

**KEYSTONE SCHOOL DISTRICT  
KNOX, PA 16232  
MINUTES OF THE REORGANIZATION MEETING  
DECEMBER 4, 2023**

**I. CALL TO ORDER**

The Board of School Directors of the Keystone School District held their Annual Reorganization Meeting on Monday, December 4, 2023 in the Keystone Elementary School Library. The meeting was called to order at 7 P.M. by Mr. John Slagle, President. The following Board Members were present: Mr. Jason K. McMillen, Mr. Jason C. Say, Mrs. Abigail E. Simcheck, Mr. John R. Slagle, Mr. Dustin L. Swartfager, Mr. Kenneth L. Swartfager, Mrs. Stacey I. Thompson, Mr. Randall C. Weaver and Mr. Eric P. Weiser. Also present were: Mr. Randy Bartley, Mr. Jason Best, Mrs. Leigh Black, Mrs. Kami Coursen, Mr. Josh Coursen, Mr. Michael Hall, Ms. Tiki Kahle, Mr. Michael McCormick, Mrs. Kelli McNaughton, Mr. Jeremy Simcheck, Mr. Dwayne VanTassel, Mrs. Leslie Weiser and Mr. Kristoffer Willison.

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**III. PUBLIC COMMENT**

None.

**IV. PRESENTATION OF CERTIFICATES OF ELECTION BY BOARD SECRETARY, MR. KRISTOFFER WILLISON**

Mr. Willison read the names of the Newly Re-Elected Board Members: Mr. Dustin L. Swartfager and Mr. Kenneth L. Swartfager and Newly Elected Members: Mr. Jason K. McMillen, Mrs. Abigail E. Simcheck and Mr. Eric P. Weiser.

**V. ADMINISTRATION OF THE OATH OF OFFICE—ADMINISTERED BY BOARD PRESIDENT, MR. JOHN R. SLAGLE**

Mr. Slagle conducted the Oath of Office to Mr. Dustin L. Swartfager, Mr. Kenneth L. Swartfager, Mr. Jason K. McMillen, Mrs. Abigail E. Simcheck and Mr. Eric P. Weiser.

**REORGANIZATION MEETING MINUTES  
DECEMBER 4, 2023  
PAGE 2**

**VI. ELECTION OF A TEMPORARY PRESIDENT—CONDUCTED BY THE  
OUTGOING PRESIDENT, MR. JOHN R. SLAGLE**

Mrs. Thompson nominated Mr. D. Swartfager for the position of Temporary President. Receiving no other nominations for the office of Temporary President, Mr. Slagle made the Motion to Close the Nominations. The voice vote to Close Nomination is recorded as follows: Mr. McMillen—yes; Mr. Say—yes; Mrs. Simcheck—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. Weaver—yes and Mr. Weiser—yes. Motion carried 9-0. With Nominations Closed, Mr. Slagle called for a voice vote for Mr. D. Swartfager for the position of Temporary President as follows: Mr. McMillen—yes; Mr. Say—yes; Mrs. Simcheck—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. Weaver—yes and Mr. Weiser—yes. Motion carried 9-0. Mr. D. Swartfager assumed the duties of the Chair.

**VII. ELECTION OF THE 2024 PRESIDENT—CONDUCTED BY THE  
TEMPORARY PRESIDENT, MR. DUSTIN L. SWARTFAGER**

Mrs. Thompson nominated Mr. Slagle for the position of President. Receiving no other nominations for the office of President, Mrs. Thompson made the Motion to Close Nominations. The voice vote to Close Nominations is recorded as follows: Mr. McMillen—yes; Mr. Say—yes; Mrs. Simcheck—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. Weaver—yes and Mr. Weiser—yes. Motion carried 9-0. With Nominations Closed, Mr. D. Swartfager called for a voice vote for Mr. Slagle for the position of President. The voice vote is recorded as follows: Mr. McMillen—yes; Mr. Say—yes; Mrs. Simcheck—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. Weaver—yes and Mr. Weiser—yes. Motion carried 9-0. Mr. Slagle assumed the duties of the Chair.

