

**Keystone School District
Knox, Pennsylvania
Regular Business Meeting Minutes
June 17, 2013**

OPENING/ATTENDANCE

Mr. Gregory A. Barrett, Vice-President of the Keystone School District Board of Directors, called the Regular Business Meeting to order on Monday, June 17, 2013, at 7 P.M. The Meeting was held in the Keystone Elementary School 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. Dustin L. Swartfager, Mr. Kenneth L. Swartfager, Mrs. Stacey I. Thompson, and Mr. Dwayne E. Van Tassel. Mr. John R. Slagle was absent. Also present were: Mr. Shawn Algoe, Mr. Richard. Bonnar, Mrs. Suzanne Chomas, Mr. Jarrod Kapp, Mr. Vernon Lauffer, Mrs. Sharon Nesta, Mr. Rodney Sherman, Mr. John Stiglitz, Mrs. Vicky Walters, Mr. Chuck Weaver and Mrs. Erin Zacherl.

ANNOUNCEMENTS

- Mr. Barrett welcomed the guests to the Meeting.
- Mr. Barrett said the next Meeting would be the Combined Work Session and Regular Business Meeting on Monday, July 15, 2013 at 7 P.M. in the Elementary School Group Instruction Room.

PUBLIC COMMENT

Mrs. Nesta addressed the Board regarding the posting and potential filling of vacancies contained in the Agenda for the 12th Grade Advisor and Play Director.

CONSIDERATION OF AGENDA

- Mr. Beary made the Motion to approve the Agenda as amended:
 - Additions:
 1. IX.M. John Gaetano—FMLA
 2. VIII.16. Athletic Director
 3. V.A. Public Comment
 - Deletions:
 1. V.A. Mark Whisner—Athletic Report

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

Mr. Algoe reviewed the Extended Day Program and a survey of the MMS Program Implementation.

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CONSENT AGENDA

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

- Minutes:
 - Approve the May 13, 2013 Regular Work Session Minutes*
 - Approve the May 13, 2013 Regular Business Meeting Minutes*
 - Approve the June 10, 2013 Regular Work Session Minutes*
- Financial Reports:
 - File the May, 2013 Board Summary for Audit*
 - File the May, 2013 Liquid Cash and Investment Activity Analysis Report for Audit*
 - File the May, 2013 Elementary School Student Activities Report for Audit*
 - File the May, 2013 Contingency Fund Detail Report for Audit*
 - Approve the May, 2013 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A, D & G for payment*
 - Approve the May, 2013 Cafeteria Bills for payment as presented and located in Attachment C*
 - File the May, 2013 Cafeteria P&L for Audit*
 - Approve the May, 2013 Capital Reserve Bills for payment as presented and located in Attachment B*
- Written Reports:
 - Accept the April, 2013 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. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

CONTRACTS (For Individual or Separate Consideration)

- Mr. Beary made the Motion to **APPROVE the ATHLETIC TRAINER CONTRACT with CHAMPS for the 2013-14 School Year as presented.** The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

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CONTRACTS (For Individual or Separate Consideration) (Continued)

□ Mr. Beary made the Motion to **APPROVE** the 2013-14 ANNUAL BOARD-APPROVED ITEMS:

- **Consideration of the Approval of the 2013-14 Annual Board-Approved Items:**

1. Monthly Medical Insurance Rates:

PPO Blue	Family	Parent/Children	Parent/Child	Two Person	Single
12696-19	\$1467.48	\$1241.87	\$1241.87	\$1394.66	\$500.63
12696-23	\$1283.21	\$1085.42	\$1085.42	\$1219.41	\$437.75
12696-29	\$1393.87	\$1178.59	\$1178.59	\$1324.40	\$475.47
12696-35	\$1416.62	\$1196.30	\$1196.30	\$1345.54	\$483.15
12696-43	\$1440.82	\$1219.10	\$1219.10	\$1369.26	\$491.52
12696-52	\$1361.04	\$1150.67	\$1150.67	\$1293.18	\$464.27
12696-53	\$1372.68	\$1160.21	\$1160.21	\$1304.12	\$468.22
46867-19	\$1283.21	\$1085.42	\$1085.42	\$1219.41	\$437.75
46867-35	\$1416.62	\$1196.30	\$1196.30	\$1345.54	\$483.15

