

SEPTEMBER 18, 2023

PROPOSED AGENDA

**BOARD OF SCHOOL DIRECTORS
OF THE
KEYSTONE SCHOOL DISTRICT**

REGULAR BUSINESS MEETING

ELEMENTARY SCHOOL LIBRARY

IMMEDIATELY FOLLOWING THE REGULAR WORK SESSION

I. Call to Order—Mr. Slagle

II. Roll Call—Mr. Willison

III. Consideration of Agenda

A. Additions

B. Corrections

C. Deletions

IV. Consent Agenda

Note: Items marked with an * have additional information attached that pertains to the Consent Agenda Item.

A. Minutes:

- 1. Approve the August 14, 2023 Regular Work Session Meeting Minutes***
- 2. Approve the August 14, 2023 Regular Business Meeting Minutes***

B. Financial Reports:

- 1. File the August, 2023 Liquid Cash and Investment Activity Analysis Report for Audit***
- 2. File the August, 2023 Elementary Student Activities Report for Audit***
- 3. File the August, 2023 High School Student Activities Report for Audit***
- 4. Approve the August, 2023 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A and G***

IV. Consent Agenda (Continued)

B. Financial Reports (Continued):

- 5. Approve the August, 2023 Cafeteria Bills for payment as presented and located in Attachment C***
- 6. Approve the August, 2023 Capital Reserve Bills for payment as presented and located in Attachment B-1***

C. Written Reports:

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

V. Personnel (For Individual or Separate Consideration)

- A. Consideration of the Approval of Amy English as a Substitute Secretary/ Paraprofessional, pending proper completion of Personnel File Documentation and Clearances.**
- B. Consideration of the Approval of Wendy Braun as Cafeteria Monitor, as per the Personnel Committee Recommendation, pending proper completion of Personnel File Documentation and Clearances.**
- C. Consideration of the Approval to Post and Advertise for an Anticipated Paraprofessional Position.**
- D. Consideration of the Approval of the Athletic Council's Recommendations:**
 - 1. Hiring of Clint Yargar as the Varsity Girls' Soccer Coach, pending proper completion of Personnel File Documentation and Clearances**
 - 2. Accepting the Resignation of Lee Weber as Varsity Football 1st Assistant Coach.**
 - 3. Appointing Lee Weber as Varsity Football Volunteer Coach.**
 - 4. Hiring Colby Himes as Varsity Football Assistant Coach.**
 - 5. Reconfiguring the Varsity Football Assistant Coach Positions:**
 - a. Austin Ion: 1st Assistant Coach.**
 - b. Colby Himes: 2nd Assistant Coach.**
 - c. Jon Beal: 3rd Assistant Coach.**
 - 6. Accepting the Resignation of Tori Swartfager as Varsity Girls' Basketball Assistant Coach**
 - 7. Appointing Tori Swartfager as a Varsity Girls' Basketball Volunteer Coach.**
 - 8. Posting for a Varsity Girls' Basketball Assistant Coach.**
 - 9. Accepting the Resignation of Tom Bowser as Fall/Winter Weight Room Coordinator.**
 - 10. Posting for a Fall/Winter Weight Room Coordinator.**
 - 11. Appointing Bailey Donaldson as a Cheerleading Volunteer Coach, pending proper completion of Clearances.**
 - 12. Adjusting the Girls' Track Assistant Coach's Salary for the entire amount to be paid to Franki Sheatz.**

VI. New Business (For Individual or Separate Consideration)

- A. Consideration of the Retroactive Approval of Myers Transportation, Inc. Contract and Pam Myers and Beth Pentz as Van Drivers, pending proper completion of Clearances.**
- B. Consideration of the Approval of Mark Weaver, as Van Driver for Randy McClendon, Inc., pending proper completion of Clearances.**
- C. Consideration of the Retroactive Approval of the Annual Board-Approved Item:
1. Student Accident Insurance through A-G Administrators, LLC at Parent Cost.**
- D. Consideration of the Approval of the Drexel University Field Placement Memorandum of Understanding.**
- E. Consideration of the Approval of the 2023-24 Sub-Grant Agreement for Implementation of the Individuals with Disabilities Act (IDEA) – Part B with IU6 in the amount of \$170,269.41.**
- F. Consideration of the Approval of the 2023-24 Sub-Grant Agreement for Implementation of the Individuals with Disabilities Act (IDEA) – 619 Pass Through Funding with IU6 in the amount of \$5,889.00.**
- G. Consideration of the Approval of the Upcoming Field Trips:**
 - 1. 9-12-2023 through 5-21-2024: Student Services Students to IU6 for Work Experience and On-The-Job Training. Requested by Jen Slaughaupt, at no cost to the District.**
 - 2. 9-15-2023, 10-5-2023, 11-9-2023, 12-15-2023, 1-12-2024, 2-9-2024, 3-15-2024, 4-12-2024 and 5-10-2024: Life Skills Class to Keystone Elementary for Snack Cart Business. Requested by Amy Goldthwaite, using Budgeted Funds.**
 - 3. 9-26-2023: A/P Environmental Science Class to Quiet Creek Herb Farm in Brookville. Requested by Tyler Chambers, at no cost to the District.**
 - 4. 9-29-2023: Life Skills Class to Walmart and Dairy Queen. Requested by Amy Goldwaite, using Budgeted Funds.**
 - 5. 10-5-2023: 1st Grade Students to Elk County Visitor Center. Requested by Nancy Daum, using Student Contribution and CATS Funds.**
 - 6. 10-12-2023: Ecology Class to Elk County Visitor Center. Requested by Matt Baker, using Budgeted Funds.**
 - 7. 10-24-2023, 12-12-2023 and 4-2-2024: Keystone CCYC/SPARK Club to 3-Part Leadership Conference in Shipperville/Knox Area. Requested by Kami Coursen, at no cost to the Student.**

