

**Keystone School District
Knox, Pennsylvania
Regular Business Meeting Minutes
June 19, 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, June 19, 2023 at 7 P.M. 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. Kenneth L. Swartfager, Mrs. Stacey I. Thompson, Mr. Dwayne E. VanTassel and Mr. Randall C. Weaver. Mr. Dustin L. Swartfager was absent. Also present were: Mr. Randy Bartley, Ms. Tiffany Beary, Mr. Michael Hall, Mr. Rodney Sherman and Mr. Kristoffer Willison.

ANNOUNCEMENTS

- Mr. Slagle made an Introduction of Guests.
- Mr. Slagle said the next scheduled Meeting will be the Regular Work Session and Business Meeting on Monday, July 17, 2023 at 7 P.M. in the Elementary School Library.

PUBLIC COMMENT

None.

CONSIDERATION OF AGENDA

- Mr. K. Swartfager 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. 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 May 15, 2023 Regular Business Meeting Minutes*
 2. Approve the June 12, 2023 Regular Work Session Minutes*
- Financial Reports:**
 1. File the May, 2023 Board Summary for Audit*
 2. File the May, 2023 Liquid Cash and Investment Activity Analysis Report for Audit*
 3. File the May, 2023 Contingency Fund Report for Audit*

CONSENT AGENDA (Continued)

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

□ **Financial Reports** (Continued):

4. File the May, 2023 High School Student Activities Report for Audit*
5. Approve the May, 2023 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A and G*
6. Approve the May, 2023 Cafeteria Bills for payment as presented and located in Attachment C*
7. Approve the May, 2023 Cafeteria P&L Report for Audit*
8. Approve the May, 2023 Capital Reserve Bills as presented and located in Attachment B-1*

□ **Written Reports**:

1. Accept the April, 2023 Northwest School Combine Report*
2. Accept the Career Center Report*
3. Accept the IU Report*

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—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. Beary made the Motion to APPROVE the HIRING of PAIGE EATON, SPEECH PATHOLOGIST, at Step 2 Masters, \$52,392, effective August 21, 2023, 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. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 8-0.

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

1. APPOINTMENT of COLIN SAY as VOLUNTEER TECHNOLOGY INTERN, pending proper completion of Clearances.
2. COLIN SAY as BOYS' BASKETBALL PROGRAM VOLUNTEER, pending proper completion of Clearances.
3. LETTER of RESIGNATION from ASHLEY CUSTER as JR. HIGH VOLLEYBALL HEAD COACH, effective immediately.
4. POST and ADVERTISE for a JR. HIGH VOLLEYBALL HEAD COACH.
5. LETTER of RESIGNATION from DALTON SHULTZ, VARSITY CHEERLEADING HEAD COACH.
6. POST and ADVERTISE for a VARSITY CHEERLEADING HEAD COACH.
7. LETTER of RESIGNATION from BOBBIE HELLER as GIRLS' VARSITY TRACK ASSISTANT HEAD COACH.
8. BOBBIE HELLER as TRACK and CROSS COUNTRY PROGRAM VOLUNTEER.

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

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NEW BUSINESS (For Individual or Separate Consideration)

- **Mr. Beary made the Motion to APPROVE the 2023-24 NON-KEYSTONE STUDENTS ATHLETIC PASS FEES—\$50 PER STUDENT. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—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 2023-24 NON-KEYSTONE STUDENTS ATHLETIC SINGLE GAME TICKET FEES—\$3 PER EVENT. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 8-0.**

- **Mr. Barrett made the Motion to APPROVE the 2023-24 ANNUAL BOARD APPROVAL ITEMS:**
 - 1. **SOLICITOR RATE INCREASE of 3% to \$185.00 per hour and a 2% Increase for Special Education Services to \$220.00 per hour.**
 - 2. **SALARIES & WAGES:**
 - a. **CO-CURRICULAR SUPPLEMENTAL SCHEDULE.**
 - b. **EXTRA-CURRICULAR SUPPLEMENTAL SCHEDULE.**
 - c. **NON-BARGAINING: Confidential Secretaries/Maintenance Supervisor/Technology Supervisor/Cafeteria Monitors/Health Aide.**

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—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 PURCHASE of DESKS for the ELEMENTARY COMPUTER LAB from VIRCO at a cost of \$4,139.10, 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. 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 PURCHASE of a GENERATOR for the ELEMENTARY SCHOOL from KELLY GENERATOR & EQUIPMENT, INC., at a cost of \$28,655.00 and INSTALLATION of the GENERATOR from APEL ELECTRIC, INC., at a cost of \$5,780.00, 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. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 8-0.**

