

**Keystone School District  
Knox, Pennsylvania  
Regular Business Meeting Minutes  
February 8, 2016**

**OPENING/ATTENDANCE**

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Regular Business Meeting to order on Monday, February 8, 2016 at 8:05 P.M. The Meeting was held in the Keystone Elementary School Library, 451 Huston Avenue, Knox, Pennsylvania. The following Board Members were present: Mr. Gregory A. Barrett, Mr. James A. Beary, Mr. Randall R. Burr, Mrs. Trisha D. Dixon, Mr. John R. Slagle, Mr. Kenneth L. Swartfager, Mrs. Stacey I. Thompson and Mr. Dwayne E. VanTassel. Mr. Dustin L. Swartfager was absent. Also present were: Mr. Shawn Algoe, Mrs. Suzanne Chomas, Mr. Vernon Lauffer, Mr. Michael McCormick, Mr. Rodney Sherman and Mr. Bradley Wagner.

**CONSIDERATION OF AGENDA**

- Mr. Beary made the Motion to Approve the Agenda as amended:

**Additions:**

V.D.1. Consideration of the Approval of Nicole Taydus as Volunteer Girls' Varsity Basketball Coach.

V.D.2. Consideration of the Approval of Mike LaVan, Scott Rearick and Shawn Wingard as Boys' Varsity Baseball Coaches, pending proper completion of Clearances.

**Corrections:**

V.A. Consideration of the Approval to Post for a Custodian.

V.C.2. Consideration of the Approval of the Addition to the Substitute List: Pam Huffman, Paraprofessional and Secretary.

**Deletions:**

IV.B.8. Approve the January, 2016 Capital Reserve Bills.

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

**CONSENT AGENDA**

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

- Minutes:**

- Approve the January 18, 2016 Regular Business Meeting Minutes\*

**CONSENT AGENDA** (Continued)

Mr. Beary made the Motion to approve the Consent Agenda (Continued)

□ **Financial Reports:**

- File the January, 2016 Liquid Cash and Investment Activity Analysis Report for Audit\*
- File the January, 2016 Elementary School Student Activities Report for Audit\*
- File the January, 2016 High School Student Activities Report for Audit\*
- File the January, 2016 High School Student Athletics Report for Audit\*
- File the January, 2016 Contingency Fund Detail Report for Audit\*
- Approve the January, 2016 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A, D and G\*
- Approve the January, 2016 Cafeteria Bills for payment as presented and located in Attachment C\*
- File the January, 2016 Cafeteria P&L for Audit\*

□ **Written Reports:**

- Accept the December, 2015 Northwest School Combine Report\*
- Accept the IU Report\*
- Accept the Career Center Report\*

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

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

- Mr. K. Swartfager made the Motion to APPROVE the POSTING for a CUSTODIAN. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.
- Mr. Beary made the Motion to APPROVE the LETTER of RETIREMENT from BARBARA WITKOWSKI, INSTRUCTIONAL TECHNOLOGY SPECIALIST, at the end of the 2015-16 School Year, with regret. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. Slagle—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) (Continued)**

- ❑ **Mr. Barrett made the Motion to APPROVE the ADDITION TO THE SUBSTITUTE LIST, pending proper completion of Personnel File Documentation and Clearances:**
  1. **Bruce Weaver, Custodian**
  2. **Pam Huffman, Paraprofessional and Secretary**
  3. **Wilbur Lewis, Van Driver**
  4. **Freda Hockenberry, Van Driver**

**The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.**

- ❑ **Mr. Barrett made the Motion to APPROVE NICOLE TAYDUS as VOLUNTEER GIRLS' VARSITY SOFTBALL COACH and MIKE LAVAN, SCOTT REARICK and SHAWN WINGARD as VOLUNTEER BOYS' VARSITY BASEBALL COACHES, pending proper completion of Clearances. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.**

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

- ❑ **Mr. Beary made the Motion to APPROVE the 2016-17 SCHOOL CALENDAR, as presented. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.**
- ❑ **Mr. Swartfager made the Motion to APPROVE the TRANSFERRING of the SURPLUS from the 2014-15 Operations to Capital Reserve as a CD in the amount of \$236,348. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.**
- ❑ **Mr. Barrett made the Motion to APPROVE the UPCOMING FIELD TRIPS:**
  - **4-28-2016: 6<sup>th</sup> Grade to Clarion County Career Center. Requested by Jennifer Wingard, at no cost to the District. The Career Center will be paying for transportation**
  - **4-29-2016: 2<sup>nd</sup> Grade to Carnegie Science Center, Pittsburgh. Requested by Barb Hurst, using CAT Funds and Student Contribution.**
  - **5-3-2016: Envirothon Club to Envirothon Competition at Jefferson County Fairgrounds. Requested by Pam Warner, using Budgeted Funds for one (1) Substitute Teacher and District Van.**
  - **5-13-2016: 5<sup>th</sup> Grade to Carnegie History Museum, Pittsburgh, Requested by 5<sup>th</sup> Grade Teachers, using Grant Money from Carnegie Museum, CATS Funds, Pencil Sales and Student Contribution.**

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

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

- Mr. Beary made the Motion to APPROVE a GPS CONTRACT with VERIZON for Bus #13 for the 2015-16 School Year. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes. Mrs. Dixon—yes; Mr. Slagle—yes; Mr. K. Swartfager—yes; Mrs. Thompson— yes; and Mr. VanTassel—yes. Motion carried 8-0.

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

- Mr. Beary made the Motion to APPROVE the 2nd READING of the FOLLOWING POLICIES :
  - #115: Career and Technical Education.
  - #137: Home Education Programs.
  - #137.1: Extracurricular Participation by Home Education Students.
  - #707: Use of School Facilities.

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—no. Motion carried 7-1.

- Mr. VanTassel made the Motion to APPROVE the 1<sup>st</sup> READING of the FOLLOWING POLICIES :
  - #212: Reporting Student Progress.
  - #824: Maintaining Professional Adult/Student Boundaries.

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

**ADJOURNMENT**

With no further business, Mr. VanTassel made the Motion to Adjourn the Meeting at 8:11 P.M. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon--yes; Mr. Slagle—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

Respectfully submitted,

Vernon F. Lauffer, Board Secretary