

**Keystone School District  
Knox, Pennsylvania  
Special Business Meeting Minutes  
December 3, 2018**

**OPENING/ATTENDANCE**

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Special Business Meeting to order on Monday, December 3, 2019 at 7:45 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, Mr. John R. Slagle, Mr. Dustin L. Swartfager, Mrs. Stacey I. Thompson and Mr. Dwayne E. VanTassel. Mr. Trisha D. Dixon and Mr. Kenneth L. Swartfager 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. Beary made the Motion to APPROVE the AGENDA with the Following Changes:

**Additions:**

- V.B. Susan Baylor, Paraprofessional, Letter of Resignation.
- VI.C.2. Elective Art Classes Student Field Trip.
- VI.D. Safe2Say Resolution.
- VI.E. Authorization to Pay Necessary Bills.

**Deletions:**

- IV.C.2. Career Center Report
- IV. C.3. IU Report.

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. John R. Slagle—yes; Mr. D. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.

**CONSENT AGENDA**

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

- Minutes:**

1. Approve the November 19, 2018 Work Session Minutes\*
2. Approve the November 19, 2018 Regular Business Meeting Minutes\*

- Financial Reports:**

1. File the November, 2018 Liquid Cash and Investment Activity Analysis Report for Audit\*
2. File the November, 2018 Elementary School Student Activities Report for Audit\*

**CONSENT AGENDA** (Continued)

❑ **Financial Reports** (Continued):

3. File the November, 2018 High School Activities Report for Audit\*
4. File the November, 2018 High School Athletics Report for Audit\*
5. File the November, 2018 Contingency Fund Report for Audit\*
6. Approve the November, 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 November, 2018 Cafeteria Bills for payment as presented and located in Attachment C\*
8. File the November, 2018 Cafeteria P&L Report for Audit\*
9. Approve the November, 2018 Capital Reserve Bills as presented and located in Attachment B\*

❑ **Written Reports**:

1. Accept the October, 2018 Northwest School Combine Report\*

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes Motion carried 7-0.

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

- ❑ Mr. Barrett made the Motion to APPROVE ERICA HUNT as SUBSTITUTE VAN DRIVER, pending proper completion of Personnel File Documentation and Clearances. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mrs. .Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.
- ❑ Mr. Beary made the Motion to APPROVE the LETTER of RESIGNATION of SUSAN BAYLOR, PARAPROFESSIONAL, effective January 18, 2019. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.

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

- ❑ Mr. Beary made the Motion to APPROVE the RESOLUTION TO LIMIT TAX TO INDEX in 2019, as presented. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.

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

- ❑ **Mr. Barrett made the Motion to RETROACTIVELY APPROVE the TRANSFER of \$25,000 from the General Fund to Capital Reserve. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.**
  
- ❑ **Mr. Beary made the Motion to APPROVE the UPCOMING STUDENT FIELD TRIPS:**
  - 1. 4/12/2019: Elementary Chorus Fest, DuBois Middle School. Requested by Barbi Millron, using Budgeted Funds.**
  - 2. 1/17/2019: Elective Art Classes to Cleveland Art Museum and Christmas Story House, Cleveland. Requested by Fred Carrow, using Private Donations and a small Student Contribution, if needed.**

**The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes Motion carried 7-0.**

- ❑ **Mr. Beary made the Motion to AUTHORIZE the BUSINESS MANAGER to PAY NECESSARY BILLS prior to the January 21, 2019 Business Meeting. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.**
  
- ❑ **Mr. Barrett made the Motion to APPROVE the SAFE2SAY RESOLUTION, as presented. The roll call vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.**

**ADJOURNMENT**

- ❑ **With no further business, Mr. VanTassel made the Motion to Adjourn the Meeting at 7:50 P.M. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.**

**Respectfully submitted,**

**Vernon F. Lauffer, Board Secretary**

