

**Keystone School District
Knox, Pennsylvania
Regular Business Meeting Minutes
October 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, October 15, 2018 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. Randolph R. Burr, Mrs. Trisha D. Dixon, Mr. John R. Slagle, Mrs. Stacey I. Thompson and Mr. Kenneth L. Swartfager. Mr. Dustin L. Swartfager and Mr. Dwayne E. VanTassel were absent. Also present were: Mr. Shawn Algoe, Mrs. Suzanne Chomas, Mr. Vernon Lauffer, Mr. Michael McCormick and Mr. Bradley Wagner.

ANNOUNCEMENTS

- ❑ Mr. Slagle said the next Meeting will be the Combined Regular Work Session and Regular Business Meeting on Monday, November 19, 2018 at 7 P.M. in the Elementary School Library.
- ❑ Mr. Algoe presented William Weaver as the Recommended Speech Teacher to be hired at Step 6 as an Addition--VIII C.
- ❑ Mr. Barrett reviewed the KESPA Support Contract that can be added as IX.K.

PUBLIC COMMENT

Mrs. Dixon complimented the Elementary School for her daughter's involvement with the Food-Tasting Committee.

CONSIDERATION OF AGENDA

- ❑ Mr. Beary made the Motion to APPROVE the AGENDA with the Following Additions:

IX.J. Replumb of Elementary Small Boiler.

IX.K. KESPA Support Contract Consideration.

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 and Mrs. Thompson—yes. Motion carried 7-0.

CONSENT AGENDA

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

□ **Minutes:**

1. Approve the September 17, 2018 Regular Work Session Minutes*
2. Approve the September 17, 2018 Regular Business Meeting Minutes*
3. Approve the October 8, 2018 Regular Work Session Minutes*

□ **Financial Reports:**

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

□ **Written Reports:**

1. Accept the August, 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. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.

PERSONNEL (For Individual or Separate Consideration)

□ Mr. Barrett made the Motion to APPROVE the INTENT to RETIRE LETTER from BILL BAUGHMAN, MAINTENANCE DIRECTOR, effective June 30, 2018.

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 and Mrs. Thompson—yes. Motion carried 7-0.

□ Mr. Beary made the Motion to APPROVE the LETTER of RESIGNATION from RACHEL PAZ, SPANISH TEACHER, effective November 16, 2018. 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 and Mrs. Thompson—yes. Motion carried 7-0.

**REGULAR BUSINESS MEETING MINUTES
OCTOBER 15, 2018
PAGE 3**

PERSONNEL (For Individual or Separate Consideration) (Continued)

- ❑ **Mr. Beary made the Motion to APPROVE the HIRING of WILLIAM WEAVER as SPANISH TEACHER, at Step 6, Bachelors +24, effective December 20, 2018. 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 and Mrs. Thompson—yes. Motion carried 7-0.**
- ❑ **Mr. K. Swartfager made the Motion to APPROVE the LETTER of RESIGNATION from SHARON FACCIANI, PARAPROFESSIONAL, effective October 4, 2018. 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 and Mrs. Thompson—yes. Motion carried 7-0.**
- ❑ **Mr. K. Swartfager made the Motion to APPROVE the HIRING of ANGELLA SCALISE as the LONG-TERM SUBSTITUTE ENGLISH TEACHER, at Step 1, BACHELORS, effective October 18, 2018. 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 and Mrs. Thompson—yes. Motion carried 7-0.**
- ❑ **Mr. Beary made the Motion to APPROVE the Following SUBSTITUTE VAN DRIVERS, pending proper completion of Personnel File Documentation and Clearances:
1. KENNEDY McLENDON
2. LINDA RUSSELL
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 and Mrs. Thompson—yes. Motion carried 7-0.**

NEW BUSINESS (For Individual or Separate Consideration)

- ❑ **Mr. Barrett made the Motion to APPROVE the QUOTE for the HANDRAIL at the HIGH SCHOOL GYM ENTRANCE and the TRAINER'S ROOM ENTRANCE from SPECIALTY FABRICATION & POWDER COATING at a total cost of \$5,699.23, 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. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.**
- ❑ **Mr. Beary made the Motion to AWARD the 2018-19 SNOW PLOWING CONTRACT to GREG DEIBLE, as per Quote Specifications and pending Contract Language. 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 and Mrs. Thompson—yes. Motion carried 7-0.**

