

**Keystone School District
Knox, Pennsylvania
Regular Work Session Minutes
May 11, 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, May 11, 2023 at 7:02 P.M. The Meeting was held in the Keystone Elementary School Library, 451 Huston Avenue, Knox, Pennsylvania. The Pledge of Allegiance was recited. 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. Randy Bartlett, Mr. Michael Hall, Mr. Michael McCormick and Mr. Kristoffer Willison.

ANNOUNCEMENTS

- Mr. Slagle welcomed the guests to the Meeting.
- Mr. Slagle said a Buildings & Grounds Committee Meeting was held tonight at 6 P.M.
- Mr. Slagle said an Executive Session will be held tonight immediately following the Regular Work Session in the Elementary School Library for Personnel Reasons.
- Mr. Slagle said an Athletic Council Meeting was held on Tuesday, May 9, 2023.
- Mr. Slagle said the next scheduled Meeting is the Regular Business Meeting on May 15, 2023 at 7 P.M. in the Elementary School Library.

PUBLIC COMMENT

None.

REPORTS

- Superintendent—Mr. Hall reviewed the following:**
 1. Athletic Event Calendar.
 2. PSSA Testing.
 3. Teacher Appreciation Week.

REPORTS (Continued)

- **Elementary Principal—Mr. McCormick reviewed the following:**
 1. Keystone Elementary School Honor Society Induction.
 2. PMEA Band Fest.
 3. Titusville ROC Academy:
 - A. Three Seniors Graduating.
 - B. June 6, 2023 is the end of year.
 4. 6th Grade Graduation.

- **High School—Mr. Hall presented the following:**
 1. Procedure Changes (2):
 - A. Required Summer Work for Honors Courses.
 - B. Failing Honors/AP Classes.
 2. English Three (3) Sections:
 - A. Honors English.
 - B. Academic English.
 - C. English.
 3. Music Programs (Band/Choir)

DIALOGUE ITEMS

- Mr. Hall reviewed and requested Approval for the Correction to the April 17, 2023 Regular Business Meeting Minutes: Samantha Toy's Last Working Day is August 18, 2023—not August 28, 2023.

- Mr. Hall requested Approval of Brandi Fisher as 4th Grade Department Chairperson, effective immediately.

- Mr. Hall requested Approval of Gina Clark and Bobbie Heller as Summer School Teachers.

- Mr. Hall requested Approval of Erin Neely as Extended School Year Teacher.

- Mr. Hall requested Approval to Post and Advertise for a Junior High Cheerleading Coach position, as per the Athletic Council recommendation.

- Mr. Hall reviewed and requested Approval for an Extension of the Substitute Athletic Director Position to Bill Irwin for up to 9 Days per Month for the 2023-24 School Year through June 30, 2024, at a daily cost of \$232.58.

- Mr. Hall reviewed and requested Approval of the Annual Board Approved Items for 2023-24:
 1. **Contracted Services:**
 - a. Local Auditor—Brooks & Rhoads
 - b. School Doctor—Dr. Carroll

DIALOGUE ITEMS (Continued)

- Mr. Hall reviewed and requested Approval of the Annual Board Approved Items for 2023-24 (Continued):

2. **Insurance:**

a. **Highmark Monthly Medical Insurance Rates (4.54% Increase):**

PO Blue	Individual	Parent/Child	Parent/Children	Husband/Wife	Family
46867-19	\$806.25	\$1,995.52	\$1,995.52	\$2,245.15	\$2,364.01
12696-83	\$806.25	\$1,995.52	\$1,995.52	\$2,245.15	\$2,364.01
12696-84	\$815.17	\$2,017.07	\$2,017.07	\$2,269.91	\$2,390.27
12696-23	\$834.08	\$2,068.77	\$2,068.77	\$2,323.53	\$2,444.87
12696-64	\$834.08	\$2,068.77	\$2,068.77	\$2,323.53	\$2,444.87
46867-35	\$810.58	\$2,006.08	\$2,006.08	\$2,257.16	\$2,376.74
12696-35	\$810.58	\$2,006.08	\$2,006.08	\$2,257.16	\$2,376.74
12696-60	\$844.34	\$2,093.58	\$2,093.58	\$2,352.02	\$2,475.08
12696-52	\$895.49	\$2,219.43	\$2,219.43	\$2,494.29	\$2,625.20
12696-43	\$948.07	\$2,351.39	\$2,351.39	\$2,641.02	\$2,779.07

b. **Delta Dental Contract for 2023-24 Dental Insurance Rates:**

Individual	Family
\$32.25	\$73.25

c. **Vision Benefits of America Contract for 2023-24 Vision Insurance Rates:**

Individual	Family
\$6.05	\$14.75

3. **Board Services:**

- a. **Nominate and Elect a Board Treasurer at May 15, 2023 Business Meeting.**

4. **Depositories for Funds:**

- a. **Farmers National Bank**
- b. **INVEST**
- c. **PLGIT**
- d. **PSDLAF**
- e. **Clarion County Community Bank**
- f. **First United National Bank**

DIALOGUE ITEMS (Continued)

