

**Keystone School District
Knox, Pennsylvania
Regular Business Meeting Minutes
March 18, 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, March 18, 2024 at 9:14 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 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.

CONSIDERATION OF AGENDA

- Mrs. Thompson made the Motion to APPROVE the AGENDA with the following changes:
- Deletions:**
- V. D. 3.: Hiring of Craig Griffin as Substitute Custodian.
VI. D.: Consideration of the Approval for the Gym Floor Maintenance from Sport Floors, Inc., at a cost of \$5,117.00, with Funds from Capital Reserve per the Building & Grounds Committee 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; and Mr. Weiser—yes. Motion carried 8-0.

CONSENT AGENDA

- Mr. K. Swartfager made the Motion to APPROVE the CONSENT AGENDA as follows:
- Minutes:**
1. Approve the February 19, 2024 Regular Work Session Minutes*
 2. Approve the February 19, 2024 Regular Business Meeting Minutes*
- Financial Reports:**
1. File the February, 2024 Liquid Cash and Investment Activity Analysis Report for Audit*
 2. File the February, 2024 Board Summary for Audit*
 3. File the February, 2024 Contingency Fund Report for Audit*
 4. File the February, 2024 Elementary Student Activities Report for Audit*
 5. File the February, 2024 High School Student Activities Report for Audit*
 6. Approve the February, 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 February, 2024 Cafeteria Bills for payment as presented and located in Attachment C*

CONSENT AGENDA (Continued)

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

Financial Reports (Continued):

8. File the February, 2024 Cafeteria P&L for Audit*
9. Approve the February, 2024 Capital Reserve Bills for payment as presented and located in Attachment B-1*

Written Reports:

1. Accept the January, 2024 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; and Mr. Weiser—yes. Motion carried 8-0.

PERSONNEL (For Individual or Separate Consideration)

- Mr. K. Swartfager made the Motion to APPROVE the LUMP SUM REQUESTS from:

1. DAN REED
2. KAMI COURSEN

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; and Mr. Weiser—yes. Motion carried 8-0.

- Mr. K. Swartfager made the Motion to APPROVE the LETTER of RETIREMENT from KATHI WEAVER, SUPERINTENDENT'S CONFIDENTIAL SECRETARY, as of JUNE 30, 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 and Mr. Weiser—yes. Motion carried 8-0.

- Mr. D. Swartfager made the Motion to APPROVE the PERSONNEL ITEMS from the ATHLETIC COUNCIL, pending proper completion of Personnel File Documentation and Clearances:

1. HIRE GARRY HENRY, VARSITY BOYS' BASEBALL ASSISTANT COACH, recommended by Coach Bifano.
2. APPOINT ANTHONY BAILEYS, VARSITY BOYS' TRACK & FIELD VOLUNTEER COACH, recommended by Coach Weaver.

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 and Mr. Weiser—yes. Motion carried 8-0.

**REGULAR BUSINESS MEETING MINUTES
MARCH 18, 2024
PAGE 3**

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

- **Mr. K. Swartfager made the Motion to APPROVE the FOLLOWING PERSONNEL ITEMS, pending proper completion of Personnel File Documentation and Clearances:**
 - 1. HIRING of JENESSA SEIGWORTH as SUBSTITUTE NURSE.**
 - 2. HIRING of CINDY CHAPMAN as SUBSTITUTE NURSE.**
 - 3. POSTING and ADVERTISING ANTICIPATED TEACHER VACANCIES in ELEMENTARY and STUDENT SERVICES for the 2024-25 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 and Mr. Weiser—yes. Motion carried 8-0.

NEW BUSINESS (For Individual or Separate Consideration)

- **Mrs. Thompson made the Motion to APPROVE the 2024-25 IU#6 PROPOSED GENERAL OPERATING BUDGET, 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 and Mr. Weiser—yes. Motion carried 8-0.**
- **Mr. D. Swartfager made the Motion to APPROVE the AUGUST 1, 2024 through JUNE 15, 2025 CHAMP ATHLETIC TRAINER CONTRACT. 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 and Mr. Weiser—yes. Motion carried 8-0.**
- **Mr. K. Swartfager made the Motion to APPROVE the *AMPLIFY SCIENCE* QUOTE at a cost of \$98,242.29, using ESSER FUNDS, per the Curriculum 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 and Mr. Weiser—yes. Motion carried 8-0.**
- **Mrs. Thompson made the Motion to APPROVE the HIGH SCHOOL BOILER REPAIRS from SIEMENS at a cost of \$13,700.00, with Funds from Capital Reserve, per the Building & Grounds Committee's Recommendation, pending additional information. 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 and Mr. Weiser—yes. Motion carried 8-0.**

**REGULAR BUSINESS MEETING MINUTES
MARCH 18, 2024
PAGE 4**

NEW BUSINESS (Continued)

- **Mr. McMillen made the Motion to APPROVE the ANNUAL RENEWAL of the FOOD SERVICE MANAGEMENT COMPANY CONTRACT with THE NUTRITION GROUP for the 2024-25 School Year, per the Cafeteria/ Transportation 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 and Mr. Weiser—yes. Motion carried 8-0.**

- **Mrs. Thompson made the Motion to APPROVE the 2023-24 SCHOOL CALENDAR REVISION—EARLY DISMISSAL on APRIL 8, 2024. High School will dismiss at 12:10 P.M., and the Elementary School will dismiss at 12:20 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 and Mr. Weiser—yes. Motion carried 8-0.**

- **Mr. K. Swartfager made the Motion to APPROVE 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 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. **4/30/2024: Envirothon Club to Clear Creek State Park. Requested by Pam McCandless, using Budgeted Funds.**
 - 6. **5/2/2024: Keystone Woodworking Program to Hickman Lumber. Requested by Jason Knisley, using Woodworking Club Funds.**
 - 7. **5/8/2024: 1st Grade to The Children's Museum in Pittsburgh. Requested by Nancy Daum, using McElhattan Grant Funds.**
 - 8. **5/14/2024: 6th Grade to Cleveland, Ohio Zoo. Requested by Kate Schoeppner, using CATS and Student Funds.**
 - 9. **5/14/2024: 2nd Grade to Clarion County Park for Keystone SMILES Progressive Agriculture Day. Requested by Sue Shaner, using CATS 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 and Mr. Weiser—yes. Motion carried 8-0.**

NEW BUSINESS (Continued)

- Mr. Slagle made the Motion to APPROVE the UPCOMING STUDENT FIELD TRIP:
1. 4/29 to 5/4/2024: Keystone VEX Robotics to VEX World Robotics Championship in Dallas, Texas. Requested by Ryan Smith, using Sponsorship Letters, Student Activities Funds and Budgeted 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 and Mr. Weiser—yes. Motion carried 8-0.

POLICY

- Mrs. Thompson made the Motion to APPROVE 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.
- 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 and Mr. Weiser—yes. Motion carried 8-0.
- Mrs. Thompson made the Motion to APPROVE 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.

REGULAR BUSINESS MEETING MINUTES
MARCH 18, 2024
PAGE 6

POLICY (Continued)

- Mrs. Thompson made the Motion to APPROVE the 1st READING of the FOLLOWING POLICIES (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 and Mr. Weiser—yes. Motion carried 8-0.

ADJOURNMENT

With no further business, Mr. McMillen made the Motion to Adjourn the Meeting at 9:21 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 and Mr. Weiser—yes. Motion carried 8-0.

Respectfully submitted,

Kristoffer S. Willison, Board Secretary