

**Keystone School District
Knox, Pennsylvania
Regular Business Meeting Minutes
July 20, 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, July 20, 2015 at 8:24 P.M. The Meeting was held in the Keystone Elementary School Library, 451 Huston Avenue, Knox, Pennsylvania. The following Board Members were present: Mr. Gregory A. Barrett, Mr. James A. Beary, Mr. Randall R. Burr, Mr. John R. Slagle, Mr. Dustin L. Swartfager, Mr. Kenneth L. Swartfager, Mrs. Stacey I. Thompson and Mr. Dwayne E. VanTassel. Mrs. Trisha D. Dixon was absent. Also present were: Mr. Shawn Algoe, Mrs. Suzanne Chomas, Mr. John Green, Mr. Vernon Lauffer, Mr. Michael McCormick, Mr. Rodney Sherman and Mr. Bradley Wagner.

CONSIDERATION OF AGENDA

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

Additions:

V. G. Consideration of Brittany Caulfield as Girls' Soccer Coach

Deletions:

IV. B. 4. High School Student Activities Report

IV. B. 5. High School Student Athletics Report

IV. C.4. Accept the SMILES Report

VI. A.3. Cafeteria Breakfast/Lunch Prices

VI. A. 4. Jefferson/Clarion Head Start

The vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

CONSENT AGENDA

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

- Minutes:**

▪ Approve the June 15, 2015 Regular Business Meeting Minutes*

- Financial Reports:**

▪ File the June, 2015 Liquid Cash and Investment Activity Analysis Report for Audit*

▪ File the June, 2015 Board Summary Report for Audit*

▪ File the June, 2015 Elementary School Student Activities Report for Audit*

▪ File the June, 2015 Contingency Fund Detail Report for Audit*

▪ Approve the June, 2015 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A, D & G*

▪ Approve the June, 2015 Cafeteria Bills for payment as presented and located in Attachment C*

CONSENT AGENDA (For Individual or Separate Consideration) (Continued)

❑ **Financial Reports** (Continued):

- File the June, 2015 Cafeteria P&L for Audit*
- File the June, 2015 Capital Reserve Bills for Audit*

❑ **Written Reports**:

- File the May, 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; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

PERSONNEL (For Individual or Separate Consideration)

- ❑ Mr. Beary made the Motion to APPROVE CARLY WALLOCK as HIGH SCHOOL MATH TEACHER, effective August 24, 2015, 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; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0

- ❑ Mr. K. Swartfager made the Motion to APPROVE the POSTING for a MENTOR for the HIGH SCHOOL MATH TEACHER. The vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

- ❑ Mr. K. Swartfager made the Motion to APPROVE the FOLLOWING 2015-16 MENTORS for the new Elementary Teachers:

- KINDERGARTEN VICKY CAMPBELL
- 5th GRADE AMY KAPP
- 6th GRADE MICHELE CLOVER
- SPECIAL EDUCATION ROBIN KERLE

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

- ❑ Mr. Beary made the Motion to HIRE the FOLLOWING PARAPROFESSIONALS, pending proper completion of Personnel File Documentation and Clearances, effective August 26, 2015:

- SUSAN BAYLOR, 5 ¾ Hours Per Day
- SARAH SAY, 5 ¾ Hours Per Day
- SHELLY PARKES, 5 ¾ Hours Per Day. 1-Year, Temporary

**REGULAR BUSINESS MEETING MINUTES
JULY 20, 2015
PAGE 3**

PERSONNEL (For Individual or Separate Consideration) (Continued)

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

- Mr. Beary made the Motion to HIRE KELLY VARNER as 2015-16 DIRECT CERTIFICATION/FREE & REDUCED COORDINATOR at a salary of \$1,500. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

- Mr. Beary made the Motion to ADD DANIELLE FESEMYER to the SUBSTITUTE LIST for August 24 through October 15, 2015, 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; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

- Mr. Barrett made the Motion to APPROVE BRITTANY CAULFIELD as GIRLS' SOCCER COACH, 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; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. 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 FOLLOWING ITEMS:

- 2015-16 ANNUAL BOARD HOUSEKEEPING ITEMS:

- Selective Insurance:

1. Workers' Compensation	\$39,177
2. Property	\$39,987
3. Liability	\$14,054
4. E&O	\$ 4,907
5. Auto	\$ 2,751
Total	\$91,876

- HANDBOOK CHANGES:

- 1. Athletics.
- 2. High School Student.
- 3. High School Teacher.
- 4. Elementary Student.
- 5. Elementary Teacher.

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

☐ **Mr. Barrett made the Motion to APPROVE the FOLLOWING ITEMS (Continued):**

- **RENEWAL of FARMERS' BANK CD--\$273,957.65 @ 2.00%.**
- **UPCOMING FIELD TRIPS:**
 1. **8/16/2015: Marching Band to Kennywood. Requested by Fran Nesta, using KMA Funds.**
 2. **9/12/2015: Marching Band to Oil Country Band Show, Oil City. Requested by Fran Nesta, using Budgeted and KMA Funds.**
 3. **10/1/2015 (Rain Date of 10/9/2015): 7th Grade to Beaver Ponds. Requested by Pam Warner, using Budgeted Funds.**
 4. **10/3/2015: Marching Band to Autumn Leaf Festival Parade, Clarion. Requested by Fran Nesta, using Budgeted Funds.**
 5. **11/7/2015: Music Department to A-C Valley for Autumn Symphonic Winds Honors Band. Requested by Fran Nesta, using KMA Funds.**
- **PURCHASE of 12 DESKS and 12 CHAIRS from VIRCO for the Additional Kindergarten Classroom at a cost of \$2,262.89, with funds from Long-Term Funding Stream.**
- **PURCHASE of MATH TEXTBOOKS at a cost of \$974.95 and READING TEXTBOOKS at a cost of \$2,707.66 for the Additional Kindergarten Classroom, with funds from Long-Term Funding Stream.**

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

- ☐ **Mr. Beary made the Motion to AWARD the SALEM TOWNSHIP BUS ROUTE #1 to BROWN BUSING with the stipulation that the new pledged bus will be in service on August 24. If not in service, the Contract will be null and void and will be immediately awarded to another Contractor. The voice vote is recorded as follows: Mr. Barrett---yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager---yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.**

POLICY (For Individual or Separate Consideration)

- ☐ **Mr. K. Swartfager made the Motion to APPROVE the 1st READING of POLICY #808.1—CHARGING OF CAFETERIA MEALS. The voice vote is recorded as follows: Mr. Barrett-yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager--yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.**

**REGULAR BUSINESS MEETING MINUTES
JULY 20, 2015
PAGE 5**

POLICY (For Individual or Separate Consideration) (Continued)

□ **Mr. Beary made the Motion to APPROVE the 2nd READING of the following POLICIES:**

- **#819: SUICIDE AWARENESS, PREVENTION and RESPONSE.**
- **#249: BULLYING/CYBERBULLYING**

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

ADJOURNMENT

With no further business, Mr. VanTassel made the Motion to Adjourn the Meeting at 8:35 P.M. All in favor.

Respectfully submitted,

**Vernon F. Lauffer
Board Secretary**