

**Keystone School District
Knox, Pennsylvania
Regular Business Meeting Minutes
June 15, 2020**

OPENING/ATTENDANCE

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Regular Business Meeting to order on Monday, June 15, 2020, at 7 P.M. The Meeting was held in the Keystone Elementary School Gymnasium, 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, and Mr. Dwayne E. VanTassel. Mrs. Stacey I. Thompson was 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 the next scheduled Meetings are the Combined Regular Work Session and Business Meeting on Monday, July 20, 2020 at 7 P.M. in the Elementary School Gymnasium.

PUBLIC COMMENT

None.

REPORTS

- Superintendent—Mr. Algoe reviewed:**
 1. Keystone School District Phased School Reopening Health & Safety Plan.
- High School Principal—Mr. Wagner reviewed:**
 1. Guidelines for Athletics during the COVID-19 Pandemic Disaster.
 2. Purchase of 85 7th Grade English Textbooks at \$115 each. *Mr. Slagle requested to have this Item added to next Month's Agenda.*

CONSIDERATION OF AGENDA

- Mr. Beary made the Motion to Approve the Agenda with the Following Changes:

Additions:

- IX. H. Hiring of Millene Siegel.
- IX. I. Letter of Retirement from Tammy Cozad.
- IX. J. Post for a Paraprofessional.

Corrections:

- IX. E. Remove "Retroactive".
- X. B. 9. \$1,800 to \$1,500.
- X. D. 2. And Return to Athletic Participation/Plan.

Deletions:

- VIII. D. 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 and Mr. VanTassel—yes. Motion carried 8-0.

CONSENT AGENDA

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

Minutes:

1. Approve the May 11, 2020 Regular Work Session Minutes*
2. Approve the May 11, 2020 Special Business Meeting Minutes*
3. Approve the June 8, 2020 Regular Work Session Minutes*

Financial Reports:

1. File the May, 2020 Liquid Cash and Investment Activity Analysis Report for Audit*
2. File the May, 2020 Elementary School Student Activities Report for Audit*
3. File the May, 2020 High School Student Activities Report for Audit*
4. File the May, 2020 High School Student Athletics Report for Audit*
5. File the May, 2020 Contingency Fund Report for Audit*
6. File the May, 2020 General Fund Bills, the Interim Bills and the Wires Transfers for payment as presented and located in Attachments A and G*
7. Approve the May, 2020 Cafeteria Bills for payment as presented and located in Attachment C*
8. File the May, 2020 Cafeteria P&L for Audit*
9. Approve the May, 2020 Capital Reserve Bills as presented and located in Attachment B*

Written Reports:

1. Accept the April, 2020 Northwest School Combine Report*
2. 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 and Mr. VanTassel—yes. Motion carried 8-0.

PERSONNEL (For Individual or Separate Consideration)

- ❑ Mr. Beary made the Motion to APPROVE the PAY FREEZE MEMORANDUMS of AGREEMENT, as presented, with:
 1. KESPA.
 2. SUPERINTENDENT.
 3. ACT 93.
 4. ASSISTANT BUSINESS MANAGER.
 5. BUSINESS MANAGER/BOARD SECRETARY.
 6. SCHOOL PSYCHOLOGIST.

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 and Mr. VanTassel—yes. Motion carried 8-0.

- ❑ Mr. Barrett made the Motion to APPROVE the 2020-21 NON-BARGAINING SALARIES & WAGES, 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 and Mr. VanTassel—yes. Motion carried 8-0.

- ❑ Mr. Beary made the Motion to HIRE JANET HOCKMAN as HIGH SCHOOL ART TEACHER, on STEP 4, MASTERS, with 3 YEARS SALARY CREDIT, effective August 24, 2020, 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 and Mr. VanTassel—yes. Motion carried 8-0.

- ❑ Mr. Barrett made the Motion to HIRE GREGORY CHADMAN as FULL-TIME CUSTODIAN, effective July 1, 2020, 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 and Mr. VanTassel—yes. Motion carried 8-0.

- ❑ Mr. Beary made the Motion to APPROVE the EXTENSION of 1-YEAR EMPLOYMENT for NICK BANNER, HIGH SCHOOL MATH TEACHER, and ALICIA MCMILLEN, PARAPROFESSIONAL, for the 2020-21 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 and Mr. VanTassel—yes. Motion carried 8-0.