**VIII. ELECTION OF THE 2024 VICE-PRESIDENT—CONDUCTED BY THE  
2024 PRESIDENT, MR. JOHN R. SLAGLE**

Mrs. Thompson nominated Mr. D. Swartfager for the position of Vice-President. Receiving no other nominations for the office of Vice-President, Mrs. Thompson made the Motion to Close Nominations. The voice vote to Close Nominations is recorded as follows: Mr. McMillen—yes; Mr. Say—yes; Mrs. Simcheck—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. Weaver—yes and Mr. Weiser—yes. Motion carried 9-0. With nominations closed, Mr. Slagle called for a voice vote for Mr. Dustin L. Swartfager for the position of Vice-President. The voice vote is recorded as follows: Mr. McMillen—yes; Mr. Say—yes; Mrs. Simcheck—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. Weaver—yes and Mr. Weiser—yes. Motion carried 9-0.

**REORGANIZATION MEETING MINUTES  
DECEMBER 4, 2023  
PAGE 3**

**IX. ADOPTION OF RULES AND REGULATIONS FOR THE 2024  
CALENDAR YEAR**

Mr. K. Swartfager made the Motion to adopt the following Rules and Regulations for the 2024 Calendar Year, as follows:

**Rules and Regulations:**

1. The Board will abide by the Pennsylvania School Code of 1949 as amended and Act 84 of 1986, "Sunshine Law", Act 20 of 1993 "Public Comments", Act 9 of 1996 "Selection of Candidates for Vacancies", and Act 93 of 1998 "Recodification."
2. The Board will follow Robert's Rules of Order in cases not covered by law, regulations or board policy.
3. Any individual(s) of a group who wants to be placed on the Agenda, must comply with the following rules:
  - a. Send a written request to the Superintendent, at least seven days before the scheduled meeting, stating the area of concern.
  - b. Each person is limited to five (5) minutes speaking time.
  - c. In group meetings, a spokesperson and all other presenters shall be designated in advance and limited to five (5) minutes of speaking time.
  - d. The Board reserves the right to refuse to place any matter upon its Agenda that has been discussed at any meeting during the previous twelve month period and upon which the Board has rendered an opinion. The Board will not accept any requests to place the same matter on its agenda in two consecutive regular board meetings unless the matter was tabled by the Board at previous meeting or unless the Superintendent and the Board President determine that circumstances require that the request be handled immediately. The Superintendent and Board President shall review the new information submitted with the second request and shall determine whether the matter warrants reconsideration. If the Superintendent and the Board President determine that the new information warrants consideration, the matter will be placed on the Agenda for the next Board Meeting. If the Superintendent and the Board President cannot agree to either place the item on the Agenda or to delete the item from the Agenda, then the matter will automatically be placed on the Agenda for the next Board Meeting.
4. The Board will allow time for public comment at each meeting. **Each person is limited to five (5) minutes of speaking time.**
5. Agenda items requested by Board Members should be submitted to the President/Superintendent five days in advance of the meeting or added during the Agenda adopted at that meeting.

**REORGANIZATION MEETING MINUTES  
DECEMBER 4, 2023  
PAGE 4**

**IX. ADOPTION OF RULES AND REGULATIONS FOR THE 2024  
CALENDAR YEAR (Continued)**

The voice vote is recorded as follows: Mr. McMillen—yes; Mr. Say—yes; Mrs. Simcheck—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. Weaver—yes and Mr. Weiser—yes. Motion carried 9-0.

**X. ADOPTION OF THE MEETING SCHEDULE FOR THE 2024  
CALENDAR YEAR**

Mr. K. Swartfager made the Motion to Approve the Meeting Schedule for the 2024 Calendar Year, as follows. The voice vote is recorded as follows: Mr. McMillen—yes; Mr. Say—yes; Mrs. Simcheck—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. Weaver—yes and Mr. Weiser—yes. Motion carried 9-0.