VI. New Business (For Individual or Separate Consideration)

G. Consideration of the Approval of the Following Field Trips (Continued):

8. 11-8-2023: Learning Support 9th Grade English to Prime Stage Theatre in Pittsburgh. Requested by Kim Exley, using Budgeted Funds and Student Contribution.
9. 11-17-2023: Life Skills Class to Riverside. Requested by Amy Goldwaite, using Budgeted Funds.
10. 11-21-2023: 6th Grade Students to Chorus Fest in Punxsutawney. Requested by Barbi Milliron, using Budgeted Funds.
11. 12-6-2023: Life Skills Class to Knox Laundry Mat and Knox Bakery. Requested by Amy Goldthwaite, using Budgeted Funds.
12. 12-20-2023: Life Skills Class to Dollar General. Requested by Amy Goldthwaite, using Budgeted Funds.
13. 12-21-2023: Life Skills Class to Knox Post Office. Requested by Amy Goldthwaite, using Budgeted Funds.
14. 3-22-2024: Life Skills Class to The Carriage Inn and Knox Public Library. Requested by Amy Goldthwaite, using Budgeted Funds.
15. 4-8-2024: Astronomy Class to Headwaters Park in Erie. Requested by Tyler Chambers, at no cost to the Students.
16. 4-11-2024: 3rd thru 6th Grade GEM Students to Cleveland, Ohio. Requested by Nicole Gorog, using Parent Payment and Fundraisers.
17. 5-17-2024: Life Skills Class to Farmer's National Bank and Strawberry Delight. Requested by Amy Goldthwaite, using Budgeted Funds.

VII. Policy (For Individual or Separate Consideration)

A. Consideration of the Approval of the 2nd Reading of the Following Policies:

1. #000: Policy/Procedure/Administrative Regulations
2. #001: Name and Classification
3. #002: Authority and Powers
4. #003: Functions
5. #004: Membership
6. #005: Organization
7. #006: Meetings
8. #007: Policy Manual Access
9. #011: Principles for Governance and Leadership

B. Consideration of the Approval of the Retirement of the Following Policies:

1. #006.1: Attendance at Meetings Via Electronic Communications
2. #008: Organizational Chart
3. #009: Confidentiality
4. #401: Creating a Position
5. #405: Employment of Substitute Professional Employees
6. #406: Employment of Summer School Staff
7. #407: Student Teachers

VII. Policy (For Individual or Separate Consideration) (Continued)

B. Consideration of the Approval of the Retirement of the Following Policies (Continued):

- 8. #409: Employment Contract**
- 9. #409: Assignment and Transfer**
- 10. #412: Evaluation of Employees**
- 11. #414.1: HIV Infection**
- 12. #416: Non-Tenured Staff Members**
- 13. #418: Penalties for Tardiness**
- 14. #419: Outside Activities**
- 15. #420: Freedom of Speech in Non-Instructional Settings**
- 16. #421: Political Activities**
- 17. #422: Gifts**
- 18. #424: Personnel Files**
- 19. #425: Dress and Grooming**
- 20. #426: Complaint Process**
- 21. #428: Salary Determination**
- 22. #431: Job Related Expenses**
- 23. #432: Working Periods**
- 24. #434: Sick Leave**
- 25. #436: Personal Necessity Leave**
- 26. #438: Sabbatical Leave**
- 27. #438.1: Compensated Professional Leaves**
- 28. #439: Uncompensated Leave**
- 29. #501: Creating a Position**
- 30. #505: Employment of Substitute and Short-Term Employees**
- 31. #508: Employment Contract**
- 32. #509: Assignment and Transfer**
- 33. #512: Evaluation of Classified Employees**
- 34. #514: Physical Examination**
- 35. #514.1: HIV Infection**
- 36. #518: Penalties for Tardiness**
- 37. #519: Outside Activities**
- 38. #524: Personnel Files**
- 39. #525: Dress and Grooming**
- 40. #526: Complaint Process**
- 41. #528: Salary Determination**
- 42. #530: Overtime**
- 43. #531: Job Related Expenses**
- 44. #532: Working Periods**
- 45. #534: Sick Leave**
- 46. #536: Personal Necessity Leave**
- 47. #537: Vacation**
- 48. #539: Uncompensated Leave**
- 49. #541: Benefits for Part-Time Personnel**
- 50. #542: Jury Duty**

VII. Policy (For Individual or Separate Consideration) (Continued)

B. Consideration of the Approval of the Retirement of the Following Policies (Continued):

- 51. #543: Paid Holidays**
- 52. #548: Unlawful Harassment**
- 53. #551: Drug and Substance Abuse**

VIII. Adjournment