

**Keystone School District
Knox, Pennsylvania
Regular Business Meeting Minutes
January 15, 2024**

OPENING/ATTENDANCE

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Regular Business Meeting to order on Monday, January 15, 2024 at 8:39 P.M. in the Keystone Elementary School Library, 451 Huston Avenue, Knox, Pennsylvania. 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. Kaylan Blair, Mr. Erik Dowlan, Mr. Michael Hall, Ms. Tiki Kahle, Mr. Michael McCormick, Mrs. Kelli McNaughton, Ms. Bryanna Mong, Ms. Kaylea Renninger, Ms. Amanda Reyes and Mr. Kristoffer Willison.

An Executive Session was held tonight for Personnel Reasons.

CONSIDERATION OF AGENDA

- Mr. K. Swartfager made the Motion to APPROVE the AGENDA as presented. 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

CONSENT AGENDA

- Mr. D. Swartfager made the Motion to APPROVE the CONSENT AGENDA as follows:
 - Minutes:**
 1. Approve the December 4, 2023 Reorganization Meeting Minutes*
 2. Approve the December 4, 2023 Regular Work Session Minutes*
 3. Approve the December 4, 2023 Regular Business Meeting Minutes*
 - Financial Reports:**
 1. File the December, 2023 Liquid Cash and Investment Activity Analysis Report for Audit*
 2. File the December, 2023 Board Summary for Audit*
 3. File the December, 2023 Contingency Fund Report for Audit*
 4. File the November, 2023 Elementary Student Activities Report for Audit*
 5. File the December, 2023 Elementary Student Activities Report for Audit*
 6. File the November, 2023 High School Student Activities Report for Audit*
 7. File the December 2023 High School Student Activities Report for Audit*
 8. Approve the December, 2023 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A and G*
 9. Approve the December, 2023 Cafeteria Bills for payment as presented and located in Attachment C*
 10. File the December, 2023 Cafeteria P&L for Audit*

CONSENT AGENDA (Continued)

- **Mr. D. Swartfager made the Motion to APPROVE the CONSENT AGENDA as follows (Continued):**

Written Reports:

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

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

PERSONNEL (For Individual or Separate Consideration)

- **Mr. K. Swartfager made the Motion to APPROVE the LETTER of INTENT TO RETIRE from SUSAN SHANER, ELEMENTARY TEACHER, effective at the end of the 2023-24 School 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.**
- **Mr. K. Swartfager made the Motion to APPROVE the LETTER of INTENT TO RETIRE from NANCY DAUM, ELEMENTARY TEACHER, effective at the end of the 2023-24 School 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.**
- **Mrs. Thompson made the Motion to APPROVE the POSTING and ADVERTISING for the SUPERINTENDENT’S CONFIDENTIAL SECRETARY POSITION. 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. K. Swartfager made the Motion to APPROVE the PERSONNEL RECOMMENDATIONS from the ATHLETIC COUNCIL, pending proper completion of Personnel File Documentation and Clearances:**
- 1. RETROACTIVE POSTING for an INTERNAL, TEMPORARY VAN DRIVER to TRANSPORT the WRESTLING TEAM to practice in Clarion.**
 - 2. HIRING of LAURIE WISE as TEMPORARY VAN DRIVER to TRANSPORT the WRESTLING TEAM to practice in Clarion.**
 - 3. LETTER of RESIGNATION from JOHN STIGLITZ as VARSITY GIRLS’ SOFTBALL HEAD COACH, effective immediately.**

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PERSONNEL (For Individual or Separate Consideration) (Continued)

- **Mr. K. Swartfager made the Motion to APPROVE the PERSONNEL RECOMMENDATIONS from the ATHLETIC COUNCIL, pending proper completion of Personnel File Documentation and Clearances (Continued):**
 4. **HIRING ERIK DOWLAN as the VARSITY GIRLS' SOFTBALL COACH.**
 5. **HIRING KAYLA McCONNELL as the VARSITY GIRLS' SOFTBALL ASSISTANT COACH.**
 6. **APPOINTING NATE ION as BOYS' TRACK & FIELD VOLUNTEER COACH.**
 7. **RETROACTIVE HIRING of BRANDON PIERCE as the JR. HIGH BOYS' BASKETBALL COACH B.**
 8. **HIRING OF JUSTIN BIFANO as VARSITY BOYS' BASKETBALL HEAD COACH.**

