

**Keystone School District  
Knox, Pennsylvania  
Regular Work Session Minutes  
September 18, 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, September 18, 2023 at 7:01 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. John R. Slagle, Mr. Dustin L. Swartfager, Mr. Kenneth L. Swartfager, Mrs. Stacey I. Thompson and Mr. Randall C. Weaver. Mr. Jason C. Say and Mr. Dwayne E. VanTassel were absent. Also present were: Mr. Randy Bartley, Mr. Jason Best, Mrs. Kaylan Blair, Mr. Michael Hall, Mr. Michael McCormick, Mrs. Kelli McNaughton, Mr. Rodney Sherman and Mr. Kristoffer Willison.

**ANNOUNCEMENTS**

- Mr. Slagle welcomed the guests.
- Mr. Slagle said the next Meeting is the Regular Work Session on October 9, 2023 beginning at 7 P.M. in the Elementary School Library.
- Mr. Slagle said an Executive Session will be held tonight immediately following the Business Meeting to discuss Personnel and Safety/Security.
- Mr. Slagle said an Athletic Council Meeting was held on September 12, 2023.
- Mr. Slagle said a Buildings & Grounds Committee Meeting was held tonight prior to the Work Session.

**PUBLIC COMMENT**

None.

**REPORTS**

- Superintendent—Mr. Hall:**
  1. Board Recognition Length of Service Awards were presented.
  2. Enrollment Update: 858 Students District-Wide.

REPORTS (Continued)

- ❑ Elementary School Principal—Mr. McCormick:
  1. Robotics Team Donation from Eden, Inc.
  2. STEELS Standards for Science Education.
  3. 39 Students were Added Two Weeks Before School Started.
  
- ❑ High School Principal—Mrs. McNaughton:
  1. Homecoming Week Events.
  2. Upcoming Testing Schedule.
  3. Student Awards: National Rural and Small Town Award from College Board:  
Amanda Reyes and Mariah Beary.

DIALOGUE ITEMS

- ❑ Mr. Hall reviewed and requested Approval of Amy English as a Substitute Secretary and Paraprofessional.
  
- ❑ Mr. Hall reviewed and requested Approval of Wendy Braun as Cafeteria Monitor.
  
- ❑ Mr. Hall reviewed and requested Approval to Post and Advertise for an Anticipated Paraprofessional Position.
  
- ❑ Mr. Hall reviewed and requested Approval of the Recommendations from the Athletic Council:
  1. Hiring of Clint Yargar as the Girls' Varsity Soccer Assistant Coach, pending proper completion of Personnel File Documentation and Clearances.
  2. Accepting the Resignation of Lee Weber as Varsity Football 1<sup>st</sup> 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: 1<sup>st</sup> Assistant Coach.
    - b. Colby Himes: 2<sup>nd</sup> Assistant Coach.
    - c. Jon Beal: 3<sup>rd</sup> Assistant Coach.
  6. Accepting the Resignation of Torri Swartfager as Girls' Varsity Basketball Assistant Coach.
  7. Appointing Torri Swartfager as a Girls' Varsity Basketball Volunteer Coach.
  8. Posting for a Girls' Varsity 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.

**DIALOGUE ITEMS** (Continued)

- ❑ Mr. Hall reviewed and requested Approval of Myers Transportation, Inc. Contract and Pam Myers and Beth Pentz as Van Drivers.
- ❑ Mr. Hall reviewed and requested Approval of Mark Weaver as a Van Driver for Randy McLendon, Inc.
- ❑ Mr. Hall reviewed and requested Approval of the Annual Board-Approved Item:  
1. Student Accident Insurance through A-G Administrators, LLC at Parent Cost.
- ❑ Mr. Hall reviewed and requested Approval of the Drexel University Field Placement Memorandum of Understanding.
- ❑ Mr. Hall reviewed and requested Approval of the 2023-24 Sub-Grant Agreement for Implementation of the Individuals with Disabilities Act (IDEA)—Part B with IU6.
- ❑ Mr. Hall reviewed and requested Approval of the 2023-24 Sub-Grant Agreement for Implementation of the Individuals with Disabilities Act (IDEA)—619 Pass Through Funding with IU6.
- ❑ Mr. Hall reviewed and requested 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 Goldthwaite, using Budgeted Funds.
  5. 10-5-2023: 1<sup>st</sup> 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 Shippenville/Knox Area. Requested by Kami Coursen, at no cost to the Students.
  8. 11-8-2023: Learning Support 9<sup>th</sup> 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 Goldthwaite, using Budgeted Funds.

DIALOGUE ITEMS (Continued)

- Mr. Hall reviewed and requested Approval of the Upcoming Field Trips (Continued):
  10. 11-21-2023: 6<sup>th</sup> 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: 3<sup>rd</sup> thru 6<sup>th</sup> 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.
  
- Mr. Hall reviewed and requested Approval for Kasey Schultz as an Elementary Volunteer, pending proper completion of Clearances.

POLICY

- Mr. Hall reviewed and requested 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
  
- Mr. Hall reviewed and requested 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

**POLICY** (Continued):

□ Mr. Hall reviewed and requested the Retirement of the Following Policies  
(Continued):

8. #408: 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

**POLICY (Continued)**

- Mr. Hall reviewed and requested the Retirement of the Following Policies (Continued):
- 49. #541: Benefits for Part-Time Personnel
  - 50. #542: Jury Duty
  - 51. #543: Paid Holidays
  - 52. #548: Unlawful Harassment
  - 53. #549: Drugs and Substance Abuse

**ADJOURNMENT**

With no further business, the Meeting adjourned at 7:22 P.M.

Respectfully submitted,

Kristoffer S. Willison, Board Secretary