

**Keystone School District
Knox, Pennsylvania
Regular Business Meeting Minutes
April 16, 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, April 16, 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. Van Tassel. Also present were: Mr. Shawn Algoe, Mr. Richard Bonnar, Mrs. Sue Chomas, Mrs. Lynn Cotherman, Mrs. Bobbie Heller, Mr. Jarrod Kapp, Mr. Vernon Lauffer, Mrs. Halee McCance, Chief Prugh, Mrs. Joyce Schwab, Mr. Rodney Sherman, Ms. Marlene Smith, Mrs. Vicky Walters, and Mr. Jerry Weaver.

ANNOUNCEMENTS

- Mr. Slagle welcomed the guests attending tonight.
- Mr. Slagle said the next Meeting would be the Work Session on May 14, 2012 at 7 P.M. in the Elementary Group Instruction Room.
- The State Auditors will be in the District Office starting for approximately 6 weeks.

PUBLIC COMMENT

- Mrs. Lynn Cotherman addressed the Board regarding her concern for her son having to walk a mile on back roads to meet the bus when he would be in 7th Grade next year. Mr. Slagle said the Board would be reviewing routes this summer and notifying parents of the results if a change is made.

REPORTS

- Chief Prugh of the Knox Borough Chief of Police introduced himself. He started as a COPS Officer. He said he wanted to extend the olive branch and open the lines of communication to the community inside and outside the Borough. He thanked the Board for the time to introduce himself.
- The Board discussed the guidelines of the Sick Day Bank which they approved in April of 2011. Mr. Slagle said that if a change is desired to the guidelines, a Board Director could add this Agenda Item during "Consideration of the Agenda".

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REPORTS (Continued)

- ❑ Mrs. Walters, Mrs. Schwab, Mrs. McCance, Mrs. Smith and Mrs. Heller all spoke and answered questions regarding the High School Math Curriculum and Instructional Techniques targeting specific achievement levels of students. Afterwards, Mr. Slagle thanked all for their contribution to the questions and discussions.
- ❑ Mr. Slagle reviewed for the Board the status of Smoke Detection, Monitoring, and Notification within the District. He said that an upgrading of the infrastructure to detect smoke and dial "911" is in place. However, many smoke detectors will need to be purchased, and a cost for dialing 911 is being examined and a quote requested. More to follow next month.
- ❑ Mr. Lauffer handed out a listing of all PC's within the District that are on the 4-year replacement cycle. The total is 558. Unfortunately, he reported that many are completing their 5th year of service in 2011-12, and if not replaced this summer, would commence their 6th year of operation. Mr. Dustin Swartfager requested additional information on Internet Bandwidth use and Capacity.
- ❑ Mr. Lauffer reported that "On Demand", our electricity procurement agent, was advised us that now would be a good time to extend our current electricity procurement contract by 2 years. After Board review of the quotes and discussion, it was agreed to wait a meeting or two and then discuss the issue again.

CONSIDERATION OF AGENDA

- ❑ Mr. Beary made the Motion to approve the Agenda as amended:
 - Additions:
 1. X. E. Resignation of A.J. Johnson as Girls' Basketball Head Coach.
 2. X.F. Posting for a Girls' Basketball Head Coach.
 3. X.G. Resignation of Josh Albright as Varsity Football 1st Assistant Coach.
 4. X.H. Sick Day Bank for Crystal Bowser, Elementary Health Aide, in coordination with her FMLA, effective March 13, 2012.
 5. X. I. Tyler Cotherman as Volunteer Track Coach, effective immediately.
 6. X. J. 2-Hour Early Dismissal on Last Day of School.
 - Deletions:
 - X.D. Approving an Unpaid Leave of Absence for Carolyn Thompson, Cafeteria/Elementary Traffic Monitor for February 7, 8, 9, and 10, 2012.

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. Van Tassel--yes. Motion carried 9-0.

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CONSENT AGENDA

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

- Minutes:
 - Approve the March 19, 2012 Work Session Minutes*
 - Approve the March 19, 2012 Regular Business Meeting Minutes*
 - Approve the April 9, 2012 Work Session Minutes*
 - Approve the April 9, 2012 Special Meeting Minutes
- Financial Reports:
 - File the March, 2012 Board Summary Report for Audit*
 - File the March, 2012 Liquid Cash and Investment Activity Analysis Report for Audit*
 - File the March, 2012 Elementary School Student Activities Report for Audit*
 - File the March, 2012 High School Student Activities Report for Audit*
 - File the March, 2012 High School Student Athletics Report for Audit*
 - File the March, 2012 Contingency Fund Detail Report for Audit*
 - Approve the March, 2012 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A and G*
 - Approve the March, 2012 Cafeteria Bills for payment as presented and located in Attachment C*
 - File the March, 2012 Cafeteria P&L for Audit*
- Written Reports:
 - Accept the February, 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. McCoy--yes; Mr. Slagle--yes; Mr. D. Swartfager--yes; Mr. K. Swartfager--yes; Mrs. Thompson--yes; and Mr. Van Tassel--yes. Motion carried 9-0.

CONTRACTS (For Individual or Separate Consideration)

- Mr. Beary made the Motion to **APPROVE the CLARION COUNTY CAREER CENTER AGREEMENT FOR NURSING SERVICES COMMENCING with the 2012-13 School Year.** 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. Van Tassel--yes. Motion carried 9-0.

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CONTRACTS (For Individual or Separate Consideration) (Continued)

- ❑ Mr. Swartfager made the Motion to **APPROVE the DUAL ENROLLMENT AGREEMENT with CLARION UNIVERSITY for 2012-13**. 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. Van Tassel--yes. Motion carried 9-0.

