

**Keystone School District
Knox, Pennsylvania
Regular Business Meeting Minutes
May 15, 2017**

OPENING/ATTENDANCE

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Regular Business Meeting to order on May 15, 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. Dustin L. Swartfager, Mr. Kenneth L. Swartfager, Mrs. Stacey I. Thompson and Mr. Dwayne E. VanTassel. Mr. John R. Slagle was absent. Also present were: Mr. Shawn Algoe, Mrs. Suzanne Chomas, Mr. Vernon Lauffer, Mr. Michael McCormick and Mr. Bradley Wagner.

ANNOUNCEMENTS

- Mr. Barrett made an introduction of Guests.
- Mr. Barrett said the next scheduled Meeting will be the Regular Work Session on Monday, June 12, 2017. The Meeting will be held in the Elementary School Library beginning at 7 P.M.

PUBLIC COMMENT

None.

An Executive Session was held from 7:05 until 7:12 P.M.

REPORTS

Mr. Algoe requested a Fund Transfer from the General Fund to Athletics in the amount of \$4,395 for the 2016-17 School Year.

CONSIDERATION OF AGENDA

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

Additions:

VIII. N. Sam Swartfager as Varsity Football Volunteer Coach.

VIII. O. Post and Advertise for a Girls' Varsity Soccer Assistant Coach.

VIII. P. Post and Advertise for a Boys' Varsity Soccer Assistant Coach.

VIII. Q. Hiring of Bryan Mong as Girls' JV Volleyball Coach.

IX. K. 2016-17 Athletic Fund Transfer of \$4,395.

The vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

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CONSENT AGENDA

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

☐ Minutes:

- 1. Approve the April 10, 2017 Regular Work Session Minutes***
- 2. Approve the April 10, 2017 Regular Business Meeting Minutes***
- 3. Approve the May 8, 2017 Regular Work Session Minutes***

☐ Financial Reports:

- 1. File the April, 2017 Board Summary for Audit***
- 2. File the April, 2017 Liquid Cash and Investment Activity Analysis Report For Audit***
- 3. File the April, 2017 Elementary School Student Activities Report for Audit***
- 4. File the April, 2017 High School Student Activities Report for Audit***
- 5. File the April, 2017 High School Student Athletics Report for Audit***
- 6. File the April, 2017 Contingency Fund Detail Report for Audit***
- 7. Approve the April, 2017 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A, D and G***
- 8. Approve the April, 2017 Cafeteria Bills for payment as presented and located in Attachment C***
- 9. File the April, 2017 Cafeteria P&L for Audit***
- 10. File the April, 2017 Capital Reserve Bills as presented and located in Attachment B***

☐ Written Reports:

- 1. Accept the March, 2017 Northwest School Combine Report***
- 2. Accept the IU Report***
- 3. 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. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

PERSONNEL (For Individual or Separate Consideration)

☐ Mr. K. Swartfager made the Motion to Approve the Following Personnel Items:

- 1. NICOLE TAYDUS LETTER of RESIGNATION as GIRLS' JV VOLLYBALL COACH, effective immediately.**
- 2. POST and ADVERTISE for a GIRLS' JV VOLLEYBALL COACH.**
- 3. DENNIS WHITMORE as BUS 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; Mrs. Dixon—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

PERSONNEL (For Individual or Separate Consideration) (Continued)

❑ **Mr. Beary made the Motion to Approve the Following Personnel Items (Continued)**

1. **Substitute Van Drivers, pending proper completion of Personnel File Documentation and Clearances:**
 - a. **EDNA HILLIARD**
 - b. **WILLIAM SHEFFER**
 - c. **DAVID THOMPSON**
2. **Retroactive Approval of MELISSA LOCKWOOD as Custodial Substitute, effective April 27, 2017, pending proper completion of Personnel File Documentation and Clearances.**
3. **CAROL MILLER LETTER OF RESIGNATION as a 2.5 Hour Per Day Custodian, effective May 12, 2017.**
4. **POSTING and ADVERTISING for a 2.5 Hour Per Day Custodian.**

