

**Keystone School District
Knox, Pennsylvania
Regular Business Meeting Minutes
August 15, 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, August 15, 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, 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. Vernon Lauffer, Mr. Michael McCormick and Mr. Bradley Wagner.

ANNOUNCEMENTS

- ❑ Mr. Slagle said an Executive Session would be held tonight immediately following the Meeting to discuss one (1) Collective Bargaining Issue.
- ❑ Mr. Slagle said the next scheduled Meeting is the Combined Regular Work Session and Business Meeting on Monday, September 19, 2016 at 7 P.M. in the Elementary School Library.

PUBLIC COMMENT

None.

REPORTS

- ❑ **Superintendent: Mr. Algoe reviewed:**
 1. Paid Stipend for the Assistant Cross Country Coach.
 2. New Van in use with lettering.
 3. Softball Field Backstop.
 4. Temporary Softball Outfield Fence.
 5. Reschini Administrator for ACA Employee Reporting.
 6. Rooftop HVAC Replacement at High School.
 7. Heating Tank Pipe Replacement.
- ❑ **Elementary Principal: Mr. McCormick reviewed:**
 1. Keystone Elementary School Summer Enrollment.
 2. Kindergarten Clinic held here last week.
 3. Thanks to the Custodial/Maintenance Staff for all their summer work.
 4. Meet the Teachers Night will be August 22.

REPORTS (Continued)

- **High School Principal: Mr. Wagner reviewed:**
 1. School Placements.
 2. Athletic Events.
 3. Back To School Night.
 4. English Textbooks.
 5. Softball Field Backstop.
 6. Thanks to the Custodial/Maintenance Staff for their summer work.

- **Special Education Director: Mrs. Chomas reviewed:**
 1. Mrs. Chomas said that she met with Knox Civic Club with positive ideas for Students with Disabilities.

- **Business Manager: Mr. Lauffer reviewed:**
 1. Reviewed the investment possibilities and procurement of CD's.

CONSIDERATION OF AGENDA

Additions:

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

Additions:

- IX. D. Consideration of the Approval of Creating an Assistant Cross Country Coach position at \$815 annually.**
- E. Consideration of the Approval of Kami Coursen as a Mentor for Chris Long, Vocal & Instrumental Music Teacher for the 2016-17 School Year.**
- F. Consideration of the Approval of Conrad Warner as a Mentor for Josh Almes, Social Studies Teacher for the 2016-17 School Year.**
- X. B. Consideration of the Upcoming Field Trips:**
 1. 9-29-2016 (Rain Date: 10-7-2016): 7th Grade to Beaver Ponds. Requested by Pam Warner at no cost to the District.
 2. 11-13-2016 to 11-17-2016: Senior Trip to Washington D.C. Requested by Bill Irwin and Dustin Kifer, at a maximum cost of \$475, using funds from Magazine Sales, Bah-Humbug Fund and Pop Machine Fund.
 3. 5-3-2017 to 5-5-2017: 9th Graders to Harrisburg, Gettysburg and Philadelphia. Requested by Greg Heath, using funds from Coupon Booklet Sales, Two Pizza Sales and Student Contribution.
- X. C. Consideration of the Approval of a Rooftop HVAC Replacement.**

Deletions:

VIII. C.3.: Accept the Career Center Report.

VIII. B.6: Cafeteria P&L.

IX. B.3: James Rankin, Cross Country Volunteer Coach.

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.

CONSENT AGENDA

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

☐ Minutes:

- 1. Approve the July 18, 2016 Regular Work Session Minutes***
- 2. Approve the July 18, 2016 Regular Business Meeting Minutes***

☐ Financial Reports:

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

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. Barrett made the Motion to APPROVE the RETIREMENT LETTER from BARBARA McGIFFIN, CUSTODIAN, effective December 31, 2016, with regret. 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 APPROVE the following VOLUNTEER COACHES, pending proper completion of Clearances:**

- 1. James Kerle, Varsity Football**
- 2. Alex Wolbert, Varsity Football**

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 APPROVE the following VAN DRIVERS pending proper completion of Clearances:**

- 1. Len Cobler**
- 2. Irvin Renninger**

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.

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PERSONNEL (For Individual or Separate Consideration) (Continued)

- ❑ **Mr. Barrett made the Motion to CREATE an ASSISTANT CROSS COUNTRY COACH POSITION with an \$815 annual stipend and to authorize the Administration to hire this employee with retroactive approval by the Board. 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 APPROVE KAMI COURSEN as MENTOR TEACHER for CHRIS LONG. 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 CONRAD WARNER as MENTOR TEACHER for JOSH ALMES. 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. VanTassel made the Motion to APPROVE the PURCHASE of a SOFTBALL OUTFIELD FENCE INSTALLATION at a cost up to \$1,000, 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; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.**

- ❑ **Mr. K. Swartfager made the Motion to Approve the Following Field Trips:**
 - 1. 9-29-2016 (Rain Date: 10-7-2016): 7th Grade to Beaver Ponds. Requested by Pam Warner at no cost to the District.**
 - 2. 11-13-2016 to 11-17-2016: Senior Trip to Washington D.C. Requested by Bill Irwin and Dustin Kifer, at a maximum cost of \$475, using funds from Magazine Sales, Bah-Humbug Fund and Pop Machine Fund.**
 - 3. 5-3-2017 to 5-5-2017: 9th Graders to Harrisburg, Gettysburg and Philadelphia. Requested by Greg Heath, using funds from Coupon Booklet Sales, Two Pizza Sales and Student Contribution.****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.**

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

- **Mr. Barrett made the Motion to APPROVE the ROOFTOP HVAC at a cost of \$17,900 from ABC, as presented, 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; 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 7:57 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; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

Respectfully submitted,

Vernon F. Lauffer, Board Secretary

