

**Keystone School District  
Knox, Pennsylvania  
Regular Business Meeting Minutes  
September 20, 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, September 20, 2021 at 8:37 P.M. in the Keystone Elementary School Gymnasium/Cafeteria, 451 Huston Avenue, Knox, Pennsylvania. The following Board Members were present: Mr. Gregory A. Barrett, 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. Mrs. Trisha D. Dixon was absent. Also present were: Mrs. Kaylan Blair, Mr. Vernon Lauffer, Mr. Michael McCormick, Mrs. Kelli McNaughton, Mr. Rodney Sherman and Various Members of the Community.

**CONSIDERATION OF AGENDA**

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

**Additions:**

- V.P. Hiring Mindy Hartzell as a Substitute Nurse.
- V.Q. Letter of Resignation from Halee McCance, High School Math Teacher.
- V.R. Posting and Advertising for a High School Math Teacher.
- VI. C.3. 10/7/2021: Ecology Class to Benezette and the Elk County Visitor Center.  
Requested by Matt Baker, using Budgeted Funds.

The voice vote is recorded as follows: Mr. Barrett—yes; 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 8-0.

**CONSENT AGENDA**

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

- Minutes:**
  - 1. Approve the August 16, 2021 Regular Business Meeting Minutes\*
- Financial Reports:**
  - 1. File the August, 2021 Liquid Cash and Investment Activity Analysis Report for Audit\*
  - 2. File the August, 2021 Elementary Student Activities Report for Audit\*
  - 3. File the July, 2021 High School Student Activities Report for Audit\*
  - 4. File the August, 2021 High School Student Activities Report for Audit\*
  - 5. Approve the August, 2021 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A and G\*
  - 6. Approve the August, 2021 Cafeteria Bills for payment as presented and located in Attachment C\*
  - 7. File the August, 2021 Capital Reserve Bills as presented and located in Attachment B-1\*

**CONSENT AGENDA** (Continued)

□ **Written Reports:**

1. Accept the July, 2021 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; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes and Mr. VanTassel—yes. Motion carried 8-0.

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

□ Mr. K. Swartfager made the Motion to APPROVE the following Personnel Items:

1. LETTER of RESIGNATION from ALICIA McMILLEN, PARAPROFESSIONAL, effective December 13, 2021.
2. LETTER of INTENT to RETIRE from BRAD WAGNER, HIGH SCHOOL PRINCIPAL/ATHLETIC DIRECTOR, effective August 15, 2022.
3. HIRE DAVID MCCOLLOUGH as HIGH SCHOOL MATH TEACHER, at \$49,704, Step 2 Bachelors, 1 Year Salary Credit, effective November 22, 2021, pending proper completion of Personnel File Documentation and Clearances.
4. LETTER of RESIGNATION from ALISON ALBRIGHT as GIRLS' JR. HIGH BASKETBALL "TEAM A" COACH, effective immediately.
5. LETTER OF RESIGNATION from MALLORY REED as GIRLS' JR. HIGH BASKETBALL "TEAM B" COACH, effective immediately.
6. HIRE MALLORY REED as GIRLS' JR. HIGH BASKETBALL "TEAM A" COACH, effective immediately, pending proper completion of Personnel File Documentation and Clearances.
7. HIRE JAMES MCCONNELL as GIRLS' JR. HIGH BASKETBALL "TEAM B" COACH, effective immediately, pending proper completion of Personnel File Documentation and Clearances.
8. APPOINT BRITT SHERRY as GIRLS' BASKETBALL PROGRAM VOLUNTEER, pending proper completion of Personnel Documentation and Clearances.
9. APPOINT MIKE BROWN as BOYS' BASKETBALL PROGRAM VOLUNTEER, pending proper completion of Personnel File Documentation and Clearances.
10. LETTER of RESIGNATION from BAILEY HARLE as CHEERLEADING/COMPETITIVE SPIRIT VARSITY and JR. HIGH ASSISTANT COACH, effective immediately.
11. POST and ADVERTISE for the CHEERLEADING/COMPETITIVE SPIRIT VARSITY and JR. HIGH ASSISTANT COACH position.
12. APPOINT MIKE AMES as GIRLS' and BOYS' CROSS COUNTRY PROGRAM VOLUNTEER, 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; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes and Mr. VanTassel—yes. Motion carried 8-0.