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

- ❑ **Mr. K. Swartfager made the Motion to RE-CLASSIFY AMY GOLDTHWAITE from a YEAR-to-YEAR SPECIAL EDUCATION TEACHER to a PERMANENT SPECIAL EDUCATION TEACHER, effective AUGUST 25, 2017. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.**

- ❑ **Mr. Beary made the Motion to Hire the Following Personnel, effective August 25, 2017, pending proper completion of Personnel File Documentation and Clearances:**
1. **AMBER BEICHNER, Elementary Teacher, Step I, Bachelors.**
 2. **MONICA MULLEN, Elementary Teacher, Step I, Bachelors.**
 3. **JENNIFER SHELLEY, Special Education Teacher, Step I, Bachelors.**
 4. **RACHEL CLARK de PAZ, High School Spanish Teacher, Step I, Bachelors +24.**
 5. **LEIGH ANN KERLE, Payroll/Human Resources Confidential Secretary at a salary of \$45,000, with an anticipated starting date on or around June 8, 2017.**

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

- ❑ **Mr. K. Swartfager made the Motion to HIRE TYRELL BEARY as Full-Time Custodian, pending proper completion of Personnel File Documentation and Clearances, effective May 16, 2017. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—abstained; Mr. Burr—yes; Mrs. Dixon—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0-1.**

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PERSONNEL (For Individual or Separate Consideration) (Continued)

Mr. VanTassel made the Motion to Approve and/or Hire the Following Personnel Items:

- 1. SAM SWARTFAGER, as Varsity Football Volunteer Coach, pending proper completion of Clearances.**
- 2. Post and Advertise for a GIRLS' VARSITY SOCCER ASSISTANT COACH.**
- 3. Post and Advertise for a BOYS' VARSITY SOCCER ASSISTANT COACH.**
- 4. BRYAN MONG as GIRLS' JV VOLLEYBALL COACH.**

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

NEW BUSINESS (For Individual or Separate Consideration)

Mr. Beary made the Motion to Approve the Following 2017-18 Annual Housekeeping Items:

- 1. Highmark Monthly Medical Insurance Rates:**

PPO Blue	Individual	Parent/Child	Parent/Children	Husband/Wife	Family
46867-19	\$546.79	\$1353.34	\$1353.34	\$1522.64	\$1603.25
12696-83	\$546.79	\$1353.34	\$1353.34	\$1522.64	\$1603.25
12696-TBA	\$552.84	\$1367.95	\$1367.95	\$1539.41	\$1621.05
12696-23	\$565.66	\$1403.01	\$1403.01	\$1575.79	\$1658.07
12696-64	\$565.66	\$1403.01	\$1403.01	\$1575.79	\$1658.07
46867-35	\$592.15	\$1467.03	\$1467.03	\$1649.27	\$1736.06
12696-35	\$592.15	\$1467.03	\$1467.03	\$1649.27	\$1736.06
12696-60	\$572.63	\$1419.84	\$1419.84	\$1595.11	\$1678.57
12696-52	\$607.30	\$1505.19	\$1505.19	\$1691.60	\$1780.38
12696-53	\$612.47	\$1517.66	\$1517.66	\$1705.92	\$1795.59
12696-29	\$621.96	\$1541.72	\$1541.72	\$1732.45	\$1823.32
12696-43	\$642.97	\$1594.70	\$1594.70	\$1791.12	\$1884.74
12696-19	\$654.86	\$1624.49	\$1624.49	\$1824.34	\$1919.62

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

- Mr. Beary made the Motion to Approve the Following 2017-18 Annual Housekeeping Items (Continued):**

2. Delta Dental Contract for 2017-18 with Monthly Dental Insurance Rates:

Individual	Family
\$34.00	\$77.21

3. Vision Benefits of America for 2017-18 with Monthly Vision Insurance Rates:

Individual	Family
\$6.05	\$14.75

4. Boston Mutual Life with Life Insurance Rates for 2017-18: \$0.14/\$1,000 coverage.

5. Long-Term Disability Insurance Rates for 2017-18: \$0.23/\$100 coverage.

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

- Mr. K. Swartfager Nominated STACEY THOMPSON as the 2017-18 BOARD TREASURER. Mr. VanTassel moved to Close the Nominations. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.**