**REGULAR BUSINESS MEETING MINUTES
OCTOBER 15, 2018
PAGE 4**

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

- ❑ **Mr. Barrett made the Motion to APPROVE the FYE 6-30-2018 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. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.**

- ❑ **Mr. K. Swartfager made the Motion to APPROVE the FUND BALANCE DESIGNATION at June 30, 2018, 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 and Mrs. Thompson—yes. Motion carried 7-0.**

- ❑ **Mr. Beary made the Motion to APPROVE the UPCOMING PROFESSIONAL DEVELOPMENT:**
 - 1. **10/26/2018: School Nurse Conference at Clarion. Requested by Petula King at a cost of \$16.02, using Budgeted Funds.**
 - 2. **10/24/2018: Homelessness Conference at Harrisburg. Requested by Jennifer Wingard at a cost of \$237, 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. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.**

- ❑ **Mr. K. Swartfager made the Motion to APPROVE the UPCOMING FIELD TRIPS:**
 - 1. **10/16/2018: Yearbook Staff Soliciting in Knox, Shipperville and Clarion. Requested by Sandi McElravy, using Funds for Gas for the Van.**
 - 2. **10/25/2018: Chemistry II Class to Grove City College STEM Building. Requested by Alison Albright, using Funds for Gas for the Van.**
 - 3. **12/7/2018: 7th Grade to Byham Theater in Pittsburgh. Requested by Karen McGiffin, using Funds from Fundraisers, Jr Hi Student Government and Student Contributions.**
 - 4. **12/18/2018: Elementary Select Choir to Knox Senior Center. Requested by Barbi Milliron, 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. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.**

- ❑ **Mr. Barrett made the Motion to GRANT CLARION COUNTY TAX CLAIM BUREAU the CONSENT to SELL REPOSITORY PROPERTIES for the MINIMUM BID, as set by same. 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 and Mrs. Thompson—yes. Motion carried 7-0.**

**REGULAR BUSINESS MEETING MINUTES
OCTOBER 15, 2018
PAGE 5**

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

- ❑ **Mr. K. Swartfager made the Motion to APPROVE the PURCHASE of a COMPLETE CONDENSATE UNIT for the High School from V-SYSTEMS at a cost of \$10,000, 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. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.**
- ❑ **Mr. Barrett made the Motion to APPROVE the PURCHASE of THREE (3) BOTTLE-FILLING STATIONS and WATER COOLERS from EQUIPARTS at a total cost of \$2,924, 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. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.**
- ❑ **Mr. Beary made the Motion to APPROVE the PLUMBING of the SMALL BOILER at the Elementary at a cost of \$5,407 by FRED L. BURNS. 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 and Mrs. Thompson—yes. Motion carried 7-0.**
- ❑ **Mr. Barrett made the Motion to APPROVE the KESPA SUPPORT 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. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.**

POLICY (For Individual or Separate Consideration)

- ❑ **Mr. Beary made the Motion to APPROVE the 2nd READING of the FOLLOWING POLICIES:**
 - 1. #006: MEETINGS.
 - 2. #108: ADOPTION OF TEXTBOOKS.
 - 3. #246: SCHOOL WELLNESS.
 - 4. #311: REDUCTION IN STAFF.
 - 5. #704: MAINTENANCE.
 - 6. #806: CHILD ABUSE.
 - 7. #808: FOOD SERVICE.
- 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 and Mrs. Thompson—yes. Motion carried 7-0.**
- ❑ **Mr. Barrett made the Motion to APPROVE the REVISED PROCUREMENT THRESHOLD for FEDERAL FUNDS—POLICY #626 ATTACHMENT. 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 and Mrs. Thompson—yes. Motion carried 7-0.**

**REGULAR BUSINESS MEETING MINUTES
OCTOBER 15, 2018
PAGE 6**

ADJOURNMENT

- **With no further business, Mrs. Thompson 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; Mrs. Dixon—yes; Mr. Slagle—yes; Mr. K. Swartfager—yes and Mrs. Thompson—yes. Motion carried 7-0.**

Respectfully submitted,

Vernon F. Lauffer, Board Secretary