

**Keystone School District
Knox, Pennsylvania
Regular Business Meeting Minutes
January 16, 2023**

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 16, 2023 at 7:33 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. Jason C. Say, Mr. John R. Slagle, Mr. Dustin L. Swartfager, Mr. Kenneth L. Swartfager, Mrs. Stacey I. Thompson, Mr. Dwayne E. VanTassel and Mr. Randall C. Weaver. Also present were: Mr. Jason Best, Mrs. Kaylan Blair, Mr. Jacob Deemer, Mr. Michael Hall, Mr. Michael McCormick, Mrs. Kelli McNaughton, Mr. Rodney Sherman and Mr. Kristoffer Willison.

PUBLIC COMMENT

None.

CONSIDERATION OF AGENDA

- Mr. Beary made the Motion to APPROVE the AGENDA, as presented. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.

CONSENT AGENDA

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

- Minutes:**
1. Approve the December 5, 2022 Reorganization Meeting Minutes*
 2. Approve the December 5, 2022 Work Session Minutes*
 3. Approve the December 5, 2022 Regular Business Meeting Minutes*
 4. Approve the December 20, 2022 Special Business Meeting Minutes*
- Financial Reports:**
1. File the December, 2022 Board Summary for Audit*
 2. File the December, 2022 Contingency Fund Report for Audit*
 3. File the December, 2022 Liquid Cash and Investment Activity Analysis Report for Audit*
 4. File the December, 2022 Elementary Student Activities Report for Audit*
 5. File the December, 2022 High School Student Activities Report for Audit*
 6. Approve the December, 2022 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, 2022 Cafeteria Bills for payment as presented and located in Attachment C*

**REGULAR BUSINESS MEETING MINUTES
JANUARY 16, 2023
PAGE 2**

CONSENT AGENDA (Continued)

□ **Financial Reports (Continued)**

8. **File the November, 2022 Cafeteria P&L for Audit***
9. **File the December, 2022 Cafeteria P&L for Audit***
10. **File the December, 2022 Capital Reserve Bills as presented and located in Attachment B-1***

□ **Written Reports:**

1. **Accept the November, 2022 Northwest School Combine Report***
2. **Accept the Career Center Report***
3. **Accept the IU6 Report***

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.

PERSONNEL (For Individual or Separate Consideration)

- **Mr. Barrett made the Motion to APPROVE the INTENT to RETIRE LETTER from KAY METTS, CUSTODIAN, effective May 31, 2023, with regret, and to POST and ADVERTISE for the ANTICIPATED VACANCY. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.**

- **Mr. K. Swartfager made the Motion to APPROVE the PERFORMANCE DESCRIPTION for the ASSISTANT to the SUPERINTENDENT. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.**

- **Mr. Beary made the Motion to APPROVE the FOLLOWING ATHLETIC COUNCIL RECOMMENDATIONS, pending proper completion of Personnel File Documentation and Clearances:**

1. **Dalton Schultz as Head Cheerleading Coach, pending Interview.**
2. **Chelsea Mong as Assistant Head Cheerleading Coach.**
3. **Rebekah Anderson as Cheerleading Volunteer.**
4. **Jon Beal as Co-Assistant Boys' Track Coach.**
5. **Terrie Shaw as Co-Assistant Boys' Track Coach.**
6. **Jason Knisley as Boys' Track Volunteer.**
7. **Garrett Heath as Boys' Basketball Volunteer.**
8. **Jay Gilford as Boys' Baseball Volunteer.**
9. **Jason Knisley as Boys' Baseball Volunteer.**

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.

