

**Keystone School District
Knox, Pennsylvania
Regular Business Meeting Minutes
March 19, 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, March 19, 2012 at 8:40 P.M. The Meeting was held in the Keystone High School Library, 700 Beatty Avenue, Knox, Pennsylvania. The following Board Members were present: Mr. Gregory A. Barrett, Mr. James A. Beary, Mr. Wayne D. Johns, Mr. John R. Slagle, Mr. Dustin L. Swartfager, Mr. Kenneth L. Swartfager, Mrs. Stacey I. Thompson, and Mr. Dwayne E. Van Tassel. Mr. Thomas L. McCoy was absent. Also present were: Mr. Shawn Algoe, Mr. Lewis Bennett, Mr. Richard Bonnar, Mrs. Sue Chomas, Mrs. Terrie Fink, Mrs. Shannon Johns, Mr. Jarrod Kapp, Mr. Russell Lander, Mr. Vernon Lauffer, Mr. Rodney Sherman, Mrs. Lauren Tharan, Mr. Brett Vaughn, Mrs. Jennifer Wingard, Mrs. Vicky Walters, and Mrs. Erin Zacherl.

ANNOUNCEMENTS

- ❑ Mr. Slagle welcomed the guests attending tonight.
- ❑ Mr. Slagle said an Executive Session would be held tonight, March 19, 2012 to discuss a Collective Bargaining Issue.
- ❑ Mr. Slagle said the next meeting would be the Work Session on Monday, April 9, 2012. It will be held at the SMILES Center, 420 Main Street, Knox, Pennsylvania at 7 P.M.

PUBLIC COMMENT

- ❑ Mrs. Shannon Johns asked the Board as to whether postponing the Auditorium improvements may result in a safety issue.

CONSIDERATION OF AGENDA

- ❑ Mr. Beary made the Motion to approve the Agenda as amended:
 - Additions:
 - VIII. Contracts (For Individual or Separate Consideration)
 - B. Consideration of Approving the 2012-13 Concurrent Enrollment Agreement with Butler County Community College.
 - IX. Personnel (For Individual or Separate Consideration)
 - F. Consideration of Approving Tom Bowser and Heidi Baughman as Volunteer Girls' Softball Coaches.
 - G. Consideration of Approving Sean Hanlon as Volunteer Track and Field Coach.
 - X. New Business (For Individual or Separate Consideration)
 - A.2. 4/18/12: Asperger's Syndrome. IU 6. Requested by Robin Kerle and Kim Pfaff at a cost of \$12 each, using Supt's Contingency Funds.

**REGULAR BUSINESS MEETING MINUTES
MARCH 19, 2012
PAGE 2**

CONSIDERATION OF AGENDA (Continued)

▪ **Additions:**

- B.5. 4/27/12: Accounting Class to DuBois Business Center. Requested by Tami Winters, using Student Activity Funds.
- B.6. Early May: 10th Grade Traffic Safety Students to C-93 Radio Station in Clarion. Requested by Dustin Kifer.
- B.7. 5/17/12: 8th Graders to Jewish Community Center & Sports Works, Pittsburgh. Requested by Jessica Resig, using Student Fundraiser funds.
- X. L. PARSS Resolution

▪ **Corrections:**

- IX. Personnel (For Individual or Separate Consideration)
 - C.2 Consideration of Approving Unpaid Leave of Absence for Donna Bashline, High School Cafeteria Monitor, for February 28, 29, March 2, 5, 6, 7, 8, 2012--#4, #5, #6, #7, #8, #9, and #10.
- X. New Business (For Individual or Separate Consideration)
 - B.4. 5/9/12 (Rain Date--5/16/12): 7th Grade to Beaver Ponds. Requested by Pam Warner, using Budgeted Funds.
 - H. Consideration of the 2012-13 Riverview IU Budget with \$12,912 as Local Contribution.

