

**Keystone School District  
Knox, Pennsylvania  
Regular Business Meeting Minutes  
March 13, 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, March 13, 2023 at 7:32 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. Josh Beal, Mr. Jason Best, Mrs. Kaylan Blair, Mrs. Kim Callander, Mr. Michael Hall, Mrs. Michelle Henry, Mrs. Jennifer Mauk, Mr. Michael McCormick, Mrs. Kelli McNaughton, Mrs. Kim O'Neil, Mrs. Jodee Raybuck, Mr. Stanley Reed, Mr. Kristoffer Willison and Mrs. Marty Wise.

**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 February 20, 2023 Regular Work Session Minutes\*
  2. Approve the February 20, 2023 Regular Business Meeting Minutes\*
- **Financial Reports:**
1. File the February, 2023 Board Summary for Audit\*
  2. File the February, 2023 Contingency Fund Report for Audit\*
  3. File the February, 2023 Liquid Cash and Investment Activity Analysis Report for Audit\*
  4. File the February, 2023 Elementary Student Activities Report for Audit\*
  5. File the February, 2023 High School Student Activities Report for Audit\*
  6. Approve the February, 2023 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A and G\*
  7. Approve the February, 2023 Cafeteria Bills for payment as presented and located in Attachment C\*
  8. File the February, 2023 Cafeteria P&L for Audit\*
  9. File the February, 2023 Capital Reserve Bills as presented and located in Attachment B-1\*

**CONSENT AGENDA** (Continued)

❑ **Written Reports:**

1. Accept the January, 2023 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. Beary made the Motion to APPROVE the HIRING of CODY YOUNG as a FULL-TIME CUSTODIAN, effective immediately. 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 LETTER of RESIGNATION from JOSUE BARRIOS as VARSITY BOYS' SOCCER HEAD COACH and to APPROVE THE POSTING and ADVERTISING of a VARSITY BOYS' SOCCER HEAD COACH. 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 LUMP SUM REQUESTS from:
1. KAMI COURSEN
  2. KATHY RUTKOWSKI

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 JESSICA COURSON as a VAN DRIVER. 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. K. Swartfager made the Motion to APPROVE the 2023-2028 KEYSTONE SCHOOL DISTRICT EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION CONTRACT, 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.

**REGULAR BUSINESS MEETING MINUTES  
MARCH 13, 2023  
PAGE 3**

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

- ❑ **Mr. Barrett made the Motion to APPROVE the 2023-24 IU6 OPERATING BUDGET, 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. Beary made the Motion to APPROVE the JULY 1, 2023 to JUNE 30, 2026 IU6 RWAN AGREEMENT, 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. Barrett made the Motion to APPROVE the 2023-24 E-RATE LETTER of AGENCY, 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 RETROACTIVELY APPROVE the 2022-23 GLADE RUN LUTHERAN SERVICES AGREEMENT. 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 PURCHASE of a LYNX FULLY AUTOMATED TIMING SYSTEM in the amount of \$10,815.00, with Funds from Capital Reserve, with anticipation of a Contribution from the Track/Cross Country Boosters. 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 PURCHASE of HIGH SCHOOL CLASSROOM CHAIR DESKS from VIRCO at a cost of \$7,664.10, 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  
MARCH 13, 2023  
PAGE 4**

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

- ❑ **Mr. Barrett made the Motion to APPROVE the PURCHASE of SERVICES relating to the ELEMENTARY FIRE ALARM INSTALLATION from SCHINDLER ELEVATOR CORP., at a cost of \$1,834.28, 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.**
  
- ❑ **Mr. Barrett made the Motion to APPROVE the INSTALLATION of a DRAINAGE DITCH and PIPE outside of the BASEBALL FIELD FENCE from DEIBLE LANDSCAPING, INC., at a cost of \$4,550.00, 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.**
  
- ❑ **Mr. Beary made the Motion to APPROVE to RENEW the FOOD SERVICE MANAGEMENT COMPANY CONTRACT with THE NUTRITION GROUP for 2023-2024. 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 EAGLE SCOUT PROJECT relating to the SHOT PUT RING and new THROWING PAD, with the understanding that District Funding will not exceed 50% of the Project Total Cost. 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 UPCOMING FIELD TRIPS:**
  - 1. 3/23/2023: Business Math Class to KGC Federal Credit Union and Farmer's National Bank. Requested by Kim Exley, at no cost.**
  - 2. 3/24/2023: Jr/Sr Archery Club to Spooky Nook Sports, Manheim, PA. Requested by Chad Buerk, using Archery Club Fundraising Funds (State Competition).**
  - 3. 4/5/2023: School Counselor and 5<sup>th</sup> Grade to Penn West Clarion. Requested by Autumn Marshall, using 5<sup>th</sup> Grade Pencil Sales Funds and Student Contributions.**
  - 4. 5/4/2023: Envirothon Competition at Clear Creek. Requested by Pam McCandless, using Budgeted Funds.**
  - 5. 5/5/2023: Physics Class to Kennywood Park. Requested by Dustin Kifer, using Student Contributions.**
  - 6. 5/16/2023: Ecology Class and Enviro Club to Cook Forest. Requested by Matt Baker, using Budgeted Funds.**

**OLD BUSINESS** (For Individual or Separate Consideration)

- ❑ **Due to Lack of Motion, the Approval for the HIGH SCHOOL GYM FLOOR SALVAGE RIGHTS to the KEYSTONE SCHOOL DISTRICT EDUCATION FOUNDATION died.**

**POLICY** (For Individual or Separate Consideration)

- ❑ **Mr. Barrett Requested Approval of the 1st Reading of the Following Policies:**
  1. **#208: Withdrawal From School**
  2. **#301: Creating a Position**
  3. **#302: Employment of Superintendent**
  4. **#304: Employment of District Staff**
  5. **#305: Employment of Substitute**
  6. **#306: Employment of Summer School Staff**
  7. **#307: Student Teachers/Interns**
  8. **#308: Employment Contract/Board Resolution**
  9. **#309: Assignment and Transfer**
  10. **#311: Reduction of Staff**
  11. **#312: Performance Assessment of Superintendent**
  12. **#313: Evaluation of Employees**
  13. **#314: Physical Examination**
  14. **#314.1:HIV Infection**
  15. **#317: Conduct/Disciplinary Procedures**
  16. **#317.1: Educator Misconduct**

**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 said the STEM Presentation was a wonderful program!**

**ADJOURNMENT**

- ❑ **With no further business, Mr. VanTassel made the Motion to Adjourn the Meeting at 7:41 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**