

**Tunkhannock Area School District  
Board Minutes – Public Work Session  
September 17, 2015**

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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 7:43PM and then led the Pledge of Allegiance.

Mr. Farr announced that the Board had met in Executive Session just prior to this meeting to discuss personnel matters.

**Public Comment**

None

**Approval of Minutes**

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

- A. August 13, 2015 – Special Board Meeting
- B. August 19, 2015 – Special Meeting

**Business and Finance**

**Resolution #2:** A motion was made by Mr. Swilley and seconded by Mr. Weidner to approve the Business and Finance items listed below. Voting: Motion carried unanimously - see resolution number two in the minute book.

- A. Treasurer's Reports
  - 1. District
  - 2. Pennsylvania Liquid Assets
  - 3. Payroll Account
  - 4. Gas Lease Funds Account
  - 5. Unemployment Compensation Fund

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6. Capital Reserve
7. Scholarship Accounts
8. Cafeteria
9. Title I
10. Title II
11. Activities Accounts
12. Community Funded Sports Account
13. Pre K Funds
14. General Fund Checking Account
- B. Ratify Payrolls
  1. District
    - a. August 10, 2015 - \$675,282.20
    - b. August 25, 2015 - \$669,425.96
    - c. August 27, 2015 - \$2,576,156.66 (Teachers Retro Pay Only)
  2. Cafeteria
    - a. August 10, 2015 - \$1,758.99
    - b. August 25, 2015 - \$1,758.99
  3. Title I
    - a. August 10, 2015 - \$12,103.48
    - b. August 25, 2015 - \$12,103.48
- C. Wire Transfers for Ratification
- D. Bills for Ratification
  1. District - \$460,005.19
- E. Bills for Approval
  1. District - \$439,783.80
  2. Cafeteria - \$32,588.22
- F. Financial Reports

***Superintendent's Report***

**Resolution #3:** A motion was made by Mr. Parry and seconded by Mr. Burke to approve the items from the Superintendent's Report and the Supplemental Agenda items listed below. Voting: Motion carried unanimously (Mr. Swilley abstained from number A.5.a. Heather Adams) - see resolution number three in the minute book.

- A. Personnel
  1. Resignation
    - a. Jackie Searfoss – Food Service Worker – Roslund
    - b. Mary Linden – Title I Reading Assistant – Middle School
  2. Appointments
    - a. Betsy Staff – Food Service Worker, Level 3 – High School - \$11.25/hr – 3.75 hrs/day – Student Days – Effective 9/21/15
    - b. Laurie Rought – Food Service Worker, Level 3 – High School - \$11.25/hr – 3.75 hrs/day – Student Days – Effective 9/21/15
    - c. Sellina Kopa – Food Service Worker, Level 3 – Middle School - \$11.25/hr – 3.5 hrs/day – Student Days – Effective 9/21/15

