

**Tunkhannock Area School District
Board Minutes – Public Work Session/Board Meeting
July 20, 2017**

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 7:36PM 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 and legal items.

Public Comment on Agenda Items Only

None.

Minutes

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

1. June 22, 2017 Public Work Session/Board Meeting

Business & Finance

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

1. District Treasurers' Reports as presented.
 - a. District
 - b. Pennsylvania Liquid Assets
 - c. Payroll Account
 - d. Gas Lease Funds Account
 - e. Unemployment Compensation Fund
 - f. Capital Reserve

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- g. Scholarship Accounts
- h. Cafeteria
- i. Title I
- j. Title II
- k. Activities Accounts
- l. Pre K Funds
- m. General Fund Checking Account
- 2. Payrolls as presented:
 - a. District

June 9, 2017	\$806,091.10
June 23, 2017	\$937,608.43
 - b. Cafeteria

June 9, 2017	\$ 26,713.93
June 23, 2017	\$ 33,653.95
 - c. Title I

June 9, 2017	\$ 14,149.93
June 23, 2017	\$ 14,299.93
- 3. Ratify wire transfers as presented.
- 4. Ratify district bills as presented in the amount of \$815,370.60.
- 5. Bills as presented:
 - a. District - \$725,759.36
 - b. Cafeteria - \$139,745.24
- 6. District financial reports as presented.

<u>Superintendent's Report</u>

Resolution # 3 : A motion was made by Mr. Swilley and seconded by Mr. Weidner to approve the items from the Superintendent's Report listed below. Voting: Motion carried unanimously - see resolution number three in the minute book.

- 1. Resignation of Dean Pettinato, Mehoopany/Roslund Physical Education teacher, effective 7/14/17.
- 2. Job Descriptions for positions created by internal district re-organization (see Exhibit A attached).
- 3. Recommend that resolution be adopted to approve conference attendance as listed:

a. Sarah Rhinard	Project Lead the Way	7/24-28	\$1,700.00
b. Debra Johnson	Automation & Robotics	7/31-8/4	\$1,965.40
c. Jackie Shaver	SNAPA Annual Conference	8/7-10	\$812.15
d. Michelle Hetzel	Advance Strategies for Multisensory Structured Language Group Instruction	8/22-	1,070.00

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Ms. McPherson asked that item 3 from the agenda be modified to table the appointment of the COO and to add the appointment of a Special Education Coordinator.

Resolution # 4 : A motion was made by Mr. Swilley and seconded by Mr. Weidner to approve the job descriptions for the following: Dean of Students, Instructional Coach, Executive Director for District Consolidation, Director of Career & Technical Education Programming, Business Office Manager and the Special Education Coordinator (see Exhibit A attached). Voting: Motion carried unanimously - see resolution number four in the minute book.

Resolution # 5 : A motion was made by Mrs. Arnold and seconded by Mr. Swilley to approve the appointment of the individuals to the roles listed below as recommended by Administration along with the salary/stipends as listed in the Superintendent's slide presentation (see Exhibit B attached) with an effective date of 9/1/2017. Voting: Motion carried unanimously - see resolution number five in the minute book.

Deans of Students

- Elementary: Summer Frisco
- Middle School: Andrew Ulitchney
- High School: Jason Azarovich

Instructional Coaches: Marie Vieczorek and Joanne Yanchick

Executive Director for District Consolidation: Kelly Carroll

Director of Career & Technical Education Programming: Gregory Ellsworth

High School Principal: Todd Bosscher

Business Office Manager: Jerry Christine Parrish

Special Education Coordinator: Mary Beth Howell

Mr. Swilley pointed out that the pay raises for Mr. Bosscher and Mrs. Parrish are for the upcoming year and they will not receive the Act93 annual increase for the 17-18 contract year.

Ms. McPherson emphasized that these appointments and raises will be budget neutral.

