

**Keystone School District
Knox, Pennsylvania
Regular Business Meeting Minutes
June 20, 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, June 20, 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. Vernon Lauffer, Mr. Rodney Sherman and Mr. Bradley Wagner.

ANNOUNCEMENTS

- Mr. Slagle said the next Meeting would be the Combined Regular Work Session and Regular Business Meeting on Monday, July 18, 2016. The Meeting will be held in the Elementary School Library beginning at 7 P.M.
- Mr. Algoe said that the Keystone Memorabilia for Board review is presented by Marty Wise.

PUBLIC COMMENT

- None.

CONSIDERATION OF AGENDA

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

Additions:

VII. 10. Capital Reserve Bills.

Corrections:

VIII.L. Non-Bargaining and Extracurricular Salaries and Wages.

VIII. M. Hire Social Studies Teacher—Josh Almes.

VIII. N. Hire High School Librarian—Patrick Busch.

Deletions:

VII.C.2. IU Report.

IX. D. 2. Bus #3 and #9—Zerbe Busing.

The 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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CONSENT AGENDA

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

☐ Minutes:

- **Approve the May 16, 2016 Regular Business Meeting Minutes***
- **Approve the June 13, 2016***

☐ Financial Reports:

- **File the May, 2016 Board Summary for Audit***
- **File the May, 2016 Liquid Cash and Investment Activity Analysis Report for Audit***
- **File the May, 2016 Elementary School Student Activities Report for Audit***
- **File the May, 2016 High School Student Activities Report for Audit***
- **File the May, 2016 High School Student Athletics Report for Audit***
- **File the May, 2016 Contingency Fund Detail Report for Audit***
- **Approve the May, 2016 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A, D and G***
- **Approve the May, 2016 Cafeteria Bills for payment as presented and located in Attachment C.**
- **File the May, 2016 Cafeteria P&L for Audit***
- **Approve the Capital Reserve Bills for payment as presented and located in Attachment E***

☐ Written Reports:

- **Accept the April, 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. Beary made the Motion to HIRE DUSTIN KIFER as 12th GRADE HEAD ADVISOR, effective August 22, 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. Beary made the Motion to APPROVE AMY RAPE for a second, 1-Year LEARNING SUPPORT TEACHER POSITION, effective August 22, 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.**

PERSONNEL (For Individual or Separate Consideration) (Continued)

- ❑ Mr. K. Swartfager made the Motion to APPROVE the REASSIGNMENT of SHELLY PARKES to a PERMANENT PARAPROFESSIONAL POSITION, effective August 22, 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. Beary made the Motion to RETROACTIVELY APPROVE the POSTING and ADVERTISING for a BUSINESS, COMPUTER & INFORMATION TECHNOLOGY TEACHER position. 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 COACHING POSITION CHANGES, pending proper completion of Personnel File Documentation and Clearances:
 1. RESIGNATION of JOSUE BARRIOS as HEAD VARSITY BOYS' SOCCER COACH.
 2. JOHN SCHULTZ as HEAD VARSITY BOYS' SOCCER COACH.
 3. JACQUALYN TEDESKI, CHEERLEADING VOLUNTEER COACH.
 4. JOSUE BARRIOS, BOYS' SOCCER VOLUNTEER COACH.
 5. TYLER BEAL, VARSITY FOOTBALL, VOLUNTEER COACH.
 6. CHARLES WEAVER, VARSITY FOOTBALL, VOLUNTEER COACH.
 7. JACOB WEAVER, VARSITY FOOTBALL, VOLUNTEER 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. K. Swartfager made the Motion to APPROVE the 2016-17 CO-CURRICULAR SUPPLEMENTAL SCHEDULE, as presented. 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 SUPERINTENDENT'S CONTRACT for SHAWN ALGOE for 2016-17 through 2020-21, as presented. 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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PERSONNEL (For Individual or Separate Consideration) (Continued)

- ❑ **Mr. Barrett made the Motion to APPROVE the 2016-17 NON-BARGAINING and EXTRA-CURRICULAR SALARIES and WAGES, as presented. 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 HIRING of JOSHUA ALMES, as SOCIAL STUDIES TEACHER, at Step II, Masters, pending proper completion of Personnel File Documentation and Clearances, effective August 22, 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 Beary made the Motion to APPROVE the HIRING of a PATRICK BUSCH as HIGH SCHOOL LIBRARY SCIENCE TEACHER, pending proper completion of Personnel File Documentation and Clearances, effective August 22, 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.**

NEW BUSINESS (For Individual or Separate Consideration)

