

**Keystone School District  
Knox, Pennsylvania  
Regular Business Meeting Minutes  
July 18, 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, July 18, 2016 at 7:49 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. Randolph R. Burr, Mr. John R. Slagle, Mr. Dustin L. Swartfager, Mr. Kenneth L. Swartfager and Mrs. Stacey I. Thompson. Mrs. Trisha D. Dixon and Mr. Dwayne E. VanTassel. Also present were: Mr. Shawn Algoe, Mr. Vernon Lauffer, Mr. Michael McCormick and Mr. Bradley Wagner.

**CONSIDERATION OF AGENDA**

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

**Additions:**

VII.G. Hire Travis Caro, Assistant Jr. High Football Coach.

**Corrections:**

VII.C. Approval of Hunter Sliker as Volunteer Varsity Boys' Soccer Coach.

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; and Mrs. Thompson—yes. Motion carried 7-0.

**CONSENT AGENDA**

Mr. Beary made the Motion to APPROVE the CONSENT AGENDA:

- **Minutes:**

- Approve the June 20, 2016 Regular Business Meeting Minutes\*

- **Financial Reports:**

1. File the June, 2016 Board Summary for Audit\*
2. File the June, 2016 Liquid Cash and Investment Activity Analysis Report for Audit\*
3. File the June, 2016 Elementary School Student Activities Report for Audit\*
4. File the June, 2016 Contingency Fund Detail Report for Audit\*
5. Approve the June, 2016 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A and G\*
6. Approve the June, 2016 Cafeteria Bills for payment as presented and located in Attachment C\*
7. File the June, 2016 Cafeteria P&L for Audit\*
8. Approve the June, 2016 Capital Reserve Bills for payment as presented and located in Attachment B\*

**CONSENT AGENDA** (Continued)

□ **Written Reports:**

1. Accept the May, 2016 Northwest School Combine Report\*
2. 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; and Mrs. Thompson—yes. Motion carried 7-0.

**PERSONNEL** (For Individual or Separate Consideration)

□ **Mr. Barrett made the Motion to APPROVE the FOLLOWING ITEMS:**

1. Posting for MENTORS for new Social Studies and Library Science Teachers.
2. Hiring of PAUL FLICKNER as GIRLS' BASKETBALL JV COACH, pending proper completion of Personnel File Documentation and Clearances.
3. Approval of HUNTER SLIKER, as VOLUNTEER VARSITY BOYS' SOCCER COACH, pending proper completion of Personnel File Documentation and Clearances.
4. Hiring of SONYA WEAVER, SUBSTITUTE PARAPROFESSIONAL, pending proper completion of Personnel File Documentation and Clearances.
5. 2016-17 hourly rate for TONYA STERNER, CAFETERIA MONITOR, at \$13.57 per hour.
6. Hiring of TRAVIS CARO as ASSISTANT JR. HIGH FOOTBALL 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; and Mrs. Thompson—yes. Motion carried 7-0.

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

□ **Mr. Barrett made the Motion to APPROVE the PURCHASE of HIGH SCHOOL STUDENT CHAIR-DESKS from Virco at a cost of \$3,369.90, with funds from Capital Reserve. 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; and Mrs. Thompson—yes. Motion carried 7-0.**

□ **Mr. K. Swartfager made the Motion to APPROVE the 2016-17 JEFFERSON-CLARION HEAD START CONTRACT, as presented. 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; and Mrs. Thompson—yes. Motion carried 7-0.**

□ **Mr. Beary made the Motion to APPROVE the 2016-17 ATHLETIC TRAINER AGREEMENT with CHAMP at a cost of \$28,126.12. 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; and Mrs. Thompson—yes. Motion carried 7-0.**

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

- ❑ **Mr. Beary made the Motion to APPROVE the TRANSFERRING of FUNDS from GENERAL FUND to CAFETERIA for 2015-16 DELINQUENTS in the amount of \$325.19. 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; and Mrs. Thompson—yes. Motion carried 7-0.**
- ❑ **Mr. K. Swartfager made the Motion to APPROVE the BUDGET TRANSFER to CAPITAL RESERVE for the ELEMENTARY DOOR REPLACEMENT PROJECT for \$150,000 for FYE 6-30-2016. 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; and Mrs. Thompson—yes. Motion carried 7-0.**
- ❑ **Mr. Barrett made the Motion to APPROVE the INVESTMENT of AVAILABLE FUNDS in a CD or CD's at the Quoted Best Rate. 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; and Mrs. Thompson—yes. Motion carried 7-0.**
- ❑ **Mr. Barrett made the Motion to APPROVE the REVISED 2016 HOMESTEAD/ FARMSTEAD EXCLUSION RESOLUTION. 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; and Mrs. Thompson—yes. Motion carried 7-0.**
- ❑ **Mr. Beary made the Motion to APPROVE the FOLLOWING ITEMS:**
  1. **ANNUAL APPROVAL and UPDATES of the 2016-17 HIGH SCHOOL PROGRAM of STUDIES, as presented.**
  2. **ANNUAL APPROVAL and UPDATES of the 2016-17 HIGH SCHOOL STUDENT HANDBOOK, as presented.**
  3. **ANNUAL APPROVAL and UPDATES of the 2016-17 ELEMENTARY STUDENT HANDBOOK, as presented.**

**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; and Mrs. Thompson—yes. Motion carried 7-0.**
- ❑ **Mr. Beary made the Motion to APPROVE the 2016-17, 5-YEAR BUS CONTRACTS for RENEWAL: BUS #3 and #9: RICK A. and DEBRA A. ZERBE. 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; and Mrs. Thompson—yes. Motion carried 7-0.**

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**POLICY (For Individual or Separate Consideration)**

- **Mr. K. Swartfager made the Motion to APPROVE the 2nd READING of the FOLLOWING POLICIES:**
- 1. #626: Federal Fiscal Compliance:**
    - a. Attachment A: Administration of Federal Funds, Type of Costs, Obligations and Property Management**
    - b. Attachment B: Allowability of Costs**
    - c. Attachment C: Cash Management**
    - d. Attachment D: Grant Subrecipient Monitoring Procedures**
    - e. Attachment E: Procurement**
  - 2. #626.1: Travel Reimbursement**
  - 3. #808: Food Services**
  - 4. #827: Conflict of Interest**

**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; and Mrs. Thompson—yes. Motion carried 7-0.**

**ADJOURNMENT**

**With no further business, Mr. D. Swartfager made the Motion to Adjourn the Meeting at 7:55 P.M. 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; and Mrs. Thompson—yes. Motion carried 7-0.**

**Respectfully submitted,**

**Vernon F. Lauffer, Board Secretary**