Resolution # 6 : A motion was made by Mr. Swilley and seconded by Mrs. Arnold to approve the appointment of Extra-Curricular positions with the additions noted by Ms. McPherson (see Exhibit C attached). Voting: Motion carried unanimously (Mr. Swilley abstained from voting on Christine Swilley & Elizabeth Stackhouse) - see resolution number six in the minute book.

Resolution # 7 : A motion was made by Mr. Swilley and seconded by Mr. Weidner to approve the appointment of Extra-Pay positions as presented (see Exhibit D attached) and the Volunteers with the additions noted by Ms. McPherson (see Exhibit E attached). Voting: Motion carried unanimously - see resolution number seven in the minute book.

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Resolution # 8 : A motion was made by Mr. Swilley and seconded by Mr. Weidner to approve the Memorandum of Understanding (MOU) with Act 93 on healthcare (see Exhibit F attached). Voting: Motion carried unanimously - see resolution number eight in the minute book.

Ms. McPherson stated that she and Mrs. Eagen met with a group of representatives who are interested in starting a charter school in the Mehoopany area. Ms. McPherson encouraged the group to put together a presentation for the Board on their plan for the first board meeting in September.

Ms. McPherson announced that a meeting is scheduled for tomorrow with Highland Associates and Milnes Engineering and that a meeting will be held with the Borough to discuss their concerns about traffic impact. She added that a meeting also will be held with the Water & Sewer Authority to discuss their concerns.

Committee Reports

None

Unfinished Business

Resolution # 9 : A motion was made by Mr. Swilley and seconded by Mr. Weidner to approve the physician services of Dr. Patrick Murray for the 2017-18 school year as presented. Voting: Motion carried unanimously - see resolution number nine in the minute book.

New Business

TASD Visa Account statement was provided for information only.

Resolution # 10 : A motion was made by Mr. Swilley and seconded by Mr. Weidner to approve the New Business items listed below. Voting: Motion carried unanimously (Mrs. Bennett abstained from the Bus/Van contract & the donation of the oil painting items) - see resolution number ten in the minute book.

1. Bus/Van contract amounts as presented.
2. 2017-18 Intergovernmental Agreement for Special Education Services with NEIU 19.
3. 2017-18 school year agreement with Children's Service Center's Partial Hospital Program (PHP) and the Therapeutic Education Program.
4. 2017-18 contract with NHS Pennsylvania.
5. Intergovernmental Agreement with Luzerne Intermediate Unit #18 for the 2017-18 IDEA Allocation.
6. 2017-18 agreement for services with PA Treatment & Healing.
7. Agreement for contracted school psychologist services with Karina Ostoich Sheehan.
8. Local Advisory Committee (LAC) as part of the Approved Program Evaluation (APE) for the district's Career and Technical Education Programing.

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9. Donation to the district, on behalf of an anonymous donor, of a large oil painting of a tiger from Kitson Arts Alliance.

Mr. Farr announced the 1st Reading of the following policies:

- a. Policy No. 201 Admission of Students
- b. Policy No. 610 Purchases Subject to Bid/Quotation

Public Comment

Mr. Patrick Kitson Robinson commented on the Kitson Arts Alliance and the donation of the oil painting to the District.

Ms. Shaffer commented on the public's support of the student's San Francisco Trip.

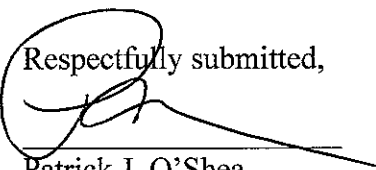
Ms. Hvezda and Ms. Thomas commented on the free back packs offered by Verizon this weekend.

A motion to adjourn was made at 8:45 pm by Mr. Swilley and seconded by Mr. Weidner. Motion carried on all ayes.

