

**Keystone School District
Knox, Pennsylvania
Regular Business Meeting Minutes
December 10, 2012**

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 10, 2012 at 7 P.M. The Meeting was held in the Keystone Elementary Group Instruction Room, 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. Wayne D. Johns, Mr. Thomas L. McCoy, Mr. John R. Slagle, Mr. Dustin L. Swartfager, Mr. Kenneth L. Swartfager, Mrs. Stacey I. Thompson and Mr. Dwayne E. VanTassel. Also present were: Mr. Shawn Algoe, Mr. Richard Bonnar, Mrs. Sue Chomas, Mr. Vernon Lauffer, Mrs. Bea Reed, Mr. Rodney Sherman, Mrs. Vicky Walters and Mrs. Karen Wedekind.

PUBLIC COMMENT

Mrs. Bea Reed and Mrs. Karen Wedekind addressed the Board regarding the purchase of the Steamer/Boiler and any changes that would be occurring in the Cafeteria Operations.

An Executive Session was held from 7:06 P.M. until 7:30 P.M.

CONSIDERATION OF AGENDA

- Mr. K. Swartfager made the Motion to approve the Agenda as amended:
 - Additions:
 - X.E. Declare the Varsity Boys' Soccer Coach open.
 - X.F. Approve the Posting and Advertising of Boys' Soccer Coach.
 - X.G. Discipline of Employee "A".
 - XI.A.6. December 11, 2012: Select Ensemble to Clarion Holiday Inn. Requested by Fran Nesta at no cost to the District.
 - XI.H. Consideration of the Approval of Upcoming Professional Development: January 21, 2013: 7th Annual School Nurse Inservice, New Castle. Requested by Petula King at a cost of \$55.21, using Budgeted Funds.
 - Deletions:
 - VIII.B.2. File the November, 2012 Elementary School Student Activities Report for Audit
 - VIII.B.3. File the November, 2012 High School Student Activities Report for Audit.
 - VIII.B.4. File the November, 2012 High School Student Athletics Report for Audit.
 - VIII.B.9. Approve the November, 2012 Capital Reserve Bills for payment as presented and located in Attachment B.
 - VIII. B. 10. Approve the November 2012 Long-Term Funding Stream Bills for payment as presented and located in Attachment I.

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CONSIDERATION OF AGENDA (Continued)

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

REPORTS

- Mrs. Walters, High School reviewed:
 - Varsity Cheerleaders' Competition placed 3rd out of 13 teams at the District 9 State Qualifying competition. The top 5 teams qualified to attend States in Hershey in February.
 - The Boys' Varsity Basketball Team won the Tip-Off Tournament.
 - The Jr. High Cheerleaders won 1st place, Judges' Choice, at the Cheer Competition at Kane High School.
 - A Concussion Report was given.
 - The "Battle in the Burg" was discussed.
 - Discussed the SAS Leadership Conference, Leadership in the Times of Reform, she attended.
 - PA School Performance Profile is a data warehouse for all of the Districts' data. The public website is due to release 2010-11 data in the spring.
 - SAS Website--Standards Aligned System.
 - Keystone Exams--Implementation, AYP and Project-Based Assessments.

CONSENT AGENDA

Mr. Beary made the Motion to approve the Consent Agenda:

- Minutes:
 - Approve the November 19, 2012 Work Session Minutes*
 - Approve the November 19, 2012 Regular Business Meeting Minutes*
 - Approve the December 3, 2012 Reorganization Meeting Minutes*
 - Approve the December 3, 2012 Work Session Minutes*
- Financial Reports:
 - File the November, 2012 Liquid Cash and Investment Activity Analysis Report for Audit*
 - File the November, 2012 Contingency Fund Detail Report for Audit*
 - Approve the November, 2012 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A and G for payment*
 - Approve the November, 2012 Cafeteria Bills for payment as presented and located in Attachment C*
 - Approve the November, 2012 Cafeteria P&L for Audit*

CONSENT AGENDA (Continued)

Written Reports:

- Accept the October, 2012 Northwest School Combine Report*
- Accept the Career Center Report*

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

CONTRACTS (For Individual or Separate Consideration)

- Mr. Beary made the Motion to **APPROVE the PSBA BUCS COMPREHENSIVE PROGRAM for UNEMPLOYMENT COMPENSATION INSURANCE for 2013.**

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

PERSONNEL (For Individual or Separate Consideration)

- Mr. Barrett made the Motion to **APPROVE the FOLLOWING ITEMS:**

- **ADDITIONS to the SUBSTITUTE LIST, pending proper completion of Personnel File Documentation and Clearances:**
 1. Susan Baylor, Cafeteria
 2. Cassandra Faulk, Early Childhood/Elem
- **RETIREMENT of MARILYN BUNCH, Elementary School Teacher, effective at the end of the 2012-13 School Year, with regret.**
- **INTENT to RETIRE of GARY HENRY, Elementary School Teacher, effective at the end of the 2012-13 School Year, with regret.**
- **ADJUSTMENT in DAYS WORKED for JODY FRAZIER, Elementary Secretary, from 240 days to 213 days, effective January 16, 2013.**
- **DECLARE the VARSITY BOYS' SOCCER COACH Position vacant.**
- **POST/ADVERTISE for the VARSITY BOYS' SOCCER COACH.**

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

- Mr. Beary made the Motion to **DIRECT THE SUPERINTENDENT to IMPOSE a 2-DAY SUSPENSION WITHOUT PAY for Employee "A".** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. VanTassel--yes. Motion carried 9-0.

