

**Tunkhannock Area School District
Board Minutes – Public Work Session/Board Meeting
August 20, 2015**

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

Board Member:	Present	Absent
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 7:30PM and then led the Pledge of Allegiance.

Mr. Farr announced that the Board had met in Executive Session last night to discuss litigation and personnel issues.

Approval of Minutes

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

A. July 23, 2015 – Public Work Session/Board Meeting

Appointment of Board Member – Region 3

Mr. Farr announced that the Board had held a meeting last night to interview the candidates who submitted Letters of Interest to fill the Board seat vacancy created by the resignation of Mr. Cronin. He stated that there were two candidates: Ms. Holly Arnold & Mr. Kevin Deibert. Mr. Farr then asked if there was a motion to fill the position.

Resolution # 2: A motion was made by Mrs. Bennett and seconded by Mr. Burke to appoint Ms. Holly Arnold to fill the vacant Region 3 Board seat. Voting: Motion carried unanimously - see resolution number two in the minute book.

Mrs. Arnold took her seat at the table. Mrs. Jerry Christine Parrish, Notary Public, administered the oath of office to Mrs. Arnold.

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Employee Spotlight

Mr. Farr handed the floor over to Mr. Greenip to announce this month's selection for the employee spotlight. Mr. Greenip announced that Jerry Christine Parrish was this month's recipient.

Business and Finance

Resolution #3: A motion was made by Mr. Weidner and seconded by Mr. Greenip to approve the Business and Finance items listed below. Voting: Motion carried unanimously (Mr. Greenip abstained from Simplex-Grinnel, Tyco Integrated Security & Otis Elevator bills) - see resolution number three 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
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. July 10, 2015 - \$675,070.19
 - b. July 24, 2015 - \$665,203.26
2. Cafeteria
 - a. July 10, 2015 - \$1,758.99
 - b. July 24, 2015 - \$1,758.99
3. Title I
 - a. July 10, 2015 - \$12,103.49
 - b. July 24, 2015 - \$12,103.48

C. Wire Transfers for Ratification

D. Bills for Ratification

1. District - \$685,789.83

E. Bills for Approval

1. District - \$481,691.28
2. Cafeteria \$1,062.16

Financial Reports were provided for information.

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Superintendent's Report

Mr. Farr turned the floor over to Mrs. Eagen to present the Superintendent's Report in Mr. Healey's absence.

Resolution #4: A motion was made by Mr. Weidner and seconded by Dr. Prebola to approve the items from the Superintendent's Report listed below. Voting: Motion carried unanimously - see resolution number four in the minute book.

- A. Personnel
 - 1. Appointments
 - a. Jennifer Gallup – Elementary Teacher – Mehoopany – B, Step 1 - \$45,207.00
 - b. Justin Muthler – Elementary Teachers – Evans Falls – B, Step 1 - \$45,207.00
 - c. Teresa VanOrder – General Secretary – Evans Falls – 8 hrs/day - \$12.75/hr – Teacher Days – Effective Date – To Be Determined – pending Act 34, 114, 151 & TB testing
 - d. Amy Yuhas – Individual Student & Classroom Instructional Aide – Evans Falls/Mill City Library – 6.5 hrs/day - \$12.00/hr – Student Days – Effective 8/27/15 – pending TB testing
 - e. Mary Kurent – Paraprofessional – Roslund – 7 hrs/day - \$13.50/hr – Student Days – Effective 8/27/15 – pending TB testing
 - f. Colleen Bedford – Paraprofessional – Evans Falls – 7 hrs/day - \$13.50/hr – Student Days – Effective 8/27/15
 - g. Extra Curricular (see Exhibit A attached)
 - h. Volunteers (see Exhibit A attached)
 - i. Teacher Substitutes
 - 1. Brittany Wood
 - 2. Anne McDonough
 - j. Mentors
 - 1. Wendy Morris (Gallup)
 - 2. Leslee Clark (Semyon)
 - 3. Melissa McCabe (Scialpi)
 - 4. Christine Brunn (Leaidicker)
 - 5. Nolan Robinson (Muthler)
 - 3. Transfer
 - a. Jamie LaChase from Clerical Aide – Mehoopany to Individual Student & Classroom Instructional Aide – Mehoopany/Roslund Library - \$6.5 hrs/day - \$12.00/hr – Student Days – Effective 8/27/15
 - b. Karen Zalewski from Food Service Worker Level 3 to Paraprofessional – Evans Falls – 7 hrs/day - \$13.50/hr – Student Days – Effective 8/27/15