ROLL CALL VOTE

<u>RESOLUTION #:</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
Holly Arnold	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Lori Bennett	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Randy Greenip	Absent									
Rob Parry	Absent									
Bill Prebola	Absent									
Bill Swilley	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
John Burke	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bill Weidner	Yes	Yes	Yes	Yes	Yes	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, C, D, E, F and a Conflict of Interest Memorandum from Mrs. Bennett & Mr. Swilley.

**TUNKHANNOCK AREA SCHOOL DISTRICT
JOB DESCRIPTION**

DEAN OF STUDENTS

QUALIFICATIONS:

1. PA Teaching Certification
2. Desire to learn and lead
3. Vision of a better model for education

REPORTS TO:

Building Principal

LOCATION:

Assigned School

BASIC SUMMARY OF POSITION:

Under the direction of the Building Principal, the Dean of Students shall be responsible for addressing issues relative to student conduct and attendance, and the development of a school wide learning culture focused on students.

DUTIES AND RESPONSIBILITIES:

1. Assists in the development, implementation and evaluation of intervention programs that address the needs of at-risk students.
2. Performs a variety of management duties to assist the Building Principal in the day-to-day functioning of the building; assumes responsibility for building management in the Building Principal's absence.
3. Develops and implements disciplinary procedures in accordance with district policy and state law; receives referrals and confers with students, parents, teachers, community agencies and law enforcement; responds to and resolves parent, student and staff concerns.
4. Monitors and organizes attendance functions in accordance with district policy.
5. Participates in IEP meetings as requested; attends various leadership team meetings as assigned.
6. Works with Building Principal and teachers to establish a safe and secure learning environment.
7. Assists in the development of emergency plans and drills.
8. Responsible for scheduling/coordination of school-wide events.
9. Performs other duties, as assigned.

7-13-17

**TUNKHANNOCK AREA SCHOOL DISTRICT
JOB DESCRIPTION**

INSTRUCTIONAL COACH

QUALIFICATIONS:

1. PA Teaching Certification
2. Desire to be a teacher leader
3. Growth mindset

REPORTS TO:

Building Principal
Assistant to the Superintendent

PURPOSE:

The Instructional Coach will work as a colleague with classroom teachers to support student learning. The Instructional Coach will provide both individual and group professional development that will expand and define research-based effective instruction that enhances the rigor and relevance of school for all children.

GENERAL RESPONSIBILITIES:

1. Demonstrates a willingness to be a learner and share that learning with colleagues to improve classroom instruction across the district.
2. Participate in required professional development. The coach is charged with acquiring the knowledge, skills, technology skills and instructional strategies necessary to impact the instructional practices of teachers across the district.
3. The coach identifies teaching and learning needs by analyzing data and organizing the implementing problem-solving actions with teachers.
4. The coach facilitates school-based professional development (individual/small group) that may include: in-class coaching, observing, modeling instructional strategies, guiding teachers in looking at student work, developing lesson plans, data analysis, technology integration and co-teaching.
5. The coach builds and maintains positive relationships with teachers.
6. Participate in team/ PLC meetings.
7. Works with building administrators to develop a schedule that creates time for teacher collaboration.
8. Identify and share resources on best practices with teachers and administrators.
9. Assist in developing a culture around learning and professional growth that result in innovative, high-engagement instruction.

7-14-17

Executive Director of School Consolidation

Summary: The Executive Director of School Consolidation will oversee and coordinate all aspects of the consolidation of schools for the Tunkhannock Area School District in the 2017-2018 school year. Duties include establishing timelines and schedules that facilitate the smooth transitions of teacher and student relocation, as well as working with district operation leaders to coordinate the transfer of equipment, furniture and supplies to a consolidated campus.

Reporting Relationships: Reports directly to the Superintendent

Terms of Employment: The position is a full time assignment expected to last a minimum of one year under the Act 93 Agreement. Hours are 8AM to 4:30PM.

Evaluation: The Superintendent will evaluate performance of this administrator.

