

**Tunkhannock Area School District  
Board Minutes – Public Work Session/Board Meeting  
April 13, 2017**

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The Tunkhannock Area School District Board of Directors met on the above date at the Central Administration Building. The following members were present:

<b>Board Member:</b>	<b>Present</b>	<b>Absent</b>
Philip Farr, President	✓	
Bill Weidner, Vice-President	✓	
John Burke, Treasurer	✓	
Holly Arnold	✓	
Lori Bennett	✓	
Randy Greenip	✓	
Rob Parry		✓
Bill Prebola	✓	
Bill Swilley	✓	

There were interested citizens present.

Mr. Farr called the meeting to order at 7:34PM and then led the Pledge of Allegiance.

Mr. Farr stated that the Board met in Executive Session immediately prior to this meeting to discuss personnel matters.

**Public Comment on Agenda Items Only**

None.

**Student Spotlight**

Ms. McPherson provided a brief overview of the LIU18 Governors STEM (Science, Technology, Engineering & Math) Competition and introduced the 5<sup>th</sup> grade team's co-advisor Dr. Kelly Carroll. Dr. Carroll made a brief statement on behalf of her and her co-advisor Mr. Bob Barkley about the excitement and dedication of the students who participated in this competition representing Tunkhannock. She then turned the floor over to the team to explain their project.

Each team-member introduced themselves and described a portion of their entry into the competition. The team members: Sarah Bulkley, Abby Messersmith, Logan Miller, Thomas Montross, Thomas Nicols, Sara Olshan, and Marina Tague.

**Enrollments**

Enrollments were provided for information.

**Minutes**

**Resolution # 1** : A motion was made by Mr. Swilley and seconded by Mr. Weidner to approve the minutes listed below. Voting: Motion carried unanimously - see resolution number one in the minute book

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1. March 9, 2017 Public Work Session/Board Meeting as presented.
2. March 23, 2017 Public Work Session/Board Meeting as presented.

<b><i>Superintendent's Report</i></b>
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**Resolution # 2** : A motion was made by Mr. Weidner and seconded by Mr. Greenip to approve the items from the Superintendent's Report listed below with amended letter from Mr. Spangenberg. Voting: Motion carried unanimously (Mrs. Arnold abstained from Francis Marshall in item 5.a - see resolution number two in the minute book

1. Letters of intent to resign for the purpose of retirement from the following teachers:
  - a. Patricia Hahn – High School Art – Effective 6/30/17
  - b. Ann Marie Henry – Roslund 4<sup>th</sup> Grade – Effective 6/9/17
  - c. Ken Spangenberg – Evans Falls/Mill City Physical Education – Effective 6/29/17 (with amended letter submitted)
  - d. Martha Zavada – Middle School Family & Consumer Science – Effective 6/14/17
2. Appointment of Homebound Instructors as follows:
  - a. Aaron Keich – All clearances & TB testing on file in the Superintendent's Office
  - b. Zach Migliori – pending Act 114
3. Amy Kalinowski as a support staff substitute. All clearances and TB testing are on file in the Superintendent's Office.
4. Volunteers as presented (see Exhibit A attached). All candidates have on file in the Superintendent's Office clearances and TB testing as required by district policy.
5. Extra-curricular appointments as listed. All candidates have on file in the Superintendent's Office clearances and TB testing as required by district policy.
 

a. Francis Marshall	Boys Volleyball Assistant	\$2,751.00
b. Nicole Hunt	Boys/Girls Track Assistant	\$2,751.00
c. Kathleen Cowher	Girls Lacrosse Assistant	\$2,751.00
6. Transfer of Alyssa Romanuski from Mehoopany/Roslund Library Aide to Mehoopany Reading Assistant - \$14.00/hr – 5.5 hrs/day – Student Days. Effective date 5/1/17.
7. Transfer of Pilar Williams from Mehoopany Clerical Aide to Mehoopany/Roslund Library Aide - \$12.50/hr – 6.5 hrs/day – Student Days. Effective date 5/1/17.
8. Field trip attendance as listed.
 

a. Scott Howell	First Robotic Competition	4/5-8
	20 Students Attending	
b. Scott Howell	First Robotics Competition	4/25-30
	19 Students Attending	
c. Ken Luckey	PMEA All State Concert Band	4/19-22
	1 Student Attending	

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Ms. McPherson provided the Board with an update on Master Plan progress.

**Committee Reports**

**Building & Grounds Committee:** Mr. Farr stated that the committee met earlier tonight and he asked Mr. Weidner to provide an update.

