

**Keystone School District
Knox, Pennsylvania
Regular Work Session Minutes
March 18, 2024**

OPENING/ATTENDANCE

Mr. John R. Slagle, President of the Keystone School District Board of Directors, called the Regular Work Session to order on Monday, March 18, 2024 at 7:04 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. 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 and Mr. Eric P. Weiser. Mr. Randall C. Weaver was absent. Also present were: Mr. Randy Bartley, Mrs. Kaylan Blair, Mrs. Melissa Brock, Mr. Josh Coursen, Mrs. Kami Coursen, Mr. Michael Hall, Mrs. Amanda Kline, Ms. Addie Kline, Ms. Allie Kline, Mrs. Jennifer Mauk, Mr. Michael McCormick, Mrs. Kelli McNaughton, Mr. Eric Mount, Mrs. Jodie Mount, Ms. Kaylie Mount, Mrs. Jodee Raybuck, Mr. Ryan Smith, Ms. Aliviah Sweitzer and Mr. Kristoffer Willison.

ANNOUNCEMENTS

- Mr. Slagle welcomed the guests.
 1. Mr. Smith Robotics Team Presentations and World Competition:
 - a. *Double Trouble* (Addie & Allie Kline).
 - b. *Stunning Stars* (Aliviah Sweitzer and Kaylie Mount).
- Mr. Slagle said the next Meeting will be the Combined Regular Work Session and Business Meeting on April 15, 2024. The Meetings will be held at the Clarion County Career Center beginning at 7 P.M.
- Mr. Slagle said an Athletic Council Meeting was held on March 5, 2024.
- Mr. Slagle said a Curriculum Committee Meeting was held on March 6, 2024.
- Mr. Slagle said a Cafeteria/Transportation Committee Meeting was held tonight, March 18, 2024.
- Mr. Slagle said a Building & Grounds Committee Meeting was held tonight, March 18, 2024.

PUBLIC COMMENT

None.

REPORTS

- Superintendent—Mr. Hall:
 1. Robotics Worlds.

- Elementary Principal—Mr. McCormick:
 1. Curriculum Committee Selection (3rd to 6th Grade)—Science Textbooks: *Amplify Science*.
 2. Kindergarten Survey—52 Students as of March 18, 2024.
 3. Pennsylvania Federal Programs Coordinator Conference.

- High School Principal—Mrs. McNaughton:
 1. PMEA Choir—Collin LaVan and Kobe Buzzard were selected for States.
 2. *Grease* Production: A huge thank you to Mrs. Coursen, Mr. Long, Mrs. McElravy, Mr. Weaver, Julie Patrick, Danielle Fye, KMA Officers, Kelly Gooden, Russ Lander, Garry Henry, Parents and Community Members who all worked so hard to make this production as fantastic as it was.
 3. State Wrestling Qualifier and National Football Foundation Central PA Chapter Scholar Athlete Award: Josh Beal.
 4. Work-Based Learning.
 5. Youth Move PA—Sources of Strength Program.

- Athletic Council Report—Mr. Hall:
 1. Personnel Items.
 2. Athletic Passes Prices.
 3. Distribution of Coaches' Salaries.
 4. Gym Banner—Criteria Requirements.
 5. Trophy Case Clean Out.
 6. Varsity Soccer Coach Interviews.
 7. Freshman Playing JV/Varsity Football.
 8. Baseball Game Rescheduled/Practices Cancelled due to Eclipse.

- Buildings & Grounds Report—Mr. D. Swartfager:
 1. High School Gym Floor, Repairs and Maintenance.
 2. High School Boiler Repairs.
 3. Baseball Field Drainage.

- Curriculum Committee—Mr. Hall:
 1. *Amplify Science*.
 2. State Personal Finance Requirement.
 3. Maneuvering the Middle.
 4. Wood Shop/STEM/Robotics Tech Ed.
 5. Curriculum Mapping.
 6. Post-Graduate Survey Results.
 7. Robotics Competition.

REPORTS (Continued)

- **Career Center Report—Mr. Hall and Mrs. Thompson:**
 1. April 8, 2024: National Technical Honor Society at Keystone High School.
 2. May 17, 2024: Senior Recognition at Cornerstone Church.
 3. Roof Project.
 4. Mr. McMillen: Keystone Representative.
- **IU6 Report—Mrs. Thompson**
 1. Mr. K. Swartfager: Keystone Representative.
- **Legislative—Mr. K. Swartfager:**
 1. HB 1422 Bipartisan Vote (Charter Cyber School Reform).