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- d. Crystal Baltrusaitis – Food Service Worker, Level 3 – Middle School - \$11.25/hr – 3.5 hrs/day – Student Days – Effective 9/21/15
  - e. Leigh Powell, Food Service Worker, Level 3 – Roslund - \$11.25/hr – 3 hrs/day – Student Days – Effective 9/21/15
  - f. Cindy Mandigo-Rought – Food Service Worker, Level 3 – Middle School – \$11.25/hr – 3.5 hrs/day – Student Days – Effective TBD – pending Act 34, 114, 151 & TB testing
  - g. Pilar Williams – Clerical/Non-Instructional Aide – Mehoopany - \$11.25/hr – 4.5 hrs/day – Student Days – Effective 9/21/15
  - h. Middle School Extra Curricular Appointments (see Exhibit A attached)
  - i. K-12 Coordinators (see Exhibit A attached)
  - j. Volunteers (see Exhibit A attached)
  - k. High School Co-Curricular Activities Appointments (see Exhibit A & B attached)
  - l. Marcy Higley – Mentor for B. Kneal (see Exhibit C attached)
  - m. Ken Luckey – Award of Tenure as of 8/28/15 (see Exhibit C attached)
  - n. Teacher Substitutes (see Exhibit C attached)
  - o. Support Staff Substitutes (see Exhibit C attached)
  - p. MTSS (Formerly RtII) – Funded by Title I/Title II Federal Funds (see Exhibit C attached)
    - 1. Alisha Nudo – Evans Falls
    - 2. Jean Starzec – Mehoopany
    - 3. Anne McDonough – Mehoopany
    - 4. Jade Bass – Mill City
    - 5. Nicole Marzani – Mill City
    - 6. Laura Greenley – Middle School
    - 7. Jessica LaValle – Roslund
3. Change in Hours for Cafeteria Staff
- a. Bonnie Denmon – Mehoopany – from 6 hrs/day to 7 hrs/day
  - b. Annie Horger – High School - from 7 hrs/day to 8 hrs/day
  - c. Beverly Traver – Evans Falls - from 4 hr/day to 3 hrs/day
  - d. Elsie Shirtz – High School - from 3.5 hrs/day to 3.75 hrs/day
  - e. Michelle Simons – High School - from 3.5 hrs/day to 3.75 hrs/day
  - f. Linda Shedlock – Middle School - from 5 hrs/day to 5.5 hrs/day
  - g. Melanie Zeunen – High School - from 3.5 hrs/day to 4.5 hrs/day
  - h. Laura Balko – Middle School - from 2.5 hrs/day to 5 hrs/day
  - i. Ann Clark – Middle School - from 3.5 hrs/day to 4.5 hrs/day
  - j. Lisa Howell – Roslund - from 3 hrs/day to 3.5 hrs/day
4. Change of Assignment
- a. Curtis Pickett from 2<sup>nd</sup> Grade Teacher – Mehoopany to 7<sup>th</sup> Grade Social Studies Teacher – Middle School – Effective 9/14/15
5. Transfer
- a. Heather Adams from 4.5 hr/day Clerical/Non-Instructional Aide Position at Mehoopany to 5.5 hr/day Clerical/Non-Instructional Aide Position at Mehoopany
6. Amend Mary Gene Eagen’s position title to Assistant to the Superintendent – Act 93 - \$97,300.00 - Effective 9/1/15

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B.	Conferences		<u>Conference Cost</u>	<u>Sub Cost</u>	<u>Total Cost</u>
1.	Oppositional, Defiant & Anger Issues – 9/28	Megan Georgia	\$ 125.00	---	\$125.00
2.	Association of School Psychologists Of PA & Penn State University Fall Conference – 10/21-22	Jennifer Zdaniewicz	\$ 621.00	---	\$621.00
3.	PA Therapy Association Conference 10/23-24	Jennifer Washko	\$ 210.00	---	\$210.00
4.	Psychotropic Medication 11/13	Jennifer Zdaniewicz	\$110.00	---	\$110.00

SUPPLEMENTAL AGENDA

- I. Resignation -- Marissa Weidensaul – Vocational Agriculture Position – High School
- II. Appointment of High School Physical Education Teacher – Thurston Sick, M/Step 1
- III. Change of Assignment
  - a. Steve Traver from Dean of Students – Middle School to Vocational Agriculture Teacher – High School – Effective 9/21/15
- IV. Approve Nursing Contracts
  - a. Medical Staffing Network (affiliate of Cross Country Staffing)
  - b. Maxim Healthcare Services

**Committee Reports**

Transportation Committee: Mr. Greenip reported that a few committee members met with members of the Administration and some bus contractors. The primary discussion was about safety during dismissal time at the High School and Middle School. Mr. Greenip said that they also discussed the 60-minute seat-time guideline given to Mrs. Delancey. He said Mrs. Delancey was doing the best she can but cannot guarantee 100% of the bus runs would be within the guideline.

**Unfinished Business**

Update on Mill City Bussing: Mrs. Eagen reported that she rode on one of the bus from Mill City in the afternoon with a parent and Mrs. Delancey. She stated that the run lasted about 1 hour and 9 minutes and that she did not witness any safety issues. She added that all “turn-arounds” done were necessary and safely executed.

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***New Business***

TASD Visa Account bills were provided for information.