PERSONNEL (For Individual or Separate Consideration) (Continued)

- ❑ Mr. Barrett made the Motion to **RETROACTIVELY APPROVE** the **LUMP SUM PAYMENT** for **FRED CARROW** at the end of the 2019-20 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 and Mr. VanTassel—yes. Motion carried 8-0.
- ❑ Mr. Beary made the Motion to **APPROVE** the **REVISED DEPARTMENT (7-12) & GRADE LEVEL (K-6) CHAIRPERSON PERFORMANCE DESCRIPTION**, 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 and Mr. VanTassel—yes. Motion carried 8-0.
- ❑ Mr. Beary made the Motion to **HIRE MILLENE SIEGEL** as **DISTRICT OFFICE TRANSPORTATION/ACCOUNTING/HR/PAYROLL ASSISTANT**, effective July 1, 2020 with an Annual Salary of \$42,500. 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 and Mr. VanTassel—yes. Motion carried 8-0.
- ❑ Mr. Beary made the Motion to **ACCEPT THE LETTER of RETIREMENT** from **TAMMY COZAD, PARAPROFESSIONAL**, effective June 20, 2020. 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 and Mr. VanTassel—yes. Motion carried 8-0.
- ❑ Mr. K. Swartfager made the Motion to **APPROVE** the **POSTING & ADVERTISING** for a **PARAPROFESSIONAL**. 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 and Mr. VanTassel—yes. Motion carried 8-0.
- ❑ Mr. Barrett made the Motion to **APPROVE** the **ANNUAL HOUSEKEEPING ITEMS**:
 1. **Insurance**:
 - a. **Workers' Compensation/Property/Liability/E&O**, as presented.
 2. **Salaries & Wages**:
 - a. **Co-Curricular Supplemental Schedule**, as presented.
 - b. **Extra-Curricular Supplemental Schedule**, 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 and Mr. VanTassel—yes. Motion carried 8-0.

NEW BUSINESS (For Individual or Separate Consideration)

- Mr. K. Swartfager made the Motion to ADOPT the 2020-21 KEYSTONE SCHOOL DISTRICT FINAL BUDGET, as follows:

A. Revenues	\$16,525,072
B. Expenditures	\$16,573,125
C. Real Estate Millage Rate	51.587
D. Occupation Assessment Millage Rate	300
E. Per Capital Flat Rate	\$10
F. Earned Income Tax	.5%
G. Real Estate Realty Transfer Rate	.5%

H. Real Estate & Personal Tax Bills
Discount Period 7/1 to 8/31; Face
Period 9/1/ to 11/30; Penalty Period
12/1/ to 12/31

I. Number of Real Estate Installments for
Homestead/Farmstead Properties
(Inclusive of \$1,500 Tax Collector
Software Modification) 6

J. 2020-21 Homestead/Farmstead Resolution, 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 and Mr. VanTassel—yes. Motion carried 8-0.

- Mr. Beary made the Motion to APPROVE the FOLLOWING 5-YEAR TRANSPORTATION CONTRACTS, pending Administrative Contract Preparation and Signing:

1. B. Lisa Bailey—Route 11
2. Whitmore Busing—Route 1
Whitmore Busing—Route 13
3. Randy McClendon—Vans
4. McLendon Transportation—Vans

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 and Mr. VanTassel—yes. Motion carried 8-0.

- Mr. Barrett made the Motion to APPROVE the PHASED SCHOOL RE-OPENING HEALTH & SAFETY PLAN, VERSION 1, 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 and Mr. VanTassel—yes. Motion carried 8-0.

**REGULAR BUSINESS MEETING MINUTES
JUNE 15, 2020
PAGE 6**

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

- **Mr. K. Swartfager made the Motion to APPROVE the RETURN TO PARTICIPATION/PLAN of CO-CURRICULAR and EXTRA-CURRICULAR ACTIVITIES. 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 and Mr. VanTassel—yes. Motion carried 8-0.**

ADJOURNMENT

With no further business, Mr. VanTassel made the Motion to Adjourn the Meeting at 7:57 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 and Mr. VanTassel—yes. Motion carried 8-0.

Respectfully submitted,

Vernon F. Lauffer, Board Secretary