

**Keystone School District  
Knox, Pennsylvania  
Regular Business Meeting Minutes  
September 18, 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, September 18, 2023 at 7:23 P.M. in the Keystone Elementary School Library, 451 Huston Avenue, Knox, 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 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.

**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 and Mr. Weaver—yes. Motion carried 7-0.

**CONSENT AGENDA**

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

- Minutes:**
1. Approve the August 14, 2023 Regular Work Session Minutes\*
  2. Approve the August 14, 2023 Regular Business Meeting Minutes\*
- 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\*
  5. Approve the August, 2023 Cafeteria Bills for payment as presented and located in Attachment C\*
- Written Reports:**
1. Accept the July, 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. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes and Mr. Weaver—yes. Motion carried 7-0.

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

- ❑ Mr. K. Swartfager made the Motion to APPROVE the HIRING of AMY ENGLISH as a SUBSTITUTE SECRETARY/PARAPROFESSIONAL, 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 and Mr. Weaver—yes. Motion carried 7-0.
- ❑ Mr. Beary made the Motion to APPROVE the HIRING of WENDY BRAUN as CAFETERIA MONITOR, as per the Personnel Committee Recommendation, 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 and Mr. Weaver—yes. Motion carried 7-0.
- ❑ Mr. Barrett made the Motion to APPROVE the POSTING and ADVERTISING for an ANTICIPATED PARAPROFESSIONAL POSITION. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mrs. Thompson—yes and Mr. Weaver—yes. Motion carried 7-0.
- ❑ Mr. K. Swartfager made the Motion to APPROVE the ATHLETIC COUNCIL's PERSONNEL RECOMMENDATIONS, as follows:
  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 of LEE WEBER as VARSITY FOOTBALL VOLUNTEER COACH.
  4. HIRING of COLBY HIMES as VARSITY FOOTBALL ASSISTANT COACH.
  5. RECONFIGURING the VARSITY FOOTBALL ASSISTANT COACH POSITIONS:
    - A. AUSTIN ION as 1<sup>st</sup> ASSISTANT COACH.
    - B. COLBY HIMES as 2<sup>nd</sup> ASSISTANT COACH.
    - C. JON BEAL as 3<sup>rd</sup> ASSISTANT COACH.
  6. ACCEPTING the RESIGNATION of TORRI SWARTFAGER as GIRLS' VARSITY BASKETBALL ASSISTANT COACH.
  7. APPOINTING TORRI SWARTFAGER as 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.

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

- **Mr. K. Swartfager made the Motion to APPROVE the ATHLETIC COUNCIL's PERSONNEL RECOMMENDATIONS, as follows (Continued):**

- 11. APPOINTING BAILEY DONALDSON as a CHEERLEADING VOLUNTEER COACH, pending proper completion of Personnel File Documentation and Clearances.**

- 12. ADJUSTING the GIRLS' TRACK ASSISTANT COACH'S SALARY for the entire amount to be paid to FRANKI SHEATZ.**

**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 and Mr. Weaver—yes. Motion carried 7-0.**

- **Mr. K. Swartfager made the Motion to APPROVE KASEY SCHULTZ as an ELEMENTARY VOLUNTEER, 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; Mrs. Thompson—yes and Mr. Weaver—yes. Motion carried 7-0.**

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

- **Mr. Barrett made the Motion to RETROACTIVELY APPROVE MYERS TRANSPORTATION, INC. CONTRACT and PAM MYERS and BETH PENTZ as VAN DRIVERS**

**-and-**

**MARK WEAVER as VAN DRIVER for RANDY MCLENDON, INC, 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; Mrs. Thompson—yes and Mr. Weaver—yes. Motion carried 7-0.**

- **Mr. Beary made the Motion to RETROACTIVELY APPROVE the ANNUAL BOARD-APPROVED ITEM:**
  - 1. STUDENT ACCIDENT INSURANCE through A-G ADMINISTRATORS, LLC at Parent Cost. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mrs. Thompson—yes and Mr. Weaver—yes. Motion carried 7-0.**
- **Mr. Beary made the Motion to APPROVE the DREXEL UNIVERSITY FIELD PLACEMENT MEMORANDUM of UNDERSTANDING. The voice vote is recorded as follows: Mr. Barrett—yes; Mr. Beary—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mrs. Thompson—yes and Mr. Weaver—yes. Motion carried 7-0.**

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

- Mr. Barrett made the Motion to APPROVE the following 2023-24 AGREEMENTS with IU6:

1. SUB-GRANT AGREEMENT FOR IMPLEMENTATION of the INDIVIDUALS WITH DISABILITIES ACT (IDEA) – PART B in the amount of \$170,269.41.
2. SUB-GRANT AGREEMENT FOR IMPLEMENTATION of the INDIVIDUALS WITH DISABILITIES ACT (IDEA) – 619 PASS THROUGH FUNDING in the amount of \$5,889.00.

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 and Mr. Weaver—yes. Motion carried 7-0.

- Mr. Beary made the Motion to APPROVE 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 Shipperville/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.
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.

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

- Mr. Beary made the Motion to APPROVE the UPCOMING FIELD TRIPS:  
(Continued):

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.

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 and Mr. Weaver—yes. Motion carried 7-0.

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

- Mr. Barrett made the Motion to APPROVE 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

-and-

APPROVE 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
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

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

- Mr. Barrett made the Motion to APPROVE the RETIREMENT of the FOLLOWING POLICIES (Continued):
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
  51. #543: Paid Holidays
  52. #548: Unlawful Harassment
  53. #549: Drugs and Substance Abuse

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; and Mr. Weaver—yes. Motion carried 7-0.

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**ADJOURNMENT**

**With no further business, Mrs. Thompson made the Motion to Adjourn the Meeting at 7:26 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 and Mr. Weaver—yes. Motion carried 7-0.**

**Respectfully submitted,**

**Kristoffer S. Willison, Board Secretary**