

**Keystone School District  
Knox, Pennsylvania  
Regular Business Meeting Minutes  
April 19, 2021**

**OPENING/ATTENDANCE**

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Regular Business Meeting to order on Monday, April 19, 2021 at 8:30 P.M. The Meeting was held in the Keystone Elementary School Gymnasium, 451 Huston Avenue, Knox, Pennsylvania. The following Board Members were present: Mr. James A. Beary, Mr. Randolph R. Burr, Mr. John R. Slagle, Mr. Dustin L. Swartfager, Mr. Kenneth L. Swartfager, Mrs. Stacey I. Thompson and Mr. Dwayne E. VanTassel. Mr. Gregory A. Barrett and Mrs. Trisha D. Dixon were absent. Also present were: Mr. Vernon Lauffer, Mr. Michael McCormick, Mrs. Kelli McNaughton, Mr. Rodney Sherman and Mr. Bradley Wagner.

**ANNOUNCEMENTS**

- After meeting in Executive Session, Mr. Slagle said that Grievance #101.2020-21 has been denied with KESPA.

**CONSIDERATION OF AGENDA**

- Mr. Beary made the Motion to Approve the Agenda with the Following Amendments:  
Additions:
  - VI. D. Consideration of the Approval of the Letter of Resignation from Josh Almes as Girls' Varsity Basketball Coach.
  - VI. E. Consideration of the Approval of Andy Traister as Girls' Varsity Basketball Coach, pending proper completion of Personnel File Documentation and Clearances.
  - VII. I. 2. Consideration of the Approval of the Following Items:
    - a. 2021-22 Extension with Nutrition Group as FSMC.
    - b. 2021-22 Budget as submitted by Nutrition Group.
    - c. 2021-22 Breakfast/Lunch Prices.
    - d. 2021-22 Jefferson/Clarion Head Start Billing Amounts.
    - e. 2021-22 Ala Carte Pricing.
  - VII. L. Consideration of the Approval of the 2021-22 High School ELA Textbook Purchase at a cost of \$11,300.52 from SAVVAS with funds from the General Fund.
  - VII. M. Consideration of the Approval for Brett English to complete his Eagle Scout Project with the construction of a Ticket Booth.

The voice vote is recorded as follows: Mr. Beary—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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**CONSENT AGENDA (Continued)**

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

**☐ Minutes:**

- 1. Approve the March 15, 2021 Regular Work Session Minutes\***
- 2. Approve the March 15, 2021 Regular Business Meeting Minutes\***

**☐ Financial Reports:**

- 1. File the March, 2021 Board Summary Report for Audit\***
- 2. File the March, 2021 Liquid Cash and Investment Activity Analysis Report for Audit\***
- 3. File the March, 2021 Elementary Student Activities Report for Audit\***
- 4. File the March, 2021 High School Student Activities Report for Audit\***
- 5. File the March, 2021 High School Student Athletics Report for Audit\***
- 6. File the March, 2021 Contingency Fund Report for Audit\***
- 7. Approve the March, 2021 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A and G\***
- 8. Approve the March, 2021 Cafeteria Bills for payment as presented and located in Attachment C\***
- 9. File the March, 2021 Cafeteria P&L Report for Audit\***
- 10. File the March, 2021 Capital Reserve Bills as presented and located in Attachment B-1.**

**☐ Written Reports:**

- 1. Accept the February, 2021 Northwest School Combine Report\***
- 2. Accept the Career Center Report\***
- 3. Accept the IU Report\***

**The voice vote is recorded as follows: Mr. Beary—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 RESIGNATION LETTER from ELIZABETH SAWYER, Paraprofessional, effective March 31, 2021. The voice vote is recorded as follows: Mr. Beary—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. Beary made the Motion to APPROVE the LUMP SUM REQUEST from BILL IRWIN. The voice vote is recorded as follows: Mr. Beary—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. K. Swartfager made the Motion to APPROVE the LETTER of RESIGNATION from KARLA BEICHNER, Crossing Guard, effective at the end of the 2020-21 School Year. The voice vote is recorded as follows: Mr. Beary—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 LETTER of RESIGNATION from JOSH ALMES as GIRLS' VARSITY BASKETBALL HEAD COACH, effective immediately. The voice vote is recorded as follows: Mr. Beary—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. Beary made the Motion to APPROVE ANDY TRAISTER as GIRLS' VARSITY BASKETBALL HEAD COACH, effective immediately. The voice vote is recorded as follows: Mr. Beary—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 2021-22 NON-BARGAINING SALARIES and WAGES increase and COVID-19 Allowance, as presented. The voice vote is recorded as follows: Mr. Beary—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. Beary made the Motion to APPROVE the 2021-22 ADMINISTRATIVE SALARIES and WAGES increase and COVID-19 Allowance, as presented. The voice vote is recorded as follows: Mr. Beary—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 2021-22 EXTRA-CURRICULAR SALARIES and WAGES increases, as presented. The voice vote is recorded as follows: Mr. Beary—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. Beary made the Motion to APPROVE the ADMINISTRATIVE RESTRUCTURING, for APRIL 1, 2021 through JUNE 30, 2021, as presented. The voice vote is recorded as follows: Mr. Beary—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. K. Swartfager made the Motion to APPOINT MR. MICHAEL MCCORMICK as ACTING SUPERINTENDENT, for the period of 4/1/2021 to 6/30/2021. The voice vote is recorded as follows: Mr. Beary—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. K. Swartfager made the Motion to APPROVE the AUDIT for YEAR ENDING JUNE 30, 2020. The voice vote is recorded as follows: Mr. Beary—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. Beary made the Motion to APPROVE the Following Items:**
  1. **2021-22 CONTRACT with VECTOR SOLUTIONS for SAFE SCHOOLS at a cost of \$809.02—budgeted.**
  2. **2021-22 CONTRACT with DDTA for DRUG & ALCOHOL TESTING.**
  3. **2021-22 PSBA POLICY MAINTENANCE PARTICIPATION AGREEMENT.**

