

**Keystone School District
Knox, Pennsylvania
Regular Business Meeting Minutes
June 15, 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, June 15, 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 and Mr. Dwayne E. VanTassel. Mrs. Stacey I. Thompson was absent. Also present were: Mr. Shawn Algoe, Mrs. Suzanne Chomas, Mr. Vernon Lauffer, Mr. Michael McCormick, Mr. Rodney Sherman, Mrs. Vicky Walters and Mr. Chuck Weaver.

ANNOUNCEMENTS

- Mr. Slagle said the next Meeting will be the July 20, 2015 Combined Work Session and Regular Business Meeting. It will be held in the Elementary School Library beginning at 7 P.M.

PUBLIC COMMENT

None.

*Mrs. Thompson arrived at the Meeting at 7:05 P.M.

CONSIDERATION OF AGENDA

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

Additions:

- IX. K. Consideration of the 5-Year Business Manager Contract for 2015-16, as presented.
- X. I. Consideration of Purchasing a High School Dishwasher from Singer at a cost of \$24,695.40 for materials and installation, with funds from Capital Reserve.

Deletions:

- VIII.C.2. Accept the IU Report
- VIII.C.3. Accept the Career Center Report
- VIII.C.4. Accept the SMILES Report

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.

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REPORTS

- **Elementary Principal—Mr. McCormick reviewed:**
 - Summer Projects.
 - End of Year Events.
 - 6th Grade Graduation.

- **Special Education—Mrs. Chomas reviewed:**
 - Project Maxx.
 - Special Education Plan.
 - Special Education Audit.
 - Farewell to Mrs. Walters.

- **High School Principal—Mrs. Walters reviewed:**
 - Commencement Ceremonies.
 - Awards Assemblies.
 - STEM Camp completed.
 - Summer School.
 - Thanks to the Board for their support throughout her years of service to Keystone School District.

CONSENT AGENDA

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

- **Minutes:**
 - Approve the May, 18, 2015 Regular Business Meeting Minutes*
 - Approve the June 8, 2015 Regular Work Session Minutes*

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

- **Written Reports:**
 - Accept the April 2015 Northwest School Combine Report

CONSENT AGENDA (For Individual or Separate Consideration)

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.

PERSONNEL (For Individual or Separate Consideration)

□ Mr. Barrett made the Motion to APPROVE the following items:

- LETTER of RESIGNATION from KAYLA KODA, High School Math Teacher, effective immediately.
- POSTING & ADVERTISING for a MATH TEACHER.

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 following items:

- LETTER of RESIGNATION from ERIK DOWLAN, GIRLS' SOCCER COACH.
- POSTING for a GIRLS' SOCCER HEAD 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. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.

□ Mr. Barrett made the Motion to APPROVE ZACHARY STIGLITZ as VOLUNTEER WRESTLING COACH, pending proper completion of 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; and Mr. VanTassel—yes. Motion carried 9-0.

□ Mr. Beary made the Motion to HIRE JENNIFER POTTER, PERMANENT ELEMENTARY TEACHER, at Step 2, 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; and Mr. VanTassel—yes. Motion carried 9-0.

□ Mr. Beary made the Motion to HIRE AMY RAPE, TEMPORARY, 1-YEAR 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; and Mr. VanTassel—yes. Motion carried 9-0.

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PERSONNEL (For Individual or Separate Consideration) (Continued)

- ❑ **Mr. Barrett made the Motion to POST for MENTORS for RECENTLY HIRED TEACHERS. 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 5-YEAR NON-BARGAINING UNIT CONTRACT, commencing 2015-16, 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. VanTassel—yes. Motion carried 9-0.**
- ❑ **Mr. Barrett made the Motion to APPROVE the 2015-16 NON-BARGAINING SALARIES, 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. VanTassel—yes. Motion carried 9-0.**
- ❑ **Mr. Barrett made the Motion to APPROVE the 5-YEAR BUSINESS MANAGER CONTRACT, commencing 2015-16, 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. VanTassel—yes. Motion carried 9-0.**

NEW BUSINESS (For Individual or Separate Consideration)

- ❑ **Mr. Slagle made the Motion to Approve the ADOPTION of the 2015-16 GENERAL FUND BUDGET as follows:**
 - **Real Estate Tax Millage Rate 51.587**
 - **Occupation Tax Millage Rate 300**
 - **Per Capita – Flat Rate \$10**
 - **Earned Income Tax Rate 0.50%**
 - **Real Estate Transfer Millage Rate 0.50%**
 - **Includes an Annual .75 mill (\$52,000) dedicated transfer to Plant Physical Improvements (Boiler, Windows, Doors, etc., replacement).**

| | |
|------------------------|---------------------|
| Total Revenues | \$15,172,053 |
| Total Expenses | \$15,172,053 |
| Surplus/Deficit | -0- |

The roll call 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.