- Mrs. Thompson Nominated VERNON LAUFFER as the 2017-21 BOARD SECRETARY. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.**

- Mr. VanTassel made the Motion to Approve WILLIAM IRWIN as the 2017-18 ATHLETIC DIRECTOR. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.**

- Mr. Beary made the Motion to Approve the Following 2017-18 Annual Housekeeping Items (Continued):**

- 1. Auditor—Local, Troese & Associates.**
- 2. School Dentist—Dr. Myers.**
- 3. School Physician—Dr. Carroll.**

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

- ❑ **Mr. Beary made the Motion to Approve the Following 2017-18 Annual Housekeeping Items (Continued):**

12. School Psychologists Contracts Rates:

Frank Bifano	
ReEvals--No Testing	\$249.66
ReEvals—Testing	\$450.01
Gifted Testing	\$450.01
Initial Testing	\$450.01

Kris Glosser	
ReEvals--No Testing	\$385.96
Gifted Testing	\$385.96
Initial Testing	\$450.01

Christina Smith	
ReEvals--No Testing	\$249.66
Gifted Testing	\$385.96
Initial Testing	\$450.01

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

- ❑ **Mr. Beary made the Motion to Approve Deibles Landscaping for Mowing at the same rate as 2016-17, \$705 per mowing. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.**

- ❑ **Mr. K. Swartfager made the Motion to Approve the following Bus Contract Renewals for 2017-22:**

- 1. Brown Busing, Route #11**
- 2. Lisa Bailey, Route #14**
- 3. Lisa Bailey, Route #18**
- 4. Whitmore Busing, Route #15**

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

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

- **Mr. Beary made the Motion to Approve Repositories for Funds as follows:**

1. Farmers' National Bank
2. INVEST
3. PLGIT
4. PSDLAF

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

- **Mr. K. Swartfager made the Motion to Approve the 2017 GRADUATE LIST as follows: SHETOSHA JANE ADAMS, ALEXANDRIA HOPE BEARFIELD, ALYSSA ANN BEICHNER, MADISON MARIE BEICHNER, NICHOLAS WYATAT BEIGHTOL, WADE THOMAS BOTTS, CHLOE ELIZABETH BOWSER, JOSHUA DAVID BRAUN, HANNAH ROSE BRICKEY, DALTON FRANCIS BROWNLEE, CHRISTIAN ROBERT BURGDORFER, JAKEB EUGENE BYERLEY, EMILY VICTORIA BYERS, SAMANTHA LEE CASHDOLLAR, ABIGAIL FAITH CAULFIELD, KOBE MICHAEL COCHRAN, DAVID JAMES CUSTER, KARA GRACE DAUGHERTY, DEVIN JAY DUNKLE, ASHLEY NICOLE ANN FINLAND, KATRINA LYNN FULMER, GWENDOLYN RAE GREENAWALT, SABRINA MARIE GROSS, CAMERON BRADLEY HALL, ASHLEY RENEE HANST, MADISON JEAN HARLE, JADEN ANELLA HAUGH, JENNA KAE HAWK, JACOB WILLIAM HEETER, BRIANNA NICOLE HILBERT, DEVIN EDWARD HOFFMAN, TAYLOR LENA HOFFMAN, GRACE KATHRYN HOGUE, LARISSA FAITH HUNSBERGER, AUSTIN RAYMOND ION, PAUL JOSEPH KALTENBACH, ABBY JOLYNN KERSEY, RACHEL AMY KETH, GAGE TYLER KING, DANIELLE MARIE LARROW, LAKYNNE OLIVIA LAVAN, BLAKE NATHANIEL LEWIS, JESSICA ASHEY NICOLE MACPHERSON, TAYLOR MARIE MCDANIEL, CHRISTA BROOKE MCHENRY, KELSI ELAINE MCHENRY, JANELLE RYANN MERRYMAN, JORDAN RENEE MERRYMAN, CASSANDRA KORY-AIDEN MULLOOLY, ALEXANDER WAYNE MYERS, JONATHAN DEAN NELSON, TRAVIS WILLIAM O'NEIL, SAWYER DAVID REED, BRYAN LEE REICHARD, ETHAN WILLIAM RITTS, BROCC CARL SCHOEPPNER, DALTON ANDREW SCHULTZ, ERIC JACOB SHERRY, EMILY ROSE SLAUGENHAUPT, KYLE JAMES SMITH, MAKENA LEE STILLER, REESE DANIEL STILLER, COLTON RONALD STOCKDILL, ERVIN E. SWARTZENTRUBER, BRODI MCKUL SWITZER, ALEXIS VICTORIA THOMPSON, JACEY NICOLE THOMPSON, AUDRIANNA MARIE VANTASSEL, DANIEL SCOTT WAGNER, MISTY DAWN WALTERS, KACI LYNN WEAVER, GARRETT ALLAN WETZEL, ROBERT WAYNE WIANT, TANNER MICHAEL WILSON, CHANCE PATRICK WINTERS, ETHAN ROBERT YONLISKY and JENNA MARIE ZACHERL.**

