

**Keystone School District  
Knox, Pennsylvania  
Minutes of Work Session  
April 12, 2010**

**OPENING/ATTENDANCE**

Mr. Greg A. Barrett, Vice President of the Keystone School District Board of Directors, called the Work Session to order on Monday, April 12, 2010 at 7:05 P.M. The Meeting was held at the SMILES Center at 420 Main Street, Knox, Pennsylvania. The following Board Members were present: Mr. Gregory A. Barrett, Mr. James A. Beary, Mr. Wayne D. Johns, Mr. Thomas L. McCoy, Mr. Alan F. Seigworth, Mrs. Marilyn L. Stempeck, Mr. Kenneth L. Swartfager and Mrs. Stacey I. Thompson. Mr. John R. Slagle was absent. Also present were Ms. Nancy Ambrose, Mr. Richard Bonnar, Ms. Joyce Fosdick, Chief Hall, Mr. Jarrod Kapp, Mr. Barney Knorr, Mr. Rodney Sherman and Mrs. Kathi Weaver.

**ANNOUNCEMENTS**

- ❑ Mr. Barrett made an introduction of guests.
- ❑ Mr. Barrett said two Executive Sessions were held on March 15, 2010 to discuss the Superintendent Search, a Personnel Grievance and Collective Bargaining.
- ❑ Mr. Barrett said that there would be an Executive Session immediately following tonight's Meeting to discuss a Personnel--Maintenance Worker position and the Superintendent Search.

**PUBLIC COMMENT**

None.

**Mr. Slagle arrived at 7:10 P.M.**

**REPORTS**

- ❑ **SMILES--Ms. Fosdick reviewed:**
  - Welcomed the Board and Administrators to the SMILES Center.
  - Discussed Pre-K Counts Program and showed a video on the Alternative Education Program.
  - Introduced Barney Knorr, President of SMILES.
    - A. Discussed that SMILES Program has grown to a very successful program equal to National City Year in Philadelphia and TAPS in Pittsburgh.
    - B. Discussed the Crossroads Program:
      1. Gives Keystone School District an option for their students.
      2. 12 Alternative Education Students will be graduating this year.
      3. There was an 81% increase in GPA this year. Attendance improved.
      4. The graduation rate was 100%.
      5. Distributed Packet with SMILES information regarding the SMILES

□ **DARE Program--Chief Hall reviewed:**

- Officer Neal Kemmer from the Clarion Police Department will be doing our program.
- Instruction will be given to our 5<sup>th</sup> Graders.
- Mr. Slagle thanked him for coming and said we have had the DARE Program in the past and wanted to get it back into our District.

□ **Mr. Bonnar--Acting Superintendent reviewed:**

- List of Work Activities is found in packets.
- The State Auditor, Jackie Dutch Cod, will be conducting an Audit of the District beginning April 21.
- An Overnight Field Trip by our High School IU Computer Fair winners to Carlisle, Pennsylvania is in the planning stages. They are in need of a Male Chaperone. *Mr. Slagle requested this Item be added to next week's Business Meeting Agenda.*
- The Updated Ordinances for Police coverage were sent to Beaver Township and Knox Borough. Everything seems to be going smoothly.
- The IU would like to put a Multihandicapped Class at our Elementary School for Kindergarten through 6<sup>th</sup> Grade. It would be for four students (one is from Keystone). A nurse and the instructor would be hired by the IU. Jeff Brown looked at our facility and found no problems with the location. There would be no extra costs to the District. *Mr. Slagle requested this Item be added to next week's Business Meeting Agenda.*
- After investigating a question from the Board last month, Mr. Bonnar reported that Trainings for Windows 7 were done at that High School. Those participating received \$25; the instructor received \$35. This amount was in the current year's Budget.
- Mr. Bonnar reported that he, Mrs. Stempeck and Mr. Barrett attended the PSBA Legislative Meeting at the IU. Discussion was held on whether to have Board action on another PSERS Resolution. *Mr. Slagle requested this Item be added to next week's Business Meeting Agenda.*
- Our ESL Teacher may be going on a Maternity Leave sooner than anticipated. Teachers with ESL Certifications are very hard to find. We can get an Emergency Permit until the end of the year only. Will continue working on this situation.

□ **High School--Mrs. Winters:**

- Would like to start a new Business Math Course at the High School for the 2010-11 School Year.
- Mrs. Winters distributed a Course Outline and the Textbook she would be using
- The course would be for Junior and Senior students who need a Math Credit.
- There will be an estimated 15 students in the Class--or possibly may be more depending on the Budget.
- Topics in the Class would include: Budgeting, Loans, Check Books, Credit Cards, and Sales and Marketing.

*Mr. Slagle requested this Item be added to next week's Business Meeting Agenda*

**REPORTS (Continued)**

- ❑ **Elementary:** The Elementary Report and two presentations will be given at next week's Business Meeting.
  
- ❑ **Buildings & Grounds--Mr. Barrett:**
  - He said the Mr. Lauffer and Mr. Baughman are down on the Elementary Roof tonight with the Struxures doing an infrared test to see how much moisture is trapped in the Elementary Roof. He said there would be a meeting on **Monday, April 19 at 6 P.M. in the Group Instruction Room** prior to the Board Meeting to discuss their findings. Harold Best will be in attendance, also. It will be advertised in the newspaper for public notice.
  - Mr. Barrett discussed the Sanitary Sewer Pipe Replacement. Will need replaced at both the Elementary and High School Buildings.
  - Discussed the possibility of saving money and not having to tear up the parking lots by pushing the plastic pipe through the tile laterals.
  - Will have until July 31, 2011 to complete the projects or fines will be imposed.
  - Will need to decide if we will be doing either buildings at once or Elementary this summer and the High School next summer.
  - He will have more information for the Board next week.