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

- ❑ **Mr. Barrett made the Motion to APPROVE the 2015 HOMESTEAD/FARMSTEAD EXCLUSION RESOLUTION, 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. VanTassel—yes. Motion carried 9-0.**

- ❑ **Mr. Barrett made the Motion to APPROVE DR. DALE MYERS as SCHOOL DENTIST for 2015-16 at \$6.00 reimbursement per exam. 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 DR. NICOLE CARROLL as School PHYSICIAN for 2015-16. 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. Beary made the Motion to APPROVE the CONTRACTED SCHOOL PSYCHOLOGISTS RATES for 2015-16 with a 2.5% INCREASE, as follows:**

| | |
|----------------------------|-----------------|
| Frank Bifano | 2015-16 |
| ReEvals--No Testing | \$245.97 |
| ReEvals—Testing | \$443.36 |
| Gifted Testing | \$443.36 |
| Initial Testing | \$443.36 |

| | |
|----------------------------|-----------------|
| Kris Glosser | 2015-16 |
| ReEvals--No Testing | \$380.26 |
| Gifted Testing | \$380.26 |
| Initial Testing | \$443.67 |

| | |
|----------------------------|-----------------|
| Christina Smith | 2015-16 |
| ReEvals--No Testing | \$245.97 |
| Gifted Testing | \$380.26 |
| Initial Testing | \$443.67 |

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. Beary made the Motion to APPROVE the 2015-16 SNOW PLOWING CONTRACT to CHUCK WEAVER with the same Fee Schedule as last 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. Beary made the Motion to APPROVE the 2015-16 STUDENT ACCIDENT INSURANCE (Parent Cost) and the FOOTBALL—JV/VARSITY INSURANCE at a cost of \$90 per Roster Player to A-G ADMINISTRATORS. 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 CO-CURRICULAR SUPPLEMENTAL SCHEDULE for 2015-16, 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. VanTassel—yes. Motion carried 9-0.**

- ❑ **Mr. Beary made the Motion to APPROVE the EXTRA-CURRICULAR SUPPLEMENTAL SCHEDULE for 2015-16, 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. VanTassel—yes. Motion carried 9-0.**

- ❑ **Mr. K. Swartfager made the Motion to APPROVE the UPCOMING FIELD TRIPS:**
 - **11-10-2015 to 11-14-2015: Senior Class to Washington, D.C. Requested by Fran Nesta, using Student Contribution, Senior Class Magazine Sales, Monies Allocated from Senior Class Student Activity Account and various outside Charitable Organizations. Maximum Cost to be \$475.**
 - **5-23-2016 to 5-25-2016: 9th Grade Class to Harrisburg, Philadelphia and Gettysburg. Requested by Greg Heath, using Coupon Book Sale Funds, Pizza Sale Funds and Student Contribution. Estimated cost is \$350.****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. K. Swartfager made the Motion to APPROVE the PURCHASE HIGH SCHOOL TEXTBOOKS, as follows, using Funds from Long-Term Funding Stream:**
 - **McGraw-Hill Life Science--\$3,036.89**
 - **Holt McDougal Discovering French--\$2,208.90**
 - **Glenco Precalculus--\$4,214.12**

Total: \$9,459.91

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. Beary made the Motion to APPROVE the 2015-16 BUS CONTRACT RENEWAL for BUS #1, BROWN BUSING. The voice vote is recorded as follows: Mr. Barrett—no; Mr. Beary—no; Mr. Burr—no; Mrs. Dixon—no; Mr. Slagle—no; Mr. D. Swartfager—no; Mr. K. Swartfager—no; Mrs. Thompson—no; and Mr. VanTassel—no. Motion defeated 0-9.**

- ❑ **Mr. Beary made the Motion to APPROVE the 2015-16 BUS CONTRACT RENEWALS for BUS #12, O'NEIL BUSING; BUS #13 WHITMORE BUSING; and the ACTIVITIES RUN, WHITMORE BUSING. 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 PURCHASE of a MEAT SLICER for the Cafeteria from Singer at a cost of \$6,118.67, using funds 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. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.**

- ❑ **Mr. Barrett made the Motion to APPROVE the AWARDING of the QUOTE to DASCO PLUMBING, INC., for new WATER METER SERVICE in the Elementary School at a cost of \$6,178.00, using funds 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. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.**

- ❑ **Mr. K. Swartfager made the Motion to APPROVE the PURCHASE of an AUTO FLOOR SCRUBBER from Sanford at a cost of \$6,893.50, using funds 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. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.**

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

- ❑ Mr. Beary made the Motion to APPROVE the PURCHASE of a DISHWASHER for the High School from Singer at a cost of \$24,695.40 for materials and installation, using funds 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. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.

POLICIES (For Individual or Separate Consideration)

- ❑ Mr. K. Swartfager made the Motion to APPROVE the 1st READING of the FOLLOWING POLICIES:
 - Policy #819: Suicide Awareness, Prevention and Response.
 - Policy #249: Bullying/CyberbullyingThe 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. Algoe bid farewell to Mrs. Walters as Retiring High School Principal. He thanked and praised her for her many years of dedicated service to Keystone School District.

ADJOURNMENT

With no further business, Mr. VanTassel made the Motion to Adjourn the Meeting at 7:40 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