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Resolution #5: A motion was made by Mr. Greenip and seconded by Mr. Burke to approve the items from the Superintendent’s Report listed below. Voting: Motion carried (6 –Yes, 1 – No) - see resolution number five in the minute book.

B. Conferences		<u>Conference Cost</u>	<u>Sub Cost</u>	<u>Total Cost</u>
1. AP World History Summer Institute - 8/3, 4, 5, 6, 7	Christa Burke	\$ 2,009.75	--	\$2,009.75
2. PIMS Decompression Camp 8/3, 4	MiSchelle Carpenter	\$ 287.00	--	\$287.00
3. AP Calculus AB Summer Institute – 8/10, 11, 12, 13	Craig Keiser	\$1,425.40	--	\$1,425.40
4. Opposition Defiant & Anger Issues – 9/28	Jennifer Zdaniewicz	\$ 133.00	--	\$ 133.00
5. Anxiety Disorders in Children & Adolescents – 10/14	Jennifer Zdaniewicz	\$ 227.99	--	\$227.99
6. Meeting with PA Legislature Reading Co-Op & Background Checks – 9/1	John Shaffer	\$148.96	\$85.00	\$233.96

Committee Reports

None

Unfinished Business

Mr. Farr announced that Mr. Galicki received his clearances and will be able to start tomorrow 8/21/2015.

Resolution #6: A motion was made by Mrs. Bennett and seconded by Mr. Weidner to approve the 2nd Reading – Policy No. 137 Home Education Programs. Voting: Motion carried unanimously - see resolution number six in the minute book.

Resolution #7: A motion was made by Mr. Weidner and seconded by Dr. Prebola to adopt the following recommendations of Conrad Siegel with respect to the Affordable Care Act (see Exhibit B attached):

- **Coaches** – for purposes of the Employer Mandate under PPACA, the District will count hours for sports coaches under the same reasonable method that is used to determine the PSERS contribution which is credit 25 days of work (which will count as 8 hours each) per season. These 200 hours would be added to any other hours that a coach may be credited with through another position.
- **Offer Coverage to all Employees who currently aren’t offered Coverage at 100% cost to the Employee**

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

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High School Track: Mrs. Bennett stated that she visited the track and feels that the grates can be moved and the drains flushed out. She feels that the track can be sealed for one year and the track should not be replaced. Mr. Weidner agreed that the drainage needs to be addressed in house.

Mr. Franko explained that cleaning out and addressing the drainage issues were included in the estimates received from the track resurfacing vendors. The issue, he went on to explain, is that the surface membrane continues onto the edges of the drainage grates and cutting into them would undermine the integrity of the membrane and the in-house maintenance staff does not have the skill or tools to re-establish the membrane's integrity.

Mr. Burke stated that on April 28th the Building & Grounds Committee had recommended the 5-7 year coating and the Board agreed and budgeted for that option in the master plan for 2015-16. Mr. Franko stated that by the time that decision was made, the company he had been stringing along for 3-4 months was already booked and could not do it for this year.

Mr. Burke stated that Mr. Franko should engage the company as soon as possible and get them committed and scheduled to us for the track replacement as agreed and budgeted per the Building & Grounds Committee recommendation. Mr. Franko confirmed that he would get that done.

Mrs. Bennett stated that the drains should still be cleaned out before the track is replaced. Mr. Franko stated that the vendor (Mr. Nagle) had agreed to come down and assist the Maintenance staff in cutting the membrane and resealing it after the clean-out. The Board instructed Mr. Franko to go ahead and get the drains cleaned and take Mr. Nagle up on his offer.

New Business

TASD Visa Account bills were provided for information.

