

**Keystone School District
Knox, Pennsylvania
Regular Business Meeting Minutes
January 21, 2019**

OPENING/ATTENDANCE

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Regular Business Meeting to order on Monday, January 21, 2019 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. John R. Slagle, Mr. Dustin L. Swartfager, Mr. Kenneth L. Swartfager; Mrs. Stacey I. Thompson and Mr. Dwayne E. VanTassel. Also present were: Mr. Shawn Algoe, Mrs. Suzanne Chomas, Mr. Vernon Lauffer, Mr. Michael McCormick, Mr. Rodney Sherman and Mr. Bradley Wagner.

PUBLIC COMMENT

Mr. Slagle said thank you for the Board Appreciation Dinner presented tonight by the Elementary Staff. He said it was very thoughtful, as well as tasty.

ANNOUNCEMENTS

- Mr. Slagle said the next Meeting will be the Combined Regular Work Session and Regular Business Meeting on Monday, February 18, 2019 at 7 P.M. in the Elementary School Library.

REPORTS

- **Mr. Algoe—Superintendent:** Reviewed and Requested the Following Items:
 1. High School Doors Replacement Project Bidding and Advertising.
 2. Retroactive Approval of the Roof Fund CD Reinvestment on December 17, 2018 @ 2.88% for 6 months.

CONSIDERATION OF AGENDA

- Mr. Beary made the Motion to APPROVE the AGENDA with the Following Changes:

Additions:

IX.G. Personnel Items from the Athletic Council Meeting:

1. Ryan Roddy as Varsity Track & Field Assistant Coach. To accommodate this hiring, Assistant Varsity Track & Field Coach Jeff Dietz has agreed to split his salary with Ryan.
 2. Kobe Cochran as Boys' Jr High Basketball Volunteer Coach.
 3. Erik Dowlan as Softball Volunteer Coach.
 4. Kayla McConnell as Girls' Jr High and Varsity Volleyball Volunteer Coach.
 5. Randall "Buck" Weaver as Girls' Jr High Basketball Volunteer Coach.
- XD. Bid and Advertise the High School Door and Vestibule Project.**
- XE. Retroactive Approval of Roof Fund CD.**

CONSIDERATION OF AGENDA (Continued)

- **Mr. Beary made the Motion to APPROVE the AGENDA with the Following Changes (Continued):**

Deletions:

VIII. Consent Agenda:

B.1.: File the December, 2018 Board Summary for Audit.

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.

CONSENT AGENDA

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

□ **Minutes:**

1. Approve the December 3, 2018 Reorganization Meeting Minutes*
2. Approve the December 3, 2018 Regular Work Session Minutes*
3. Approve the December 3, 2018 Special Business Meeting Minutes*
4. Approve the January 14, 2019 Regular Work Session Minutes*

□ **Financial Reports:**

1. File the December, 2018 Liquid Cash and Investment Activity Analysis Report for Audit*
2. File the December, 2018 Elementary School Student Activities Report for Audit*
3. File the December, 2018 High School Activities Report for Audit*
4. File the December, 2018 High School Athletics Report for Audit*
5. File the December, 2018 Contingency Fund Report for Audit*
6. Approve the December, 2018 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A and G*
7. Approve the December, 2018 Cafeteria P& L for Audit.
8. Approve the December, 2018 Cafeteria Bills for payment as presented and located in Attachment C*
9. Approve the December, 2018 Capital Reserve Bills as presented and located in Attachment B*

□ **Written Reports:**

1. Accept the November, 2018 Northwest School Combine Report*
2. Accept the Career Center Report*
3. Accept the IU 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.

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PERSONNEL (For Individual or Separate Consideration)

- ❑ **Mr. K. Swartfager made the Motion to APPROVE the RETIREMENT of SUZANNE CHOMAS, SPECIAL EDUCATION DIRECTOR, effective at the end of the 2018-19 School Year, with regret. 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 POSTING and ADVERTISING for the SPECIAL EDUCATION DIRECTOR POSITION. 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 INTENT TO RETIRE LETTER from SALLY WEDEKIND, PARAPROFESSIONAL, effective at the end of the 2018-19 SCHOOL 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. Beary made the Motion to APPROVE the HIRING of DUSTIN YOUNG, as 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.**
- ❑ **Mr. Beary made the Motion to APPROVE EDEN SPENCE as SUBSTITUTE VAN DRIVER, pending proper completion of 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.**
- ❑ **Mr. Barrett made the Motion to APPROVE the POSTING and ADVERTISING for an ELEMENTARY CAFETERIA MONITOR POSITION. 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.**

PERSONNEL (For Individual or Separate Consideration) (Continued)

- ❑ Mr. Beary made the Motion to APPROVE the PERSONNEL ITEMS from the ATHLETIC COUNCIL MEETING, pending proper completion of Personnel File Documentation and Clearances:
1. RYAN RODDY as VARSITY TRACK & FIELD ASSISTANT COACH. To accommodate this hiring, Assistant Track & Field Coach, Jeff Dietz, has agreed to split his salary with Ryan.
 2. KOBE COCHRAN as BOYS' JR HIGH BASKETBALL VOLUNTEER COACH.
 3. ERIK DOWLAN as SOFTBALL VOLUNTEER COACH.
 4. KAYLA MCCONNELL as GIRLS' JR HIGH and VARSITY VOLLEYBALL VOLUNTEER COACH.
 5. RANDALL "BUCK" WEAVER as GIRLS' JR HIGH BASKETBALL VOLUNTEER COACH.

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. Beary made the Motion to APPROVE the JOHNSON CONTROLS FIRE ALARM SYSTEM MAINTENANCE CONTRACT, as presented, pending Administrative Contract review, for the Term December 1, 2018 through November 30, 2019, at a cost of \$3,199. 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 203b SUMMARY PLAN DESCRIPTION, effective January 1, 2019, 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 UPCOMING STUDENT FIELD TRIPS:
1. 1/18/2019: Business Math Class to KGF Federal Credit Union and Farmers' National Bank. Requested by Kim Exley, at no cost to the District.
 2. 3/1/2019: 5th Grade to Clarion University. Requested by Autumn Marshall, using Budgeted Funds, 5th Grade Pencil Sales and Student Contribution.
 3. 4/26/2019: AP Environmental Science Class to Hedin Environmental and Clarion County Park. Requested by Tyler Chambers, at no cost to the District.
 4. 5/23/2019: Senior Class to PNC Park in Pittsburgh. Requested by Bill Irwin and Dustin Kifer, using funds from the Senior Magazine Sales.

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

- ❑ **Mr. K. Swartfager made the Motion to APPROVE the UPCOMING STUDENT FIELD TRIPS (Continued):**
 - 5. **11/10/2019 through 11/14/2019: Senior Class to Washington, D.C. Requested by Bill Irwin and Dustin Kifer, using funds from the Senior Magazine Sales, Student Activity Account and Outside Charitable Agencies, as necessary.**
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 for the HIGH SCHOOL DOOR and VESTIBULE PROJECT. 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 RETROACTIVELY APPROVE the ROOF FUND CD REINVESTMENT with PLIGIT for a 6-Month Term @ 2.88%. 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, Mr. VanTassel made the Motion to Adjourn the Meeting at 7:11 P.M. 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.**

Respectfully submitted,

Vernon F. Laffer, Board Secretary

