*

□ **Written Reports:**

- Accept the March 2015 Northwest School Combine Report*
- Accept the IU Report*
- Accept the Career Center 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.

PERSONNEL (For Individual or Separate Consideration)

❑ Mr. Barrett made the Motion to APPROVE the LETTER of RESIGNATION from SHANNA THARAN as Girls' Track Assistant Coach, effective May 16, 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. Barrett made the Motion to APPROVE the following items:

- HIRING of ALISON ALBRIGHT as HIGH SCHOOL STUDENT GOVERNMENT ADVISOR, effective July 1, 2015.
- RETIREMENT LETTER from JOANNE KAPP, Elementary Baker, effective at the end of the 2014-15 School Year.
- RESIGNATION LETTER from ROBERTA HURRELBRINK, Cafeteria Monitor, effective March 20, 2015.
- HIRING of DIANNE BEISEL as CAFETERIA MONITOR, effective May 26, 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 HIRE KENDALL GARCZEWSKI, ELEMENTARY TEACHER, at Step 2, Master's, pending proper completion of Personnel File Documentation and Clearances, effective August 24, 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 HIRE CHELSEA ANGUS, ELEMENTARY TEACHER, at Step 1, Bachelor's, pending proper completion of Personnel File Documentation and Clearances, effective August 24, 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 HIRE HUNTER SHEATZ, SUBSTITUTE CUSTODIAN, pending proper completion of Personnel File Documentation and Clearances, effective May 19, 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.

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NEW BUSINESS (For Individual or Separate Consideration)

- **Mr. Barrett made the Motion to Approve the Following Items:**
 - **CAFETERIA TRANSFER up to \$10,000 and an ATHLETIC FUND TRANSFER up to \$8,400 for FYE 6-30-2015.**
 - **UPCOMING PROFESSIONAL DEVELOPMENT:**
 1. **5/12/15: Spring Regional Workshop for Homeless, Grove City. Requested by Jen Wingard, at a cost of \$21.**
 - **UPCOMING FIELD TRIPS:**
 1. **May 2015 (dates to be determined by place and weather). Kindergarten to Knox Fire Station, Knox Library and Knox Post Office. Requested by Vicky Campbell, at no cost to the District.**
 2. **5-27-2015 (Rain Date of 5-27-15): Environment and Ecology Students to Beaver Ponds. Requested by Pam Warner with no cost to the District.**
 - **2015-16 Annual Housekeeping Items:**
 1. **Local Auditor—Troese & Associates.**
 2. **Board Treasurer—Stacey Thompson.**
 3. **EIT/LST Collector—Keystone Collections Group.**
 4. **Highmark Monthly Medical Insurance Rates:**

PPO Blue	Individual	Parent/Child	Parent/Children	Husband/Wife	Family
46867-19	\$497.33	\$1233.54	\$1233.54	\$1385.45	\$1457.79
12696-23	\$497.33	\$1233.54	\$1233.54	\$1385.45	\$1457.79
12696-64	\$497.33	\$1233.54	\$1233.54	\$1385.45	\$1457.79
46867-35	\$528.38	\$1308.57	\$1308.57	\$1471.56	\$1549.19
12696-35	\$528.38	\$1308.57	\$1308.57	\$1471.56	\$1549.19
12696-60	\$503.46	\$1248.34	\$1248.34	\$1402.44	\$1475.82
12696-52	\$533.95	\$1323.38	\$1323.38	\$1487.28	\$1565.33
12696-53	\$538.50	\$1334.35	\$1334.35	\$1499.87	\$1578.71
12696-29	\$546.84	\$1355.50	\$1355.50	\$1523.19	\$1603.09
12696-43	\$565.30	\$1402.08	\$1402.08	\$1574.78	\$1657.09
12696-19	\$575.76	\$1428.27	\$1428.27	\$1603.99	\$1687.75
Indem-nity	Individual	Parent/Child	Parent/Children	Husband/Wife	Family
53861-50	\$811.66	\$1926.85	\$2054.18	\$2267.38	\$2384.37

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

☐ Mr. Barrett made the Motion to Approve the Following Items (Continued):

▪ 2015-16 Annual Housekeeping Items (Continued):

