

**Keystone School District
Knox, Pennsylvania
Regular Business Meeting Minutes
March 21, 2016**

OPENING/ATTENDANCE

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Regular Business Meeting to order on Monday, March 21, 2016 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. Randolph 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. Tom Bowser, Mrs. Suzanne Chomas, Mr. Vernon Lauffer, Mr. Michael McCormick, Mr. Rodney Sherman and Mr. Bradley Wagner.

ANNOUNCEMENTS

- ❑ Mr. Slagle said an Executive Session will be held immediately after tonight's Meeting to discuss one (1) Collective Bargaining Issue.
- ❑ Mr. Slagle said the next Meeting will be a Combined Work Session and Regular Business Meeting on Monday, April 18 at 7 P.M. in the Elementary School Library.
- ❑ Mr. Slagle said today is Mr. Barrett's 60th Birthday.

PUBLIC COMMENT

Mr. Bowser thanked the Board for their dedication to the students and staff for all of their time committed.

CONSIDERATION OF AGENDA

- ❑ Mr. Beary made the Motion to Approve the Agenda as amended:
Additions:
 - VIII. H. Consideration of the Approval of Christopher Long as the High School Vocal/Instrumental Music Teacher, at Step II Bachelors, effective with the 2016-17 School Year, pending proper completion of Personnel File Documentation and Clearances.
 - VIII. I. Consideration of the Approval of Posting for the following Co-Curriculars, effective with the 2016-17 School Year:
 1. 12th Grade Advisor
 2. Stage Manager, High School
 3. Jr/Sr High Band Director
 4. Marching Band Director
 5. Jr/Sr High Choral Director
 6. Play Director

CONSIDERATION OF AGENDA (Continued)

- **Mr. Beary made the Motion to Approve the Agenda as amended (Continued):**

Additions (Continued):

VIII. J. Consideration of the Approval of an Addition to the Substitute List, pending proper completion of Personnel File Documentation and Clearances:

1. Nathan McGiffin, Custodian

IX.I. 9. 5-12-2016: 2nd Graders to Progressive Agriculture Day at Clarion County Park. Requested by Kim Davis, using Student Contribution.

IX. K. Consideration of the Approval of the Electrical Curtailment Program with NRG for a 3-Year Period—2016-17, 2017-18 and 2018-19.

IX. L. Consideration of the Approval of a 2-Hour Early Dismissal on Wednesday, March 23, 2016 for students and staff.

Corrections:

IX. F. Consideration of the Awarding of the Elementary/High School E-rate Project, pending USAC Approval of the E-rate Reimbursement:

1. CAT 6 Cabling—C.S. Technologies.....\$58,075

2. Access Points—Connectivity.....\$28,350

3. UPS'S—Connectivity.....\$ 2,614

4. Router/Firewall—C.S. Technologies \$ 2,548

***With total Local Contribution not to exceed \$50,000 from Capital Reserve.**

Deletions:

VIII. C. 2. IU 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.

CONSENT AGENDA

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

- **Minutes:**

- **Approve the February 8, 2016 Regular Work Session Minutes***
- **Approve the February 8, 2016 Regular Business Meeting Minutes***
- **Approve the March 14, 2016 Regular Work Session Minutes***

- **Financial Reports:**

- **File the February, 2016 Liquid Cash and Investment Activity Analysis Report for Audit***
- **File the February, 2016 Elementary School Student Activities Report for Audit***
- **File the February, 2016 High School Student Activities Report for Audit***
- **File the February, 2016 High School Student Athletics Report for Audit***

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CONSENT AGENDA (Continued)

Mr. Beary made the Motion to approve the Consent Agenda (Continued):

☐ Financial Reports (Continued):

- **File the February, 2016 Contingency Fund Detail Report for Audit***
- **Approve the February, 2016 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A and G***
- **Approve the February, 2016 Cafeteria Bills for payment as presented and located in Attachment C***
- **File the February, 2016 Cafeteria P&L for Audit***

☐ Written Reports:

- **Accept the January, 2016 Northwest School Combine 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; and Mr. VanTassel—yes. Motion carried 9-0.

PERSONNEL (For Individual or Separate Consideration)

- ☐ **Mr. K. Swartfager made the Motion to APPROVE the LETTER of RETIREMENT from SHARON GEARY, HIGH SCHOOL LIBRARIAN, at the end of the 2015-16 School Year, with regret. 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 POSTING and ADVERTISING for a HIGH SCHOOL LIBRARIAN. 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. VanTassel made the Motion to APPROVE KARI GOUGHLER as GIRLS' VARSITY HEAD VOLLEYBALL 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. Beary made the Motion to APPROVE the LUMP SUM REQUESTS at the end of the 2015-16 School Year:**
 - **Fred Carrow**
 - **Sharon Geary**
 - **Francis Nesta**
 - **Margaret Patton**
 - **Barbara Witkowski**

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PERSONNEL (For Individual or Separate Consideration) (Continued)

- ❑ **Mr. Beary made the Motion to APPROVE the LUMP SUM REQUESTS at the end of the 2015-16 School Year (Continued):**
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 Personnel Items:**
 - **ALLEN HOGUE as NASP INTRAMURAL COACH, pending proper completion of Personnel File Documentation and Clearances.**
 - **JASON NELLIS MOVING from VARSITY FOOTBALL 2nd ASSISTANT COACH to JR HIGH FOOTBALL 1st ASSISTANT COACH, effective with the 2016-17 School Year.**
 - **JASON BEST MOVING from JR HIGH FOOTBALL 1st ASSISTANT COACH to VARSITY FOOTBALL 2nd ASSISTANT COACH, effective with the 2016-17 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.

