

**Keystone School District
Knox, Pennsylvania
Regular Business Meeting Minutes
November 20, 2017**

OPENING/ATTENDANCE

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Regular Business Meeting to order on Monday, November 20, 2017 at 8:08 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. Randolph R. Burr, Mrs. Trisha D. Dixon, Mr. John R. Slagle, Mr. Dustin L. Swartfager, Mr. Kenneth L. Swartfager, Mrs. Stacey Thompson and Mr. Dwayne E. VanTassel. 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:

1. V.G. Mallory as a Girls' Varsity and JV Basketball Volunteer Coach.
2. V.H. Amanda Green as Cheerleading/Competitive Spirit Squads Volunteer Coach.
3. V.I. Post for an Assistant Golf Coach.
4. VI. E.2. 11/21/17: Ecology Class to Tom Ridge Environmental Center, Erie. Requested by Matt Baker, at no cost to the District.
5. VI. F. Swift MD.

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

CONSENT AGENDA

Mr. Beary made the Motion to APPROVE the CONSENT AGENDA as follows:

- Minutes:**

1. Approve the October 16, 2017 Regular Business Meeting Minutes*

- Financial Reports:**

1. File the October, 2017 Liquid Cash and Investment Activity Analysis Report for Audit*
2. File the October, 2017 Elementary School Student Activities Report for Audit*
3. File the October, 2017 High School Student Activities Report for Audit*
4. File the October, 2017 High School Athletics Report for Audit*
5. File the October, 2017 Contingency Fund Report for Audit*
6. Approve the October, 2017 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A and G*

CONSENT AGENDA (Continued)

□ **Financial Reports (Continued):**

7. Approve the October, 2017 Cafeteria Bills for payment as presented and located in Attachment C*
8. Approve the October, 2017 Cafeteria P&L for Audit*
9. Approve the October, 2017 Capital Reserve Bills as presented and located in Attachment B*

□ **Written Reports:**

1. Accept the September, 2017 Northwest School Combine Report*
2. Accept the IU Report*
3. 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. 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. VanTassel made the Motion to APPROVE the LETTER of RESIGNATION from KARI BEST as GIRLS' VARSITY VOLLEYBALL HEAD COACH. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—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 POSTING for a GIRLS' VARSITY VOLLEYBALL HEAD COACH. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—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 FOLLOWING ITEMS:
1. RESIGNATION LETTER from CATHERINE SCHOEPPNER as CROSS COUNTRY ASSISTANT COACH, effective immediately.
 2. POST for a CROSS COUNTRY ASSISTANT COACH.
 3. DAWN BURNS as a SUBSTITUTE NURSE, pending proper completion of Personnel File Documentation and Clearances.

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

- Mr. K. Swartfager made the Motion to APPROVE the INTENT to RETIRE LETTER from ROBERT SIMMONS, INDUSTRIAL ARTS TEACHER, effective at the end of the 2017-18 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. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.

PERSONNEL (For Individual or Separate Consideration) (Continued)

- **Mr. Barrett made the Motion to APPROVE the FOLLOWING ITEMS:**
 1. **MALLORY REED as VOLUNTEER COACH for VARSITY and JV GIRLS' BASKETBALL, pending proper completion of Clearances.**
 2. **AMANDA GREEN as VOLUNTEER COACH for CHEERLEADING/COMPETITIVE SPIRIT SQUADS, 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. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.

- **Mr. Beary made the Motion to POST for an ASSISTANT GOLF COACH. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.**

NEW BUSINESS (For Individual or Separate Consideration)

- **Mr. Beary made the Motion to APPROVE WILLIAM DOUGHERTY as a VAN DRIVER for MCLENDON TRANSPORTATION, pending proper completion of Personnel File Documentation and Clearances. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.**

- **Mr. K. Swartfager made the Motion to APPROVE the 2016-17 BUDGET TRANSFERS 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. 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 REPLACEMENT of the UNIT VENTILATOR CONTROLS in Elementary Rooms 107A and 207A by Johnson Controls at a total cost of \$2,070 from Capital Reserve. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—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. Beary made the Motion to APPROVE the FUND BALANCE DESIGNATION at June 30, 2017 as follows:**

Unassigned:	\$1,500,000
Assigned:	\$2,504,058
<u>Committed</u>	<u>\$ 250,000</u>
Total	\$4,254,058

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—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 UPCOMING FIELD TRIPS:**
1. 12-12-2017: 6th Grade Select Choir Ensemble to Knox Senior Center. Requested by Barbi Milliron, at no cost to the District.
 2. 11-21-2017: Ecology Class to Tom Ridge Environmental Center in Erie. Requested by Matt Baker, at no cost to the District.

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

- ❑ **Mr. Burr made the Motion to APPROVE the SWIFT MD PROGRAM, 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. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 9-0.**

POLICY (For Individual or Separate Consideration)

- ❑ **Mr. Beary made the Motion to APPROVE the 1st READING of the Following POLICIES:**
1. #103: Non-Discrimination in School and Classroom Policies.
 2. #103.1: Non-Discrimination: Qualified Students with Disabilities.
 3. #104: Non-Discrimination in Employment Practices.
 4. #150: Title I Comparability of Services.
 5. #918: Title I Parental Involvement.

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mrs. Dixon—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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ADJOURNMENT

- **With no further business, Mr. Van Tassel made the Motion to Adjourn the Meeting at 8:15 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. 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