

**Keystone School District
Knox, Pennsylvania
Minutes of Work Session
July 20, 2015**

OPENING/ATTENDANCE

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Work Session to order on Monday, July 20, 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, 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. Brad Wagner.

ANNOUNCEMENTS

- Mr. Slagle welcomed the guests to the Meeting.
- Mr. Slagle said an Executive Session would be held tonight following the Work Session regarding two Personnel Issues.
- Mr. Slagle said the next Meeting will be the Combined Regular Work Session and Regular Business Meeting on Monday, August 3, 2015, if needed.

PUBLIC COMMENT

John Green requested the Board consider an additional Knox Borough Bus Stop at Woodland Heights.

REPORTS

- **Superintendent—Mr. Algoe reviewed:**
 1. State Budget Impasse.
 2. Suicide Awareness, Prevention and Response Policy.
 3. PSSA Cut Scores.
- **Elementary—Mr. McCormick reviewed:**
 1. Student Handbook Changes.
 2. Teacher Handbook Changes.

REPORTS (Continued)

- **High School—Mr. Wagner reviewed:**
 1. Thanked the Board and Administration for the opportunity to serve the District.
 2. Athletic/Student Handbook Changes.
 3. Teacher Handbook Changes.

- **Business Manager—Mr. Lauffer:**
 1. Reviewed the Displacing of Occupation Tax and Per Capita Tax with Earned Income Tax. He reviewed specifics of the process. The Board agreed to pursue the investigation process for 2016-17.

DIALOGUE ITEMS

- Mr. Algoe reviewed the following **2015-16 Annual Board-Approved Items:**
 1. Selection Insurance:

a) Workers' Compensation	\$30,177
b) Property	\$39,987
c) Liability	\$14,054
d) E&O	\$ 4,907
e) Auto	\$ 2,751
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Total	\$91,876

 2. Mr. Algoe said that the Principals have previously reviewed the Handbook Changes.

 3. Mr. Algoe said the Cafeteria Breakfast/Lunch/Milk Prices and the Jefferson/Clarion Head Start Contract will be further studied and presented in August.

- Mr. Algoe and Mr. Beary reported that the Personnel Committee is recommending Carly Wallock as High School Math Teacher at Step 1, Bachelors.

- Mr. Algoe requested a Posting for a Mentor for the new High School Math Teacher.

- Mr. Algoe requested the following Mentors for new Teachers:
 - a. Kindergarten Vicky Campbell
 - b. Fifth Grade Amy Kapp
 - c. Sixth Grade Michele Clover
 - d. Special Ed Robin Kerle

DIALOGUE ITEMS (Continued)

- **Mr. Algoe reviewed the Recommendations of the Personnel Committee for the Hiring of new Paraprofessionals:**
 - a. **Susan Baylor, 5 ¾ Hours Per Day.**
 - b. **Sarah Say, 5 ¾ Hours Per Day.**
 - c. **Shelly Parkes, 5 ¾ Hours Per Day.**

- **Mr. Algoe requested the Addition to our Substitute List—Danielle Fesenmyer, Art, from August 24 through October 15, 2015).**

- **Mr. Algoe requested the Hiring of Kelly Varner as the 2015-16 Direct Certification/Free & Reduced Coordinator at an Annual Salary of \$1,500.**

- **Mr. Algoe reviewed the Renewal of the Farmers Bank CD--\$273,957.65 @2.00% for 84 months.**

- **Mr. Algoe requested the 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.**

- **Mr. Algoe reviewed the Quote from Virco for the purchase of 12 Desks and 12 Chairs for the Additional Kindergarten Classroom at a cost of \$2,262.89, with funds from Long-Term Funding Stream.**

- **Mr. Algoe reviewed the Quote from Houghton Mifflin Harcourt for the 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.**

- **Mr. Algoe said the Awarding of the Salem Township Bus Route #1 will be reviewed in Executive Session.**

- **Mr. Slagle said that the Athletic Committee is recommending Brittany Caulfield as Girls' Soccer Coach.**

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POLICIES

- **Mr. Algoe reviewed the 1st Reading of Policy #808.1: Charging of Cafeteria Meals.**
- **Mr. Algoe reviewed the 2nd Reading of the Following Policies:**
 - 1. Policy #819: Suicide Awareness, Prevention and Response.**
 - 2. Policy #249: Bullying/Cyberbullying.**

ADJOURNMENT

With no further business, the Meeting adjourned at 8:11 P.M.

Respectfully submitted,

**Vernon F. Lauffer
Board Secretary**