Resolution #8: A motion was made by Dr. Prebola and seconded by Mr. Burke to approve the disposal of Houghton Mifflin 3rd & 4th Grade Reading Series. Voting: Motion carried unanimously - see resolution number eight in the minute book.

Resolution #9: A motion was made by Mr. Weidner and seconded by Dr. Prebola to approve the Bayada Home Health Care Inc. Contract. Voting: Motion carried unanimously - see resolution number nine in the minute book.

Appointed of Voting Delegates for the PSBA Delegate Assembly: The Board decided not to send and delegates this year.

Election of 2016 PSBA Officers: Dr. Prebola recommended the following slate of candidates to the board.

President – Mark Miller
Vice-President – John Love
At-Large Rep (East) – Gary Smedley

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Resolution # 10: A motion was made by Mr. Burke and seconded by Mrs. Bennett to approve casting the Tunkhannock Area School Board’s vote for the following slate of candidates:

- President – Mark Miller
- Vice-President – John Love
- At-Large Rep (East) – Gary Smedley

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

Mehoopany Sound System: (see Exhibit C attached) The Board concurred with moving forward with the budgeted installation of the sound system as quoted by Digital Sound Systems with the provision that the potential of closing the school be kept in mind during the planning and installation phases. Mr. Burke stated that even if it cost a few hundred dollars extra to make the system easier to remove and relocate to another building if need be then it is money well spent.

Kelly Services: Mrs. Eagen stated that many local districts have begun to use Kelly Services to source substitute teachers. Abington Heights, North Pocono, Lakeland and Valley View have signed up to use or are considering using Kelly Services this year. Mrs. Eagen introduced Michelle Nichols of Kelly Educational Staffing who made a brief presentation.

PSSA Presentation: Mrs. Eagen made a presentation on PSSA scores.

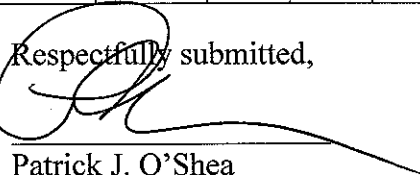
Citizen Comment

Mr. Baker commented on Mr. Healey’s letter of Resignation.

A motion to adjourn was made at 8:52 pm by Mr. Greenip and seconded by Mrs. Arnold.
Motion carried on all ayes.

ROLL CALL VOTE

RESOLUTION #:	1	2	3	4	5	6	7	8	9	
Holly Arnold	Not yet appointed		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Lori Bennett	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Randy Greenip	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Rob Parry	Absent									
Bill Prebola	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bill Swilley	Absent									
John Burke	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bill Weidner	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes
Phil Farr	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Respectfully submitted,

 Patrick J. O’Shea
 Board Secretary

Attachments: Exhibits A & B & Conflict of Interest memos from Mr. Greenip

Extra Curricular
Volunteers

NAMES	POSITION	Salary	CLEARANCES
EXTRA CURRICULAR			
Bob Hegedty	Varsity Head Softball Position	\$3,695	Complete
Arturo Ventura	Girls Soccer Assistant coach	\$2,710	Complete
VOLUNTEERS			
Erica Ransom	Football Volunteer		Complete
Michael Thomas	Football Volunteer		Complete
Nathaniel Roote	Volleyball Volunteer		Complete
Arlene Price	Parent Volunteer		Complete

EXHIBIT A

Tunkhannock Area School District

Welfare Benefit: PPACA Analysis

Section 2: Employer Shared Responsibility and Employee Eligibility

For purposes of Employer Shared Responsibility, the variable hour employees of an educational institution must be granted reprieve when considering unpaid work leave of 4 or more consecutive weeks. Therefore, if there are individuals who are working 30 or more hours per week during the school year, but do not work during the summer (for which the break is greater than 4 weeks), the measurement period cannot count the unworked weeks during the summer against the employee. With a summer session that runs 9 or 10 weeks, a variable hour employee could potentially work 1,260 hours annually (30 hours per week for 42 weeks) and still be considered full-time. Tunkhannock Area School District must consider the eligibility of their employees within these rules.

