

**Keystone School District  
Knox, Pennsylvania  
Regular Business Meeting Minutes  
February 19, 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, February 19, 2024 at 8:30 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. Michael Hall, Mr. Michael McCormick, Mrs. Kelli McNaughton, and Mr. Kristoffer Willison.

**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. K. Swartfager made the Motion to APPROVE the CONSENT AGENDA as follows:

**Minutes:**

1. Approve the January 16, 2024 Regular Work Session Minutes\*
2. Approve the January 16, 2024 Regular Business Meeting Minutes\*

**Financial Reports:**

1. File the January, 2024 Liquid Cash and Investment Activity Analysis Report for Audit\*
2. File the January, 2024 Board Summary for Audit\*
3. File the January, 2024 Contingency Fund Report for Audit\*
4. File the January, 2024 Elementary Student Activities Report for Audit\*
5. File the January, 2024 High School Student Activities Report for Audit\*
6. Approve the January, 2024 General Fund Bills, the Interim Bills and the Wire Transfers for payment as presented and located in Attachments A and G\*
7. Approve the January, 2024 Cafeteria Bills for payment as presented and located in Attachment C\*
10. File the January, 2024 Cafeteria P&L for Audit\*

CONSENT AGENDA (Continued)

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

Written Reports:

1. Accept the December, 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)

- Mrs. Thompson made the Motion to RETROACTIVELY APPROVE the LETTER of RESIGNATION from STACY HOLLIS as CUSTODIAN and NIGHT FOREMAN, effective February 2, 2024. 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 RETROACTIVELY APPROVE the following Items, per Personnel Committee Recommendation:

1. POST and ADVERTISE for a FULL-TIME CUSTODIAN.
2. HIRE CHRISTINE MCCAULEY as a FULL-TIME CUSTODIAN, pending proper completion of Personnel File Documentation and Clearances, effective February 12, 2024.
3. APPOINT JUDY MCCLEARY as CUSTODIAL NIGHT FOREMAN, effective February 5, 2024.

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 LETTER of RESIGNATION from BRYAN MONG as VARSITY GIRLS' VOLLEYBALL HEAD COACH and JR. HIGH GIRLS' VOLLEYBALL HEAD COACH, effective January 22, 2024.

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

REGULAR BUSINESS MEETING MINUTES  
FEBRUARY 19, 2024  
PAGE 3

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

- ❑ Mr. K. Swartfager made the Motion to **RETROACTIVELY APPROVE** the **POSTING** and **ADVERTISING** for a **JR. HIGH GIRLS' VOLLEYBALL HEAD COACH** and to **HIRE JULIE PATRICK** as **JR. HIGH GIRLS' VOLLEYBALL HEAD COACH**, pending proper completion of Personnel File Documentation and Clearances, per the Personnel Committee's Recommendation. 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
  
- ❑ **HIRING** of **STUSH ANTOSZYK** as **VARSITY BOYS' BASEBALL ASSISTANT COACH** died due to lack of a Motion.
  
- ❑ Mrs. Thompson made the Motion to **APPOINT DUSTIN SWARTFAGER** as **BOYS' BASEBALL VOLUNTEER COACH**, pending proper completion of Clearances, per the Personnel Committee's Recommendation. The voice vote is recorded as follows: Mr. McMillen—yes; Mr. Say—yes; Mrs. Simcheck—yes; Mr. Slagle—yes; Mr. D. Swartfager—abstained; Mr. K. Swartfager—abstained; Mrs. Thompson—yes; Mr. Weaver—yes and Mr. Weiser—yes. Motion carried 7-0-2.
  
- ❑ Mr. D. Swartfager made the Motion to **APPOINT TOM BOWSER** and **CHAD NELLIS** as **VARSITY GIRLS' SOFTBALL VOLUNTEER COACHES**, per the Personnel Committee's Recommendation. 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 **POSTING** for a **UNIFIED BOCCE INTRAMURAL COACH**, paid for by Special Olympics, per the Personnel Committee's Recommendation. 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)

- ❑ Mrs. Thompson made the Motion to **APPOINT ABIGAIL SIMCHECK** to the **ATHLETIC COUNCIL** to **FILL** a **VACANT 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.