- ❑ **Mr. K. Swartfager made the Motion to APPROVE the 2016-17 BUDGET, as presented:**

1. Real Estate Tax Millage Rate.....	51.587
2. Occupation Tax Millage Rate.....	300
3. Per Capita—Flat Rate	\$10
4. Earned Income Tax Rate	0.50%
5. Real Estate Transfer Millage Rate	0.50%
6. Expenditures	\$15,532,244
7. Revenues	\$15,532,244

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 2016 HOMESTEAD/FARMSTEAD EXCLUSION RESOLUTION, as presented. 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 APPROVE the Following ANNUAL ITEMS for 2016-17, as presented:**

1. REPOSITORIES FOR FUNDS:

- a. Farmers' National Bank
- b. INVEST
- c. PLGIT
- d. PSDLAF

2. 5-Year BUS CONTRACT for BUS #5, O'NEIL BUSING.

3. CONTRACTED SCHOOL PSYCHOLOGIST and RATES:

a. Frank Bifano:

- 1. ReEvals—No Testing \$245.97
- 2. ReEvals—Testing \$443.36
- 3. Gifted Testing \$443.36
- 4. Initial Testing \$443.36

b. Kris Glosser:

- 1. ReEvals—No Testing \$380.26
- 2. Gifted Testing \$380.26
- 3. Initial Testing \$443.36

c. Christina Smith:

- 1. ReEvals—No Testing \$245.97
- 2. Gifted Testing \$380.26
- 3. Initial Testing \$443.36

4. LOCAL AUDITOR: TROESE & ASSOCIATES.

5. SCHOOL DENTIST: DR. DALE MYERS.

6. SCHOOL PHYSICIAN: Dr. NICOLE CARROLL.

7. EIT COLLECTOR: KEYSTONE COLLECTIONS.

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 the 2016-17 WORKER'S COMPENSATION/PROPERTY/LIABILITY/E&O, as presented, with Umbrella Liability Increase to \$5,000,000, through BEELS INSURANCE, with Liberty Mutual as Carrier for E&O, Liability and Property, and PSBA as Carrier for Workers' Compensation. 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 STUDENT ACCIDENT INSURANCE (Parent Cost) to Liberty Mutual for Property & Liability and PSBA for Workers' Compensation. 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. K. Swartfager made the Motion to APPROVE the AWARDING of the ELEMENTARY DOOR REPLACEMENT PROJECT to GLASS ERECTORS for \$148,235 BASE BID, Alt. 1 and Alt. 2 plus CHARGE ORDER up to 10% at the Superintendent's Discretion. 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 TRADE-IN of the DRIVERS' TRAINING CAR to DAVE HALLMAN CHEVROLET for \$3,500. 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 UPCOMING FIELD TRIPS:**
 1. **9/21/2016: Elementary GEM to RIU6 for Scrabble and Debate Training. Requested by Nicole Gorog at no cost to the District.**
 2. **10/19/2016: Elementary GEM to RIU6 for Chess Tournament. Requested by Nicole Gorog at no cost to the District.**
 3. **11/8/2016: Elementary GEM to RIU6 for Election Extravaganza. Requested by Nicole Gorog at no cost to the District.**
 4. **12/5/2016: Elementary GEM to RIU6 for LinguisHTIKS. Requested by Nicole Gorog at no cost to the District.**
 5. **2/6/2017 (Snow Date of 2/7/2017): Elementary GEM to Clarion Mall for Spelling Bee. Requested by Nicole Gorog at no cost to the District.**
 6. **5/10/2017: Elementary GEM to RIU6 for Math 24 Competition. Requested by Nicole Gorog at no cost to the District.**
 7. **5/12/2017: Elementary GEM to Washington DC. Requested by Nicole Gorog, with cost to be approximately \$100 for Bus and Tickets, using Fundraisers and Parent Payment.**

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 PURCHASE of the ELEMENTARY CAFETERIA TABLES from VIRCO at a cost of \$28,987.92 with funds from the Cafeteria Fund. 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. Beary made the Motion to APPROVE the PURCHASE of one STOP-ARM CAMERA for Bus #12 from ZENTINEL at a cost of \$2,495, plus \$150 installation, for a total of \$2,645, using the BUSING FUEL ADJUSTMENT LINE by BOARD-APPROVED BUDGET TRANSFER. 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. Beary made the Motion to APPROVE the 1st 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; 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.

ADJOURNMENT

With no further business, Mr. VanTassel made the Motion to Adjourn the Meeting at 7:43 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