**Curriculum Committee:** Mrs. Arnold stated that the committee met and have a plan to update the K-2 Reading curriculum for next year. After review, evaluation and discussion, the committee has decided to implement the Benchmark series rather than the Journeys program.

**Budget & Finance Committee:** Mr. Burke suggested and the Board agreed to schedule a committee meeting for April 27<sup>th</sup> at 6PM.

**Unfinished Business**

None.

**New Business**

**Resolution # 3** : A motion was made by Mrs. Arnold and seconded by Mr. Weidner to approve the items below from the Bus/Van Contracts. Voting: Motion carried (7 – Yes, 1 – Abstain) - see resolution number three in the minute book.

Ms. McPherson recommended and the Board agreed to table the Presentation, discussion and possible adoption of a 2017-18 School Calendar to a future meeting.

The following administrative regulations were provided for 1<sup>st</sup> Reading:

- a. No. 203-AR Immunizations
- b. No. 203-AR-1 Immunizations/Provisional Attendance/Exemptions

**Resolution # 4** : A motion was made by Mr. Swilley and seconded by Dr. Prebola to approve the retirement of Policy 210.1 Possession/Use of Asthma Inhalers and Policy 210.2 Self-Administering Epinephrine (EpiPen). Voting: Motion carried unanimously - see resolution number four in the minute book.

Dr. Prebola described the proposal the Board received from Cumming Insurance/Kistler Tiffany Benefits to work with the District on a contingency fee basis to assist in negotiating down premium increases. There would only be a fee if they were successful in saving the District on premium increases and the savings would have to be at least 3 times any fee they would get. The Board agreed to continue discussion and potentially vote at the next meeting

**Resolution # 5** : A motion was made by Mr. Swilley and seconded by Mrs. Arnold to approve the Le-Nor-Co Purchasing Cooperative Joint Purchasing Agreement designating the Food Service Director as the primary representative and the Business Manager as the alternate

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representative. Voting: Motion carried unanimously - see resolution number five in the minute book.

Ms. McPherson provided the Board with an RFP for Engineering Services and a job description for a Project Manager for the school consolidation project. The Board agreed to authorize the Superintendent to move forward on a Request for Proposal for Engineering Services and to advertise for Project Manager position for the school consolidation project.

The following items are from the Supplemental Agenda.

**Resolution # 6** : A motion was made by Mrs. Arnold and seconded by Mr. Weidner to approve purchase of Benchmark Advance materials (English/Language Arts Program) for Grades K-2. Voting: Motion carried unanimously - see resolution number six in the minute book.

**Resolution # 7** : A motion was made by Mrs. Arnold and seconded by Mr. Swilley to approve the transfer of \$96,453.00 from budget category 2125 to budget category 1110 for the purchase of Benchmark Advance materials for Grades K-2. Voting: Motion carried unanimously - see resolution number seven in the minute book.

**Resolution # 8** : A motion was made by Dr. Prebola and seconded by Mrs. Arnold to volunteers for the 2016-17 school year as listed below. All candidates have on file in the Superintendent's office clearances and TB testing as required by district policy. Voting: Motion carried unanimously (Mrs. Arnold abstained from item (b) below- see resolution number eight in the minute book.

	<u>Activity/School</u>
a. Matthew Anderson	Middle School
b. Holly Arnold	Roslund/Middle School
c. James Buchman	Athletics
d. Roxana Cameron	Middle School
e. Alan Latwinski	Mill City
f. Karl Thaler	Middle School

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Mrs. Arnold commented on the continuing decline in enrollments and noted that the kindergarten registrations are only at 118 so far with only 20 or so additional expected before school starts next fall.

**Public Comment**

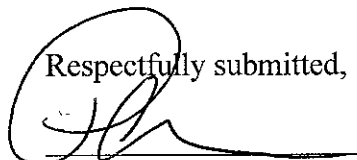
Ms. Nichols commented on the Benchmark reading series.

A motion to adjourn was made at 8:36 pm by Mr. Burke and seconded by Mr. Swilley. Motion carried on all ayes.