**Setting of Meeting Dates, Times and Locations**

<b><u>DATE</u></b>	<b><u>MEETING</u></b>
<b><u>January:</u></b>	
Monday, January 15 (Act 80 Day)	Board Work Session/Board Business Meeting
<b><u>February:</u></b>	
Monday, February 19 (Act 80 Day)	Board Work Session/Board Business Meeting
<b><u>March:</u></b>	
Monday, March 18	Board Work Session/Board Business Meeting
<b><u>April:</u></b>	
Monday, April 15	Board Work Session/Board Business Meeting
<b><u>May:</u></b>	
Monday, May 6	Board Work Session
Monday, May 13	Board Business Meeting
<b><u>June:</u></b>	
Monday, June 10	Board Work Session
Monday, June 17	Board Business Meeting
<b><u>July:</u></b>	
Monday, July 15	Board Work Session/Board Business Meeting

**REORGANIZATION MEETING MINUTES  
DECEMBER 4, 2023  
PAGE 5**

**X. ADOPTION OF THE MEETING SCHEDULE FOR THE 2024  
CALENDAR YEAR (Continued)**

**August:**

**Monday, August 12            Board Work Session/Board Business Meeting  
Monday, August 19            Board Business Meeting**

**September:**

**Monday, September 16        Board Work Session/Board Business Meeting**

**October:**

**Monday, October 21           Board Work Session/Board Business Meeting**

**November:**

**Monday, November 18        Board Work Session/Board Business Meeting**

**December:**

**Monday, December 2         Board Reorganization/Board Work Session/  
Board Business Meeting**

All meetings are scheduled for the Keystone Elementary School Library or Gymnasium located at 451 Huston Avenue, Knox, PA, beginning at 7 P.M. Additional meetings and/or changes will be published in the local newspaper, website and the front door of the School.

**XI. ADOPTION OF THE COMMITTEE ASSIGNMENTS FOR THE 2024  
CALENDAR YEAR**

Mr. K. Swartfager made the Motion to Approve the Committee Assignments for the 2024 Calendar Year as follows. The voice vote is recorded as follows: Mr. McMillen—no; Mr. Say—no; Mrs. Simcheck—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. Weaver—yes and Mr. Weiser—no. Motion carried 6-3.

**Committee List:**

**ATHLETICS & CO-CURRICULAR:**

**Mr. John R. Slagle—Chairperson, Mr. Jason C. Say, Mrs. Stacey I. Thompson, Mr. Randall C. Weaver, Mr. Michael Hall—Superintendent, Mr. Kristoffer Willison—Business Manager, Mrs. Kelli McNaughton—High School Principal and Mr. Jason Best—High School Assistant Principal.**

**BUILDINGS & GROUNDS:**

**Mr. Dustin L. Swartfager—Chairperson, Mr. Kenneth L. Swartfager, Mr. Randall C. Weaver, Mr. Jason K. McMillen, Mr. Erik Dowlan, Supervisor of Buildings & Grounds (Ex. Officio), Mr. Michael Hall—Superintendent and Mr. Kristoffer Willison—Business Manager.**

REORGANIZATION MEETING MINUTES  
DECEMBER 4, 2023  
PAGE 6

**XI. ADOPTION OF THE COMMITTEE ASSIGNMENTS FOR THE 2024 CALENDAR YEAR (Continued):**

**CAFETERIA & TRANSPORTATION:**

Mr. Kenneth L. Swartfager—Chairperson, Mr. Randall C. Weaver, Mr. Jason K. McMillen, Mr. Eric P. Weiser, Mr. Michael Hall—Superintendent and Mr. Kristoffer Willison—Business Manager.

**CURRICULUM & INSTRUCTION:**

Mr. Michael Hall—Superintendent, Chairperson, Mr. Kenneth L. Swartfager, Mrs. Stacey I. Thompson, Mr. Randall C. Weaver, Mrs. Abigail E. Simcheck and Mr. Michael McCormick—Assistant to the Superintendent.

**NEGOTIATIONS & ACT 93:**

Mrs. Stacey I. Thompson—Chairperson, Mr. John R. Slagle, Mrs. Abigail E. Simcheck, Mr. Eric P. Weiser, Mr. Michael Hall—Superintendent and Mr. Kristoffer Willison—Business Manager.