Essential Duties and Responsibilities:

- Develop meeting schedules with stakeholders and staff to coordinate the logistics of moving operations equipment, furniture and materials on campus.
- Work with building principals to develop focus groups to develop site-based leadership to implement plans.
- Create inventory lists and prioritize items that need to be moved, stored or discarded.
- Develop a plan for record transfers.
- Create and distribute relocation forms and labels; conduct meetings to communicate expectations to teachers and staff on how to effectively use the designed system.
- Regularly communicate progress to the School Board and the public through presentations at meetings or use of the district's website.
- Work with building principals and PTO's to assist in facilitating closing activities for Mill City, Evans Falls and Mehoopany Elementary Schools.
- Work with building principals at Roslund and the Middle School to coordinate activities for parents and students to interact in reconfigured buildings.
- Maintain a positive attitude and enthusiasm for the benefits of consolidation.
- Participate in the design and renovation of the Administration Building for use as the 7th Grade STEM Academy.
- Attend meetings with the Engineers and Project Manager throughout all aspects of design and construction phases.
- This administrator will work closely with all educational and operational leaders to facilitate optimal coordination and implementation of a Plan for Consolidation of Schools. Other duties relating to this leadership role may be assumed and/or assigned.

Qualifications: School Leadership Certification & Experience
Desire to Learn and Lead
Mental Model of Excellence

Director of Career and Technical Education Programming

Reports to: Superintendent

Job Summary: The Director of Career and Technical Education Programming is responsible for planning, developing, implementing, and monitoring the Career and Technical Education program for the district. The Position works with teachers to develop curriculum, provides staff development, submits state and federal reports, initiates grants and prepares/monitors the CTE budget. The Position works in a close and cooperative relationship with the high school principal to coordinate and optimize the opportunities for students to participate in CTE classes or Career Pathways.

Essential Duties and Responsibilities

- With CTE teachers, develops, implements, monitors and revises curriculum for CTE education (grades 7-12).
- Manages and guides the selection and inventory of textbooks, hardware, software, and other teaching materials for the CTE program.
- Oversees cooperative education programs in CTE and business instructional areas, always looking for opportunities to grow these experiences for students.
- Assists in the development and implementation of CTE initiatives by providing leadership in support of secondary success initiatives, specifically in the areas of dual enrollment articulation and career pathways. Leads and manages Industry Certifications, to include ordering, disseminating, analyzing, and reporting.
- Directly supervises CTE teachers and monitors instruction in CTE classrooms through school visits and classroom observations on a regular basis to ensure consistency of content and effectiveness of instructional delivery. Works collaboratively with building administrators during evaluation processes.
- Collaborates with Special Education Department and other areas to deliver instructional programs aligned with the needs of exceptional populations.
- Conducts professional development for CTE instructors in coordination with building principals and central administration.
- Collaborates with teachers, school counselors and building principals to coordinate Career and technical events for students.
- Serves as a liaison between the business/industry community and the central office to coordinate school-based instruction and work experience programs.
- Serves on state and regional CTE committees.
- Coordinates activities of the Tunkhannock Local Advisory Committee.
- Prepares and monitors the district's CTE budget including grants.
- Prepares and submits state and federal reports in a timely manner.
- Evaluates the effectiveness of the CTE program and makes recommendations or revisions as necessary.
- Works in coordination with the High School principal to represent the District at events outside of school.

- Works with the high school principal to develop educational programming designed to address the needs of disenfranchised and/or unengaged students outside of the high school building.
- Other duties, as assigned.

Qualifications: School Leadership Certification & Experience
Knowledge of CTE Programming
Desire to Learn and Lead
Mental Model of Excellence

DRAFT

Tunkhannock Area School District

Job Description

Title: Business Office Manager

SUMMARY: The Business Office manager is responsible for overseeing the day to day functions of the Business Office. The Business Office Manager performs a range of supervisory duties including activities which require knowledge and experience with payroll, accounts payable, accounts receivable, accounting practices and computer operations. The Business Office Manager must be team oriented with managerial skills and be self sufficient with MS Windows in both MS Word and MS Excel. Business Office Manager should have through knowledge in accounting platform the District is using for its everyday business practices.

