

**Keystone School District
Knox, Pennsylvania
Regular Business Meeting Minutes
December 8, 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, December 8, 2021 at 7:31 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. Jason C. Say, Mr. John R. Slagle, Mr. Dustin L. Swartfager, Mr. Kenneth L. Swartfager, Mrs. Stacey I. Thompson, Mr. Dwayne E. VanTassel and Mr. Randall C. Weaver. Also present were: Mr. Leon Aristeguieta, Mrs. Kaylan Blair, Mr. Vernon Lauffer, Mr. Michael McCormick, Mrs. Kelli McNaughton, Mr. Rodney Sherman, Mr. Bradley Wagner, Mrs. Teresa Young and Various Members of the Community.

CONSIDERATION OF AGENDA

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

Deletions:

1. IV. B. 3: File the November, 2021 Elementary School Student Activities Report for Audit.
2. IV. B. 6: Approve the November, 2021 Cafeteria Bills for payment as presented and located in Attachment C.
3. IV. B. 7: File the November, 2021 Cafeteria P&L Report for Audit.
4. IV. C. 3: File the IU Report.

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.

CONSENT AGENDA

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

- Minutes:**

1. Approve the November, 2021 Regular Work Session Minutes*
2. Approve the November, 2021 Regular Business Meeting Minutes*

- Financial Reports:**

1. File the November, 2021 Liquid Cash and Investment Activity Analysis Report for Audit*
2. File the November, 2021 Contingency Fund Report for Audit*
3. File the November, 2021 High School Student Activities Report for Audit*
4. Approve the November, 2021 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A, D and G*
5. File the November, 2021 Capital Reserve Bills as presented and located in Attachment B-1*

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CONSENT AGENDA (Continued)

❑ **Written Reports:**

1. **Accept the September, 2021 Northwest School Combine Report***
2. **Accept the Career Center Report***

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.

PERSONNEL (For Individual or Separate Consideration)

- ❑ **Mr. Beary made the Motion to APPROVE the HIRING of COURTNEY SYFERT, as a LONG-TERM SUBSTITUTE HIGH SCHOOL MATH TEACHER, effective January 3, 2022 through the end of the 2021-22 School Year, at the pro-rated salary of \$26,062, Step 1, Bachelors, pending proper completion of Personnel File Documentation and Clearances. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.**
- ❑ **Mr. K. Swartfager made the Motion to APPROVE the POSTING for a MENTOR for the LONG-TERM SUBSTITUTE HIGH SCHOOL MATH TEACHER. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes; and Mr. Weaver—yes. Motion carried 9-0.**
- ❑ **Mr. Barrett made the Motion to RETRO-ACTIVELY APPROVE the POSTING of MENTORS for DAVID MCCOLLOUGH, HIGH SCHOOL SCIENCE TEACHER and AUSTIN CESSNA, HIGH SCHOOL SOCIAL STUDIES TEACHER. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.**
- ❑ **Mr. Barrett made the Motion to APPROVE the INTENT to RETIRE LETTER from DIXIE WENTLING, PARAPROFESSIONAL, effective July 9, 2022. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.**
- ❑ **Mr. Beary made the Motion to APPROVE the HIRING of COURTNEY COLWELL as PARAPROFESSIONAL, effective December 9, 2021, pending proper completion of Personnel File Documentation and Clearances. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.**

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PERSONNEL (For Individual or Separate Consideration) (Continued)

- ❑ **Mr. Beary made the Motion to APPOINT JULIE PATRICK as JV/VARSITY GIRLS' BASKETBALL VOLUNTEER, pending proper completion of Personnel File Documentation and Clearances. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.**
- ❑ **Mr. K. Swartfager made the Motion to APPROVE the LETTER of RESIGNATION from CHRISTOPHER LONG as PLAY DIRECTOR, effective immediately. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.**
- ❑ **Mr. Barrett made the Motion to HIRE KAMI COURSEN as PLAY DIRECTOR, effective immediately. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.**

