

**Keystone School District  
Knox, Pennsylvania  
Regular Business Meeting Minutes  
April 16, 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, April 16, 2018 at 8 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 and Mr. Bradley Wagner.

**CONSIDERATION OF AGENDA**

- Mr. Beary made the Motion to APPROVE the AGENDA as amended:

**Additions:**

- V. C. Consideration of the Approval of the April 13, 2018 Athletic Committee Recommendations, pending proper completion of Clearances:
6. Eric Easton—Basketball Volunteer Coach.
  7. Andy Hogue—Basketball Volunteer Coach.
  8. A.J. Johnson—Basketball Volunteer Coach.
  9. David Custer—Varsity Track & Field Volunteer Coach.
- V. E. Consideration of the Posting/Advertising for a Full-Time Custodian.
- V. F. Consideration of the Revised Sick Day Bank Guidelines as presented.
- VI. G. Consideration of the Approval of the Upcoming Field Trips:
5. 5/10/2018: Progressive Agriculture Day, Clarion County Park.  
Requested by Kim Davis, using Student Contribution.
  6. 5/11/2018: 3<sup>rd</sup> & 4<sup>th</sup> Graders to Shipperville Health & Rehab.  
Requested by Deb Filson, using CATS Funds.
  7. 5/11/2018: Ecology Class to Canoe Creek. Requested by Matt Baker, using Budgeted Funds.

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 March 19, 2018 Regular Work Session Minutes\*
2. Approve the March 19, 2018 Regular Business Meeting Minutes\*

Financial Reports:

1. File the March, 2018 Board Summary for Audit\*
2. File the March, 2018 Liquid Cash and Investment Activity Analysis Report for Audit\*
3. File the March, 2018 Elementary School Student Activities Report for Audit\*
4. File the March, 2018 High School Student Activities Report for Audit\*
5. File the March, 2018 High School Athletics Report for Audit\*
6. File the March, 2018 Contingency Fund Report for Audit\*
7. Approve the March, 2018 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A and G\*
8. Approve the March, 2018 Cafeteria Bills for payment as presented and located in Attachment C\*
9. Approve the March, 2018 Cafeteria P&L for Audit\*
10. Approve the March, 2018 Capital Reserve Bills as presented and located in Attachment B\*

Written Reports:

1. Accept the February, 2018 Northwest School Combine Report\*
2. Accept the Career Center Report\*
3. Accept the IU 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. Barrett made the Motion to APPROVE the FOLLOWING ITEMS:
1. LETTER OF RETIREMENT from REBECCA RITCHEY, CUSTODIAN, effective June 29, 2018, with regret.
  2. POST and ADVERTISE for a PARAPROFESSIONAL.
  3. Athletic Committee Personnel Recommendations from March and April pending proper completion of Personnel File Documentation and Clearances:
    - a. JOSUE BARRIOS ONTIVEROS as BOYS' VARSITY SOCCER HEAD COACH.
    - b. STACI HANNOLD as CROSS COUNTRY ASSISTANT COACH.
    - c. JIM DURNELL as GOLF ASSISTANT COACH.
    - d. HOPE MAYS as VARSITY VOLLEYBALL VOLUNTEER COACH.
    - e. AUDRIANNA VANTASSEL as VARSITY TRACK & FIELD VOLUNTEER COACH.
    - f. ERIC EASTON as BASKETBALL VOLUNTEER COACH.
    - g. ANDY HOGUE as BASKETBALL VOLUNTEER COACH.
    - h. A.J. JOHNSON as BASKETBALL VOLUNTEER COACH.
    - i. DAVID CUSTER as TRACK & FIELD VOLUNTEER COACH.
  4. HIRING of STACEY FLANNIGAN and SANDRA ROSSMAN as SUMMER CUSTODIAL WORKERS.
  5. POST and ADVERTISE for a FULL-TIME CUSTODIAN.
  6. REVISED SICK DAY BANK GUIDELINES, as presented.

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

- ❑ **Mr. Barrett made the Motion to APPROVE the FOLLOWING ITEMS (Continued):**

**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 the REVISION of Bus #3 and #9 TRANSPORTATION CONTRACTS from RICK A. ZERBE and DEBRA A. ZERBE to RICK A. ZERBE, effective immediately. 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 APPROVE the 2018-19 CLARION COUNTY CAREER CENTER BUDGET, 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 2018-19 CHAMP ATHLETIC CONTRACT, 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 2016-17 AUDIT REPORT, as prepared by Troese & Associates. 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 DISTRICT-WIDE PARKING LOTS CRACK FILLING and SEAL COATING from TERRA WORKS, at a cost of \$15,400, with funds 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. K. Swartfager made the Motion to APPROVE the 2018-19 GENERAL&ART SUPPLIES BID RESULTS, 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. K. Swartfager made the Motion to APPROVE THE UPCOMING FIELD TRIPS:**
  1. **4/9/2018: Chemistry II Class (9 students) to Grove City College STEM Building. Requested by Alison Albright, with cost of Van Transportation.**
  2. **4/26/2018: Social Studies Class (10 Students) to Clarion University. Requested by Conrad Warner, with cost of Van Transportation.**
  3. **5/2018: Kindergarten to Knox Post Office, Fire Station and Library. Requested by Kim Riley and Jenna Fink, at no cost to the District.**
  4. **5/18/2018: STEM Club to Harrisburg University. Requested by Amanda Phillips, with cost of Van Transportation.**
  5. **5/10/2018: Progressive Agriculture Day, Clarion County Park. Requested by Kim Davis, using Student Contribution.**
  6. **5/11/2018: 3<sup>rd</sup> & 4<sup>th</sup> Graders to Shippenville Health & Rehab. Requested by Deb Filson, using CATS Funds.**
  7. **5/11/2018: Ecology Class to Canoe Creek. Requested by Matt Baker, using Budgeted Funds.**

**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.**

**ADJOURNMENT**

- ❑ **With no further business, Mr. VanTassel made the Motion to Adjourn the Meeting at 8:35 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**