Indemnity	Family	Parent/Children	Parent/Child	Two Person	Single
53861-50	\$2073.18	\$1786.08	\$1675.38	\$1971.46	\$705.74

2. Monthly Dental Insurance Rates:

Individual	Family
\$32.25	\$73.25

3. Monthly Vision Insurance Rates:

Individual	Family
\$5.65	\$13.75

4. Monthly Life Insurance Rates: \$0.14/\$1,000 coverage.

5. Troese & Associates as Local Auditor.

6. Dr. Nicole Carroll as School Physician.

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CONTRACTS (For Individual or Separate Consideration) (Continued)

7. Contracted School Psychologists Rates with 3% Increase:

Frank Bifano	2012-13	Proposed 2013-14
ReEvals--No Testing	\$232.99	\$239.98
ReEvals—Testing	\$407.72	\$419.95
Gifted Testing	\$407.72	\$419.95
Initial Testing	\$407.72	\$419.95

Kris Glosser	2012-13	Proposed 2013-14
ReEvals--No Testing	\$349.59	\$360.08
Gifted Testing	\$349.59	\$360.08
Initial Testing	\$408.00	\$420.24

8. G.H. Harris as Delinquent Occupation/Per Capita Tax Collector.

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

Mr. Beary made the Motion to **APPROVE DEIBLE’S LANDSCAPING for LAWN MOWING at \$685 + \$20 Fuel Surcharge per Mowing.** The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel--yes. Motion carried 8-0.

The **SNOW PLOWING by CHUCK WEAVER** died due to lack of a Motion.

- Mr. Beary made the Motion to **APPROVE the FOLLOWING ITEMS:**
- **CO-CURRICULAR SUPPLEMENTAL SCHEDULE, as presented.**
 - **EXTRA-CURRICULAR SUPPLEMENTAL SCHEDULE as presented.**
 - **POSTING for a 12th GRADE HEAD ADVISOR.**
 - **POSTING for a PLAY DIRECTOR.**
 - **KEYSTONE COLLECTIONS GROUP as EIT COLLECTOR.**
 - **MARK WHISNER as ATHLETIC DIRECTOR.**

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

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PERSONNEL (For Individual or Separate Consideration)

- Mr. Beary made the Motion to **APPROVE the FOLLOWING ITEMS:**
 - **HIRING of MINDY HESS as GOLF COACH.**
 - **ESTABLISHING A 7th and 8th GRADE FOOTBALL PROGRAM and a 9th GRADE PROGRAM, pending participation numbers.**
 - **RESIGNATION of CHAD BELL as HEAD BASEBALL COACH, effective immediately.**
 - **POSTING for a HEAD BASEBALL COACH.**
 - **SHAWN WINGARD as VOLUNTEER JR. HIGH FOOTBALL COACH, pending proper completion of Personnel File Documentation and Clearances.**
 - **POSTING for an ELEMENTARY TEACHER, retroactively.**

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

- Mr. Beary made the Motion to **APPROVE the HIRING of JENNA FINK as ELEMENTARY TEACHER, at Step 1, Bachelor's, effective August 21, 2013.**

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

- Mr. Beary made the Motion to **APPROVE the POSTING of a 7th – 12th GRADE MATH TEACHER, retroactively and the HIRING of KAYLA KODA as 7th – 12th GRADE MATH TEACHER, at Step 1, Bachelor's, effective August 21, 2013, pending proper completion of Personnel File Paperwork and Clearances.** The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

- Mr. Beary made the Motion to **APPROVE the FOLLOWING ITEMS:**
 - **KAREN McGIFFIN's MATERNITY LEAVE from approximately September 6, 2013 through October 18, 2013.**
 - **VAN DRIVERS: BARBARA HALL, THOMAS KIEHL, RANDY MCLENDON, ROBERT MCLENDON, WANDA MCKINNEY, MARY MOLINARO, and BONDA REDDINGER.**
 - **JOHN GAETANO's FMLA for August 14 to August 27, 2013.**

