

**Keystone School District  
Knox, Pennsylvania  
Regular Business Meeting Minutes  
July 16, 2018**

**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 16, 2018 at 8 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, Mrs. Trisha D. Dixon, Mr. John R. Slagle, Mr. Dustin L. Swartfager and Mr. Kenneth L. Swartfager. Mr. Randolph R. Burr, Mrs. Stacey I. Thompson and Mr. Dwayne E. VanTassel were absent. Also present were: Mr. Shawn Algoe, Mrs. Suzanne Chomas, Mr. Vernon Lauffer, Mr. Michael McCormick, Mr. Rodney Sherman and Mr. Bradley Wagner.

**CONSIDERATION OF AGENDA**

- Mr. K. Swartfager made the Motion to APPROVE the AGENDA as amended:

**Additions:**

- V.E. Josh Almes as Girls' Varsity Basketball Head Coach.
- V.F. Scott Means as Varsity Football Volunteer Coach.
- V.G. Sam Swartzfager as Varsity Football Volunteer Coach.
- VI. C. Cooperative Agreement with Clarion Area School District for Junior High and Varsity Wrestling.

**Deletions:**

- IV. C. 2. Career Center Report.

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes and Mr. K. Swartfager—yes. Motion carried 6-0.

**CONSENT AGENDA**

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

- **Minutes:**

- 1. Approve the June, 2018 Regular Business Meeting Minutes\*

- **Financial Reports:**

- 1. File the June, 2018 Board Summary for Audit\*
- 2. File the June, 2018 Liquid Cash and Investment Activity Analysis Report for Audit\*
- 3. File the June, 2018 Elementary School Student Activities Report for Audit\*
- 4. File the June, 2018 Contingency Fund Report for Audit\*
- 5. Approve the June, 2018 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A and G\*

**CONSENT AGENDA (Continued)**

□ **Financial Reports (Continued):**

6. Approve the June, 2018 Cafeteria Bills for payment as presented and located in Attachment C\*
7. Approve the June, 2018 Cafeteria P&L for Audit\*
8. Approve the June, 2018 Capital Reserve Bills as presented and located in Attachment B\*

**Written Reports:**

1. Accept the May, 2018 Northwest School Combine Report\*
2. Accept the IU Report\*

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes and Mr. K. Swartfager—yes. Motion carried 6-0.

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

- Mr. Barrett made the Motion to APPROVE the LETTER of INTENT to RETIRE from SUZANNE CHOMAS, SPECIAL EDUCATION DIRECTOR, at the end of the 2018-19 School Year, with regret. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes and Mr. K. Swartfager—yes. Motion carried 6-0.

- Mr. Beary made the Motion to APPROVE the FOLLOWING:
1. POST for a MENTOR TEACHER for THOMAS CRUMLISH, EDUCATION TECHNOLOGY TEACHER.
  2. PETE THOMPSON as BOYS' VARSITY SOCCER VOLUNTEER COACH, pending proper completion of Clearances.
  3. MELISSA LLOYD as BUS DRIVER for O'NEIL BUSING, pending proper completion of Personnel File Documentation and Clearances.

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes and Mr. K. Swartfager—yes. Motion carried 6-0.

- Mr. Barrett made the Motion to HIRE/APPROVE the FOLLOWING:
1. JOSH ALMES as GIRLS' VARSITY BASKETBALL HEAD COACH.
  2. SCOTT MEANS as VARSITY FOOTBALL VOLUNTEER COACH, pending proper completion of Clearances.
  3. SAM SWARTZFAGER as VARSITY FOOTBALL VOLUNTEER COACH, pending proper completion of Clearances.

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes and Mr. K. Swartfager—yes. Motion carried 6-0.

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

- ❑ Mr. Beary made the Motion to APPROVE the FOLLOWING 2018-19 ANNUAL HOUSEKEEPING ITEMS:

1. HIGH SCHOOL ATHLETICS HANDBOOK CHANGES.
2. HIGH SCHOOL STUDENT HANDBOOK CHANGES.
3. HIGH SCHOOL TEACHER HANDBOOK CHANGES.
4. HIGH SCHOOL PROGRAM of STUDIES CHANGES.
5. ELEMENTARY STUDENT HANDBOOK CHANGES.
6. ELEMENTARY TEACHER HANDBOOK CHANGES.
7. EVALUATION PLAN CHANGES.
8. WORKERS' COMPENSATION—UPMC—\$25,260.
9. PROPERTY/LIABILITY/E&O/AUTO INSURANCE—LIBERTY MUTUAL—\$49,347.

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes and Mr. K. Swartfager—yes. Motion carried 6-0.

- ❑ Mr. K. Swartfager made the Motion to APPROVE the FIRE EXTINGUISHER QUOTE from CINATAS at a cost of \$2,524.98, with funds from Capital Reserve. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; and Mr. K. Swartfager—yes. Motion carried 6-0.

- ❑ Mr. Beary made the Motion to APPROVE the COOPERATIVE AGREEMENT with CLARION AREA SCHOOL DISTRICT for JR. HIGH and VARSITY WRESTLING, as presented. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; and Mr. K. Swartfager—yes. Motion carried 6-0.

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

- ❑ Mr. Barrett made the Motion to APPROVE the 1<sup>st</sup> READING of the FOLLOWING POLICIES:

1. #347: Workers' Compensation Transitional Return-To-Work Program.
2. #810: Transportation.
3. #810.1: School Bus Driver and School Commercial Motor Vehicle Drivers.
4. #810.3: School Vehicle Drivers.
5. #818: Contracted Services Personnel.

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes and Mr. K. Swartfager—yes. Motion carried 6-0.

An Executive Session was held from 8:07 P.M. until 8:23 P.M.

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**ADJOURNMENT**

- **With no further business, Mr. K. Swartzfager made the Motion to Adjourn the Meeting at 8:07 P.M. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartzfager—yes and Mr. K. Swartzfager—yes. Motion carried 6-0.**

**Respectfully submitted,**

**Vernon F. Lauffer, Board Secretary**