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

CONSENT AGENDA

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

□ **Minutes:**

- Approve the February 20, 2012 Regular Business Meeting Minutes*

□ **Financial Reports:**

- File the February, 2012 Board Summary Report for Audit*
- File the February, 2012 Liquid Cash and Investment Activity Analysis Report for Audit*
- File the February, 2012 Elementary School Student Activities Report for Audit*
- File the February, 2012 High School Student Activities Report for Audit*
- File the February, 2012 High School Student Athletics Report for Audit*
- File the February, 2012 Contingency Fund Detail Report for Audit*
- Approve the February, 2012 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A and G*
- Approve the February, 2012 Cafeteria Bills for payment as presented and located in Attachment C*
- File the February, 2012 Cafeteria P&L for Audit*
- Approve the February, 2012 Capital Reserve Bills for Payment as presented and located in Attachment B.

**REGULAR BUSINESS MEETING MINUTES
MARCH 19, 2012
PAGE 3**

CONSENT AGENDA (Continued)

□ Written Reports:

- Accept the January, 2012 Northwest School Combine Report*
- Accept the Career Center Report*
- Accept the IU Report*
- Accept the SMILES Report*

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

CONTRACTS (For Individual or Separate Consideration)

□ Mr. Barrett made the Motion to APPROVE the EVEN START/STATE ACT 143 FAMILY LITERACY PROGRAM DOCUMENT OF COLLABORATION.

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

□ Mr. Johns made the Motion to APPROVE the 2012-13 ENROLLMENT AGREEMENT with BUTLER COUNTY COMMUNITY COLLEGE. The voice

vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.

PERSONNEL (For Individual or Separate Consideration)

□ Mr. Barrett made the Motion to APPROVE THE FOLLOWING:

- **PERFORMANCE DESCRIPTIONS:**
 1. **ATHLETIC DIRECTOR**
 2. **CAFETERIA DIRECTOR**
- **ADDITIONS to the SUBSTITUTE LIST, pending proper completion of Personnel File Documentation and Clearances:**
 1. **TIFFANY BEARY, CAFETERIA MONITOR**
- **UNPAID LEAVE OF ABSENCES FOR:**
 1. **KARENA MILFORD, ELEMENTARY CAFETERIA MONITOR, February 23 and 24, 2012--#4 and #5.**
 2. **DONNA BASHLINE, HIGH SCHOOL CAFETERIA MONITOR, for February 28, 29, March 2, 5, 6, 7 and 7, 2012--#4, #5, #6, #7, #8, #9, and #10. Any additional Days Without Pay for 2011-12 will be approved by the Superintendent only.**
- **FAMILY MEDICAL LEAVE OF ABSENCE for CRYSTAL BOWSER, ELEMENTARY HEALTH AIDE. effective March 12, 2012 and Corresponding Unpaid Leave for the Same Time Period with Utilization Occurring for up to 60 Full Days and No Allowance for Partial Days.**

**REGULAR BUSINESS MEETING MINUTES
MARCH 19, 2012
PAGE 4**

PERSONNEL (For Individual or Separate Consideration) (Continued)

- **SETTING the 7th GRADE VOLLEYBALL COACH's SALARY for 2011-12 at at \$1,153.78.**
- **TOM BOWSER and HEIDI BAUGHMAN as VOLUNTEER COACHES for GIRLS' SOFTBALL.**
- **SEAN HANLON as VOLUNTEER COACH for TRACK & FIELD.**

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

NEW BUSINESS (For Individual or Separate Consideration)

- Mr. Barrett made the Motion to **APPROVE the FOLLOWING CONTINUING PROFESSIONAL DEVELOPMENT and STUDENT FIELD TRIPS:**

- **Continuing Professional Development:**

1. **3/25 to 3/28, 2012: PAFPC, Hershey. Requested by Linda Heath and Laura Hogue, at a cost of \$1,1811.06 using Budgeted Funds.**
2. **4/18/2012: Asperger's Syndrome, IU6. Requested by Robin Kerle and Kim Pfaff at a cost of \$12 each, using Superintendent's Contingency Fund.**