REPORTING RELATIONSHIPS:

- Reports directly to Chief Operations Officer

TERMS OF EMPLOYMENT:

- The position is full time. Regular day begins at 8:00 am and ends at 4:30 pm., or as needed by either the COO or Superintendent of the Tunkhannock Area School District
- Salary & Benefits are enumerated in the current Act 93 contract.

EVALUATION:

Performance of this job will be evaluated by the COO.

QUALIFICATIONS & PHYSICAL REQUIREMENTS:

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

- Appropriate combination of education, training, experience or back-ground which would prepare a person for supervisor responsibilities in this area.
- Education should include a bachelor's degree in business administration or accounting.
- 3 to 5 years of business office leadership experience.
- Must possess appropriate clearances as required by law.
- Must be a well-organized leader with strong management, interpersonal and communication skills.
- Must be able to assume administrative responsibilities.
- Requires the knowledge of the operations of standard office equipment necessary to perform the job such as computers and software for the purposes of inquiry/entry. Knowledge of Microsoft Office software programs is required. Must have excellent written and oral communication skills and be able to communicate effectively by telephone or in person with individuals on a variety

of levels. Must be able to independently process information, have good organizational skills and a strong attention to detail. Employee must have the ability to work in an environment with frequent interruptions.

- Any other qualifications as directed by the Superintendent or T ASD Board of Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assume responsibility for the management of the day-to-day operations of the business office.
- Supervises the payroll operations and accounts payable functions
- Prepare reconciliation of the above accounts monthly.
- Preparation of quarterly reports.
- Prepare end of month closing and reports on computer system, including necessary journal entries.
- Post and maintain general ledger on computer.
- Responsible for cash receipts and enter monthly on computer.
- Process necessary transfers from and to all accounts.
- Do all interim checks and post monthly on computer
- Prepare proper working papers for all auditors from accounting records, payroll records and payable records.
- Review local, state and federal reports on payroll deductions.
- Review activity accounts and imprested accounts for accuracy on a quarterly basis.
- Oversee the preparation of transportation payments.
- Prepare, present and monitor the district-wide budget.
- Monitor revenues and expenditures on a continuous basis. Prepare all state and federal financial reports, as required.
- Provide all needed information to negotiations teams, as requested.
- Keep up to date on all computer program changes and regulatory requirements for payroll and accounts payable functions.
- Do Fringe benefits postings on computer as required.
- Add or change health benefits for employees during open enrollment so that insurance carrier premiums are properly adjusted.
- Make bank deposits when necessary.
- Account for all state funds due to the district.
- Account for all expenditures in capital projects.
- Responsible for insurances, including property,
- Handle pupil attendance and preparation for reports for subsidies.
- Supervise and monitor employee benefit programs including retirement options.
- Communicate with public, press, Board, state and federal officials on many varied issues.
- Communicate on a daily basis with the Superintendent, other administrators and staff.

- Attend Board meetings and Board committee meetings.
- Responsible for preparing agendas for Finance Committee meetings of the Board.
- Work with vendors as part of the purchasing function.
- Provide financial information requested by outside sources.
- Account for all local real estate, per capita and delinquent taxes.
- Prepare bid specifications for all required purchases as per school code.
- Provide for all fixed assets through appraisals.
- Develop and maintain an inventory system for district supplies and equipment.

The Tunkhannock Area School District is an equal opportunity employment, educational and service organization. 8/4/2017

Special Education Coordinator

Summary: The Special Education Coordinator will provide leadership and professional development to help to ensure compliance to established policies, procedures, and regulations

Reports to: Director of Special Education

Terms of Employment: 187 day contract under the CBA

Evaluation: The position will be evaluated by the Director of Special Education.

