

**Keystone School District  
Knox, Pennsylvania  
Regular Business Meeting Minutes  
April 17, 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, April 17, 2023 at 7:57 P.M. The Meeting was held at the Clarion County Career Center, 447 Career Lane, Shippenville, Pennsylvania. 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 and Mr. Kristoffer Willison.

**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. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 8-0.

**CONSENT AGENDA**

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

**Minutes:**

1. Approve the March 13, 2023 Regular Work Session Minutes\*
2. Approve the March 13, 2023 Regular Business Meeting Minutes\*

**Financial Reports:**

1. File the March, 2023 Board Summary for Audit\*
2. File the March, 2023 Contingency Fund Report for Audit\*
3. File the March, 2023 Liquid Cash and Investment Activity Analysis Report for Audit\*
4. File the March, 2023 High School Student Activities Report for Audit\*
6. Approve the March, 2023, 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 March, 2023 Cafeteria Bills for payment as presented and located in Attachment C\*
8. File the March, 2023 Cafeteria P&L for Audit\*
9. File the March, 2023 Capital Reserve Bills as presented and located in Attachment B-1\*

CONSENT AGENDA (Continued)

□ Written Reports:

1. Accept the February, 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. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 8-0.

PERSONNEL (For Individual or Separate Consideration)

□ Mr. Barrett made the Motion to APPROVE THE FOLLOWING PERSONNEL ITEMS:

1. RETIREMENT LETTER FROM KATHY RUTKOWSKI, HIGH SCHOOL ENGLISH TEACHER, effective at the end of the 2022-23 School Year.
2. LETTER of RESIGNATION from SAMANTHA TOY, SPEECH PATHOLOGIST, effective August 28, 2023.
3. POST and ADVERTISE for a SPEECH PATHOLOGIST.
4. LETTER of RESIGNATION from NICOLE CRISSMAN as FOURTH GRADE DEPARTMENT CHAIRPERSON.
5. POST for a FOURTH GRADE DEPARTMENT CHAIRPERSON.
6. PATRICK BUSCH as HIGH SCHOOL SPECIAL AREA DEPARTMENT CHAIRPERSON.
7. HIRE CHRISTINE MCCAULEY as SUBSTITUTE CUSTODIAN, pending proper completion of Personnel File Documentation and Clearances.

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 8-0.

- Mr. K. Swartfager made the Motion to APPROVE the HIRING of SUMMER CUSTODIAL WORKERS. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 8-0.

□ Mr. Beary made the Motion to APPROVE the RECOMMENDATIONS of the 2023 FOOTBALL COACHING CHANGES from the Athletic Council:

1. Jon Beal as Varsity 3<sup>rd</sup> Assistant Coach.
2. Isaak Jones as Jr. High Volunteer Coach, pending proper completion of Clearances.

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 8-0.

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**PERSONNEL (For Individual or Separate Consideration) (Continued)**

- Mr. Barrett made the Motion to APPROVE the REQUEST from KESPA to have July 3 (Monday) off instead of July 5 (Wednesday). The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 8-0.

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

- Mr. Beary made the Motion to APPROVE the REVISION to the 2022-23 SCHOOL CALENDAR. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 8-0.
- Mr. Beary made the Motion to APPROVE the RE-KEYING of the HIGH SCHOOL DOORS from BUILDER'S HARDWARE at a cost of \$90,994.17, using ARP ESSER FUNDS. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. D. Swartfager—no; Mr. K. Swartfager—no; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 6-2.
- Mr. Barrett made the Motion to APPROVE the PURCHASE of HIGH SCHOOL LOBBY LIGHTS from PIONEER ELECTRIC at a cost of \$2,337.00, with Funds from CAPITAL RESERVE. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. D. Swartfager—no; Mr. K. Swartfager—no; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 8-0.
- Mr. Beary made the Motion to RETROACTIVELY APPROVE the PURCHASE of POLE VAULT STANDARDS from MFAC, LLC at a cost of \$2,730.00, with Funds from Capital Reserve. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. D. Swartfager—no; Mr. K. Swartfager—no; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 8-0.
- Mr. Barrett made the Motion to APPROVE EQUITABLE ADVISORS, LLC as an ADDITIONAL 403B Provider. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. D. Swartfager—no; Mr. K. Swartfager—no; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 8-0.

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

- ❑ Mr. K. Swartfager made the Motion to APPROVE the 2023-24 PROPOSED CLARION COUNTY CAREER CENTER BUDGET. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. D. Swartfager—no; Mr. K. Swartfager—no; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 8-0.
- ❑ Mrs. Thompson made the Motion to TABLE the STUDENT OLWEUS BULLYING PREVENTION SURVEYS. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. D. Swartfager—no; Mr. K. Swartfager—no; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 8-0.
- ❑ Mr. Barrett made the Motion to TABLE the TWO (2) MEMORANDUMS of UNDERSTANDING for POLICE ACCESS. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. D. Swartfager—no; Mr. K. Swartfager—no; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 8-0.
- ❑ Mr. Beary made the Motion to APPROVE the COLLEGE WITHIN the HIGH SCHOOL AGREEMENT with BUTLER COUNTY COMMUNITY COLLEGE. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. D. Swartfager—no; Mr. K. Swartfager—no; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 8-0.
- ❑ Mr. K. Swartfager made the Motion to APPROVE the UPCOMING FIELD TRIPS:
  1. 3/27/2023: 5<sup>th</sup> 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: 1<sup>st</sup> 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: 2<sup>nd</sup> Grade to Clarion County Park. Requested by Sue Shaner, at no Cost.
  7. 5/15/2023: 3<sup>rd</sup> Grade to Seneca Lanes. Requested by Jen Potter, using CATS Funds, Budgeted Funds and Student Contributions
  8. 5/16/2023: 3<sup>rd</sup> Grade to Pittsburgh Children’s Museum. Requested by Deb Filson, using McElhattan Foundation Grant.

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

- Mr. K. Swartfager made the Motion to APPROVE the UPCOMING FIELD TRIPS (Continued):
9. 5/18/2023: 3<sup>rd</sup> Grade to Living Treasures. Requested by Tim Zerbe, using CATS Funds and Student Contributions.
  10. 5/22/2023: 6<sup>th</sup> Grade to Cook Forest. Requested by Kate Schoeppner, using CATS Funds and Student Contributions.  
Clearances.

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 8-0.

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

- Mr. Beary made the Motion to APPROVE the 2<sup>nd</sup> 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. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 8-0.

- Mr. K. Swartfager made the Motion to APPROVE the 1<sup>st</sup> 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

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

- **Mr. K. Swartfager made the Motion to APPROVE the 1<sup>st</sup> READING of the FOLLOWING POLICIES (Continued):**

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

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 8-0.

- **Mr. K. Swartfager made the Motion to APPROVE 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

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 8-0.

**ADJOURNMENT**

- **With no further business, Mr. VanTassel made the Motion to Adjourn the Meeting at 8:20 P.M. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 8-0.**

Respectfully submitted,

Kristoffer S. Willison, Board Secretary