

**Keystone School District  
Knox, Pennsylvania  
Minutes of Work Session  
July 18, 2016**

**OPENING/ATTENDANCE**

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Regular Work Session to order on Monday, July 18, 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, and Mrs. Stacey I. Thompson. Mrs. Trisha D. Dixon and Mr. Dwayne E. VanTassel were absent. Also present were: Mr. Shawn Algoe, Mrs. Suzanne Chomas, Mr. Vernon Lauffer and Mr. Bradley Wagner.

**ANNOUNCEMENTS**

- Mr. Slagle welcomed the guests to the Meeting.
- Mr. Slagle said an Executive Session would be held tonight immediately following the Work Session to discuss one (1) Legal Correspondence and one (1) Personnel Issue.
- Mr. Slagle said the next scheduled Meeting is a Combined Regular Work Session and Regular Business Meeting on August 1, 2016. As there are no Personnel Hirings needed at this time, the Meeting would be cancelled on July 27 if no issues come up in the interim period. The Board would be notified either way.

**PUBLIC COMMENT**

None.

**REPORTS**

- **Superintendent—Mr. Algoe reviewed:**
  1. 2016-17 Commonwealth of Pennsylvania Budget Approval.
  2. Personnel Update.
  3. Test Results.

**REPORTS (Continued)**

- **High School---Mr. Wagner reviewed:**
  1. Proposed Changes to High School Program of Studies for 2016-17.
  2. Proposed Changes to High School Student Handbook for 2016-17.
- **Elementary—Mr. McCormick reviewed:**
  1. Proposed Changes to Elementary Student Handbook for 2016-17.

**DIALOGUE ITEMS**

- Mr. Algoe reviewed the Posting for the Mentors for the new Social Studies and Library Science Teachers.
- Mr. Algoe requested Paul Flickner, Girls' Basketball JV Coach, pending proper completion of Personnel File Documentation and Clearances.
- Mr. Algoe requested Hunter Sliker as Boys' Volunteer Varsity Soccer Coach, pending proper completion of Personnel File Documentation and Clearances.
- Mr. Algoe requested Sonya Weaver as Paraprofessional Substitute, pending proper completion of Personnel File Documentation and Clearances.
- Mr. Algoe reviewed the 2016-17 Hourly Rate for Tonya Sterner, Cafeteria Monitor.
- Mr. Algoe requested Joshua Almes as Assistant Marching Band Director.
- Mr. Algoe said Mr. Wagner previously reviewed the 2016-17 Keystone High School Program of Studies.
- Mr. Algoe said Mr. Wagner previously reviewed the Annual Updates and Approval of the 2016-17 Keystone High School Student Handbook.
- Mr. Algoe said Mr. McCormick previously reviewed the Annual Updates and Approval of the 2016-17 Keystone Elementary School Student Handbook.
- Mr. Algoe said the Van Delivery will be soon, and Mr. Lauffer presented options on the van undercoating. After Board discussion, it was agreed to undercoat the new van.
- Mr. Algoe requested the Purchase of Student Chair-Desks for the High School from Virco at a cost of \$3,369.90, from Capital Reserve.

**DIALOGUE ITEMS** (Continued)

- **Mr. Algoe recommended no changes for the 2016-17 Jefferson-Clarion Head Start Contract from last year. Prices will remain as follows:**

Student Breakfast	\$1.80
Adult Breakfast	\$1.95
Student Lunch	\$2.75
Adult Lunch	\$4.00
  
- **Mr. Algoe reviewed the 2016-17 Athletic Trainer Agreement with CHAMP, at a cost of \$28,126.12**
  
- **Mr. Algoe reviewed the Transfer of Funds needed from the General Fund to the Cafeteria Fund for the 2015-16 Delinquents of \$325.19.**
  
- **Mr. Algoe reviewed the 2015-16 General Fund Budget Transfer from the General Fund to the Capital Reserve Fund for the Elementary Doors Project at \$150,000 for FYE 6-30-16.**
  
- **Mr. Lauffer presented options for cash investment. After Board discussion, it was agreed to quote out CD's for the best rate and options.**
  
- **Mr. Lauffer said the Revised 2016 Homestead/Farmstead Exclusion Resolution is presented tonight due to revised total quantities of eligible Homestead/Farmstead properties.**
  
- **Mr. Algoe reviewed the 2016-17, 5-year Bus Contracts for Renewal: Bus #3 and #9, Rick A. and Debra A. Zerbe.**
  
- **Mr. Algoe reviewed the 2<sup>nd</sup> Reading of the Following Policies:**
  - A. **#626: Federal Fiscal Compliance:**
    1. **Attachment A: Administration of Federal Funds, Type of Costs, Obligations and Property Management.**
    2. **Attachment B: Allowability of Costs.**
    3. **Attachment C: Cash Management.**
    4. **Attachment D: Grant Subrecipient Monitoring Procedures.**
    5. **Attachment E: Procurement.**
  - B. **#626.1: Travel Reimbursement.**
  - C. **#808: Food Services.**
  - D. **#827: Conflict of Interest.**
  
- **Mr. Algoe requested Trevor Caro as Assistant Jr. High Football Coach, pending proper completion of Personnel File Documents and Clearances**

**ADJOURNMENT**

**With no further business, the Meeting adjourned at 7:49 P.M.**

**Respectfully submitted,**

**Vernon F. Lauffer  
Board Secretary**