

**Keystone School District
Knox, Pennsylvania
Regular Business Meeting Minutes
March 19, 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, March 19, 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 and Mrs. Stacey Thompson. Mr. Dwayne E. VanTassel 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.H. Letter of Retirement from Linda Heath, Elementary Language Arts Teacher, effective January, 2019.

VI.D.9. Upcoming Field Trips:

4/9/2018: Spanish I and II to Carnegie Music Hall and Mallorca Restaurant, Pittsburgh. Requested by Rachel Paz, using Student Government Scholarships, Principal Contingency Fund and Student Contributions.

VI.J. Waiver and Stipulation Agreement to Expel Student B as set forth in said Agreement dated March 16, 2018.

VI.K. Senate Bill 2 Resolution.

Changes:

VI.F.7. High School Chair Lift—Schindler Elevator Corp—\$37,000.

VI.G. Budget Transfer from the General Fund to Capital Reserve for \$130,000.

VI.H. Installation of a Concrete Pad for a Javelin Runway. To be paid from General Fund Balance, as this amount was previously assigned—Heeter Enterprises—\$10,600.

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; and Mrs. Thompson—yes. Motion carried 8-0.

CONSENT AGENDA

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

- Minutes:**

1. Approve the February 12, 2018 Regular Work Session Minutes*
2. Approve the February 12, 2018 Regular Business Meeting Minutes*

CONSENT AGENDA (Continued)

□ **Financial Reports:**

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

Written Reports:

1. Accept the January, 2018 Northwest School Combine Report*
2. 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; and Mrs. Thompson—yes. Motion carried 8-0.

PERSONNEL (For Individual or Separate Consideration)

- Mr. Barrett made the Motion to APPROVE the LETTER OF RETIREMENT from ROBERT SIMMONS, HIGH SCHOOL INDUSTRIAL ARTS TEACHER, effective at the end of the 2017-18 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. D. Swartfager—yes; Mr. K. Swartfager—yes; and Mrs. Thompson—yes. Motion carried 8-0.
- Mr. Barrett made the Motion to APPROVE THE POSTING and ADVERTISING for a TECHNOLOGY EDUCATION TEACHER position. 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; and Mrs. Thompson—yes. Motion carried 8-0.
- Mr. K. Swartfager made the Motion to APPROVE the LETTER of RETIREMENT from KAREN DITTMAN, PARAPROFESSIONAL, at the end of the 2017-18 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. D. Swartfager—yes; Mr. K. Swartfager—yes; and Mrs. Thompson—yes. Motion carried 8-0.

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PERSONNEL (For Individual or Separate Consideration) (Continued)

- ❑ **Mr. Beary made the Motion to APPROVE DAVID EVERETT as a VARSITY BASEBALL VOLUNTEER 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; and Mrs. Thompson—yes. Motion carried 8-0.**
- ❑ **Mr. K. Swartfager made the Motion to DECLARE the VARSITY FOOTBALL HEAD COACH POSITION VACANT. 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; and Mrs. Thompson—yes. Motion carried 8-0.**
- ❑ **Mr. Beary made the Motion to APPROVE the POSTING and ADVERTISING for the VARSITY FOOTBALL HEAD COACH POSITION. 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; and Mrs. Thompson—yes. Motion carried 8-0.**
- ❑ **Mr. Beary made the Motion to APPROVE the LUMP SUM REQUESTS at the end of the 2017-18 School Year from:**
 - 1. Fred Carrow
 - 2. Kami Coursen
 - 3. Rob Simmons**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; and Mrs. Thompson—yes. Motion carried 8-0.**
- ❑ **Mr. Barrett made the Motion to APPROVE the LETTER of RETIREMENT from LINDA HEATH, ELEMENTARY LANGUAGE ARTS TEACHER, effective JANUARY, 2019, 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. D. Swartfager—yes; Mr. K. Swartfager—yes; and Mrs. Thompson—yes. Motion carried 8-0.**

NEW BUSINESS (For Individual or Separate Consideration)

- ❑ **Mr. Barrett made the Motion to APPROVE the FOLLOWING ITEMS:**
 - 1. **ADVERTISE for the 2018-19 GENERAL & ART SUPPLY BID.**
 - 2. **UPCOMING PROFESSIONAL DEVELOPMENT:**
 - a. **3/21/2018: SAP Spring Update at SMI in Strattanville. Requested by Petula King at a cost of \$27.50, using Budgeted Funds.**
 - b. **4/18/2018: Slippery Rock University Mini Convention. Requested by Brigitte Rivers and Terrie Shaw, at a cost of \$73.60, using Budgeted Funds.**