- **Student Field Trips:**

1. **2/19/12: Clarion County Youth Council, Clarion University. Requested by Conrad Warner, at no cost to the District.**
2. **4/14/12: Elem/Jr High Bands, Oil City YMCA. Requested by Jerry Rembold, at no cost to the District.**
3. **4/27/12: Progressive Agriculture Day, Clarion County Park, 2nd Grade. Requested by Kim Fagley, using Budgeted Funds and Student Contribution.**
4. **5/9/12 (Rain Date--5/16/12); 7th Grade to Beaver Ponds. Requested by Pam Warner, using Budgeted Funds.**
5. **4/12/12: Accounting Class to DuBois Business Center. Requested by Tami Winters, using Student Activity Funds.**
6. **Early May: 10th Grade Traffic Safety Students to C-93 Radio Station in Clarion. Requested by Dustin Kifer.**
7. **5/17/12: 8th Graders to Jewish Community Center & Sports Works, Pittsburgh. Requested by Jessica Resig, using Student Fundraiser Funds.**

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

**REGULAR BUSINESS MEETING MINUTES
MARCH 19, 2012
PAGE 5**

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

- ❑ Mr. Swartfager made the Motion to **APPROVE the 1st READING of the KEYSTONE SCHOOL DISTRICT EMERGENCY OPERATION PLAN.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.
- ❑ Mr. Swartfager made the Motion to **APPROVE the INSTALLMENT PAYMENT PROCESS effective JULY 1, 2012 as universal and extending to all Real Estate taxpayers.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.
- ❑ Mr. Barrett made the Motion to **APPROVE the PURCHASE of 30 DESKS and CHAIRS for the HIGH SCHOOL at a cost of \$4,800 from Clarion Office Equipment to be paid from the Long-Term Funding Stream.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.
- ❑ Mr. Swartfager made the Motion to **TABLE the AWARDING of BIDS for the HIGH SCHOOL ROOF REPLACEMENT.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.
- ❑ Mr. Slagle made the Motion to **APPROVE a NEW SIGN for the HIGH SCHOOL to be PURCHASED by KEYSTONE ALUMNI, WITH FINAL APPROVAL OF THE DESIGN BY THE BOARD.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.
- ❑ Mr. Barrett made the Motion to **APPROVE the 2012-13 Riverview IU 6 BUDGET with \$12,912 as LOCAL CONTRIBUTION.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.
- ❑ Mr. Barrett made the Motion to **APPROVE the UTILIZATION of THREE KEYSTONE SCHOOL DISTRICT CLASSROOMS for the SUMMER PROGRAM SERVICES by the Riverview IU 6.** The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.

**REGULAR BUSINESS MEETING MINUTES
MARCH 19, 2012
PAGE 6**

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

- ❑ Mr. Beary made the Motion to **APPROVE the CLARION COUNTY TRUANCY PROTOCOL**. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.
- ❑ Mr. Barrett made Motion to **APPROVE the ADVERTISING of CUSTODIAL/ MAINTENANCE, TECHNOLOGY and GENERAL& ART SUPPLIES**. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.
- ❑ Mr. Swartfager made the Motion to **APPROVE the PARSS RESOLUTION as presented**. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.

POLICIES (For Individual or Separate Consideration)

- ❑ Mr. Swartfager made the Motion to **APPROVE the 1st READING of the Following Policies:**

- **#419.1: Intellectual Property (New)**
- **#209.1: Head Lice (New)**

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

- ❑ Mr. Beary made the Motion to **APPROVE the 2nd READING of the Following Policies:**

- **#916: Volunteers (New)**

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

An Executive Session was held form 8:58 P.M. until 9:55 P.M.

**REGULAR BUSINESS MEETING MINUTES
MARCH 19, 2012
PAGE 7**

ADJOURNMENT

With no further business, Mr. Beary made the Motion to Adjourn the Meeting at 8:58 P.M. The voice vote is recorded as follows: Mr. Barrett--yes; Mr. Beary--yes; Mr. Johns--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 8-0.

Respectfully submitted,

Vernon F. Lauffer
Board Secretary