

**Keystone School District  
Knox, Pennsylvania  
Regular Business Meeting Minutes  
January 24, 2022**

**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 24, 2022 at 8:40 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 and Mr. Randall C. Weaver. Mr. Dwayne E. VanTassel was absent. Also present were: Mr. Leon Aristeguieta, Attorney Jennifer Gornall—Zoom, Mr. Vernon Lauffer, Mr. Michael McCormick, Mr. Rodney Sherman, Mr. Bradley Wagner, Mrs. Terry Young and Various Others.

**CONSIDERATION OF AGENDA**

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

**Corrections:**

1. VI. B: 3-Hour Early Dismissals (2 or 3).
2. V. P.1: Add Varsity Football Head Coach.

**Deletions:**

1. V.O: Hire Varsity Football Head Coach.
2. VI.C: Questec Agreement.

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

**CONSENT AGENDA**

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

- **Minutes:**

1. Approve the December 8, 2021 Reorganization Meeting Minutes\*
2. Approve the December 8, 2021 Regular Work Session Minutes\*
3. Approve the December 8, 2021 Regular Business Meeting Minutes\*
4. Approve the December 20, 2021 Special Business Meeting Minutes\*

- **Financial Reports:**

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

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**CONSENT AGENDA (Continued)**

❑ **Financial Reports (Continued)**

7. Approve the December, 2021 Cafeteria Bills for payment as presented and Located in Attachment C\*
8. Approve the November, 2021 Cafeteria P&L Report for Audit\*
9. Approve the December, 2021 Cafeteria P&L Report for Audit\*
10. Approve the December, 2021 Capital Reserve Bills as presented and located in Attachment B-1 and B-2\*

❑ **Written Reports:**

1. Accept the November, 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 and Mr. Weaver—yes. Motion carried 8-0.

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

- ❑ Mr. Barrett made the Motion to APPROVE the HIRING of DAVID WENTLING as a FULL-TIME, PERMANENT CUSTODIAN, effective January 25, 2022, 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 and Mr. Weaver—yes. Motion carried 8-0.
- ❑ Mr. K. Swartfager made the Motion to APPROVE the MODIFYING of the SPEECH PATHOLOGIST, SAMANTHA TOY's work week from 3 days per week to 5 days per week for the remainder of the School Year, effective January 25, 2022, using ARP ESSER Grant Funds. 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 and Mr. Weaver—yes. Motion carried 8-0.
- ❑ Mr. Beary made the Motion to APPROVE the MODIFYING of the SCHOOL PSYCHOLOGIST, MARIA VAUGHN's work week from 3 days per week to 5 days per week for the remainder of the School Year, using ARP ESSER 7 % Set Aside Funds. 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 and Mr. Weaver—yes. Motion carried 8-0.
- ❑ Mr. K. Swartfager made the Motion to APPROVE the HIRING of KIM CALLANDER as a PARAPROFESSIONAL, effective January 18, 2022, 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 and Mr. Weaver—yes. Motion carried 8-0.

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

- ❑ **Mr. Beary made the Motion to RETROACTIVELY APPROVE the Posting for a BUILDING CHECK CUSTODIAN and to APPOINT SCOTT DOWLAN as BUILDING CHECK CUSTODIAN, effective January 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 and Mr. Weaver—yes. Motion carried 8-0.**
  
- ❑ **Mr. Beary made the Motion to APPROVE the RESIGNATION LETTER from KAYLA McCONNELL, HIGH SCHOOL CAFETERIA MONITOR, effective December 31, 2021 and to RETROACTIVELY POST and ADVERTISE for a HIGH SCHOOL CAFETERIA MONITOR. 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 and Mr. Weaver—yes. Motion carried 8-0.**
  
- ❑ **Mr. Beary made the Motion to APPROVE the HIRING of JORDAN POPOLIS as VARSITY GIRLS' TRACK COACH, 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 and Mr. Weaver—yes. Motion carried 8-0.**
  
- ❑ **Mr. Beary made the Motion to APPROVE the HIRING of BOBBIE HELLER and FRANKI SHEATZ to SPLIT the GIRLS' VARSITY TRACK and FIELD ASSISTANT COACH position, 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 and Mr. Weaver—yes. Motion carried 8-0.**
  
- ❑ **Mr. Barrett made the Motion to APPROVE the HIRING of JON BEAL and BILL WEAVER to SPLIT the BOYS' VARSITY TRACK and FIELD ASSISTANT COACH position, pending proper completion of Personnel File Documentation and Clearances, 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 and Mr. Weaver—yes. Motion carried 8-0.**
  
- ❑ **Mr. Beary made the Motion to APPROVE the HIRING of ANDREW LAUER as VARSITY BASEBALL ASSISTANT COACH, 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 and Mr. Weaver—yes. Motion carried 8-0.**

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

- ❑ **Mr. Beary made the Motion to APPROVE the RESIGNATION LETTER from RYAN SMITH as VARSITY FOOTBALL HEAD COACH, with regret, 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 and Mr. Weaver—yes. Motion carried 8-0.**
  
