

**Keystone School District  
Knox, Pennsylvania  
Regular Business Meeting Minutes  
July 17, 2017**

**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 17, 2017 at 8:28 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. Randolph R. Burr, Mr. John R. Slagle, Mr. Dustin L. Swartfager, Mr. Kenneth L. Swartfager, Mrs. Stacey Thompson and Mr. Dwayne E. VanTassel. Mr. James A. Beary and Mrs. Trisha D. Dixon 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.H. Nicole Deloe as Girls Varsity Soccer Assistant Coach.
- V.I. Ben Wolbert as Varsity Boys' Basketball Volunteer Coach.
- V.J. Dalton Schultz as Varsity Cheerleading Competitive Volunteer Coach.
- V.K. Sandra Rossman as Substitute Custodian.
- VI. K. Tax Exoneration Request.
- VI. L. Use of Facilities Request, as presented.

**Deletions:**

- IV. B. 4. File the June, 2017 High School Activities for Audit.
- IV. B. 5. File the June, 2017 High School Athletics Report for Audit.
- IV. C.2. Accept the IU Report.
- IV. C.3. Accept the Career Center Report.

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

**CONSENT AGENDA**

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

- **Minutes:**

- 1. Approve the June 19, 2017 Regular Business Meeting Minutes\*

- **Financial Reports:**

- 1. File the June, 2017 Board Summary for Audit\*
- 2. File the June, 2017 Liquid Cash and Investment Activity Analysis Report for Audit\*
- 3. File the June, 2017 Elementary School Student Activities Report for Audit\*
- 4. File the June, 2017 Contingency Fund Detail Report for Audit\*
- 5. Approve the June, 2017 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A, D and G\*

**CONSENT AGENDA** (Continued)

❑ **Financial Reports** (Continued)

6. Approve the June, 2017 Cafeteria Bills for payment as presented and located in Attachment C\*
7. File the June, 2017 Cafeteria P&L for Audit\*
8. Approve the June, 2017 Capital Reserve Bills as presented and located in Attachment B\*

❑ **Written Reports:**

1. Accept the May, 2017 Northwest School Combine Report\*

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

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

- ❑ Mr. K. Swartfager made the Motion to APPROVE the LETTER OF RESIGNATION from JENNIFER SHELLEY, Special Education Teacher, effective immediately. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.
- ❑ Mr. Burr made the Motion to APPROVE the HIRING of KAYLA ARBOGAST, Elementary School Teacher, at Step 1, Bachelors, effective August 25, 2017, pending proper completion of Personnel File Documentation and Clearances. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.
- ❑ Mr. Barrett made the Motion to APPROVE the LETTER of RESIGNATION from MARLENE WEAVER, High School Math Teacher, with regret, effective immediately. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.
- ❑ Mr. Burr made the Motion to APPROVE the HIRING of JORDAN POPOLIS, High School Math Teacher, at Step 1.65, Bachelors, effective August 25, 2017, pending proper completion of Personnel File Documentation and Clearances. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.

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

- ❑ **Mr. Barrett made the Motion to APPROVE the LETTER OF RESIGNATION from KARENA MILFORD, Cafeteria Monitor, with regret, effective immediately and to APPROVE the POSTING and ADVERTISING for an Elementary Cafeteria Monitor at 4.75 hours per day and a High School Cafeteria Monitor at 2.5 Hours per day. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.**
  
- ❑ **Mrs. Thompson made the Motion to APPROVE SUZANNE BUCKLEY as MENTOR for AMBER BEICHNER, Elementary Teacher. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.**
  
- ❑ **Mr. Barrett made the Motion to APPROVE and/or HIRE the Following PERSONNEL, pending proper completion of Personnel File Documentation and Clearances:**
  - 1. NICOLE DELOE as Girls' Varsity Soccer Assistant Coach.**
  - 2. BEN WOLBERT as Varsity Boys' Basketball Volunteer Coach.**
  - 3. DALTON SCHULTZ as Varsity Cheerleading Competitive Volunteer Coach.**
  - 4. SANDRA ROSSMAN as Substitute Custodian.****The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.**

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

- ❑ **Mr. Burr made the Motion to APPROVE the 2017-18 WORKERS' COMPENSATION/PROPERTY/LIABILITY and E&O INSURANCE, as presented. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.**
  
- ❑ **Mr. K. Swartfager made the Motion to APPROVE the 2017-18 ELEMENTARY STUDENT HANDBOOK REVISIONS, as presented. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.**
  
- ❑ **Mr. Barrett made the Motion to APPROVE the 2017-18 ELEMENTARY TEACHER HANDBOOK REVISIONS, as presented. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. 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 APPROVE the 2017-18 JUNIOR-SENIOR HIGH SCHOOL ATHLETICS HANDBOOK REVISIONS, as presented. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.**
  
- ❑ **Mr. K. Swartfager made the Motion to APPROVE the 2017-18 JUNIOR-SENIOR HIGH SCHOOL STUDENT HANDBOOK REVISIONS with Reporting by High School Principal to the Board on Grade Floor Utilization. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.**
  
- ❑ **Mr. Barrett made the Motion to APPROVE the 2017-18 JUNIOR-SENIOR HIGH SCHOOL PROGRAM OF STUDIES REVISIONS, as presented. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—no. Motion carried 6-1.**
  
- ❑ **Mr. K. Swartfager made the Motion to APPROVE the 2017-18 JUNIOR-SENIOR HIGH SCHOOL TEACHER HANDBOOK REVISIONS, as presented. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.**
  
- ❑ **Mr. Barrett made the Motion to APPROVE the 2017-18 KEYSTONE SCHOOL DISTRICT EVALUATION PLAN, as presented. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.**
  
- ❑ **Mr. K. Swartfager made the Motion to APPROVE the 2017-18 STUDENT ACCIDENT INSURANCE through AG ADMINISTRATORS, at Parent Paid Cost. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.**
  
- ❑ **Mr. Barrett made the Motion to APPROVE the PURCHASE of ELEMENTARY STUDENT DESKS and CHAIRS from VIRCO at a cost of \$3,271.95, with funds from Capital Reserve. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. 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 APPROVE the TAX EXONERATION REQUEST from Megan Kerr. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.**
  
- ❑ **Mr. VanTassel made the Motion to APPROVE the IN-KIND DONATION for RENTAL FEE for the USE OF FACILITIES as presented by the WESTERN PENNSYLVANIA FAMILIES of FALLEN HEROES, Inc. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. 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 8:36 P.M. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 7-0.**

**Respectfully submitted,**

**Vernon F. Lauffer  
Board Secretary**

