

**Keystone School District  
Knox, Pennsylvania  
Regular Business Meeting Minutes  
January 15, 2018**

**OPENING/ATTENDANCE**

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Regular Business Meeting to order on Monday, January 15, 2018 at 7 P.M. The Meeting was held in the Keystone Elementary School Library, 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. Randolph R. Burr, Mr. John R. Slagle, Mr. Dustin L. Swartfager, Mr. Kenneth L. Swartfager, Mrs. Stacey Thompson and Mr. Dwayne E. VanTassel. Mrs. Trisha D. Dixon was absent. Also present were: Mr. Shawn Algoe, Mr. Vernon Lauffer, Mr. Michael McCormick, Mr. Rodney Sherman and Mr. Bradley Wagner.

**PUBLIC COMMENT**

None.

**ANNOUNCEMENTS**

- ❑ Mr. Slagle thanked the Teachers for the food, drink and card for Board Appreciation Month.
- ❑ Mr. Slagle said the next Meeting will be the combined Regular Work Session and Regular Business Meeting on Monday, February 12, 2018 at 7 P.M. in the Elementary School Library.

**CONSIDERATION OF AGENDA**

- ❑ Mr. Beary made the Motion to APPROVE the AGENDA as amended:  
**Additions:**
  1. VIII.D. Bryan Mong as Varsity Girls' Volleyball Head Coach.The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—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 as follows:

- ❑ **Minutes:**
  1. Approve the December 11, 2017 Regular Business Meeting Minutes\*
  2. Approve the January 8, 2018 Regular Work Session Minutes\*

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**CONSENT AGENDA (Continued)**

**☐ Financial Reports (Continued):**

- 1. File the December, 2017 Liquid Cash and Investment Activity Analysis Report for Audit\***
- 2. File the December, 2017 Elementary School Student Activities Report for Audit\***
- 3. File the December, 2017 High School Student Activities Report for Audit\***
- 4. File the December, 2017 High School Athletics Report for Audit\***
- 5. File the December, 2017 Contingency Fund Report for Audit\***
- 6. Approve the December, 2017 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A and G\***
- 7. Approve the December, 2017 Cafeteria Bills for payment as presented and located in Attachment C\***
- 8. Approve the December, 2017 Cafeteria P&L for Audit\***
- 9. Approve the December, 2017 Capital Reserve Bills as presented and located in Attachment B\***

**☐ Written Reports:**

- 1. Accept the November, 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; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.**

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

- ☐ Mr. Barrett made the Motion to APPROVE the INTENT TO RETIRE LETTER from LINDA HEATH, ELEMENTARY LANGUAGE ARTS TEACHER. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—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 INTENT TO RETIRE LETTER from RECBECCA RITCHEY, FULL TIME CUSTODIAN, effective June 29, 2018. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—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 DANIEL EDWARDS as a FULL-TIME CUSTODIAN, effective upon the successful completion of Personnel File Documentation and Clearances. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—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) (Continued)

- Mr. Beary made the Motion to APPROVE the HIRING of BRYAN MONG as GIRLS' VARSITY VOLLEYBALL HEAD COACH and to POST and ADVERTISE for any Open Volleyball Coaching positions, if necessary. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.

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

- Mrs. Thompson made the Motion to AWARD the CHOIR ROBE BID to MURPHY'S ROBES, who was the low bid, at a cost of \$22,392, with funds from Capital Reserve. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.
- Mr. Barrett made the Motion to APPROVE the APPOINTMENT of HORIZON TECHNOLOGIES as Erate Consultant, with Commission Rate to be 7.5% for EPC Portal Administering, RFP Construction, Bid Execution and Project Oversight, with Funds from Capital Reserve. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—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 BIDDING and ADVERTISING of the ELEMENTARY ERATE PROJECT as follows: Cat 6 Cabling, Access Points Installation, Fiber Backbone from MDF to IDF, new Gigabit Switches and new IDF Switch Rack, with Funds from Capital Reserve. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—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 CONTRACT, as presented, with MAPLE DRIVE CONSULTING for PSYCHOLOGICAL SERVICES, effective February 1, 2018. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; and Mr. VanTassel—yes. Motion carried 8-0.
- Mr. Barrett made the Motion to APPROVE the RENEWAL of the ONE CALL NOW CONTRACT, effective April 1, 2018 through March 31, 2019, at a cost of \$1,784.35. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—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. Barrett made the Motion to APPROVE the TAX CLAIM BID on Property Map #01-010-003-000 in the amount of \$867. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—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 PROFESSIONAL DEVELOPMENT:**
  - 1. **2/5/2018: Meeting with OEA Distance Learning Coordinator. Requested by Patrick Busch at a cost of \$98.10. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—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. Beary made the Motion to Approve the 1<sup>st</sup> Reading of the Following Policies:**
  - 1. **#302: Employment of Superintendent/Assistant Superintendent.**
  - 2. **#311: Reduction of Staff.**
  - 3. **#808: Food Services.**
  - 4. **#819: Suicide Awareness, Prevention and Response.****The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—yes; Mr. D. Swartfager—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 7:21 P.M. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Burr—yes; Mr. Slagle—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**