Essential Duties and Responsibilities:

- Serves as a resource for information regarding special education services, programs and policies
- Maintains knowledge of current special education regulations and best practices
- Possesses the ability to stay positive through challenges and have unquestioned integrity and commitment to public education
- Supports general education teachers and administrators in implementation of appropriate strategies to meet the needs of students with IEPs
- Supports implementation of accommodations and modifications for students with IEPs in the general and special education classrooms
- Serves as internal coach for those teachers educating students with complex instructional needs
- Coordinates quarterly progress monitoring completion in accordance with district guidelines
- Schedules yearly IEP meetings in collaboration with building principals and the director of special education
- Develops positive relationships with parents and families in order to engage them in the IEP process and keep them apprised of student progress
- Coordinates a minimum of 3 parent trainings per school year
- Assists in developing various reports required for compliance
- Reviews completed IEPs for accuracy and compliance
- Works collaboratively with the special education teachers and the LIU18 to ensure that the supports and services are in place for extended school year
- Works collaboratively with district Instructional Coaches to model effective teaching in inclusive classrooms
- Other duties as assigned

Qualifications: PA Teaching Certification and Experience in Special Education
Desire to Learn and Lead
Mental Model of Excellence

	cost			
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COO (TABLE D)

Business Office Director	+21,000	\$60,000		Christine Parrish
HS Principal	17,000	\$94,266		Todd Bosscher
Dean of Student HS	+5,000		stipend	Jason Azarovich
Career & Technical Director	-----			Greg Ellsworth
Dean of Students MS	+4,000		stipend	Andrew Ulitchney
Consolidations Director	-----			Kelly Carroll
Dean of Students ES	+4,000		stipend	Summer Frisco
Special Education Coordinator	+4,000		stipend	Mary Beth Howell
Instructional Coach	-----			Marie Vieczorek
Instructional Coach	-----			Joanne Yanchick
HR Assistant	In Budget			

+ \$6,000 in reserve

-40,000

Replace PATH on campus

EXHIBIT B

Volunteers - 7-20-17

Volunteers	First	Activity or School	School Year	Clearances/TB Status
Last	Susan	Athletics	2017-18	Complete
Elias	Adam	Athletics	2017-18	Complete
Edwards	Michael	Athletics	2017-18	Complete
Marabell	Edward	Athletics	2017-18	Complete
Pietrowski	Chris			
Lochast	William			
PREBOLA				

EXHIBIT E

MEMORANDUM OF UNDERSTANDING

WHEREAS, the Management Team of the Tunkhannock Area School District is provided benefits through a Board of School Directors (hereinafter "Board") approved Act 93 Administrative Compensation Plan (hereinafter "ACP") that expires on August 31, 2017; and,

WHEREAS, the Board wishes to modify the ACP relating exclusively to health benefits effective July 1, 2017; and,

WHEREAS, the Management Team acknowledges that this Memorandum of Understanding is the result of a good-faith meet and discuss process.

NOW, THEREFORE, effective July 1, 2017 and continuing until such time a new ACP is approved by the Board, the current ACP is revised as follows:

1. Reference to "Geisinger HMO" throughout Article VI, §3(a), is removed and replaced with "Geisinger HRA Plan (the base plan) with a \$4,000 deductible with a plan year employee deductible of up to \$250 single, \$500 employee/spouse or employee/child, or \$750 family with the remainder of the yearly deductible paid for by the District".

2. The following is added to Article VI, §3(b):

"Eligible Administrators who select coverage under the Geisinger HRA

Plan will pay a co-pay as follows:

1% of insurance premium for up to \$45,000 in salary;

2% of insurance premium for up to \$45,001 to \$55,000 in salary; and,

8% of insurance premium for up to \$55,001 and above in salary."