**Resolution # 4:** A motion was made by Mr. Parry and seconded by Mr. Swilley to re-appoint Mr. Burke as Treasurer retroactive to May for a 1-year term. Voting: Motion carried unanimously - see resolution number four in the minute book.

**Resolution # 5:** A motion was made by Mr. Swilley and seconded by Mr. Weidner to approve a resolution authorizing Frank Galicki to sign the five-year Master Agreement and any and all contracts, agreements, grants and/or licenses with the Pennsylvania Department of Education. Voting: Motion carried unanimously - see resolution number five in the minute book.

**Resolution # 6:** A motion was made by Mr. Parry and seconded by Mr. Burke to approve payment of \$83,922.35 to American Asphalt Paving Co. for High School Paving Project (see Exhibit D attached). Voting: Motion carried unanimously - see resolution number six in the minute book.

Mr. Farr appointed the following Board members to the Superintendent Search Committee:

- Dr. Prebola
- Mr. Swilley
- Mr. Burke

Mr. Swilley asked that an item be put on next week's Board agenda to take action on engaging Kelly Staffing Services to source substitutes given the fact that the District is in dire need of substitutes. Mr. Farr agreed and Mr. Galicki confirmed that it would be on the agenda. Mr. Farr then asked Mr. Galicki to apprise the public of the situation.

***Public Comment***

Mrs. Bonnice commented on the Mill City Bus run, volunteer clearances and 1<sup>st</sup> grade enrollment.

Mr. Baker commented on the Superintendent Committee and School Closings.

Mr. Sick commented on the Supplemental Agenda and Mrs. Eagen's salary adjustment.

Mrs. Shaffer commented on the High School traffic conditions and the engagement of Kelly Services.

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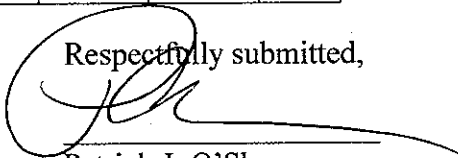
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A motion to adjourn was made at 8:11 pm by Mr. Greenip and seconded by Mr. Swilley. Motion carried on all ayes.

ROLL CALL VOTE

<b>RESOLUTION #:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Holly Arnold	Yes	Yes	Yes	Yes	Yes	Yes
Lori Bennett	Yes	Yes	Yes	Yes	Yes	Yes
Randy Greenip	Yes	Yes	Yes	Yes	Yes	Yes
Rob Parry	Yes	Yes	Yes	Yes	Yes	Yes
Bill Prebola	Yes	Yes	Yes	Yes	Yes	Yes
Bill Swilley	Yes	Yes	Yes	Yes	Yes	Yes
John Burke	Yes	Yes	Yes	Yes	Yes	Yes
Bill Weidner	Yes	Yes	Yes	Yes	Yes	No
Phil Farr	Yes	Yes	Yes	Yes	Yes	Yes