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 made the Motion to Amend Subsequent Consideration to the Approval to Post and Advertise of Fall Athletic Varsity Head Coach Positions. 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. Thompson made the Motion to APPROVE the POSTING and ADVERTISING of FALL ATHLETIC HEAD COACH POSITIONS:**

1. **FOOTBALL: The roll call vote is recorded as follows: Mr. McMillen—no; Mr. Say—no; Mrs. Simcheck—yes; Mr. Slagle—no; Mr. D. Swartfager—yes; Mr. K. Swartfager—yes; Mrs. Thompson—yes; Mr. Weaver—no and Mr. Weiser—no. Motion defeated 4-5.**
2. **VOLLEYBALL: The roll call 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.**
3. **BOYS' SOCCER: The roll call 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.**
4. **GIRLS' SOCCER: The roll call vote is recorded as follows: Mr. McMillen—no; Mr. Say—no; Mrs. Simcheck—no; Mr. Slagle—no; Mr. D. Swartfager—no; Mr. K. Swartfager—no; Mrs. Thompson—no; Mr. Weaver—no and Mr. Weiser—no. Motion defeated 0-9.**
5. **GOLF: The roll call vote is recorded as follows: Mr. McMillen—no; Mr. Say—no; Mrs. Simcheck—no; Mr. Slagle—no; Mr. D. Swartfager—no; Mr. K. Swartfager—no; Mrs. Thompson—no; Mr. Weaver—no and Mr. Weiser—no. Motion defeated 0-9.**

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PERSONNEL (For Individual or Separate Consideration) (Continued)

- ❑ **Mr. Thompson made the Motion to APPROVE the POSTING and ADVERTISING of FALL ATHLETIC HEAD COACH POSITIONS (Continued):**
 6. **CROSS COUNTRY**: The roll call vote is recorded as follows: Mr. McMillen—no; Mr. Say—no; Mrs. Simcheck—no; Mr. Slagle—no; Mr. D. Swartfager—no; Mr. K. Swartfager—no; Mrs. Thompson—no; Mr. Weaver—no and Mr. Weiser—no. Motion defeated 0-9.

- ❑ **Mr. K. Swartfager made the Motion to APPROVE TRISHA and GORDON DIXON as GIRLS' INDEPENDENT SWIM VOLUNTEER COACHES.** 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.

NEW BUSINESS (For Individual or Separate Consideration)

- ❑ **Mr. D. Swartfager made the Motion to APPROVE KYLE SHOUP as a SUBSTITUTE BUS DRIVER for LISA BAILEY, pending proper completion of Personnel File Documentation and Clearances.** 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. McMillen made the Motion to APPROVE the 2023-24 ARP ESSER HEALTH & SAFETY PLAN for Keystone School District.** 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. D. Swartfager made the Motion to APPROVE the CD INVESTMENT PLAN.** 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. D. Swartfager made the Motion to APPROVE the BUCS BASIC PROGRAM.** 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. Say made the Motion to APPROVE the LOCAL AUDIT REPORT FYE JUNE 30, 2023.** 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.

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

- ❑ **Mr. K. Swartfager made the Motion to APPROVE the UPCOMING FIELD TRIP:**
- 1. Date to Be Determined: Spanish IV Class to El Toro in Cranberry. Requested by Bill Weaver, using Student Funds, pending Approval.**
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. K. Swartfager made the Motion to APPROVE the UPCOMING FIELD TRIPS:**
- 1. 1/19/2024: Archery Club to NASP Archery, Beaver Area High School. Requested by Chad Buerk, using NASP Archery Club Donations and Fundraisers.**
 - 2. 3/25/2024: 5th & 6th Grade STEM Class to Clarion County Location for Regional STEM Competition. Requested by Ryan Smith, using Principal Contingency Funds.**
 - 3. 5/3/2024: Class of 2024 to PNC Park. Requested by Dustin Kifer, using Funds from the Class of 2024 Student Account, Fundraiser Profits for each Student and Additional Student Funds.**
- 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.

POLICY (For Individual or Separate Consideration)

- ❑ **Mr. D. Swartfager made the Motion to APPROVE 1st READING of the FOLLOWING POLICY:**
- 1. #918: TITLE I PARENT AND FAMILY ENGAGEMENT.**
- 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.

ADJOURNMENT

With no further business, Mr. McMillen made the Motion to Adjourn the Meeting at 8:49 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

