

**Keystone School District  
Knox, Pennsylvania  
Regular Work Session Minutes  
July 16, 2018**

**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 16, 2018 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, 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.

**ANNOUNCEMENTS**

- ❑ Mr. Slagle made an introduction of guests.
- ❑ Mr. Slagle said an Executive Session would be held immediately after tonight's Business Meeting to discuss a Collective Bargaining Item.
- ❑ Mr. Slagle said the next scheduled Meeting is the Regular Work Session on Monday, August 13, 2018 at 7 P.M. in the Elementary School Library.

**PUBLIC COMMENT**

Mrs. Dixon commended the Keystone School District teachers for the Summer Work that they do. She has seen this first hand.

**REPORTS**

- ❑ **Superintendent—Mr. Algoe reviewed:**
  1. School Physical Plant Updates.
  2. 2018-19 School Budget.
  3. ESSA.
  4. Jefferson Clarion Head Start request for room rental for Pre-K Counts.
  5. State Audit.
- ❑ **Elementary Principal—Mr. McCormick reviewed:**
  1. Student and Teacher Handbook Changes for 2018-19.

**REPORTS (Continued)**

- **High School Principal—Mr. Wagner reviewed:**
  1. **Student, Teacher, Athletics and Program of Studies Handbook Changes for 2018-19.**
  
- **Business Manager—Mr. Lauffer reviewed:**
  1. **Possible Investment Strategies currently proposed. The Board recommended the Administration to request to rollover all CD's to 3% with Farmers Bank with a 5-year term instead of 5.5 year term.**

**DIALOGUE ITEMS**

- **2018-19 Annual Housekeeping Items:**
  1. **Mr. Wagner previously reviewed the High School Athletics Handbook changes.**
  2. **Mr. Wagner previously reviewed the High School Student Handbook changes.**
  3. **Mr. Wagner previously reviewed the High School Teacher Handbook changes.**
  4. **Mr. Wagner previously reviewed the High School Program of Studies changes.**
  5. **Mr. McCormick previously reviewed the Elementary Student Handbook changes.**
  6. **Mr. McCormick previously reviewed the Elementary Teacher Handbook changes.**
  7. **Mr. Algoe reviewed the Evaluation Plan.**
  8. **Mr. Algoe reviewed the Low Quote on Workers' Compensation with UPMC at a cost of \$25,460.**
  9. **Mr. Algoe reviewed the Low Quote on Property/Liability/E&O/Auto Insurance with Liberty Mutual at a cost of \$49,347.**
  
- **Mr. Algoe reviewed the Letter of Intent to Retire from Suzanne Chomas, Special Education Director, at the end of the 2018-19 School Year.**
  
- **Mr. Algoe requested Pete Thompson as Boys' Varsity Soccer Volunteer Coach, pending proper completion of Clearances.**
  
- **Mr. Algoe requested Posting for a Mentor Teacher for Thomas Crumlish, Education Technology Teacher.**
  
- **Mr. Algoe requested Melissa Lloyd as Bus Driver for O'Neil Busing.**
  
- **Mr. Algoe previously reviewed the Fire Extinguisher Quote from CINTAS at a cost of \$2,624.98.**
  
- **Mr. Algoe reviewed 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.**

**DIALOGUE ITEMS (Continued)**

- Mr. Algoe reviewed the Recommendations from the Athletic Council as follows:
1. Hiring of Josh Almes as Girls' Varsity Basketball Head Coach.
  2. Scott Means as Varsity Football Volunteer Coach.
  3. Sam Swartzfager as Varsity Football Volunteer Coach.
  4. Cooperative Agreement with Clarion Area School District for Jr. High and Varsity Wrestling.

**ADJOURMENT**

With no further business, the Meeting adjourned at 8 P.M.

Respectfully submitted,

Vernon F. Lauffer  
Board Secretary