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

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NEW BUSINESS (For Individual or Separate Consideration)

- Mr. McCoy made the Motion to **APPROVE the UPCOMING FIELD TRIPS:**
- **August 11, 2013: Girls' & Boys' Soccer Teams to Pittsburgh Riverhounds Soccer Game. Requested by Josue Barrios at no cost to the District.**
 - **September 18 and October 22, 2013: 4th- 6th Grade GEM to RIU6 for Equations Competition. Requested by Nicole Gorog at no cost to the District.**
 - **September 19, 2013: 8 to 10 Music Students to Knox Fire Hall for Township Supervisors' Meeting. Requested by Fran Nesta at no cost to the District.**
 - **November 19, 2013: 4th- 6th Grade GEM to RIU6 for Scrabble Competition. Requested by Nicole Gorog at no cost to the District.**
 - **December 10, 2013: 4th- 6th Grade GEM to RIU6 Chess Competition. Requested by Nicole Gorog at no cost to the District.**
 - **January 31, 2014 and March 3, 2014: 4th- 6th Grade GEM to RIU6 for LinguishTIKS Training and Competition. Requested by Nicole Gorog at no cost to the District.**
 - **April 30, 2014, May 1 & 2, 2014: 9th Grade to Harrisburg, Philadelphia and Gettysburg. Requested by Greg Heath at a cost of \$360, using Pizza Sales, Coupon Book Sales and Student Contribution.**
 - **May 6, 2013: 4th- 6th Grade GEM to Rock and Roll Hall of Fame and Great Lakes Science Center. Requested by Nicole Gorog at a cost of approximately \$56.35 per student, using budgeted money, parent contribution and possible fundraisers.**

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

- Mr. K. Swartfager made the Motion to **APPROVE the UPCOMING PROFESSIONAL DEVELOPMENT:**
- **June 5, 2013: Extremely Practical Interventions for Autism Spectrum Disorders in Monroeville. Requested by Robin Kerle at a cost of \$199 Retroactively.** The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.
- Mr. Beary made the Motion to **APPROVE ASPIRE as a new 403b Vendor.** The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

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

- ❑ After significant Board discussion, with \$15,000 from earmarked Capital Reserve and \$15,351.06 from Long Term Funding Stream Mr. Johns made the Motion to **AWARD the BAND UNIFORM BID to DEMOULIN for \$30,351.06 pending (1) the successful delivery of a sample uniform to the District within 15 days of notification by the Board Secretary to Demoulin and (2) the approval of the style and manufacture of the uniforms by the majority of the following individuals: Mr. Johns, Mrs. Thompson, Mr. Nesta and Mrs. Walters. Upon the affirmative completion of the two issues, a Purchase Order will then be issued by the District Office to formally order the uniforms as approved.** The roll call vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

- ❑ Mr. Beary made the Motion to **REJECT the TRACK RESURFACING BID RECEIVED and to RE-BID and ADVERTISE for NEXT MONTH's MEETING.** The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

- ❑ Due to the previous Motion being determined by the Presiding Officer, Mr. Barrett, to be invalid, the following Motions were made:
 - Mr. K. Swartfager made the Motion to **SUSPEND the RULES to ADD TWO (2) ITEMS.** The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.
 - Mr. McCoy made the Motion to **ADD the FOLLOWING TWO (2) ITEMS to the AGENDA:**
 - 1. REJECT ALL BIDS RECEIVED.**
 - 2. ADVERTISE and BID AGAIN FOR NEXT MONTH.**
 - **REJECT ALL BIDS RECEIVED and to ADVERTISE and BID AGAIN for NEXT MONTH.**The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

- ❑ Mr. McCoy made the Motion to **REJECT ALL BIDS RECEIVED for TRACK RESURFACING.** The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

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

- ❑ Mr. McCoy made the Motion to **RE-ADVERTISE and RE-BID the TRACK RESURFACING PROJECT SO TO BE CONSIDERED at the JULY BUSINESS MEETING.** The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