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

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

- ❑ **Mr. K. Swartfager made the Motion to Approve the 2017-18 KEYSTONE SCHOOL DISTRICT BUDGET for DISPLAY, as presented. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.**

- ❑ **Mr. Beary made the Motion to Approve the AWARDING of the 2017-18 GENERAL & ART SUPPLY BID to KURTZ BROS. at a cost of \$24,663.18. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.**

- ❑ **Mr. K. Swartfager made the Motion to Approve the PRI TELEPHONE SYSTEM—replacing Windstream Landlines with Atlantic Broadband, pending Administrative approval. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.**

- ❑ **Mr. Beary made the Motion to Approve the REVISED HOME BUILDERS' INCENTIVE PROGRAM DOCUMENTS, as presented, and to AWARD the 2017-18 through 2021-22 AMISH TRANSPORTATION CONTRACT to WHITMORE BUSING. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.**

- ❑ **Mr. K. Swartfager made the Motion to Approve the Following UPCOMING FIELD TRIPS:**
 - 1. November 12 through 16, 2017: Seniors to Washington, D.C. Requested by Bill Irwin and Dustin Kifer at a cost of approximately \$475, using funds from Magazine Fundraiser, Student Contribution and Outside Charitable Agencies.**
 - 2. May, 2017 (Various Dates): Kindergarten to Knox Post Office, Fire Station and Library. Requested by Kim Riley and Jenna Fink at no cost to the District.**
 - 3. May 11, 2017: 2nd Grade to Progressive Agriculture Day at Clarion County Park. Requested by Kim Davis, with Student Contribution of \$2.**
 - 4. May 12, 2017: 6th, 7th and 8th Grade Band Fest, DuBois Middle School. Requested by Tom Bowser, using budgeted funds.**

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

- ❑ **Mr. Beary made the Motion to Approve KIM WYMAN as DEPUTY TAX COLLECTOR for Beaver Township. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. Van Tassel—yes. Motion carried 8-0.**

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

- ❑ **Mrs. Thompson made the Motion to Approve a 2-Hour Early Dismissal for Students and Staff on May 26, 2017. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.**

- ❑ **Mr. VanTassel made the Motion to Approve the 2016-17 ATHLETIC TRANSFER FUND of \$4,395. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.**

POLICY (For Individual or Separate Consideration)

- ❑ **Mr. Beary made the Motion to Approve the following Policies:**
 1. **1st Reading of Policy #203: Immunization and Communicable Disease.**
 2. **1st Reading of Policy #246: Student Wellness.**
 3. **2nd Reading of Policy #249: Bullying/Cyberbullying.**

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

ADJOURNMENT

With no further business, Mr. VanTassel made the Motion to Adjourn the Meeting at 7:33 P.M. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

Respectfully submitted,

Vernon F. Lauffer, Board Secretary