5. Delta Dental Contract for 2015-16 with Monthly Dental Insurance Rates:

Individual	Family
\$32.25	\$73.25

6. Vision Benefits of America for 2015-16 with Monthly Vision Insurance Rates:

Individual	Family
\$6.05	\$14.75

7. Boston Mutual Life with Life Insurance Rates for 2015-16: \$0.14/\$1,000 coverage.

8. Long-Term Disability Insurance Rates for 2015-16: \$0.23/\$100 Coverage.

9. Repositories for School Funds as follows:

Farmers National Bank

Checking, CD's

General Fund

Checking

Cafeteria Fund

Checking

Capital Reserve Fund

PSDLAF

Short Term Savings

General Fund

Short Term Savings

Capital Reserve Fund

PLIGIT

Short Term Savings

District Roof Fund

INVEST

Short Term Savings

General Fund

Clarion County Community Bank

Money Market

General Fund

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

- ☐ Mr. K. Swartfager made the Motion to Approve the SOURCE4TEACHERS CONTRACT for Substitute Teacher Calling Service and Authorizing Business Manager to pay bills semi-monthly. 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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NEW BUSINESS (For Individual or Separate Consideration) (Continued)

- ❑ **Mr. Barrett made the Motion to ADJUST the SUBSTITUTE TEACHER DAILY RATE to \$85 for a WHOLE DAY and \$50 for a HALF DAY, effective the beginning of the 2015-16 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; and Mr. VanTassel—yes. Motion carried 9-0.**

- ❑ **Mr. Barrett made the Motion to Approve the 2015 GRADUATE LIST, pending completion of Graduation Requirements: BRYCE ELLIOT ALTMAN, KATHRYN ANN-LOUISE AMATO, REBECCA DANIELLE AUSEL, ALEX LEE BEIGHTOL, JILLIAN TAYLOR BENN, MATTHEW THOMAS BEST, RUSSELL ALLEN BISHOP, MARINA LEE BOWSER, CHRISTOPHER STEPHEN BRAUN, JENNIFER ELISHA BURNS, EVA LENORE CARROLL, AUSTIN LEE CHAMBERS, SHAYLA RENEE CHAPMAN, DAKOTA DENNIS COCHRAN, LAUREN MARIE COUCH, ASZLAN BRYNN CZAP, NICOLE JEAN DEITZ, JASON ALLEN DELOE, ABBYGAIL GRACE FREDERICK, ROSE MARY GANOE, DANIEL JACOB GEORGE, DEANNE ELIZABETH GILLEN, CALEB JAMES GILLILAND, ALEX MICHAEL GRAF, TIMOTHY AARON HAINES, JONATHAN DAVID HALL, OLIVIA CLAIRE HAMM, ISAAC NORTON HARTZELL, JORDAN EUGENE PAUL HEATH, CALEN BRADLEY HEETER, TRENTON ALAN HOGUE, MYLES THOMAS HORNE, MADISON LEE JOHNSON, ALEX CAMERON KLINGLER, BRADY SCOTT LAVAN, CHELSEA RENEE LEE, RACHEL RENEE MALVEY, MASON JOSEPH MANSFIELD, HUNTER TRISTAN MCCAULEY, BRANDON GEORGE MCCREARY, BRANDON LEE MERRYMAN, CAMIE JO MOONEY, RANDI MARIE MYERS, CASSIE LYNN NUGENT, ZOE NICOLE O'DAY, MAKAYLA RENEE PERRY, ZACHARY JAMES PETERS, CODY WILLIAM RAPP, RUSSELL JAMES REEDY, JR., BRANDON WADE RENNINGER, DANIELLE RAE REX, KATELYN CAIN RHOADS, MOLLY ERIN RILEY, HANNAH ROSE ROBERTS, BRADLEY EDWARD RODDY, GREGG ALAN ROSSMAN, CHRISTIAN NATHANIEL SCHILL, NATHON JAMES SCHMIDT, HUNTER LEE SCHOLL, RHYS DILLAN SCHOLL, SAMANTHA LEIGH SCHULTZ, JOSHUA AARON SERVEY, BRANDYN LEROY SEYLER, TEILA MI SHEARER, KESHIA DORA SHETLER, MCKENNA DANIELLE SHICK, TODD ALAN SLAUGENHAUPT, ZACHARY THOMAS STIGLITZ, DANIELLE MARIE SWISHER, BRANDON TYLER SWITZER, KEVIN MICHAEL VANZANDT, ARIEL DAWN WENNER, KATIE ANN WOLBERT, HALIE NICOLE WOLFGONG, CODY LEE YOUNG, JESSICA LYNNE ZERBE AND MORGAN LEANN ZIEGLER.**

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

- **Mr. Barrett made the Motion to AWARD QUOTES for the following two MAINTENANCE PROJECTS, with funds from Capital Reserve:**
- 1. Garage Doors—Creekside, \$6,080.**
 - 2. High School Athletics Field Fencing—Penn Fencing, \$5,161.99.**

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.

ADJOURNMENT

With no further business, Mr. VanTassel made the Motion to Adjourn the Meeting at 7:21 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**