

**Keystone School District
Knox, Pennsylvania
Regular Business Meeting Minutes
February 12, 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, February 12, 2018 at 7:32 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, Mr. Randolph R. Burr, Mrs. Trisha D. Dixon, Mr. John R. Slagle, Mr. Dustin L. Swartfager, Mr. Kenneth L. Swartfager, Mrs. Stacey Thompson and Mr. Dwayne E. VanTassel. 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. Beary made the Motion to APPROVE the AGENDA as amended:

Additions:

V.G.: Athletic Committee Personnel Recommendations.

VI.B.: STEM Club Field Trip.

VI.D.: LED Bulb Replacement.

Corrections:

V.C.: Kayla McConnell as High School Cafeteria Monitor.

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.

CONSENT AGENDA

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

- Minutes:**

1. Approve the January 15, 2018 Regular Business Meeting Minutes*

- Financial Reports** (Continued):

1. File the January, 2018 Liquid Cash and Investment Activity Analysis Report for Audit*
2. File the January, 2018 Elementary School Student Activities Report for Audit*
3. File the January, 2018 High School Student Activities Report for Audit*
4. File the January, 2018 High School Athletics Report for Audit*
5. File the January, 2018 Contingency Fund Report for Audit*
6. Approve the January, 2018 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A, D and G*
7. Approve the January, 2018 Cafeteria Bills for payment as presented and located in Attachment C*
8. Approve the January, 2018 Cafeteria P&L for Audit*
9. Approve the January, 2018 Capital Reserve Bills as presented and located in Attachment B*

CONSENT AGENDA (Continued)

□ **Written Reports:**

1. Accept the December, 2017 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; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.

PERSONNEL (For Individual or Separate Consideration)

□ Mr. Barrett made the Motion to APPROVE and/or HIRE the Following Items and/or Personnel:

1. LETTER of RESIGNATION from JAMIE WEETER, HIGH SCHOOL CAFETERIA MONITOR, effective February 2, 2018.
2. POST and ADVERTISE for a HIGH SCHOOL CAFETERIA MONITOR, RETROACTIVELY.
3. KAYLA MCCONNELL as HIGH SCHOOL CAFETERIA MONITOR, at 2.5 Hours per day, pending proper completion of Personnel File Documentation and Clearances.
4. LETTER of RESIGNATION from CAROLYN THOMPSON, ELEMENTARY CROSSING GUARD, effective November 29, 2017.
5. LETTER of INTENT TO RETIRE from REBECCA RITCHEY, CUSTODIAN.
6. BILLY WOLFE as VAN DRIVER, pending proper completion of Clearances.
7. ATHLETIC COMMITTEE RECOMMENDATIONS, pending proper completion of Personnel File Documentation and Clearances:
 - a. LETTER of RESIGNATION from JOHN SCHULTZ as BOYS' VARSITY SOCCER HEAD COACH, effective immediately.
 - b. POST and ADVERTISE for a BOYS' VARSITY SOCCER HEAD COACH.
 - c. ASHLEY CUSTER as GIRLS' JV VOLLEYBALL COACH.
 - d. ERIN NORTON as VOLUNTEER VARSITY VOLLEYBALL COACH.
 - e. KACI WEAVER as VOLUNTEER VARSITY VOLLEYBALL COACH.
 - f. JUSTIN MCGINLEY as VOLUNTEER VARSITY BASEBALL COACH.
 - g. CALEB WILSON as VOLUNTEER VARSITY BASEBALL 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.

NEW BUSINESS (For Individual or Separate Consideration)

- Mr. Beary made the Motion to APPROVE the 2018-19 SCHOOL CALENDAR, 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.

**REGULAR BUSINESS MEETING MINUTES
FEBRUARY 12, 2018
PAGE 3**

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

- ❑ **Mr. Beary made the Motion to APPROVE the UPCOMING FIELD TRIPS:**
 1. **2/16/2018: Spanish II to Cozumel Restaurant in Clarion. Requested by Rachel de Paz. Students would pay for meals, and District would pay for transportation.**
 2. **4/11/2018: Driver Education Students to Safe Driving Competition in Brookville. Requested by Brigette Rivers, at no cost to the District.**
 3. **4/20/2018: 2nd Grade to Carnegie Science Center in Pittsburgh. Requested by Barb Hurst, using CATS Funds and Student Contribution.**
 4. **4/24/2018: 6th Grade to Career Center. Requested by Jen Wingard, at no cost to the District.**
 5. **3/26/2018: STEM Club to IU6. Requested by Amanda Phillips, at no cost to the District.**

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 PROFESSIONAL DEVELOPMENT:**
 1. **2/14/2018: National Security Briefing for Teachers, Pittsburgh. Requested by Brett Vaughn and Conrad Warner, using \$70 of budgeted funds and \$55.46 non-budgeted funds. 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 PURCHASE of LED BULBS for KEYSTONE ELEMENTARY RETROFIT from PIONEER ELECTRIC through the State Contract in the amount of \$51,583.30 with funds from Capital Reserve and an expected Penelec Rebate of \$11,841.50. 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. K. Swartfager made the Motion to Approve the 2nd Reading of the Following Policies:**
 1. **#302: Employment of Superintendent/Assistant Superintendent.**
 2. **#311: Reduction of Staff.**
 3. **#808: Food Services.**
 4. **#819: Suicide Awareness, Prevention and Response.**

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.

**REGULAR BUSINESS MEEETING MINUTES
FEBRUARY 12, 2018
PAGE 4**

An Executive Session was held from 7:42 P.M. until 8:11 P.M. to discuss one Personnel Item.

ADJOURNMENT

With no further business, Mr. VanTassel made the Motion to Adjourn the Meeting at 7:42 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**