

**Keystone School District  
Knox, Pennsylvania  
Regular Business Meeting Minutes  
October 16, 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, October 16, 2017 at 7 P.M. The Meeting was held in the Keystone Elementary School Group Instruction Room, 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. 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, Mr. Nate Simmons, Mr. Bradley Wagner and Mr. Nate Wingard.

**PUBLIC COMMENT**

None.

**ANNOUNCEMENTS**

- Mr. Slagle said the next Meeting would be the Combined Regular Work Session and Business Meeting on Monday, November 20, 2017 at 7 P.M. in the Elementary School Library.

**REPORTS**

- Superintendent—Mr. Algoe:
  1. Snow Plowing Response from C.E. Weaver Excavating for 2017-18 with no Rate Increase.
  2. Speed Bumps for Access Road.
  3. Corrected Rate of Pay.
  4. Electric and Natural Gas Procurement.

**CONSIDERATION OF AGENDA**

- Mr. Beary made the Motion to APPROVE the AGENDA as amended:  
Additions:
  1. VIII.H.: 11/10/2017 Jen Wingard to Region 5 Fall Workshop—PA Homeless Program, Edinboro, at a cost of \$38.50.
  2. VIII. I.: C.E. Weaver Excavating for the 2017-18 Snow Plowing.
  3. IX. A.: Rate of Pay Adjustment.
  4. IX. B.: Janice Byerley as a Substitute Nurse.

**CONSENT AGENDA**

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

☐ **Minutes:**

1. Approve the September 18, 2017 Regular Work Session Minutes\*
2. Approve the September 18, 2017 Regular Business Meeting Minutes\*
3. Approve the October 9, 2017 Regular Work Session Minutes\*

☐ **Financial Reports:**

1. File the September, 2017 Liquid Cash and Investment Activity Analysis Report for Audit\*
2. File the September, 2017 Elementary School Student Activities Report for Audit\*
3. File the September, 2017 High School Student Activities Report for Audit\*
4. File the September, 2017 High School Athletics Report for Audit\*
5. Approve the September, 2017 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A and G\*
6. Approve the July, August and September, 2017 Cafeteria P&L Reports for Audit\*
7. Approve the September, 2017 Cafeteria Bills for payment as presented and located in Attachment C\*
8. Approve the September, 2017 Capital Reserve Bills as presented and located in Attachment B\*

☐ **Written Reports:**

1. Accept the August, 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. 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. K. Swartfager made the Motion to APPROVE MICHELE HARTZELL as VAN DRIVER for RANDY MCLENDON, INC. 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 QUOTE for the ACCESS ROAD SURFACING—Tar and Chip the Access Road this Fall at a cost of \$7,270 to Hager Paving, plus up to \$1,000 for three (3) Speed Bumps, with Funds from Capital Reserve. 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.

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

- ❑ **Mr. Barrett made the Motion to APPROVE the SIEMENS BUILDING MAINTENANCE CONTRACT for the Five Years ending June 30, 2022, with an Annual Termination Clause and pending Administrative Approval of the Contract, 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.**
  
- ❑ **Mr. K. Swartfager made the Motion to APPROVE the 2017-18 School Year PARIS UNIFORM SERVICES CONTRACT and pending Administrative Approval of the Contract, 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.**
  
- ❑ **Mr. Barrett made the Motion to APPROVE the BIDDING and ADVERTISING of the HIGH SCHOOL CHOIR ROBES. 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. Beary made the Motion to Approve the LED Light Bulb Replacement for Energy Efficiency. Materials will be purchased from Pioneer Electric (State Contract). Labor needed for replacement will be done by Internal Maintenance Staff, with Funds from Capital Reserve.**

<b>1. <u>High School Auditorium</u></b>	
Initial Cost	\$360
Less Rebate	<u>200</u>
Net Initial Cost	<u>\$160</u>
Annual Energy Savings	<u>\$560</u>
Payback Period	3 ½ Months
<b>2. <u>Main Gym</u></b>	
Initial Cost	\$6,105
Less Rebate	<u>1,602</u>
Net Initial Cost	<u>\$4,503</u>
Annual Energy Savings	<u>\$2,244</u>
Payback Period	2 Years
<b>3. <u>Auxiliary Gym</u></b>	
Initial Cost	\$3,053
Less Rebate	<u>801</u>
Net Initial Cost	<u>\$2,252</u>
Annual Energy Savings	<u>\$1,122</u>
Payback Period	2 Years
<b>4. <u>Total Project</u></b>	
Initial Cost	\$9,518
Less Rebate	<u>2,603</u>
Net Initial Cost	<u>\$6,915</u>
Annual Energy Savings	<u>\$3,926</u>
Payback Period	1.7 Years

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

- ❑ **Consideration of the Approval of LED LIGHT BULB REPLACEMENT for Energy Efficiency.** Materials will be purchased from Pioneer Electric. Labor needed for replacement will be done by Internal Maintenance Staff. Funds requested from Capital Reserve. (Continued):

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 FIELD TRIPS:**
  1. 11-2-2017: Math Competition Team to Clarion University for Math Competition. Requested by Dustin Kifer, using Budgeted Funds.
  2. 12-13-2017: 7<sup>th</sup> Graders to Byham Theater in Pittsburgh. Requested by Karen McGiffin with Funds from Student Contribution, Budgeted Monies and Jr. High Student Government Scholarships.
  3. 3-22-2018 to 3-24-2018: Music Department to New York City. Requested by Chris Long, using Student Contributions, Earnings from Fund Raising Projects, Scholarship Grants from Outside Sources and the Choir Fund.

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. Beary made the Motion to Approve the UPCOMING PROFESSIONAL DEVELOPMENT:**
  1. 11/10/2017: Jennifer Wingard to Region 5 Fall Workshop—PA Homeless Program, Edinboro, at a cost of \$38.50. 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.

- ❑ **Mr. Beary made the Motion to Approve C.E. WEAVER EXCAVATING for SNOW PLOWING for 2017-18, with no change in cost from the 2016-17 Year.** 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 JENNA FINK RATE OF PAY ADJUSTMENT and the KEA MEMORANDUM OF UNDERSTANDING, 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.

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

- **Mr. K. Swartfager made the Motion to Hire JANICE BYERLEY, as a SUBSTITUTE NURSE, 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. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.**

**ADJOURNMENT**

**With no further business, the Mr. VanTassel made the Motion to Adjourn the Meeting at 7:16 P.M. The 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**