Respectfully submitted,



Patrick J. O'Shea  
Board Secretary

Attachments: Exhibits A, B, C, D & Conflict of Interest memo from Mr. Swilley

NAMES	POSITION	SALARY	CLEARANCES
<b>MS EXTRA CURRICULAR</b>			
Kevin Kreinberg	Auditorium MS Tech	\$1,705	District Employee
Kevin Kreinberg	Instrumental Act (MS) 7/8	\$2,086	District Employee
Mackenzie Anderson	Instrumental Act (MS) 5/6	\$949	District Employee
Betsy Sprout	MS Chorus 7-8	\$853	District Employee
Betsy Sprout	MS Chorus 5-6	\$853	District Employee
Kevin Kreinberg	Yearbook	\$1,462	District Employee
Jason Azarovich	Student Council Asst.	\$731	District Employee
Lisa Burgess	Director of Activities	\$2,299	District Employee
<b>K-12 COORDINATORS</b>			
Debra Donowski	Art	\$700	District Employee
Patricia McGoff	Health-PE	\$600	District Employee
Kevin Kreinberg	Music	\$700	District Employee
Jill Yoniski	Title I	\$800	District Employee
<b>VOLUNTEERS</b>			
Julie McDermott	Parent Volunteer - Roslund/MS	N/A	Complete
Grethen Kukuchka	Parent Volunteer - Roslund/MS	N/A	Pending TB
Linda Hannon	Parent Volunteer - Roslund/MS	N/A	Pending TB
Timothy Hannon	Parent Volunteer - Roslund/MS	N/A	Pending TB
Tracy Sheridan	Parent Volunteer - Roslund	N/A	Pending TB
Dana Hunter	Parent Volunteer - Roslund	N/A	Complete
April Kuffa	Parent Volunteer - Roslund	N/A	Complete
Brandy Walsh	Parent Volunteer - Mehoopany	N/A	Complete
Brandon Emmett	Cross Country Vol.	N/A	Complete
Kirk Hannah	JH Soccer Vol.	N/A	Complete
James Jerome	JH Soccer Vol.	N/A	Pending TB
<b>HS CO-CURRICULAR ACTIVITIES</b>			
Jeffrey Howell	HS Auditorium Tech - Head	\$1,705	District Employee
Jennifer Geary	Boys-Girls Head Dramatics	\$2,182	District Employee
Tara Kasperowski	Boys-Girls Asst. Dramatics	\$1,421	District Employee
Jennifer Geary	Boys-Girls Head Musical Drama	\$2,461	District Employee
Ryan Holdredge	Boys-Girls Musical Asst.	\$1,233	Reappointment
Tara Kasperowski	Boys-Girls Pit Orchestra	\$1,233	District Employee
Jennifer Geary	Boys-Girls Accompanist	\$1,233	District Employee
Tara Kasperowski	Boys-Girls Vocal Director	\$1,665	District Employee
Pamela Holdredge	Boys-Girls Choreographer	\$1,665	Pending Clearances
Ken Luckey	Marching Band Head - Fall	\$3,608	District Employee
Ken Luckey	Marching Band Head - Spring	\$949	District Employee
Ken Luckey	Marching Band Head - Summer	\$1,802	District Employee
Ken Luckey	Concert Band Head	\$1,421	District Employee
Ken Luckey	Jazz Band Head	\$665	District Employee
Kevin Kreinberg	March Band Asst. Director Asst.	\$2,492	District Employee
Tara Kasperowski	March Band Drumline Instr	\$2,492	District Employee
Mackenzie Anderson	March Band Muscial Asst.	\$2,492	District Employee
Jeffrey Howell	March Band Choreographer	\$2,492	District Employee
Ken Luckey	Boys-Girls String Head	\$2,182	District Employee
Tara Kasperowski	Boys-Girls Chorus Head	\$3,507	District Employee

EXHIBIT A

NAMES	POSITION	SALARY	CLEARANCES
Jason Keown	FBLA Advisor	\$964	District Employee
Lori Bishop	FCCLA	\$964	District Employee
John Lee	Sr Class Advisor	\$1,091	District Employee
Melissa Kandrov	Jr Class Advisor	\$949	District Employee
Angela Newman	Soph Class Advisor	\$711	District Employee
Colleen Mislevy	Freshman Class Advisor	\$492	District Employee
Laura Charles	National Honor Society	\$807	District Employee
Staci Wiernusz	Newspaper Boys-Girls Head	\$1,802	District Employee
Scott Howell	Robotics 9-12 Boys & Girls	\$1,233	District Employee
Staci Wiernusz	Student Council Head	\$1,421	District Employee
Cindy Klein	Student Council Assist.	\$787	District Employee
Jason Keown	Skills USA Boys-Girls Head	\$964	District Employee
Staci Wiernusz	Yearbook Boys-Girls Head	\$2,370	District Employee