**DIALOGUE ITEMS**

- ❑ Mr. Bonnar requested a Summer Custodial Worker for each building as in past years. *Mr. Slagle requested this Item be added to next week's Business Meeting Agenda.*
  
- ❑ Mr. Bonnar and Mr. Barrett said the Natural Gas Purchase price for February, 2012 is \$6.05. The cost for 2011 is \$7.65. Will continue monitoring the cost and set an amount to go with *Mr. Slagle requested this Item be added to next week's Business Meeting Agenda.*
  
- ❑ Mr. Bonnar discussed the 2010-11 Clarion County Career Center Budget.
  - Details have been worked out from last month.
  - The cost of Student Tuition for Keystone sending 103 students would be \$8,005 per student. If we sent 93 students, our total cost would be \$745,000.
  - Mrs. Stempeck and Mr. Beary addressed the need of sending some of our students to the Career Center as it "fills a need" and gives them an "option." The cost of the Career Center vs. Cyber School was also discussed. *Mr. Slagle requested this Item be added to next week's Business Meeting Agenda.*
  
- ❑ A letter of Resignation was received from Jaime Weeter, Jr. High Cheerleading Coach. *Mr. Slagle requested this Item be added to next week's Business Meeting Agenda.*
  
- ❑ A letter of Retirement was received from Paul O'Neil, effective at the end of the 2009-10 School Year. *Mr. Slagle requested this Item be added to next week's Business Meeting Agenda.*

**DIALOGUE ITEMS (Continued)**

- The 2<sup>nd</sup> Reading of the following Policies are due:
  1. #004--Membership
  2. #008--Organizational Chart
  3. #302--Employment of Superintendent
  4. #303--Employment of Administrators
  5. #404--Employment of Professional Employees
  6. #405--Employment of Substitute Professional Employees
  7. #406--Employment of Summer School Staff
  8. #407--Student Teachers
  9. #504--Employment of Classified Employees

*Mr. Slagle requested this Item be added to next week's Business Meeting Agenda.*

- The Custodial/Secretarial Memorandum of Understanding for a 4-Day Work Week was discussed:
  - Discussed the 4<sup>th</sup> of July Holiday.
  - Additional suggestion were: No Overtime would be paid unless total weekly hours exceeded 40 and there will be no changes or adjustments to the existing Contract Language regarding lunch periods or break times.
  - Mr. Bonnar will take the Memorandum of Understanding back to Scott Stewart for the Association's vote.

*Mr. Slagle requested this Item be added to next week's Business Meeting Agenda.*

- Mr. Bonnar reported on the 2008-09 General Purpose (Local) Audit and the Single Audit (Federal). There were no Audit findings, which reflects well for the District. Any specific questions can be asked to Mr. Lauffer next week.

- Josh Anthony, Transportation Aide for a student at TTSR. *Mr. Slagle requested this Item be added to next week's Business Meeting Agenda.*

- Posting for a Jr. High Cheerleading Coach. *Mr. Slagle requested this Item be added to next week's Business Meeting Agenda.*

- Mr. Bonnar discussed the 2011-12 Budget:
  - Would like to develop Budget with "no harm, no foul to kids."
  - He suggested doing a Curriculum Review and put "X" amount of dollars in the Budget each year for Textbooks--which some are becoming very outdate.
  - The Budget Increases that we will automatically have in 2011-12 are:
    1. Salaries
    2. Medical Insurance
    3. Employer Share of Retirement
    4. Student Tuition (SMILES, CCCC and Cyber/Charter School)
    5. Interest Rates have gone way down.
    6. Governor Rendell was planning to have \$472 million dollars available to PA from the tolling of I-80. Will have to get that extra money somewhere now.
    7. Central Tax reports that 53 residents in our School District will be affected by the closing of Owens Illinois. This means a lost revenue of \$12,818 and the

**DIALOGUE ITEMS (Continued)**

- Good News for 2011-12 Budget:
  1. Budget looks fairly good.
  2. Have planned well for Major Capital Outlays (Roof and Sewer Pipes)
  3. Title I has \$67, 259.22 funds; IDEA has \$97,997.50 for a total of \$165,256.72. Must do additional paperwork if not using these monies from the Roof Project.
- Millage Increases:
  1. Noticed the Budgets for 2003-04 through 2004-05 were underfunded. Need to make this deficit up.
  2. Must have prudent mixture of cuts and tax hikes.
  3. Increases are going up.
  4. The Operational Budgets have been cut several times--including:
    - A. 4 Position Cuts due to Retirements and not Filling the Positions (2 cuts in Elementary and 2 cuts in the High School).
    - B. Not recommending cutting a few more at this time.
- Must build a responsible Budget and be prepared for Taxpayer's questions.
- Mr. Bonnar is recommending a 1.5 Mill Increase with a Cycle Review of Textbooks (K-12) built into the Budget every year.
- Mr. Bonnar will be mailing out the completed documentation of the 2010-11 Budget in the Board Packets on Thursday. Be prepared to ask questions at next week's Meeting.
- There is already a \$193,000 Budget Deficit (with the Teacher cuts already factored in).

**An Executive Session was held from 8:50 P.M. to 9:35 P.M.**

**ADJOURNMENT**

With no further business, the Meeting adjourned at 8:45 P.M.

Respectfully submitted,

Kathi L. Weaver  
Acting Secretary