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

- Mr. Barrett made the Motion to APPROVE the following Personnel Items, pending proper completion of Personnel File Documentation and Clearances:**
- 1. APPOINT BOBBIE HELLER as GIRLS' and BOYS' CROSS COUNTRY PROGRAM VOLUNTEER.**
  - 2. APPOINT FRANKI SHEATZ as GIRLS' and BOYS' CROSS COUNTRY PROGRAM VOLUNTEER.**
  - 3. APPOINT KENNDY MCLENDON as VARSITY SOCCER PROGRAM VOLUNTEER.**

**The voice vote is recorded as follows: Mr. Barrett—yes; 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 8-0.**

- Mr. Barrett made the Motion to APPROVE the following Personnel Items:**
- 1. Hire MINDY HARTZELL as SUBSTITUTE NURSE, pending proper completion of Personnel File Documentation and Clearances, effective immediately.**
  - 2. ACCEPT the LETTER of RESIGNATION from HALEE MCCANCE, HIGH SCHOOL MATH TEACHER, effective November 16, 2021.**
  - 3. POST and ADVERTISE for a HIGH SCHOOL MATH TEACHER.**

**The voice vote is recorded as follows: Mr. Barrett—yes; 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 8-0.**

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

- Mr. Beary made the Motion to APPROVE Two (2) VAN DRIVERS:**
- 1. JENNIFER ROBERTS**
  - 2. BECKY KRIEBEL**

**The voice vote is recorded as follows: Mr. Barrett—yes; 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 8-0.**

- Mr. Beary made the Motion to APPROVE the SANCTIONING of FLAG FOOTBALL. The voice vote is recorded as follows: Mr. Barrett—yes; 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 8-0.**

- Mr. Barrett made the Motion to APPROVE the UPCOMING FIELD TRIPS:**
- 1. 9/30/2021: 1<sup>st</sup> Grade to Elk County Visitors' Center. Requested by Nancy Daum, using Student Contribution and CATS Funds.**

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

- ❑ **Mr. Barrett made the Motion to APPROVE the UPCOMING FIELD TRIPS (Continued):**
2. **9/30/2021: Room #111 Walking Trips. Requested by Amy Goldthwaite, using Classroom Field Trip Fund:**
    - a. **September 17 or 24, 2021: Knox Fire Station**
    - b. **October 15 or 19, 2021: Knox Post Office**
    - c. **November 22 or 23, 2021: Tom’s Riverside**
    - d. **December 17 or 20, 2021: Dollar General**
    - e. **January 14 or 18, 2022: Knox Public Library**
    - f. **February 11 or 14, 2022: Knox Bakery**
    - g. **March 25 or 28, 2022: Knox Police Station**
    - h. **April 29 or May 2, 2022: The Pizza Shop**
    - i. **May 20 or 23, 2022: Knox Video and Discount Market**
  3. **10/7/2021: Ecology Class to Benezette and the Elk County Visitor Center. Requested by Matt Baker, using Budgeted Funds.**

**The voice vote is recorded as follows: Mr. Barrett—yes; 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 8-0.**

- ❑ **Mr. Beary made the Motion to APPROVE the APPROACH of the KEYSTONE SCHOOL DISTRICT towards the PENNSYLVANIA DEPARTMENT of HEALTH’s August 31, 2021 FACIAL COVERING ORDER.**
- ❑ **Mr. Beary made the Motion to TABLE THE PREVIOUS MOTION until the next Meeting. The voice vote is recorded as follows: Mr. Barrett—yes; 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 8-0.**

**ADJOURNMENT**

**With no further business, Mr. VanTassel made the Motion to Adjourn the Meeting at 8:49 P.M. The voice vote is recorded as follows: Mr. Barrett—yes; 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 8-0.**

**Respectfully submitted,**

**Vernon F. Lauffer  
Board Secretary**

