

**Keystone School District
Knox, Pennsylvania
Regular Work Session Minutes
April 17, 2023**

OPENING/ATTENDANCE

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Regular Work Session to order on Monday, April 17, 2023 at 7 P.M. The Meeting was held at the Clarion County Career Center, 447 Career Lane, Shipperville, Pennsylvania. The Pledge of Allegiance was recited. The following Board Members were present: Mr. Gregory A. Barrett, Mr. James A. Beary, 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. Mr. Jason C. Say was absent. Also present were: Mr. Randy Bartlett, Mr. Jason Best, Mrs. Kaylan Blair, Mr. Michael Hall, Mr. Michael McCormick, Mrs. Kelli McNaughton, Mr. Kristoffer Willison.

ANNOUNCEMENTS

- ❑ Mr. Slagle welcomed the guests to the Meeting.
- ❑ Mr. Slagle said the next scheduled Meeting is the Regular Work Session on May 8, 2023 at 7 P.M. in the Elementary School Library.
- ❑ **PUBLIC COMMENT**

None.

REPORTS

- ❑ **Superintendent—Mr. Hall reviewed the following:**
 1. Calendar Change.
 2. High School Faculty Room Update.
 3. Gym Floor Progress—7-12th Grade Students Participated in Voting.
 4. MOU's with Police.
 5. Thank You to Career Center for Hosting Meeting.
 6. April 28, 2023 is the Career Fair at the Career Center.
- ❑ **High School Principal—Mrs. McNaughton reviewed the following:**
 1. Snack Shack Newspaper Article.
 2. National Honor Society Induction.
 3. High School Faculty Room Redo.
 4. "Footloose" Musical Performed.
 5. Blue Bird Trail at Beaver Ponds.
 6. E Parkes Cosmo—3rd.
 7. Gym Floor Update.

REPORTS (Continued)

- **Business Manager—Mr. Willison reviewed:**
 1. Budget Preview.

DIALOGUE ITEMS

- **Mr. Hall requested Approval of the Letter of Retirement from Kathy Rutkowski, High School English Teacher, at the end of the 2022-23 School Year.**
- **Mr. Hall requested Approval of the Letter of Resignation from Samantha Toy, Speech Pathologist, effective August 18, 2023.**
- **Mr. Hall reviewed and requested Approval to Post and Advertise for a Speech Pathologist.**
- **Mr. Hall requested Approval of the Letter of Resignation from Nicole Crissman as Fourth Grade Department Chairperson.**
- **Mr. Hall requested Approval to Post for a Fourth Grade Department Chairperson.**
- **Mr. Hall reviewed and requested Approval of Patrick Busch as High School Special Area Department Chairperson.**
- **Mr. Hall reviewed and requested Approval of Hiring Christine McCauley as a Substitute Custodian, pending proper completion of Personnel File Documentation and Clearances.**
- **Mr. Hall reviewed and requested Approval of Summer Custodial Workers.**
- **Mr. Hall reviewed and requested Approval of the Athletic Committee Recommendations of the 2023 Varsity and Jr. High Football Coaching Changes:**
 1. Jon Beal: Varsity 3rd Assistant Coach.
 2. Isaak Jones: Jr. High Volunteer Coach.
- **Mr. Hall reviewed and requested Approval of the Request from KESPA to have July 3 (Monday) off instead of July 5 (Wednesday).**
- **Mr. Hall requested Approval of the Revision to the 2022-23 School Calendar.**
- **Mr. Hall reviewed and requested Approval of Re-Keying of the High School Doors.**
- **Mr. Hall reviewed and requested Approval of the High School Lobby Lights.**
- **Mr. Hall reviewed and requested Retroactive Approval of the Pole Vault Standards Purchase, with Funds from Capital Reserve.**

DIALOGUE ITEMS (Continued)

- ❑ Mr. Hall reviewed and requested Approval of the Equitable Advisors, LLC as Additional 403B Provider.
- ❑ Mr. Hall reviewed and requested Approval of the 2023-24 Proposed Clarion County Career Center Budget.
- ❑ Mr. Hall reviewed and requested Approval of Student Olweus Bullying Prevention Surveys.
- ❑ Mr. Hall reviewed and requested Approval of the Memorandums of Understanding with Police Departments.
- ❑ Mr. Hall reviewed and requested Approval of the Agreement with Butler County Community College.
- ❑ Mr. Hall reviewed and requested Approval of the Upcoming Field Trips:
 1. 3/27/2023: 5th Grade to Pittsburgh Children's Museum. Requested by Vicki Cotton, using McElhattan Foundation Grant.
 2. 3/29/2023, 4/5/2023, 4/12/2023, 5/3/2023, 5/17/2023 and 5/24/2023: Special Education Students to IU6. Requested by Jen Slaughaupt, using Budgeted Funds.
 3. 4/24/2023: 1st Grade to Pittsburgh Children's Museum. Requested by Nancy Daum, using McElhattan Foundation Grant.
 4. 4/26/2023: History Students to Penn West Clarion. Requested by Austin Cessna, at no cost.
 5. 5/9/2023: Kindergarten to Camp Coffman. Requested by Jenna Fink, using CATS Funds and Student Contributions.
 6. 5/11/2023: 2nd Grade to Clarion County Park. Requested by Sue Shaner, at no Cost.
 7. 5/15/2023: 3rd Grade to Seneca Lanes. Requested by Jen Potter, using CATS Funds, Budgeted Funds and Student Contributions
 8. 5/16/2023: 3rd Grade to Pittsburgh Children's Museum. Requested by Deb Filson, using McElhattan Foundation Grant.
 9. 5/18/2023: 3rd Grade to Living Treasures. Requested by Tim Zerbe, using CATS Funds and Student Contributions.
 10. 5/22/2023: 6th Grade to Cook Forest. Requested by Kate Schoeppner, using CATS Funds and Student Contributions.

POLICY

- **Mr. Hall reviewed and requested Approval of the 2nd 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**

- **Mr. Hall reviewed and requested Approval of the 1st Reading of the Following Policies:**
 1. **#309.1 Telework**
 2. **#309.1 Vol V. 2020: Telework**
 3. **#318: Attendance and Tardiness**
 4. **#318: Vol V. 2020: Attendance and Tardiness**
 5. **#319: Outside Activities**
 6. **#320: Freedom of Speech in Nonschool Settings**
 7. **#321: Political Activities**
 8. **#322: Gifts**
 9. **#323: Tobacco and Vaping Products**
 10. **#323 Vol V. 2020: Tobacco and Vaping Products**
 11. **#324: Personnel Files**
 12. **#325: Dress and Grooming**
 13. **#326: Complaint Process**
 14. **#328: Compensation Plans/Salary Schedules**
 15. **#330: Overtime**
 16. **#331: Job Related Expenses**
 17. **#331: Vol. V. 2020: Job Related Expenses**

POLICY (Continued)

- **Mr. Hall reviewed and requested Approval of the Retirement of the Following Policies:**
 1. **#303: Employment of Administrators**
 2. **#316: Non-Tenured Employees**
 3. **#404: Employment of Professional Employees**
 4. **#410: Abolishing a Position**
 5. **#411: Suspensions and Furloughs (Professional Employees)**
 6. **#414: Physical Examination**
 7. **#417: Conduct/Disciplinary Procedures**
 8. **#504: Employment of Classified Employees**
 9. **#511: Suspensions and Furloughs (Classified Employees)**
 10. **#517: Vacation**

ADJOURNMENT

With no further business, the Meeting Adjourned at 7:57 P.M.

Respectfully submitted,

**Kristoffer S. Willison
Board Secretary**