

**Keystone School District  
Knox, Pennsylvania  
Regular Business Meeting Minutes  
January 16, 2017**

**OPENING/ATTENDANCE**

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Regular Business Meeting to order on Monday, January 16, 2017 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, and Mrs. Stacey I. Thompson. Mr. Dwayne E. VanTassels was absent. Also present were: Mr. Shawn Algoe, Mrs. Suzanne Chomas, Mr. Vernon Lauffer, Mr. Michael McCormick, 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, February 20, 2017. The Meeting will be held in the Elementary School Library beginning at 7 P.M.

**PUBLIC COMMENT**

- ❑ None.

**CONSIDERATION OF AGENDA**

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

**Additions:**

**VII.B.9. Approve the December, 2016 Capital Reserve Bill as presented and located in Attachment B\***

**Deletions**

**VII.C.2. Accept the 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; and Mrs. Thompson—yes. Motion carried 8-0.

**CONSENT AGENDA**

Mr. Beary made the Motion to Approve the Consent Agenda, as follows:

**Minutes:**

1. Approve the December 12, 2016 Regular Business Meeting Minutes\*
2. Approve the December 20, 2016 Special Business Meeting Minutes\*
3. Approve the January 9, 2017 Regular Work Session Minutes\*

**Financial Reports:**

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

**Written Reports:**

1. Accept the November, 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; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; and Mrs. Thompson—yes. Motion carried 8-0.

Mr. McCormick reviewed:

- Act 80 Day.
- Mobile Dentist.
- Writings from 6<sup>th</sup> Grade on Board Table.
- Refreshments tonight were compliments of the Elementary Staff.

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

- Mr. Barrett made the Motion to GRANT TENURE to JASON BEST, Elementary Teacher, as of December 19, 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; and Mrs. Thompson—yes. Motion carried 8-0.

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

- **Mr. Beary made the Motion to APPROVE the LETTERS of INTENT to RETIRE at the end of the 2016-17 School Year from:**
- 1. MELANIE BERKERY, Elementary Special Education Teacher.**
  - 2. PAM FERRINGER, Elementary Teacher.**
  - 3. LINDA HEATH, Elementary Language Arts Teacher.**
  - 4. MARGARET PATTON, High School Spanish Teacher.**
  - 5. ROB SIMMONS, High School Industrial Arts Teacher.**

**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; and Mrs. Thompson—yes. Motion carried 8-0.**

- **Mr. K. Swartfager made the Motion to APPROVE the Personnel Items from the Athletic Committee, pending proper completion of Personnel File Documentation and Clearances:**
- 1. PAUL EVERETT, Boys' Varsity Baseball Assistant Coach.**
  - 2. JEFF DIETZ, Varsity Track & Field Coach.**
  - 3. KACY LEWIS, Jr. High Girls' Volleyball Coach, 7<sup>th</sup> & 8<sup>th</sup> Grade.**
  - 4. BRYAN MONG, Jr. High Girls' Volleyball Coach, 7<sup>th</sup> & 8<sup>th</sup> Grade.**
  - 5. CHAD ROGERS, Jr. High and Varsity Wrestling Volunteer Coach.**
  - 6. RESIGNATION of TRAVIS KARO, Jr. High Football Assistant Coach.**
  - 7. POST for a Jr. High Football Assistant 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; and Mrs. Thompson—yes. Motion carried 8-0.**

- **Mr. Beary made the Motion to APPROVE the LETTER of RETIREMENT as presented by SUSAN RADAKER, Payroll/Human Resources Confidential Secretary, as of June 30, 2017, 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; and Mrs. Thompson—yes. Motion carried 8-0.**

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

- **Mr Barrett made the Motion to APPROVE the Following TAX COLLECTOR ITEMS:**
- 1. Establishment of the TAX COLLECTOR COMMISSION RATES for 2018 through 2021 as follows, which represents no change from the previous four years:**
    - a. \$3.50 per Collection of Real Estate and/or Per Capita/Occupation.**
    - b. \$7.00 for three (3) Collections of Installment Real Estate (\$1.75 / \$1.75 / and \$3.50.**
  - 2. Recognition of the RESIGNATION LETTER from JEANNE MCELHATTEN as ELK TOWNSHIP TAX COLLECTOR, effective January 15, 2017.**

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

- ❑ Mr. Barrett made the Motion to APPROVE the Following TAX COLLECTOR ITEMS (Continued):

3. Recognition of the RESIGNATION LETTER from ROSE SCHRECKENGOST as SHIPPENVILLE BOROUGH TAX COLLECTOR, Effective November 30, 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; and Mrs. Thompson—yes. Motion carried 8-0.

- ❑ Mr. K. Swartfager made the Motion to APPROVE the Following TRANSFER OF FUNDS:

1. Funds Transfer of \$100,000 from the GENERAL FUND to the PLANT/ PHYSICAL FUND and \$213,751 being transferred from the GENERAL FUND to CAPITAL RESERVE for 2016-17.
2. Fund Transfer from the GENERAL FUND LONG-TERM FUNDING STREAM to the CAPITAL RESERVE TEXTBOOKS for \$147,024 for 2016-17. This transfer will close the Long-Term Funding Stream.

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; and Mrs. Thompson—yes. Motion carried 8-0.

- ❑ Mr. Beary made the Motion to APPROVE the UPCOMING PROFESSIONAL DEVELOPMENT:

1. 1-24-2017: National Security Briefing for Teachers Workshop. Requested by Brett Vaughn and Conrad Warner, at a cost of \$120.76, using Budgeted Funds and Contingency 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; and Mrs. Thompson—yes. Motion carried 8-0.

- ❑ Mr. Beary made the Motion to APPROVE the Following UPCOMING FIELD TRIPS:

1. 4-27-2017: 6<sup>th</sup> Grade to Clarion County Career Center. Requested by Jen Wingard. Transportation will be paid for by the Career Center, and no other Expenses.
2. 5-5-2017: 5<sup>th</sup> Grade and Guidance Department to Clarion University and Planetarium. Requested by Autumn Marshall, using Budgeted Funds, Pencil Sales and Student Contribution.
3. 5-24-2017: 6<sup>th</sup> Grade to Cleveland Aquarium. Requested by Michele Clover, using CATS Funds and Student Contribution.

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; and Mrs. Thompson—yes. Motion carried 8-0.

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

- ❑ **Mr. Beary made the Motion to APPROVE the PURCHASE of two (2) TREADMILLS for the FITNESS CENTER from G&G Fitness at a cost of \$9,605, using Funds from Capital Reserve. 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; and Mrs. Thompson—yes. Motion carried 8-0.**
  
- ❑ **Mr. Barrett made the Motion to APPROVE the Riverview IU6 SUMMER ESY PROGRAMMING. 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; and Mrs. Thompson—yes. Motion carried 8-0.**

**ADJOURNMENT**

- ❑ **With no further business, Mr. K. Swartfager made the Motion to Adjourn the Meeting at 7:27 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; and Mrs. Thompson—yes. Motion carried 8-0.**

**Respectfully submitted,**

**Vernon F. Lauffer, Board Secretary**