- ❑ Mr. Beary made the Motion to **APPROVE the SAM AGREEMENT with SERVICE ACCESS & MANAGEMENT, INC. for 2012-13**. 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. Van Tassel--yes. Motion carried 9-0.

PERSONNEL (For Individual or Separate Consideration)

- ❑ Mr. Barrett made the Motion to **APPROVE the FOLLOWING:**
 - **GRANTING PERMISSION to the SUPERINTENDENT to APPROVE UNPAID LEAVES OF ABSENCES UP to 10 DAYS (prior approval was 3 days).**
 - **AN UNPAID LEAVE of ABSENCE for TERRI BIFANO, CAFETERIA, for April 18, April 26, May 20, and May 30, 2012--#6, #7, #8, and #9.**
 - **ADDITIONS to the SUBSTITUTE LIST:**
 1. Sharon Priester, Nurse
 2. Molly Wise, Custodian
 - **RESIGNATION of A.J. JOHNSON as GIRLS' BASKETBALL HEAD COACH.**
 - **POSTING FOR A GIRLS' HEAD BASKETBALL COACH.**
 - **RESIGNATION of JOSH ALBRIGHT as VARSITY FOOTBALL 1st ASSISTANT COACH.**
 - **SICK DAY BANK for CRYSTAL BOWSER, ELEMENTARY HEALTH AIDE, in coordination with her FMLA, effective March 13, 2012**
 - **TYLER COTHERMAN as VOLUNTEER TRACH COACH, effective immediately.**

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. Van Tassel--yes. Motion carried 9-0.

NEW BUSINESS (For Individual or Separate Consideration)

- ❑ Mr. Barrett made the Motion to Approve the Continuing Professional Development:
 - **March 28, 2012: Secondary Transition Coordinators' meeting, IU6. Requested by Jennifer Slaughaupt, at a cost of \$15, using Budgeted Funds.**

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

- **April 18, 2012: Asperger Syndrome in Your Classroom, IU6. Requested by Matt Clark, Catherine Schoepner, and Tami Winters, at a cost of \$12 per person, using Contingency Funds.**
- **April 18, 2012: Slippery Rock Convention, Slippery Rock University. Requested by Jason Nellis, at a cost of \$38.50, using Principals' Contingency Funds.**
- **April 18, 2012: Spring Food Show 2012, Erie. Requested by Carol Meier, at a cost of \$118.77, 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. Van Tassel--yes. Motion carried 9-0.

- Mr. McCoy made the Motion to Approve the Upcoming Student Field Trips:
 - **April 20, 2012: Traffic Safety Class to Clarion/Jefferson County Driving Competition, Brookville. Requested by Brigitte Irwin, at no cost to the District.**
 - **April 4, 2012: Grade 8 & 9 Group to University of Pitt Bradford. Requested by Jessica Resig, at no cost to the District.**
 - **May 1, 2, or 3, 2012: Kindergarten to Gene Smith Farm in Strattanville. Requested by Kim Riley and Ryan Smith, using Student Contributions.**
 - **May 22 and 23, 2012: Fourth Grade to Clear Creek State Park. Requested by Catherine Schoepner, using Budgeted Funds, CATS Funds, and Student Contribution for transportation.**

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. Van Tassel--yes. Motion carried 9-0.

- Mr. Swartfager made the Motion to **APPROVE the 2nd READING OF THE EMERGENCY OPERATION PLAN.** 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. Van Tassel--yes. Motion carried 9-0.
- Mr. Beary made the Motion to **APPROVE the SINGLE AUDIT and REPORT on GENERAL PURPOSE FINANCIAL STATEMENTS for YEAR ENDED JUNE 30, 2011.** 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. Van Tassel--yes. Motion carried 9-0.

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

- ❑ Mr. Barrett made the Motion to **APPROVE THE REPLACEMENT OF THE HIGH SCHOOL 10-inch WATER GATE VALVE by ROY DEETER PLUMBING & HEATING, INC., at a cost of \$6,586, using Funds from Capital Reserve.** 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. Van Tassel--yes. Motion carried 9-0.
- ❑ Mr. Beary made the Motion to **APPROVE the 2012-13 CLARION COUNTY CAREER CENTER BUDGET.** 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. Van Tassel--yes. Motion carried 9-0.
- ❑ Mr. McCoy made the Motion to **APPROVE the PURCHASE of 30 COPIES of a 10th GRADE GLENCOE ENGLISH LITERATURE BOOK at a cost of \$2,563.78.** 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. Van Tassel--yes. Motion carried 9-0.
- ❑ Mr. Swartfager made the Motion to **APPROVE the KEYSTONE HIGH SCHOOL PROGRAM OF STUDIES.** 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. Van Tassel--yes. Motion carried 9-0.
- ❑ Mr. McCoy made the Motion to **APPROVE a 2-HOUR EARLY DISMISSAL for STUDENTS and EMPLOYEES on MAY 30, 2012, the LAST DAY OF SCHOOL.** 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. Van Tassel--yes. Motion carried 9-0.
- ❑ Mr. Swartfager made the Motion to **APPROVE the 2nd READING OF THE FOLLOWING POLICIES:**
 - **#916: Volunteer Policy (Revised)**
 - **#419.1: Intellectual Policy (New)**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. Van Tassel--yes. Motion carried 9-0.

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ADJOURNMENT

With no further business, Mr. McCoy made the Motion to Adjourn the Meeting at 8:06 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. Van Tassel--yes. Motion carried 9-0.

Respectfully submitted,

**Vernon F. Lauffer
Board Secretary**