

**Keystone School District
Knox, Pennsylvania
Regular Business Meeting Minutes
February 18, 2019**

OPENING/ATTENDANCE

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Regular Business Meeting to order on Monday, February 18, 2019 at 7 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. John R. Slagle, Mr. Kenneth L. Swartfager and Mr. Dwayne E. VanTassel. Mr. Randolph R. Burr, Mrs. Trisha D. Dixon, Mr. Dustin L. Swartfager and Mrs. Stacey I. Thompson were 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. K. Swartfager made the Motion to APPROVE the AGENDA with the Following Changes:

Additions:

V.E. Letter of Resignation from Meagan White, English Teacher, effective March 1, 2019.

VI.C. 5. 3-29-2019: 6th Grade to Clarion County Career Center. Requested by Jennifer Wingard, using Budgeted Funds.

Corrections:

V.D.4. Kami Coursen—Lump Sum.

Deletions:

IV. C.2. CCCC Report.

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. K. Swartfager—yes and Mr. VanTassel—yes. Motion carried 5-0.

CONSENT AGENDA

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

- **Minutes:**

1. Approve the January 21, 2019 Regular Business Meeting Minutes*

- **Financial Reports:**

1. File the January, 2019 Board Summary Report for Audit*
2. File the January, 2019 Liquid Cash and Investment Activity Analysis Report for Audit*
3. File the January, 2019 Elementary School Student Activities Report for Audit*
4. File the January, 2019 High School Activities Report for Audit*
5. File the January, 2019 High School Athletics Report for Audit*
6. File the January, 2019 Contingency Fund Report for Audit*
7. Approve the January, 2019 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A and G*

CONSENT AGENDA (Continued)

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

❑ **Financial Reports:**

8. Approve the January, 2019 Cafeteria Bills for payment as presented and located in Attachment C*
9. File the January, 2019 Cafeteria P&L Report for Audit*

❑ **Written Reports:**

1. Accept the December, 2018 Northwest School Combine Report*
2. Accept the IU Report*

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. K. Swartfager—yes and Mr. VanTassel—yes Motion carried 5-0.

PERSONNEL (For Individual or Separate Consideration)

- ❑ Mr. Barrett made the Motion to APPROVE the RETIREMENT MEMORANDUM OF UNDERSTANDING with the KEYSTONE EDUCATION ASSOCIATION, as presented. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. K. Swartfager—yes and Mr. VanTassel—yes. Motion carried 5-0.

- ❑ Mr. K. Swartfager made the Motion to APPROVE the LETTER OF RETIREMENT from KIM PFAFF, SPEECH PATHOLOGIST, effective at the end of the 2018-19 School Year, with regret. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. K. Swartfager—yes and Mr. VanTassel—yes Motion carried 5-0.

- ❑ Mr. Beary made the Motion to APPROVE the POSTING and ADVERTISING for the ANTICIPATED MAINTENANCE SUPERVISOR VACANCY. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. K. Swartfager—yes and Mr. VanTassel—yes. Motion carried 5-0.

- ❑ Mr. Beary made the Motion to APPROVE the LUMP SUM REQUESTS:

1. VICKY CAMPBELL
2. HALEE MCCANCE
3. KIM PFAFF
4. KAMI COURSEN

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. K. Swartfager—yes and Mr. VanTassel—yes. Motion carried 5-0.

- ❑ Mr. Beary made the Motion to APPROVE the LETTER OF RESIGNATION from MEAGAN WHITE, effective March 1, 2019, with regret. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. K. Swartfager—yes and Mr. VanTassel—yes. Motion carried 5-0.

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NEW BUSINESS (For Individual or Separate Consideration)

- **Mr. Barrett made the Motion to APPROVE the \$50,000 FUND TRANSFER to CAPITAL RESERVE. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. K. Swartfager—yes and Mr. VanTassel—yes. Motion carried 5-0.**

- **Mr. Beary made the Motion to APPROVE the 2019-20 CHAMP ATHLETIC TRAINER CONTRACT, as presented. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. K. Swartfager—yes and Mr. VanTassel—yes. Motion carried 5-0.**

- **Mr. Barrett made the Motion to APPROVE the UPCOMING STUDENT FIELD TRIPS:**
 1. **2-27-2019: 3rd Grade to Jefferson County History Center. Requested by Deb Filson, using Budgeted Funds and Student Contributions.**
 2. **3-20-2019: Astronomy Class to Clarion University. Requested by Tyler Chambers, at no cost to the District.**
 3. **3-25-2019 and 3-26-2019: STEM Club to IU6. Requested by Amanda Phillips, at no cost to the District.**
 4. **4-12-2019: 2nd Grade to Carnegie Science Center. Requested by Barb Hurst, using CATS Funds and Student Contributions.**
 5. **3-29-2019: 6th Grade to Clarion County Career Center. Requested by Jennifer Wingard, using Budgeted Funds.**

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. K. Swartfager—yes and Mr. VanTassel—yes. Motion carried 5-0.

POLICY (For Individual or Separate Consideration)

- **Mr. Beary made the Motion to APPROVE the 1st READING OF THE FOLLOWING POLICIES:**
 1. **#103: Nondiscrimination/Discriminatory Harassment—School and Classroom Practices and #103.1: Nondiscrimination—Qualified Students With Disabilities.**
 2. **#104: Nondiscrimination/Discriminatory Harassment—Employment Practices.**
 3. **#222: Tobacco/Nicotine (Pupils) and #323: Tobacco/Nicotine (Employees).**
 4. **#247: Hazing.**
 5. **#249: Bullying/Cyberbullying.**
 6. **#904: Public Attendance at School Events.**

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. K. Swartfager—yes and Mr. VanTassel—yes. Motion carried 5-0.

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An Executive Session was held from 7:42 P.M. to 8:11 P.M.

ADJOURNMENT

With no further business, Mr. VanTassel made the Motion to Adjourn the Meeting at 7:42 P.M. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. K. Swartfager—yes and Mr. VanTassel—yes. Motion carried 5-0.

Respectfully submitted,

**Vernon F. Lauffer
Board Secretary**