The voice vote is recorded as follows: Mr. Beary—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. Beary made the Motion to APPROVE the PURCHASE of a NEW KUBOTA TRACTOR from Terry W. Kahle at a net cost of \$13,250.82, with funds from Capital Reserve. The voice vote is recorded as follows: Mr. Beary—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 PURCHASE of ELEMENTARY CAFETERIA EXHAUST FANS at a cost of \$4,945.60, with funds from Capital Reserve. The voice vote is recorded as follows: Mr. Beary—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. Beary made the Motion to APPROVE the PURCHASE of FITNESS CENTER DOORS and MAG LOCKS at the HIGH SCHOOL at a cost of \$18,679, with funds from Capital Reserve. The voice vote is recorded as follows: Mr. Beary—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) (Continued)

❑ Mr. Beary made the Motion to APPROVE the HIGH SCHOOL RESTROOM STALLS REPLACEMENT at a cost of \$6,460, with funds from Capital Reserve. The voice vote is recorded as follows: Mr. Beary—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 following Building & Grounds Projects with Funds from Cafeteria and Approved Grant:

1. HIGH SCHOOL DOUBLE COMBINATION OVEN at a cost of \$28,822.97, with funds from Cafeteria.
2. ELEMENTARY SCHOOL DOUBLE COMBINATION OVEN at a cost of \$29,355.69, with funds from PA Grant.
3. (4) ELEMENTARY CONVECTION OVENS at a cost of \$13,111.80, with funds from Cafeteria.

The voice vote is recorded as follows: Mr. Beary—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. Beary made the Motion to APPROVE the AWARDING of the ELECTRICAL PANEL BID for the ELEMENTARY SCHOOL to WASSON ELECTRIC at a cost of \$104,800, with funds from Capital Reserve. The voice vote is recorded as follows: Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—no; Mrs. Thompson—yes and Mr. VanTassel—yes. Motion carried 6-1.

❑ Mr. K. Swartfager made the Motion to APPROVE the HIGH SCHOOL LOWER PARKING LOT REPLACEMENT ARCHITECTURAL SERVICES at a cost of \$6,050 and to APPROVE the BIDDING and ADVERTISING. Research on inclusion of Drain(s) is to be revised in the specifications. The voice vote is recorded as follows: Mr. Beary—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. Beary made the Motion to APPROVE the 2021-22 Annual Board Approval Item:

1. VISION INSURANCE with VISION BENEFITS of AMERICA CONTRACT RENEWAL for 7/1/2021 through 6/30/2023 at a cost of \$6.05 for Single and \$14.75 for Family. The voice vote is recorded as follows: Mr. Beary—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. K. Swartfager made the Motion to APPROVE the 2021-22 Annual Board Approval Items:**
1. **2021-22 CONTRACT EXTENSION with NUTRITION GROUP, INC. as FSMC.**
  2. **2021-22 CAFETERIA BUDGET as submitted by NUTRITION GROUP.**
  3. **2021-22 CAFETERIA BREAKFAST/LUNCH PRICES, as presented.**
  4. **2021-22 JEFFERSON/CLARION HEAD START BILLING AMOUNTS, as presented.**
  5. **2021-22 CAFETERIA ALA CARTE PRICING, as presented.**

The voice vote is recorded as follows: Mr. Beary—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. Beary made the Motion to APPROVE the PURCHASE of the ELEMENTARY MATH TEXTBOOKS at a cost of \$91,029.69 from SAVVAS, with funds from the 2020-21 General Fund. The voice vote is recorded as follows: Mr. Beary—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 2021-22 CHAMP ATHLETIC TRAINER CONTRACT, as presented. The voice vote is recorded as follows: Mr. Beary—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. Beary made the Motion to APPROVE the PURCHASE of HIGH SCHOOL ELA TEXTBOOKS from SAVVAS at a cost of \$11,300.52, with funds from the 2020-21 General Fund. The voice vote is recorded as follows: Mr. Beary—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. Beary made the Motion to APPROVE BRETT ENGLISH'S EAGLE SCOUT PROJECT for the construction and installation of a TICKET BOOTH. The voice vote is recorded as follows: Mr. Beary—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.**

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

- **Mr. K. Swartfager made the Motion to APPROVE the 1<sup>st</sup> READING of the FOLLOWING POLICIES:**
1. **#137: Extracurricular Participation by Home Education Students.**
  2. **#150: Comparability of Services.**
  3. **#810.1: School Bus Drivers and School Commercial Vehicle Drivers.**
  4. **#810.3: School Vehicle Drivers.**

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**ADJOURNMENT**

**With no further business, Mr. VanTassel made a Motion to adjourn the Meeting at 9:20 P.M. The voice vote is recorded as follows: Mr. Beary—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**