**REGULAR BUSINESS MEETING MINUTES  
FEBRUARY 19, 2024  
PAGE 4**

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

- ❑ **Mr. K. Swartfager made the Motion to APPROVE the 2024-25 SCHOOL CALENDAR, 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.**
  
- ❑ **Mr. McMillen made the Motion to APPROVE the CHANGE ORDER to the GUARANTEED ENERGY SAVINGS PROJECT with the MCCLURE COMPANY for the HIGH SCHOOL HVAC BAS FRONT END UPGRADE and EXPANSION in the amount of \$110,850.00, with Capital Reserve 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.**
  
- ❑ **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 UPCOMING FIELD TRIPS:**
  1. **1/27/2024 (Retro): Debate Club to Mercer High School for Debate Competition. Requested by Brett Vaughn, using Advisor and Student Contributions.**
  2. **2/17/2024 (Retro): Debate Club to Mars High School for Debate Competition. Requested by Austin Cessna, using Advisor and Student Contributions**
  3. **2/24/2024: Debate Club to Pine-Richland High School for Debate Competition. Requested by Brett Vaughn, using Advisor and Student Contributions.**
  4. **2/29/2024: Music Department to Clarion Area High School for Concert Band Adjudication. Requested by Chris Long, using Budgeted Funds.**
  5. **3/5/2024: Elementary Vex Robotics Students to State Championship at Penn West Clarion. Requested by Ryan Smith, using Activities Funds.**
  6. **3/7/2024: Civic & Government Class to Penn West Clarion. Requested by Brett Vaughn, at no cost to the District.**
  7. **3/22/2024: NASP Archery Club to Spooky Nook Sports Complex, Manheim, PA. Requested by Chad Buerk, using Keystone NASP Archery Club and Student Funds.**
  8. **3/27 or 3/28/2024: Ecology Class to Presque Isle State Park, Tom Ridge Environmental Center and Maurice K. Goddard State Park. Requested by Matt Baker, using Budgeted Funds.**
  9. **3/27/2024: 6<sup>th</sup> Grade to Career Center. Requested by Jen Wingard, using Budgeted Funds.**

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

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

10. 4/10/2024: High School Art Program to Carnegie Museum of Art in Pittsburgh. Requested by Janet Hockman, using Buncher Funds, Carnegie Museum Funds and Student Contributions.
11. 4/16/2024: 5<sup>th</sup> Graders to Penn West Clarion. Requested by Autumn Marshall, using Funds from Pencil Sales and Student/Family Contributions.
12. 5/10/2024: Physics Class to Kennywood Park—Physics Education Day. Requested by Dustin Kifer using Student Contributions.
13. 5/22/2024: Spanish III and IV Class to Carnegie Museum and Gateway Clipper in Pittsburgh. Requested by Bill Weaver, using Student Funds.
14. 5/28 to 5/30/2024: Music Department to New York City. Requested by Chris Long, using Voluntary Contributions from Students, Earnings from Fund Raising Projects Administered by KMA, Scholarship Grants from Outside Sources and the Choral Student Activity 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)

- Mrs. Thompson made the Motion to APPROVE 2nd READING of the FOLLOWING POLICY:

1. #918: Title I Parent and Family Engagement.

And

to APPROVE the 1<sup>st</sup> READING of the FOLLOWING POLICIES:

1<sup>st</sup> Reading of the Following Policies:

1. #601: Fiscal Objectives.
2. #602: Budget Planning.
3. #603: Budget Preparation.
4. #604: Budget Adoption.
5. #605: Tax Levy.
6. #606: Tax Collection.
7. #607: Tuition Income.
8. #608: Bank Accounts.
9. #609: Investment of District Funds.
10. #610: Purchases Subject to Bid/Quotation.

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.

**REGULAR BUSINESS MEETING MINUTES  
FEBRUARY 19, 2024  
PAGE 6**

**ADJOURNMENT**

**With no further business, Mr. McMillen made the Motion to Adjourn the Meeting at 8:37 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**