DIALOGUE ITEMS

- Mr. Hall reviewed and requested Approval of the Requests for Lump Sum Payments from:
 1. Dan Reed.
 2. Kami Coursen.
- Mr. Hall reviewed and requested Approval of the Letter of Retirement from Kathi Weaver, Superintendent's Confidential Secretary, effective June 30, 2024.
- Mr. Hall reviewed and requested Approval of the Personnel Items from Athletic Council:
 1. Garry Henry, Varsity Boys' Baseball Assistant Coach, recommended by Coach Bifano.
 2. Anthony Baileys for Varsity Boys' Track & Field Volunteer Coach, recommended by Coach Weaver.
- Mr. Hall reviewed and requested Approval of the Following Personnel Items:
 1. Hiring of Jenessa Seigworth as Substitute Nurse.
 2. Hiring of Cindy Chapman as Substitute Nurse.
 3. Posting and Advertising of the Anticipated Teacher Vacancies in Elementary and Student Services for the 2024-25 School Year.
- Mr. Hall reviewed and requested Approval of the IU#6 Proposed General Operating Budget.
- Mr. Hall reviewed and requested Approval of the August 1, 2024 through June 15, 2025 CHAMP Athletic Trainer Contract.
- Mr. Hall reviewed and requested Approval of the *Amplify Science* Quote of \$98,242.29, using ESSER Funds, per the Curriculum Committee's Recommendation.

DIALOGUE ITEMS

- ❑ Mr. Hall said to Delete from Consideration the Quote for the Gym Floor Maintenance from Sport Floors, Inc., at a cost of \$5,117.00, using Funds from Capital Reserve, due to Additional Information being needed.
- ❑ Mr. Hall reviewed and requested Approval of the Quote for High School Boiler Repair from Siemens at a cost of \$13,700.00, using Funds from Capital Reserve, per the Building & Grounds Committee's Recommendation, pending additional information.
- ❑ Jodee Raybuck from The Nutrition Group made a Presentation of the Renewal of the Food Service Management Company Contract, per the Cafeteria/Transportation Committee Recommendation.
 1. New Food Items.
 2. Sodium Change Requirements.
 3. Budget Overview.
- ❑ Mr. Hall reviewed and requested Approval of the 2023-24 School Calendar Revision—Early Dismissal on April 8, 2024 to be 12:10 P.M. at the High School and 12:20 P.M. at the Elementary School.
- ❑ Mr. Hall reviewed and requested the Upcoming Student Field Trips:
 1. 3/18/2024 (Retroactive): 5th Grade to The Children's Museum in Pittsburgh. Requested by Vicki Cotton, using McElhattan Grant Funds.
 2. 3/25/2024: Life Skills to Tharan Construction and McDonalds. Requested by Amy Goldthwaite, using Snack Shack/Cart Funds and Life Skills Classroom and Budgeted Funds.
 3. 4/5/2024: Keystone Woodworking Program to Swartfager Welding. Requested by Jason Knisley, using Funds from the Woodworking Club.
 4. 4/19/2024: Envirothon Club to Cook Forest Earth Day. Requested by Pam McCandless, using Student Funds.
 5. 4/29 to 5/4/2024: Keystone VEX Robotics World Competition in Dallas, Texas. Requested by Ryan Smith, using Sponsorship Funds, Student Activities Funds and Budgeted Funds.
 6. 4/30/2024: Envirothon Club to Clear Creek State Park. Requested by Pam McCandless, using Budgeted Funds.
 7. 5/2/2024: Keystone Woodworking Program to Hickman Lumber. Requested by Jason Knisley, using Woodworking Club Funds.
 8. 5/8/2024: 1st Grade to The Children's Museum in Pittsburgh. Requested by Nancy Daum, using McElhattan Grant Funds.
 9. 5/14/2024: 6th Grade to Cleveland, Ohio Zoo. Requested by Kate Schoeppner, using CATS and Student Funds.
 10. 5/14/2024: 2nd Grade to Clarion County Park for Keystone SMILES Progressive Agriculture Day. Requested by Sue Shaner, using CATS Funds.

POLICY

- Mr. Hall reviewed and requested Approval of the 2nd 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.

- Mr. Hall reviewed and requested the 1st Reading of the Following Policies:
 1. #611: Purchases Budgeted.
 2. #612: Purchases Not Budgeted.
 3. #613: Cooperative Purchasing.
 4. #614: Payroll Authorization.
 5. #615: Payroll Deductions.
 6. #616: Payment of Bills.
 7. #617: Petty Cash.
 8. #618: Student Activity Funds.
 9. #619: District Audit.
 10. #620: Fund Balance.
 11. #621: Local Taxpayer Bill of Rights.
 12. #622: GASB Statement 34.
 13. #624: Taxable Fringe Benefits.
 14. #625: Procurement Cards.
 15. #626: Federal Fiscal Compliance.
 16. #626.1: Travel Reimbursement—Federal Programs.

ADJOURNMENT

With no further business, Mr. Slagle Adjourned the Meeting at 9:13 P.M.

Respectfully submitted,

Kristoffer S. Willison, Board Secretary