**REGULAR BUSINESS MEETING MINUTES
JANUARY 16, 2023
PAGE 3**

PERSONNEL (For Individual or Separate Consideration)

- ❑ **Mr. Barrett made the Motion to APPROVE the REVISED STARTING DATE for MICHAEL HALL, SUPERINTENDENT, of FEBRUARY 13, 2023 and ASSOCIATED ADDENDUM to the CONTRACT. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.**

NEW BUSINESS (For Individual or Separate Consideration)

- ❑ **Mr. Beary made the Motion to APPROVE AMANDA HUNT and NEAL LEWIS as VAN DRIVERS, pending proper completion of Personnel File Documentation and Clearances. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.**
- ❑ **Mr. Beary made the Motion to APPROVE the UPDATED KEYSTONE SCHOOL DISTRICT HEALTH and SAFETY PLAN, as presented. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.**
- ❑ **Mr. K. Swartfager made the Motion to APPROVE the CD INVESTMENT PLAN with FIRST UNITED NATIONAL BANK. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.**
- ❑ **Mr. Beary made the Motion to APPROVE the 2021-22 LOCAL AUDIT. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.**
- ❑ **Mr. Barrett made the Motion to RETROACTIVELY APPROVE to REPLACE the LEAKING STEAM COIL by SIEMENS at a cost of \$9,958.00, with FUNDS from CAPITAL RESERVE and APPROVE the CHANGE ORDER to REMOVAL ALL EXISTING FIRE SYSTEM EQUIPMENT with WSS INTEGRATED TECHNOLOGIES at a cost of \$3,360.00, with FUNDS from CAPITAL RESERVE and to APPROVE the BASE CABINETS for PRE-K ROOMS from APEL WOODWORK, at a cost of \$4,150.00, with FUNDS from CAPITAL RESERVE. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.**

**REGULAR BUSINESS MEETING MINUTES
JANUARY 16, 2023
PAGE 4**

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

- **Mr. K. Swartfager made the Motion to RETROACTIVELY APPROVE and APPROVE the UPCOMING FIELD TRIPS:**
 1. **12/9/2022: Spanish IV to Cozumel. Requested by Bill Weaver, using Student Contributions.**
 2. **5/10/2023: Biology II to Allegheny General Hospital. Requested by Matt Baker, using Budgeted Funds.**
 3. **5/17/2023: 4th Grade to Clear Creek State Park. Requested by Brandi Fisher, using CATS Funds and Student Contributions.**

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.

POLICY (For Individual or Separate Consideration)

- **Mr. Barrett made the Motion to Approve the 1st Reading of the Following Policies;**
 1. **#123.1 Sex-Based Distinctions in Athletics**
 2. **#210 Medications**
 3. **#210.1 Possession/Administration of Asthma Inhalers/ Epinephrine Auto-Injectors**
 4. **#212 Reporting Student Progress**
 5. **#215 Promotion and Retention**
 6. **#216 Student Records**
 7. **#217 Graduation**
 8. **#218 Student Discipline**
 9. **#218.3 Discipline of Student Convicted/Adjudicated of Sexual Assault (New)**
 10. **#219 Student Complaint Process**
 11. **#220 Student Expression/Dissemination of Mat**
 12. **#222 Tobacco and Vaping Products**
 13. **#223 Use of Motor Vehicles**
 14. **#226 Searches (New)**
 15. **#227 Controlled Substances/Paraphernalia**
 16. **#235 Student Right and Responsibilities**
 17. **#235.1 Surveys (New)**
 18. **#236 Student Assistance Program (New)**
 19. **#236.1 Threat Assessment**
 20. **#252 Dating Violence (New)**
 21. **#347.2 Changing of Student Names**

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.

**REGULAR BUSINESS MEETING MINUTES
JANUARY 16, 2023
PAGE 5**

POLICY (For Individual or Separate Consideration)

□ **Mr. Barrett made the Motion to APPROVE the RECOMMENDATION to RETIRE the following POLICIES:**

- 1. #211 Student Accident Insurance**
- 2. #213 Assessment of Student Progress**
- 3. #225 Relations with Law Enforcement Agencies**
- 4. #236 Responding to Students at Risk**

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.

ADJOURNMENT

□ **With no further business, Mr. VanTassel made the Motion to ADJOURN the Meeting at 7:44 P.M. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 9-0.**

Respectfully submitted,

**Kristoffer S. Willison
Board Secretary**