The employees of Tunkhannock Area School District who are currently not offered coverage should be analyzed to determine if they could be considered full-time for purposes of PPACA. The groups that will need analyzed are shown below:

- **Employees under the Support and Teacher Contracts** – In total, there are 42 employees covered under the Support and Teacher contracts who have an N/A value for health coverage in the census provided by the District (not including the 12 individuals noted as spouses). Because Teachers and Support Staff have their hours specifically tracked by the District (through “day-based” timesheets for Teachers and timesheet tracking for Support Staff), they will be easily identifiable as full-time based on the measurement period. If these employees are not offered coverage given the current eligibility conditions, their hours should be tracked for each measurement period to determine whether or not they are full-time.
- **Employees Currently Not Under Contract** – For purposes of this analysis, these employees are separated into three separate groups: (1) substitute teachers, (2) coaches, and (3) all other employees not under contract.
 - **Substitute Teachers/Substitute Support Staff** – There were approximately 67 employees who are not offered coverage listed as “SUB” or “SSUB” on the employee census. Tunkhannock Area School District requires timesheet tracking for substitute teachers and substitute support staff. It is therefore recommended that the District continue to track their hours using timesheets and offer some type of coverage to individuals who average 30+ hours per week over the measurement period.
 - **Coaches** – For purposes of the Employer Mandate under PPACA, it is recommended that the District count hours for sports coaches under the same reasonable method that is used to determine the PSERS contribution. Currently this method is set at crediting 25 days of work (which will count as 8 hours each) per season. These 200 hours would be added to any other hours that a coach may be credited with through another position.
 - **All other non-contract employees** – Of the remaining employees (approximately 58 according to the census), nearly all are listed as part-time employees with limited annualized pay. The District generally does not track the hours of these individuals, with the understanding that they are part-time, and will average less than 30 hours per week. As discussed previously, it is recommended that the District use one of the three permissible methods of determining hours worked for these individuals: actual hours worked and hours for which payment is made, using the days-worked equivalency method, or using the weeks-worked equivalency method.

Based
APPROX
OF THIS
CONVENTION IS
RECOMMENDED

Finally, an additional eligibility consideration under PPACA is the 90-day waiting period limit. Currently, Tunkhannock Area School District offers coverage to their full-time employees within this limit. Additionally, if Tunkhannock Area School District chooses to adopt the measurement periods and stability periods discussed above (12-month measurement period followed by a 1- or 2-month administrative period), they will meet the 90-day waiting period requirement if an ineligible employee qualifies for coverage.

Recommendations for Employer Shared Responsibility

Before the steps below are taken, it is recommended that the School District manage the hours of their employees to limit potential exposure to the Employer Shared Responsibility mandates by reducing employee hours below 30 per week when necessary and where possible.

Tunkhannock Area School District

Welfare Benefit: PPACA Analysis

Section 2: Employer Shared Responsibility and Employee Eligibility

After Tunkhannock Area School District has restructured workforce hours, there are a few recommended steps that the District can take in order to ensure that they satisfy Mandate #1 and avoid the "Play-or-Pay" penalty, while also minimizing additional cost with respect to Mandate #2.

Listed below are these recommendations:

1. **Define a Measurement Period to Determine which Variable Hour Employees not Offered Coverage could be considered Full-Time under PPACA**

Currently, the District appears to offer some type of coverage to most individuals who will be considered full-time for purposes of PPACA. It is recommended that the District pick a 12-month measurement period to track hours for any support staff, teachers, substitutes, or other employees who could potentially be considered variable hour. Once the measurement period has been completed, any employees averaging 30+ hours per week would be considered newly-determined Full-Time employees under PPACA. The recommended periods are shown below:

- Measurement Period: 11/1-10/31
- Administrative Period: 11/1-12/31
- Stability Period: 1/1-12/31

2. **Offer Coverage to all newly-determined Full-Time Employees who currently aren't offered Coverage at 100% cost to the Employee / Offer Coverage to all Employees who currently aren't offered Coverage at 100% cost to the Employee**

The first option, offering coverage to all newly-determined full-time employees at 100% cost, will assure that the District has complied with Mandate #1 and not owe the \$600,000 "Play-or-Pay" penalty, assuming each employee's hours have been correctly determined for purposes of the new law. The second option is the one way that the School District can absolutely ensure that they will pass Mandate #1, regardless of how hours have been calculated.