- ❑ **Mr. K. Swartfager made the Motion to APPROVE the RESIGNATION LETTER from RYAN SMITH as SPRING WEIGHT ROOM COORDINATOR, 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 and Mr. Weaver—yes. Motion carried 8-0.**
  
- ❑ **Mr. Barrett made the Motion to APPROVE the POSTING and ADVERTISING of the Following ATHLETIC POSITIONS:**
  - 1. Varsity Football Head Coach.**
  - 2. Varsity Football 1<sup>st</sup> Assistant Coach.**
  - 3. Varsity Football 2<sup>nd</sup> Assistant Coach.**
  - 4. Jr. High Football Head Coach.**
  - 5. Jr. High Football 1<sup>st</sup> Assistant Coach.**
  - 6. Jr. High Football 2<sup>nd</sup> Assistant Coach.**
  - 7. Spring Weight Room Coordinator**

**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 and Mr. Weaver—yes. Motion carried 8-0.**
  
- ❑ **Mr. K. Swartfager made the Motion to APPROVE KAREN McGIFFIN as MENTOR for COURTNEY SYFERT. 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 and Mr. Weaver—yes. Motion carried 8-0.**
  
- ❑ **Mr. Barrett made the Motion to APPROVE the LUMP SUM REQUEST from KAMI COURSEN. 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 and Mr. Weaver—yes. Motion carried 8-0.**
  
- ❑ **Mr. Barrett made the Motion to APPROVE the RETIREMENT LETTER from VERNON LAUFFER as BUSINESS MANAGER/BOARD SECRETARY, effective June 29, 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 and Mr. Weaver—yes. Motion carried 8-0.**

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

- ❑ **Mr. Beary made the Motion to RETROACTIVELY APPROVE the POSTING and ADVERTISING for the BUSINESS MANAGER POSITION. 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 and Mr. Weaver—yes. Motion carried 8-0.**
- ❑ **Mr. Beary made the Motion to APPROVE TYLER CHAMBERS as a MENTOR for DAVID MCCOLLOUGH and ERIK SUNDLING as a MENTOR for AUSTIN CESSNA. 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 and Mr. Weaver—yes. Motion carried 8-0.**

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

- ❑ **Mr. K. Swartfager made the Motion to APPROVE the ADOPTION of the PSBA PRINCIPLES for GOVERNANCE and LEADERSHIP, 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 and Mr. Weaver—yes. Motion carried 8-0.**
- ❑ **Mr. Barrett made the Motion to APPROVE the REVISION of the 2021-22 SCHOOL CALENDAR, as presented, designating two DAYS of 3-HOUR EARLY DISMISSAL FOR STUDENTS on MARCH 21 and MAY 23, 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 and Mr. Weaver—yes. Motion carried 8-0.**
- ❑ **Mr. K. Swartfager made the Motion to APPROVE the CLARION COUNTY CAREER CENTER ARTICLES of 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 and Mr. Weaver—yes. Motion carried 8-0.**
- ❑ **Mr. Beary made the Motion to APPROVE the ADVERTISEMENT of a 5-YEAR BID for FOOD SERVICE MANAGEMENT OPERATIONS. 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 and Mr. Weaver—yes. Motion carried 8-0.**
- ❑ **Mr. Say made the Motion to APPROVE the REVISION of the HEALTH & SAFETY PLAN to address Household Contacts and CDC Changes as amended in the Presented Version—removing Sentences 1 through 4 on Page 6 of 8. 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 and Mr. Weaver—yes. Motion carried 8-0.**

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

- **Mr. K. Swartfager made the Motion to APPROVE the UPCOMING FIELD TRIP: 3/25/2022: Students to Clarion University for College Career Fair. Requested by Jennifer Wingard, using the Principal Contingency Fund. 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 and Mr. Weaver—yes. Motion carried 8-0.**

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

- **Mr. K. Swartfager made the Motion to APPROVE the 2<sup>nd</sup> READING of the Following Policies:**
- 1. #006 Meetings**
  - 2. #006.1 Attendance at Meetings Via Electronic Communication**
  - 3. #146.1 Trauma-Informed Approach**
  - 4. #246 School Wellness**
  - 5. #314 Physical Examination**
  - 6. #626 Federal Fiscal Compliance**
  - 7. #705 Facilities and Workplace Safety**
  - 8. #903 Public Participation in Board Meetings**
  - 9. #904 Public Attendance at School Events**
  - 10. #907 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 and Mr. Weaver—yes. Motion carried 8-0.**

**Mr. K. Swartfager asked how to implement a Book Checkout Practice that allows for parent permission.**

**ADJOURNMENT**

**With no further business, Mr. K. Swartfager made the Motion to Adjourn the Meeting at 9:03 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 and Mr. Weaver—yes. Motion carried 8-0.**

**Respectfully submitted,**

**Vernon F. Lauffer, Board Secretary**