NEW BUSINESS (For Individual or Separate Consideration)

- ❑ **Mr. Beary made the Motion to RETRO-ACTIVELY APPROVE EXTENDING the SUBSTITUTE ATHLETIC DIRECTOR POSITION to BILL IRWIN from October 9, 2021 through June 30, 2022. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.**
- ❑ **Mr. Beary made the Motion to APPROVE the STUDENT A EXPULSION AGREEMENT, as presented. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.**
- ❑ **Mr. K. Swartfager made the Motion to APPROVE the 2022 HOMESTEAD/FARMSTEAD RESOLUTION, as presented. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.**

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

- ❑ **Mr. Beary made the Motion to APPROVE the 2020-21 BUDGET TRANSFERS, as presented. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.**

- ❑ **Mr. K. Swartfager made the Motion to AUTHORIZE the BUSINESS MANAGER to PAY the NECESSARY BILLS prior to the January 17, 2022 Regular Business Meeting. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.**

- ❑ **Mr. Barrett made the Motion to APPROVE the REPLINISHING of the DISCRETIONARY BUDGET for ELEMENTARY TABLES to be paid from Capital Reserve in the amount of \$2,765.55. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.**

- ❑ **Mr. K. Swartfager made the Motion to APPROVE the CONTINUANCE to ADHERE to the PA DEPARTMENT OF HEALTH FACIAL COVERING ORDER FOR STUDENTS WITH THE FOLLOWING ADDENDUM: NOTE—A SPECIAL BUSINESS MEETING WILL BE CALLED BY THE PRESIDENT UPON ISSUANCE of the PA SUPREME COURT RULING TO ADDRESS the MASK ORDER, HEALTH and SAFETY PLAN REVISION and/or CREATION of a KEYSTONE SCHOOL DISTRICT COMMUNICABLE DISEASE PREVENTION and CONTROL PLAN. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.**

- ❑ **Mr. Barrett made the Motion to APPROVE the UPCOMING FIELD TRIPS:**
 1. **5/25/2022: Senior Class to PNC Park. Requested by Dustin Kifer and Dan Reed, using money from the Class of 2022 Student Account, Fundraiser Profits for each Student and Additional Funds paid by the Students will cover the cost of the trip.**
 2. **11/13/2022 through 11/18/2022: Senior Class to Washington, D.C. Requested by Dustin Kifer and Dan Reed, using Voluntary Contributions from Students, earnings from the Senior Class Magazine and Cookie Dough Fundraiser and Money Allocated from the Senior Class Student Activity Account. Contributions from various outside sources may also be used.**

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.

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POLICY (For Individual or Separate Consideration)

- **Mr. K. Swartfager made the Motion to APPROVE the 1st READING of the FOLLOWING POLICIES:**
1. **004 BOG-7**
 2. **006 Meetings**
 3. **006 BOG-0**
 4. **006.1 Attendance at Meetings via Electronic Communication**
 5. **146.1 Trauma-Informed Approach**
 6. **203 Immunizations and Communicable Diseases**
 7. **203 AR-0 Immunization Requirements**
 8. **203 AR-1 Communicable Diseases/Attendance**
 9. **236.1 AR-0 Threat Assessment Intake Form**
 10. **236-1 AR-1 Threat Assessment Checklist**
 11. **236-1 AR-2 Individualized Management Plan**
 12. **246 School Wellness**
 13. **314 Physical Examination**
 14. **626 Federal Fiscal Compliance**
 15. **705 Facilities and Workplace Safety**
 16. **705 AR-0 Safety**
 17. **903 Public Participation in Board Meetings**
 18. **904 Public Attendance at School Events**
 19. **907 School Visitors**
 20. **907 AR-0 School Visitors**

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.

ADJOURNMENT

With no further business, Mr. VanTassel made the Motion to Adjourn the Meeting at 8:08 P.M. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.

Respectfully submitted,

Vernon F. Lauffer, Board Secretary