**PERSONNEL:**

Mrs. Stacey I. Thompson—Chairperson, Mr. John R. Slagle, Mr. Dustin L. Swartfager, Mr. Eric P. Weiser and Mr. Michael Hall—Superintendent.

**POLICY:**

Mrs. Stacey I. Thompson—Chairperson, Mr. John R. Slagle, Mr. Dustin L. Swartfager, Mr. Eric P. Weiser and Mr. Michael Hall—Superintendent.

**TECHNOLOGY:**

Mr. Dustin L. Swartfager—Chairperson, Mr. Kenneth L. Swartfager, Mr. Jason C. Say, Mrs. Abigail E. Simcheck and Mr. Michael Hall—Superintendent.

- XII. MR. K. SWARTFAGERR MADE THE MOTION TO APPROVE THE APPOINTMENT OF MRS. STACEY I. THOMPSON and MRS. ABIGAIL E. SIMCHECK TO THE JOINT OPERATING COMMITTEE OF THE CLARION COUNTY CAREER CENTER AND APPOINTMENT OF MR. JASON K. MCMILLEN AND RE-APPOINTMENT OF MR. RANDALL C. WEAVER AS ALTERNATES for the 2024 CALENDAR YEAR.** The vote is recorded as follows: Mr. McMillen—yes; Mr. Say—yes; Mrs. Simcheck—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. Weaver—yes and Mr. Weiser—yes. Motion carried 9-0.

**REORGANIZATION MEETING MINUTES  
DECEMBER 4, 2023  
PAGE 7**

- XIII. MR. D. SWARTFAGER MADE THE MOTION TO APPROVE THE APPOINTMENT of MRS. STACEY I. THOMPSON as the IU #6 REPRESENTATIVE and MR. KENNETH L. SWARTFAGER as the ALTERNATE for the 2024 CALENDAR YEAR.** The voice vote is recorded as follows: Mr. McMillen—yes; Mr. Say—yes; Mrs. Simcheck—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. Weaver—yes and Mr. Weiser—yes. Motion carried 9-0.
- XIV. MRS. THOMPSON MADE THE MOTION TO APPROVE THE RE-APPOINTMENT of MR. KENNETH L. SWARTFAGER as LEGAL and PSBA REPRESENTATIVE and MR. ERIC P. WEISER as the ALTERNATE for the 2024 CALENDAR YEAR.** The voice vote is recorded as follows: Mr. McMillen—yes; Mr. Say—yes; Mrs. Simcheck—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. Weaver—yes and Mr. Weiser—yes. Motion carried 9-0.
- XV. MR. K. SWARTFAGER MADE THE MOTION TO APPROVE the APPOINTMENT of JASON K. MCMILLEN as KEYSTONE SCHOOL DISTRICT EDUCATION FOUNDATION LIAISON for the 2024 CALENDAR YEAR.** The voice vote is recorded as follows: Mr. McMillen—yes; Mr. Say—yes; Mrs. Simcheck—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. Weaver—yes and Mr. Weiser—yes. Motion carried 9-0.
- XVI. MR. K. SWARTFAGER MADE THE MOTION TO APPROVE THE RE-APPOINTMENT of MR. KRISTOFFER WILLISON as CLARION COUNTY TAX COLLECTION COMMITTEE DELEGATE and MRS. LEIGH KERLE as ALTERNATE DELEGATE for the 2024 CALENDAR YEAR.** The voice vote is recorded as follows: Mr. McMillen—yes; Mr. Say—yes; Mrs. Simcheck—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. Weaver—yes and Mr. Weiser—yes. Motion carried 9-0.
- XVII. ADJOURNMENT**

With no further business, Mr. D. Swartfager made the Motion to Adjourn the Meeting at 7:29 P.M. The voice vote is recorded as follows: Mr. McMillen—yes; Mr. Say—yes; Mrs. Simcheck—yes; Mr. Slagle—yes; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. Weaver—yes and Mr. Weiser—yes. Motion carried 9-0.

**Respectfully submitted,**

**Kristoffer S. Willison, Board Secretary**