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NEW BUSINESS (For Individual or Separate Consideration)

- Mr. K. Swartfager made the Motion to **APPROVE the UPCOMING FIELD TRIPS:**
 - **April 30, 2013: 5th Grade to Clarion University. Requested by Autumn Marshall, using 5th Grade Pencil Sales and Student Contribution Funds.**
 - **April 26, 2013: 2nd Grade to Carnegie Science Center. Requested by Barb Hurst, using CATS Funds for Transportation and Student Contribution for Admission.**
 - **November 30, 2102: Select Ensemble to Lucinda. Requested by Fran Nesta, using Student Activities Funds.**
 - **December 8, 2012: Select Ensemble to Clarion. Requested by Fran Nesta, at no cost to the District.**
 - **December 11, 2012: Select Ensemble to Clarion Holiday Inn utilizing District Transportation. Requested by Fran Nesta, using Superintendent's Contingency Funds.**
 - **December 15, 2012: Select Ensemble to Fryburg utilizing District Transportation. Requested by Fran Nesta, using Superintendent's Contingency Funds.**

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

- Mr. Barrett made the Motion to **APPROVE the SEQUESTRATION RESOLUTION as presented.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. VanTassel--yes. Motion carried 9-0.
- Mr. Beary made the Motion to **APPROVE the 2013-14 ACT 1 RESOLUTION to LIMIT TAX INCREASE to the INDEX as presented.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. VanTassel--yes. Motion carried 9-0.
- Mr. VanTassel made the Motion to **APPROVE the RELEASING of DONATED FUNDS held by the District (\$2,000), earmarked to be used for scholarships, to the Keystone School District Foundation for distribution by the Foundation solely for the purposes of Keystone School District Senior Scholarships in the amount of \$1,000 each and utilizing the same guidelines as is being used currently by the Foundation.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. VanTassel--yes. Motion carried 9-0.

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

- Mr. Barrett made the Motion to **APPROVE the RELEASING of DONATED FUNDS held by the District (\$13,087.84) for the purpose of purchasing a piano, to the Keystone Music Association to be utilized by Keystone Music Association for the sole purpose of purchasing a new Kawai Piano at a cost of \$22,392.**

The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--abstained; and Mr. VanTassel--yes. Motion carried 8-0-1.

- Mr. Barrett made the Motion to **APPROVE the ALLOCATION and PROCUREMENT OF MATERIALS/INSTALLATION for the Following Projects from Capital Reserve:**

▪ Roof of Garage, R.R. Roofing	\$ 8,975
▪ Pneumatic Air Compressor, Charles Tool & Supply	\$ 3,683.59 + Shipping
▪ Re-Build Circulation Pumps, Collins P&H	\$ 6,600
▪ Elementary Cafeteria Steamer/Boiler, Liberty Mart	\$25,816
▪ Elementary Chimney Repair, Antonucci Masonry	\$ 9,295
▪ High School 10" Valve Replacement, Roy Deeter	\$ 6,586

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

- Mr. Barrett made the Motion to **APPROVE the ALLOCATION and PROCUREMENT for the following Projects from the General Fund:**

▪ GASB45 Valuation, Millman Associates	\$ 6,700
▪ Cafeteria Fund Supplement	\$50,000
▪ Cafeteria Software, MMS	\$13,000
▪ Principal Discretionary Funds	\$10,000
▪ Band Uniforms	\$15,000

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

- Mr. Beary made the Motion to **APPROVE the PROFESSIONAL DEVELOPMENT for PETULA KING for JANUARY 21, 2013, SCHOOL NURSE INSERVICE, New Castle, at a cost of \$55.21, using Budgeted Funds.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. VanTassel--yes. Motion carried 9-0.

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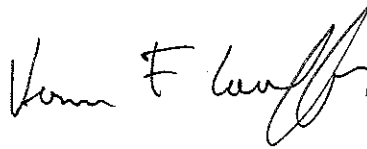
POLICY (For Individual or Separate Consideration)

- Mr. K. Swartfager made the Motion to **APPROVE the 2nd READING of POLICY #800.2, ELECTRONIC RECORDS/SIGNATURES.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. VanTassel--yes. Motion carried 9-0.

ADJOURNMENT

With no further business, Mr. McCoy made the Motion to Adjourn the Meeting at 8:05 P.M. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. McCoy--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. VanTassel--yes. Motion carried 9-0.

Respectfully submitted,



Vernon F. Lauffer
Board Secretary