- ❑ Mr. Beary made the Motion to **APPROVE the ELEMENTARY P.A. SYSTEM SPEAKERS at a COST of \$5,350 from ASCC with funds coming from CAPITAL RESERVE.** The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

- ❑ Mr. K. Swartfager made the Motion to **APPROVE the 2013-14 HOMESTEAD/ FARMSTEAD RESOLUTION, as presented.** The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

- ❑ Mr. Beary made the Motion to **APPROVE the STUDENT EXPULSIONS:**
 - **Recommendation of the Superintendent to expel “Student B” from the Keystone School District and all activities and events for a period of ½ calendar year from May 3, 2013 through January 17, 2014 for infractions against School District Policy #227. The student may attend Pathways Adolescent Center for the duration of the expulsion.**
 - **Recommendation of the Superintendent and a committee of the Board to expel “Student C” from the Keystone School District and all activities and events for a period of one calendar year from April 30, 2013 through April 30, 2014 for infractions against School District Policy #227. The student may attend Pathways Adolescent Center for the duration of the expulsion.**
 - **Recommendation of the Superintendent and a committee of the Board to expel “Student D” from the Keystone School District and all activities and events for a period of one calendar year from May 6, 2013 through May 6, 2014 for infractions against School District Policy #227. The student may attend Pathways Adolescent Center for the duration of the expulsion.**
 - **Recommendation of the Superintendent to expel “Student E” from the Keystone School District and School District and all activities and events for a period of one calendar year from May 20, 2013 through May 20, 2014 for infractions against School District Policy #227. The student may attend Pathways Adolescent Center for the duration of the expulsion.**The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—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 DONNA OBERLANDER's TAX BILL STUFFER for KNOX BOROUGH RESIDENTS.** The voice vote is recorded as follows: Mr. Barrett—no; Mr. Beary—no; Mr. Johns—no; Mr. McCoy—yes; Mr. D. Swartfager—no; Mr. K. Swartfager—no; Mrs. Thompson—no; and Mr. VanTassel—no. Motion defeated 1-7.

- ❑ Mr. Beary made the Motion to **APPROVE the 2013-14 BUDGET, as presented:**

Real Estate Tax Millage Rate	49.1049
Occupation Tax Millage Rate	300
Per Capita – Flat Rate	\$10
Earned Income Tax Rate	0.50%
Real Estate Transfer Millage Rate	0.50%
Total Revenues	\$14,455,832
Total Expenses	\$14,455,832

The roll call vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

- ❑ Mr. Beary made the Motion to **APPROVE the EXTENDED DAY PROGRAM in the ELEMENTARY SCHOOL and the PROJECT MAXX GRANT PROGRAM with a \$5,000 ANNUAL AWARD for the 2013-14 SCHOOL YEAR.** The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

POLICY (For Individual or Separate Consideration)

- ❑ Mr. K. Swartfager made the Motion to **APPROVE the 1st READING of the FOLLOWING POLICIES:**
 - **#103.1: Non-Discrimination—Qualified Students with Disabilities**
 - **#113.1: Discipline of Students with Disabilities**
 - **#113.2: Behavior Support**
 - **#218: Student Discipline**
 - **#218.1: Weapons**
 - **#218.2: Terroristic Threats**
 - **#222: Tobacco (Students)**
 - **#227: Controlled Substances/Paraphernalia**
 - **#246: Student Wellness**
 - **#323: Tobacco (Employees)**
 - **#351: Drug and Substance Abuse**
 - **805: Emergency Preparedness**

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POLICY (For Individual or Separate Consideration) (Continued)

- **#805.1: Relations with Law Enforcement Agencies**
- **#904: Public Attendance at School Events**
- **#909: Municipal Government Relations**

The vote is recoded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Johns—yes; Mr. McCoy—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

Mr. Barrett and the Board thanked Mr. Bonnar for his dedicated service for 3-plus years to the District.

ADJOURNMENT

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

Respectfully submitted,

**Vernon F. Lauffer
Board Secretary**