**ROLL CALL VOTE**

<b>RESOLUTION #:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
Holly Arnold	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Lori Bennett	Yes	Yes	Abstain	Yes	Yes	Yes	Yes	Yes
Randy Greenip	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Rob Parry	Absent							
Bill Prebola	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bill Swilley	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
John Burke	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bill Weidner	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Phil Farr	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Respectfully submitted,



Patrick J. O'Shea  
Board Secretary

Attachments: A and Conflict of Interest Letters from Mrs. Bennett and Mrs. Arnold (2)

Volunteers - April 13, 2017

Volunteers	First	Activity or School	School Year	Clearances/TB Status
Last				
Boyce	Fern	Middle School	2016-17	Complete
Brown	Amanda	Middle School	2016-17	Complete
Brown	Angela	Middle School	2016-17	Complete
Deal	Aaron	Middle School	2016-17	Complete
DeFerner	Michelle	High School	2016-17	Complete
Doerner	Karen	Middle School	2016-17	Complete
Edwards	Alice	Middle School	2016-17	Complete
Franko	Mary Lou	High School	2016-17	Complete
Gaughan	Caitlin	Athletics	2016-17	Complete
Geertgens	Miranda	Roslund	2016-17	Complete
Keiser	Laura	Middle School	2016-17	Complete
Macko	Patricia	Middle School	2016-17	Complete
Martin	Donna	Middle School	2016-17	Complete
Miller	Tammi Lynn	Middle School	2016-17	Complete
Moyer	Angela	Middle School	2016-17	Complete
Newhart	Chelsea	Mehoopany	2016-17	Complete
Prusko	Jill	Middle School	2016-17	Complete
Race	Rachael	Middle School	2016-17	Complete
Rogers	Christopher	Roslund	2016-17	Complete
Schork	Maureen	Middle School	2016-17	Complete
Sims	Karl	Middle School	2016-17	Complete
Sims	Lisa	Middle School	2016-17	Complete
Swenson	Deborah	Middle School	2016-17	Complete
Theobald	Allison	Middle School	2016-17	Complete
Williams	Nicol	Roslund	2016-17	Complete

EXHIBIT A

Conflict of Interest  
Abstention Memorandum

Resolution 2

TO: Board Secretary, TUNKHANNOCK AREA School District  
FROM: Holly Arnold board member  
DATE: 4-13-17

Pursuant to Pennsylvania's "Public Official and Employee Ethics Law" I hereby declare that I am required to abstain regarding the following issue/motion:

Appointment of Francis Marshall as  
ass't volleyball coach (Sup't report  
item 5-A)

My conflict/reason for abstaining is as follows:

Francis Marshall is my brother  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Holly Arnold  
Signature of board member

NOTE: Section 3(J) requires the following procedure:

"Any public official or public employee, who in the discharge of his official duties, would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his interest as a public record in a written memorandum filed with the person responsible for recording the minutes for the meeting at which the vote is taken . . . ." (emphasis added)

This memorandum does not have to be utilized when a conflict is defined "by any law, rule, regulation, order or ordinance;" for example the School Code (Section 1111) prohibits voting to hire certain relatives.

# Conflict of Interest Abstention Memorandum

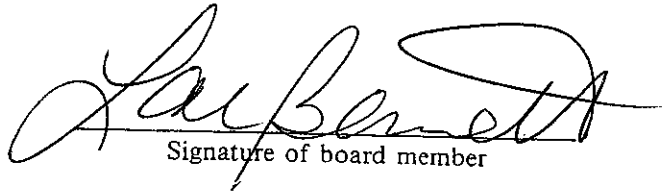
TO: Board Secretary, TUNKHANNOCK AREA School District  
FROM: Lori Bennett board member  
DATE: 4/13/17

Pursuant to Pennsylvania's "Public Official and Employee Ethics Law" I hereby declare that I am required to abstain regarding the following issue/motion:

BUS / VAN CONTRACTS

My conflict/reason for abstaining is as follows:

FAMILY MEMBER IS A BUS / VAN  
CONTRACTOR.

  
Signature of board member

NOTE: Section 3(J) requires the following procedure:

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Resol. no. 8

# Conflict of Interest Abstention Memorandum

TO: Board Secretary, TUNKHANNOCK AREA School District  
FROM: Holly Arnold board member  
DATE: 4-13-17

Pursuant to Pennsylvania's "Public Official and Employee Ethics Law" I hereby declare that I am required to abstain regarding the following issue/motion:

Holly Arnold - volunteer list

My conflict/reason for abstaining is as follows:

abstaining from voting on myself

Holly Arnold  
Signature of board member

NOTE: Section 3(J) requires the following procedure:

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This memorandum does not have to be utilized when a conflict is defined "by any law, rule, regulation, order or ordinance;" for example the School Code (Section 1111) prohibits voting to hire certain relatives.