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

- ❑ **Mr. Barrett made the Motion to APPROVE the PURCHASE of BATHROOM PARTITIONS from RICH TURIAN at a cost of \$19,210.00, 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. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 8-0.**
- ❑ **Mr. Beary made the Motion to APPROVE, with a RECOMMENDATION from the BUILDINGS & GROUNDS COMMITTEE, the SUMMER DITCH PROJECT QUOTE on HUSTON AVENUE to DEIBLE LANDSCAPING, INC., at a cost of \$8,475.00, 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. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 8-0.**
- ❑ **Mr. Barrett made the Motion to APPROVE, with a RECOMMENDATION from the BUILDINGS & GROUNDS COMMITTEE, the PURCHASE OF ELEMENTARY CABINETRY from APEL WOODWORKING at a cost of \$27,070.00, with Initial Funds from Capital Reserve in advance of Potential Reimbursement due to Water Damage. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—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 PAYS Survey. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—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 2023-24 ADELPHOI AGREEMENT. The voice vote is recorded as follows: Mr. Barrett—Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 8-0.**
- ❑ **Mr. Barrett made the Motion to APPROVE the 2023 CLARION COUNTY HAZARD MITIGATION PLAN, pending Receipt and Review. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—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) (Continued)

- ❑ Mr. K. Swartfager made the Motion to APPROVE the 2023-25 MEMORANDUM OF UNDERSTANDING with the PA STATE POLICE and the MEMORANDUM of UNDERSTANDING with the KNOX BOROUGH POLICE, as relating to the Safe Schools Act. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 8-0.

- ❑ Mr. Weaver made the Motion to APPROVE the RESOLUTION to ACCEPT THE HIGH SCHOOL GYMNASIUM FLOOR DONATION: *Resolved, that the Board of Directors of the Keystone School District accepts the generous donation of the new Keystone High School Gymnasium Floor, it further resolved that the Keystone School District Education Foundation and various other Individuals and Donor are to be thanked and commended for their efforts and their donations, which makes Keystone School District a better place for our students.* The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—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 MCCLURE COMPANY to perform an INVESTMENT GRADE AUDIT for a GUARANTEED ENERGY SAVINGS PROGRAM in response to the REQUEST FOR QUALIFICATIONS issued on May 16, 2023, with the RECOMMENDATION of the BUILDINGS & GROUNDS COMMITTEE. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 8-0.

- ❑ Mr. Barrett made the Motion to APPROVE the 2023-24 KEYSTONE SCHOOL DISTRICT FINAL BUDGET, as presented. The FINAL BUDGET consists of the following:
 - 1. Revenues.....\$18,344,418
 - 2. Expenses\$18,344,418
 - 3. Surplus/Deficit -0-
 - 4. Capital Reserve\$ 96,379The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. VanTassel—yes and Mr. Weaver—yes. Motion carried 8-0.

- ❑ Consideration of the APPROVAL of the BOYS' SOCCER CO-OP PROGRAM DIED—DUE TO LACK OF MOTION.

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

- Mr. Barrett made the Motion to APPROVE the UPCOMING FIELD TRIPS:
1. 9/15/2023: 7th Grade/Senior High Envirothon Club and Ecology and AP Environmental Science to the Beaver Ponds. Requested by Pam McCandless using Student Contributions.
 2. Elementary GEM at IU#6. Requested by Nicole Gorog, at no participation cost:
 - a. 9/27/2023: Scrabble Competition.
 - b. 11/14/2023: Chess Competition.
 - c. 12/5/2023: Edge of Extinction.
 - d. 1/11/2024: LinguiSHTIKS Competition.
 - e. 2/5 or 2/6/2024: Spelling Bee (4th – 6th Graders).
 - f. 2/15/2024: Presidents.
 - g. 3/14/2024: Equations.
 - h. 5/9/2024: Math 24 (4th – 8th Graders).
 3. Jr/Sr High Gifted and Enrichment at IU#6. Requested by Nicole Gorog, at no participation cost:
 - a. 11/13/2023: Chess Tournament.
 - b. 12/4/2023: Edge of Extinction.
 - c. 1/10/2024: LinguiSHTIKS Competition.
 - d. 2/20/2024: Presidents.
 - e. 3/13/2024: Equations.
 - f. 4/8/2024: Propaganda and Current Events.
 - g. 4/18/2024: Scrabble Competition.

The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Say—yes; Mr. Slagle—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 2nd 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.

POLICY (For Individual or Separate Consideration) (Continued)

- **Mr. Beary made the Motion to APPROVE the 2nd READING of the FOLLOWING POLICIES (Continued):**

- 11. #338: Sabbatical Leave.
- 12. #338.1: Compensated Professional Leave.
- 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.

ADJOURNMENT

With no further business, Mr. VanTassel made the Motion to Adjourn the Meeting at 7:24 P.M.

Respectfully submitted,

Kristoffer S. Willison, Board Secretary