- ❑ Mr. Hall reviewed and requested Approval to Advertise for Requests for Qualifications Relating to the Windows/Air Handlers Project.
- ❑ Mr. Willison and Mr. Hall reviewed and requested Approval of the 2023-24 Budget for Public Display.
- ❑ Mr. Willison reviewed and requested Approval of the Setting of the 2023-24 Tax Rates, which includes an Increase of 3.0 mills to the Real Estate Tax Rate of 55.587 mills.
- ❑ Mr. Willison reviewed and requested Approval of the 2023-24 Homestead/Farmstead Resolution, which includes a Maximum Real Estate Assessed Value Reduction of \$3,280.00 per Homestead/Farmstead Exclusion.
- ❑ Mr. Hall reviewed and requested Approval of the Contract with CHAMPS for an Athletic Trainer, per Athletic Council recommendation.
- ❑ Mr. Hall reviewed and requested Approval of the 5-Year Agreement to Rent Two (2) Classrooms to Jefferson Clarion Head Start.
- ❑ Mr. Hall reviewed and requested Approval of the 2023-24 Guest Teacher Consortium Board Resolution with IU6.
- ❑ Mr. Hall reviewed and requested Approval of the Memorandums of Understanding with Police Departments.
- ❑ Mr. Hall reviewed and requested Approval of the Student Olweus Bullying Prevention Surveys. Mr. Hall stated that few Alternative Options are available.
- ❑ Mr. Hall reviewed and requested Approval of the 2023-24 Agreement with Glade Run.
- ❑ Mr. Hall requested Approval of the 2023 Anticipated Graduate List, pending proper completion of Graduation Requirements:
Conner Joseph Albertine, Tyler James Albright, Joshua Andrew Bell, Sydney Noelle Bell, Alexandria Lee Bish, Elizabeth Raquel Bish, Ty Allen Blair, Natalie Marie Bowser, Katelynn Elizabeth Brown, Mason Douglas Burr, Karley Brooke Callander, Peyton Allen Chapman, Alyssa Nicole Cramer, Hailey Maree Dawson, Isabella Nichole Duffee, Kyra Elizabeth Duffee, Logan Alexander Edmonds, Brett Martin English, Leah Christine Exley, Kip Roland Fingado, Haden Robert Foster, Jasmine Paige Ganoë, Nicholas William Gates, Krysta Ginkel, Ashly Rose Grata, Gavin Fisher Hartzell, Samantha Lee Heller, Cole Matthew Henry, Blaze Hindman, Samuel Kaleb Hogue, Wesley Ryan Hunsberger, Kennedy Ava Kaye, Josephine Margaret Kinsler, Logan Michael Lee, Shilo Grace Lenhart, Ariel Alexis Lockwood, Kiley Rae Madden, Paige Elizabeth Matthews, Gavin Elijah Maxwell,

DIALOGUE ITEMS (Continued)

- **Mr. Hall requested Approval of the 2023 Anticipated Graduate List, pending proper completion of Graduation Requirements (Continued):**
Summer Rae Maxwell, Reagan Jane Mays, Amber Marie Meilutis, Virtue Louise Milford, Kyle Andrew Nellis, Emilee Danielle Parkes, Amara Leigh Parsons, Cameron Elizabeth Peters, Jenna Elizabeth Pierce, Emma Isabelle Plummer, Kaylee Grace Prough, Michael Dalton Renninger, Taylor Jacob Rupp, Liam Thomas Say, Colton Andrew Schneider, ChasiDee Anne Seitz, Aidan Joshua Sell, Skyler Blake Shaffer, Seirra Jean Shuffstall, Abigail Alarah Smith, James Alan Sowa, Hannah Marie Sprague, Noah Joseph Standish, Keira Ann Stiglitz, Alma Katherine Swartzentruber, Keilan Dane Swartzfager, Zachary Alexander Taylor, Isabella Rochelle Texter, Mehki Christian Tharan, Tanner Eugene Vickers, Tyler George Weaver, Lychelle Kaylin Lea Whitlatch, Gabriella Rose Wolbert and Samantha Elizabeth Wolfgang.

- **Mr. Hall reviewed and requested Approval of the Upcoming Field Trips:**
 1. **5/5/2023 (Retroactive): 6th, 7th and 8th Graders to Band Fest, DuBois. Requested by Tom Bowser, using Budgeted Funds.**
 2. **Various Days in May: Kindergarten to Knox Fire Hall, Knox Ambulance, Knox Public Library and Knox Post Office. Requested by Kim Riley, at no cost. (Supports Career Development Planning).**
 3. **5/24/2023: Keystone Envirothon Team A to State Competition at Camp Luther Evergreen Center in Mifflinburg, PA. Requested by Pam McCandless, at no cost.**

POLICY

- **Mr. Hall requested Approval of the Following Policies:**
 - A. **2nd 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 Non-School 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 requested Approval of the Following Policies (Continued):

B. 1st Reading of the Following Policies:

1. #332: Working Periods
2. #332: Vol V. 2020: Working Periods
3. #333: Professional Development
4. #333: Vol IV. 2019: Professional Development
5. #334: Sick Leave
6. #334: Vol V. 2020: Sick Leave
7. #335: Family and Medical Leaves
8. #335: Vol II 2020: Family and Medical Leaves
9. #336: Personal Necessity Leave
10. #337: Vacation
11. #338: Sabbatical Leave
12. #338.1: Compensated Professional Leaves
13. #339: Uncompensated Leave
14. #340: Responsibility for Student Welfare
15. #340: Vol V. 2020: Responsibility for Student Welfare
16. #341: Benefits for Part-Time Employees
17. #342: Jury Duty
18. #343: Paid Holidays
19. #347: Workers' Compensation Transitional Return-to-Work Program
20. #351: Drug and Substance Abuse

□ Mr. Hall requested Approval of the Retirement of the Following Policies:

1. #327: Management Team
2. #419.1: Intellectual Property

ADJOURNMENT

With no further business, the Meeting Adjourned at 7:32 P.M.

Respectfully submitted,

Kristoffer S. Willison
Board Secretary