EXHIBIT B



<b>MENTOR</b>			
Marcy Higley - Brittany Kneal			
<b>TENURED</b>			
Ken Luckey - 8-28-2015			
<b>SUBSTITUTE TEACHERS</b>		<b>CLEARANCES</b>	
Emily Yarosheski	Special Ed	Complete	
Jeanette Shao	Math	Complete	
Rebecca Darling	Spec Ed/Elem PK-4	Complete	
Kathryn Pelleschi	Spec Ed/Elem PK-4	Complete	
Brienna Francis	Elementary K-6	Complete	
Edward White	Special Ed	Pending Clearances	
<b>SUPPORT STAFF SUBSTITUTES</b>			
Brittany Searfoss	Café Worker/Aide	Complete	
Dawn Shaw	Café Worker/Clerical/Aide	Complete	
Elizabeth Paxton	Café Worker/Aide/Clerical	Complete	
Trudi Harvey	Café Worker	Complete	
Melinda Williams	Café Worker	Updated Clearances	
Brandy Walsh	Café Worker	Complete	
Arlene Price	Classroom Aide	Complete	
Nattie Lizza	Classroom Aide	Complete	
Julia Lance	Paraprofessional	Updated Clearances	
<b>MTSS (RTII)</b>			
Alisha Nudo	Evans Falls Elementary	Complete	
Jean Starzec	Mehoopany Elementary	Complete	
Anne McDonough	Mehoopany Elementary	Complete	
Jade Bass	Mill City Elementary	Complete	
Nicole Marzani	Mill City Elementary	Complete	
Laura Greenley	Middle School	Complete	
Jessica LaValle	Roslund Elementary	Complete	

EXHIBIT C

# APPLICATION AND CERTIFICATE FOR PAYMENT

**TO:** Tunkhannock Area High School  
135 Tiger Drive  
Tunkhannock, PA 18657

**Bill To:** Tunkhannock Area High School  
Invoice # 1

**Period To:** 31-Jul-15

**FROM:** American Asphalt Paving Co  
500 Chate Road  
Shavertown, PA 18708

**Job:** Costars Tunkhannock Area H.S. Lot Project  
**CONTRACT FOR:** Parking Lot Project

**Project Number:** #716040

Item #	Description	U/M	Contract		Units		Material		Units		Amount		% Complete	Remaining \$
			Units	Unit \$	Total	Current	Previous	Total	Current	Previous	Total	Previous		
1	Original Quoted Project Total	LS	1.00	\$83,922.35	\$83,922.35	1.00			1.00		\$83,922.35	\$0.00	100.00%	\$0.00
	Project Description: Excavation, Disposal, Grading, Manhole Manhole Adjustments, Rock Approx. Paving, and Sealing.													
	Costars #6610-16 Contains #6610-36													
			<b>Original Contract Amt.:</b>		\$83,922.35									
			<b>Change Orders to Date:</b>		\$0.00									
			<b>Contract To Date:</b>		\$83,922.35									
			<b>Residual 0.00%</b>		\$0.00									
			<b>Current Payment Due:</b>		\$83,922.35									

The CITY's in this column represent the approximate value of material delivered to the site and not yet installed.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**CONTRACTOR:** American Asphalt Paving Co.  
By: *[Signature]* Date: 9/4/15

TUNKHANNOCK SCHOOL DISTRICT CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information, and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

State of Pennsylvania, County of Columbia, City of Shavertown, PA  
Notary Public: *[Signature]* Day of September 2015  
COMMONWEALTH OF PENNSYLVANIA  
NOTARIAL SEAL  
Kimberly A. Holcomb, Notary Public  
Jackson Twp., Luzerne County  
My Commission Expires Oct. 21, 2018

AMOUNT CERTIFIED ..... \$83,922.35  
(Attach explanation if amount certified differs from the amount applied for.)  
SCHOOL Rep: 0.00

BY: \_\_\_\_\_  
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this contract.

*[Signature]* 9-10-15

EXHIBIT D

**Conflict of Interest  
Abstention Memorandum**

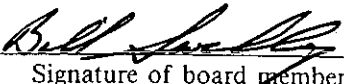
TO: Board Secretary, Tunkhannock School District  
FROM: Bill Swilley board member  
DATE: 17 Sept 2015

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

Superintendent's Report Item #5  
Transfer of Heather Adams

My conflict/reason for abstaining is as follows:

Family Member sister in law

  
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.