NEW BUSINESS (For Individual or Separate Consideration)

- ❑ **Mr. Beary made the Motion to APPROVE CHRISTOPHER LONG as HIGH SCHOOL VOCAL/INSTRUMENTAL TEACHER, at STEP II BACHELORS, effective with the 2016-17 School Year, 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; and Mr. VanTassel—yes. Motion carried 9-0.**

- ❑ **Mr. K. Swartfager made the Motion to APPROVE the PURCHASE of CENTURY 21 JR COMPUTER APPLICATIONS WITH KEYBOARDING TEXTBOOKS at a cost of \$3,290, 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. Beary made the Motion to APPROVE the 2016-17 CONCURRENT ENROLLMENT AGREEMENT with BUTLER COUNTY COMMUNITY COLLEGE. 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. Barrett made the Motion to APPROVE the 2016-17 RIVERVIEW IU 6 GENERAL OPERATING BUDGET.** 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 AUDIT REPORTS for FYE June 30, 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. Barrett made the Motion to AWARD the QUOTES for the NATURAL GAS PROCUREMENT for three years Basis to South Jersey Energy@ \$14.6 cents/dth along with immediate purchase of the Natural Gas Commodity (NYMEX), pending Contract completion, and, also, to authorize the procurement of Basis and NYMEX for the 2019-20 and 2020-21 years if the Basis and NYMEX are not significantly greater.** 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.
- ❑ **Mrs. Thompson made the Motion to AWARD the ELEMENTARY and HIGH SCHOOL E-rate PROJECT, as presented, pending USAC Approval of the E-Rate Reimbursement.** 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 BIDDING and ADVERTISING of the TECHNOLOGY SUPPLIES, CUSTODIAL and MAINTENANCE SUPPLIES and the GENERAL & ART SUPPLIES for the 2016-17 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. K. Swartfager made the Motion to APPROVE the UPCOMING PROFESSIONAL DEVELOPMENT:**
 - **4-29-2016: Petula King to Clarion County School Nurse Conference, Clarion, at a cost of \$26.14, 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.

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

- **Mr. Beary made the Motion to APPROVE the UPCOMING FIELD TRIPS:**
 - **4-8-2016: Math/Science Students to Grove City College Engineering Labs. Requested by Alison Albright, at no cost to the District.**
 - **4-20-2016: Safe Driving Competition, Brookville. Requested by Brigette Irwin, at no cost to the District, using the School Car.**
 - **4-28-2016: Envirothon Club to Cook Forest. Requested by Pam Warner, using Budgeted Funds and School Van.**
 - **4-29-2016: Industry Club to businesses in Clarion. Requested by Kelli McNaughton. Substitutes will be paid through Special Education and Principal's Contingency Funds.**
 - **5-6-2016: Spanish Classes to Mallorca Restaurant. Requested by Margaret Patton, using Student Contributions and Scholarships from Jr/Sr High Student Government and using Bus for Transportation.**
 - **5-6-2016: 6th through 9th Graders to Band Fest 2016, Armstrong Jr/Sr High School. Requested by Tom Bowser, using Budgeted Monies for 6th Graders and KMA and Student Contributions for 7th through 9th Graders.**
 - **5-12-2016: 2nd Graders to Progressive Agriculture Day at Clarion County Park. Requested by Kim Davis, using Student Contributions.**
 - **5-18-2016: Fourth Graders to Clear Creek State Park. Requested by Kate Schoeppner, using Budgeted Funds or CATS Funds and Student Contributions.**
 - **5-24-2016: Kindergarten to The Farmers Inn, Sigel. Requested by Kim Riley, using CATS Funds 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. K. Swartfager made the Motion to APPROVE the CURTAILING of the BEHIND-THE-WHEEL (BTW) Portion of the DRIVER EDUCATION PROGRAM, effective May 31, 2016. 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 ELECTRICAL CURTAILMENT PROGRAM with NRG for a 3-Year Period--2016-17, 2017-18 and 2018-19. 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 have a 2-HOUR EARLY DISMISSAL for STUDENTS and EMPLOYEES on Wednesday, March 23, 2016. 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 (For Individual or Separate Consideration)

- **Mr. K. Swartfager made the Motion to APPROVE the 2nd READING of the following Policies:**

- **#212: Reporting Student Progress.**
- **#824: Maintaining Professional Adult/Student Boundaries.**

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.

An Executive Session was held from 7:23 P.M. until 7:50 P.M.

ADJOURNMENT

With no further business, Mr. VanTassel made the Motion to Adjourn the Meeting at 7:23 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