These action items will allow the School District to address substitutes and other contract employees working 30+ hours who may not currently be offered coverage, as well as part-time salary employees for whom it may be difficult to determine the exact amount of hours worked. If the School District continued to not offer these individuals (and their dependent children) coverage and greater than 15 of these employees were determined to be full-time, they would violate the 5% threshold in and beyond 2016, and the District could owe the \$600,000 "Play-or-Pay" penalty.

A risk of the second strategy (offering coverage to all employees) is that employees who currently receive coverage through a spouse's plan may lose their eligibility as a result of the spouse's employer having a spousal rule that bars spouses with access to other employer coverage from enrolling in their plan. For this reason, if the District wanted to mitigate employee disruption, they may want to consider the first strategy: restricting the offer of coverage to only those employees who average over 30 hours per week (PPACA determined "full-time" employees).

3. **Potentially pay the \$3,000 Penalty in cases where an Employee who pays the full cost of Coverage fails Mandate #2**

In the few cases where an employee who isn't currently offered coverage works 30+ hours per week and is considered full-time under PPACA, it is recommended that the School District have the employee pay 100% of the cost of coverage (detailed in step 2 above). While there may be employees for whom this is considered "unaffordable", the \$3,000 penalty will only be triggered when an employee waives the employer plan and goes to the Marketplace to buy subsidized coverage¹. This will only occur if the coverage is unaffordable for an employee (given their household income) and that employee goes to the Marketplace to receive subsidized coverage, instead of taking coverage through a spouse or parent. Additionally, the cost of the penalty is likely lower than the cost of offering affordable coverage. While some other employers have chosen to add a new, Bronze-level (60% actuarial value) plan to offer to newly



TUNKHANNOCK AREA SCHOOL DISTRICT

Sue Bugno

Roslund & Mehoopany Elementary Principal

**T
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Date: August 6, 2015

To: Tunkhannock Area School Board

RE: Replacement of Sound System – Mehoopany Elementary School

When attempting to use the sound reinforcement system in the Mehoopany Elementary School's Multi-purpose room, it often cuts in and out and is inaudible. There have been problems with the system on and off since the fire in 2002. The equipment has been serviced several times over the years but is currently in a state of disrepair.

For the past several years we have resorted to using a portable amplifier for all assemblies and programs. It makes it very difficult to conduct any large group presentation or productions such as School Wide Positive Behavior Assemblies, educational programs, parent programs and student performances.

I have set aside funds in the category of replacement equipment in the 2015-2016 school budget to replace the sound system. I have contacted three vendors with quotes as follows: (please see attached proposals)

Whitaker Brothers – Bristol, Pa. - \$16,983.83

Digital Sound – Scranton, Pa. - \$15,895.00

Guyette – Plymouth, Pa. - \$14,895.00

Updating this system will provide a quality system similar to that which is currently in use at the Roslund Elementary Building. I am hopeful that we can move ahead on this project as soon as possible. Please let me know if you have any further questions.

Sincerely,

Sue Bugno
Sue Bugno

Mehoopany Elementary
1657 Scottsville Road
Mehoopany, PA 18629
18657
Phone (570) 833-5181
8243
Fax (570) 833-2850

sue.bugno@tasd.net

<http://www.tasd.net>

Roslund Elementary
99 Digger Drive
Tunkhannock, PA

Phone (570) 836-

Fax (570) 836-5622

EXHIBIT C

**Conflict of Interest
Abstention Memorandum**

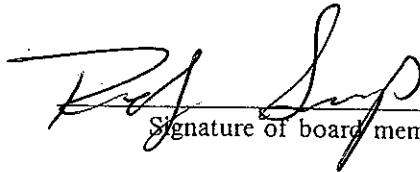
TO: Board Secretary, Tunkhannock School District
FROM: RANDY GREENIP board member
DATE: 8/20/15

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

Simplex Grinnel
Tyco Integrated Security
OTTIS Elevator

My conflict/reason for abstaining is as follows:

Business Relationship



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 III) prohibits voting to hire certain relatives.