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

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

3. UPCOMING FIELD TRIPS:

- a. **4/20/2018: Envirothon Club to Cook Forest Earth Day. Requested by Pam Warner, at no cost to the District.**
 - b. **5/1/2018: Envirothon Club to Enviro Competition at Jefferson County Fairgrounds. Requested by Pam Warner, using Budgeted Funds.**
 - c. **5/4/2018: 5th Grade and Guidance to Clarion University. Requested by Autumn Marshall, using Budgeted Funds, Pencil Sales Funds and Student Contribution.**
 - d. **5/21/2018: 5th Grade to Carnegie Museum of Natural History. Requested by 5th Grade Teachers, using Grant Funds from Carnegie, CATS Funds, Student Contribution and Pencil Sale Funds.**
 - e. **5/24/2018: 6th Grade to Cleveland Aquarium. Requested by Michele Clover, using CATS Funds and Student Contribution.**
 - f. **5/25/2018: 3rd Grade to Living Treasures Animal Park, New Castle. Requested by Tim Zerbe, using Student Contribution.**
 - g. **5/30/2018: Kindergarten to Farmer's Inn. Requested by Kim Riley, using CATS Funds and Student Contribution.**
 - h. **11/11/2018 to 11/15/2018: Senior Class to Washington, D.C. Requested by Dustin Kifer and Bill Irwin, using Student Contribution, Magazine Sale Funds, Senior Class Student Activity Funds and Possible Contributions from outside Agencies.**
 - i. **4/9/2018: Spanish I & II to Carnegie Music Hall and Mallorca Restaurant, Pittsburgh. Requested by Rachel Paz, using Student Government Scholarships, Principal Contingency Fund and Student Contributions.**
- 4. GENERAL COUNSEL HOURLY RATE of \$165 per hour and UNION NEGOTIATIONS/PERSONNEL HOURLY RATE of \$215 per hour, effective January 1, 2018, from KNOX MCLAUGHLIN GORNALL & SENNETT.**

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; and Mrs. Thompson—yes. Motion carried 8-0.

- **Mr. Beary made the Motion to APPROVE the FOLLOWING BUILDINGS & GROUNDS PROJECTS, with funds from Capital Reserve:**

1. ERATE PROJECT:

- a. **Cabling & Equipment Install—LOGICALIS—\$74,765.**
 - b. **Equipment—CONNECTIVITY—\$38,445.**
 - c. **After Erate Rebate, the Net District Cost is \$40,715.03.**
- 2. Additional LED BULB PURCHASE for High School—PIONEER ELECTRIC—\$2,244.**
- 3. NEC PHONE SYSTEM UPGRADE—RED HORIZON—\$3,475 (5% Reduction of \$173.75 if Both Projects).**

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

- ❑ **Mr. Beary made the Motion to APPROVE the FOLLOWING BUILDINGS & GROUNDS PROJECTS, with funds from Capital Reserve:**
 - 4. TWO-WAY PHONE COMMUNICATIONS in Elementary—RED HORIZON—\$7,580 (5% Reduction of \$379 if Both Projects).**
 - 5. FLOORING PROPOSAL for ENTRYWAY CARPET—PARKER FURNITURE—\$7,990.**
 - 6. CLASSROOM DOOR SECURITY SCREENS—KANE INNOVATIONS—\$20,000 (Pending Co-Stars Approval).**
 - 7. HIGH SCHOOL CHAIR LIFT—SCHINDLER ELEVATOR CORP—Up to \$37,000.**

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; and Mrs. Thompson—yes. Motion carried 8-0.

- ❑ **Mr. Burr made the Motion to APPROVE a BUDGET TRANSFER from the GENERAL FUND to CAPITAL RESERVE for \$130,000. 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; and Mrs. Thompson—yes. Motion carried 8-0.**
- ❑ **Mr. Beary made the Motion to APPROVE the INSTALLATION of a CONCRETE PAD for a JAVELIN RUNWAY—to be paid from the General Fund Balance, as this was previously assigned—HEETER ENTERPRISES--\$10,600. 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; and Mrs. Thompson—yes. Motion carried 8-0.**
- ❑ **Mr. Barrett made the Motion to APPROVE the PURCHASE of a PIANO for the Elementary School—VALLEY PIANO—\$6,877.75 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; and Mrs. Thompson—yes. Motion carried 8-0.**
- ❑ **Mr. Beary made the Motion to APPROVE the EXPULSION of STUDENT B, with Stipulations per Signed Agreement. 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; and Mrs. Thompson—yes. Motion carried 8-0.**
- ❑ **Mrs. Thompson made the Motion to APPROVE the RESOLUTION on SENATE BILL 2. 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; and Mrs. Thompson—yes. Motion carried 8-0.**

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ADJOURNMENT

- **With no further business, Mr. D. Swartfager made the Motion to Adjourn the Meeting at 8:19 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; and Mrs. Thompson—yes. Motion carried 8-0.**

Respectfully submitted,

Vernon F. Lauffer, Board Secretary