3. Paragraph 5 on page 5 of the ACP shall be deleted and replaced with the following:

"Eligible Administrators who choose to remain in the Blue Cross 365 Day All Service Plan or the First Priority HMO referenced in Article VI § 3(a) will be

required to pay the difference between the premium cost of the base plan (Geisinger HRA) and the plan he/she selects and will also be required to pay the premium co-pay as set forth in Article VI § 3(b).

4. Retired Administrators who retired prior to the date of this MOU will be permitted to maintain the plan he/she is covered under with the premium copay percentage established at the time of retirement.

4. In all other respects, the terms of the 2012-2017 ACP remain unchanged until revised..

ATTEST:

By

Secretary

**BOARD OF SCHOOL DIRECTORS FOR THE
TUNKHANNOCK AREA SCHOOL DISTRICT**

By

President

ATTEST:

By

Secretary

**TUNKHANNOCK AREA SCHOOL DISTRICT
MANAGEMENT TEAM**

By

President

MEMORANDUM OF UNDERSTANDING

WHEREAS, on 6/30, 2017, the Board of School Directors approved a Memorandum of Understanding revising the 2012-2017 Act 93 Administrative Compensation Plan; and,

WHEREAS, because of unique circumstances relating to Administrator employee I.D., the Board does not wish the terms of the revisions to apply to employee I.D. and,

WHEREAS, the Management Team acknowledges that this Memorandum of Understanding is the result of a good-faith meet and discuss process.

NOW, THEREFORE, it is resolved that the Memorandum of Understanding approved on 6/30, 2017 shall not be applicable employee I.D. to the extent that employee I.D. will be able to continue coverage under the First Priority HMO Plan at a copay of 10% of the insurance premium unless employee I.D. advises the District to the contrary.

ATTEST:

By


Secretary

**BOARD OF SCHOOL DIRECTORS FOR THE
TUNKHANNOCK AREA SCHOOL DISTRICT**

By


President

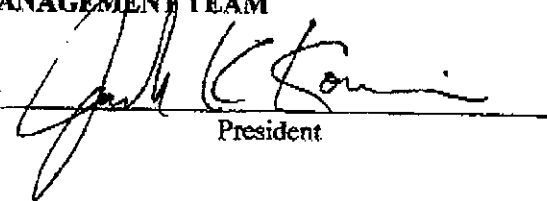
ATTEST:

By


Secretary

**TUNKHANNOCK AREA SCHOOL DISTRICT
MANAGEMENT TEAM**

By


President

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EXHIBIT F (p 3 of 3)

**Conflict of Interest
Abstention Memorandum**

TO: Board Secretary, TUNKHANNOCK AREA School District
FROM: Lori Bennett board member
DATE: 7/20/17

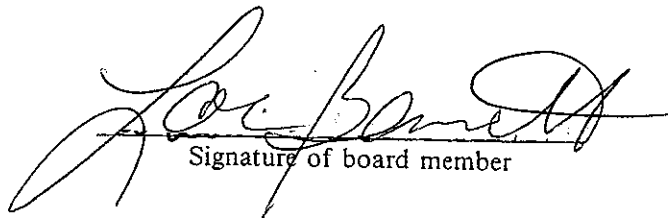
Pursuant to Pennsylvania's "Public Official and Employee Ethics Law" I hereby declare that I am required to abstain regarding the following issue/motion:

2 & # 10
Bus & Van & Donation oil Paints

My conflict/reason for abstaining is as follows:

#2 - grandmother is a
contractor

#10 - Cousin


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**

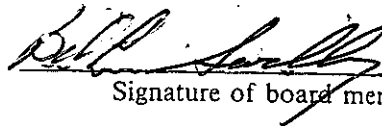
TO: Board Secretary, TUNKHANNOCK AREA School District
FROM: Bill Swilley board member
DATE: 7/20/17

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

Hiring of Christine Swilley and Elizabeth Stackhouse as coaches in the field hockey program

My conflict/reason for abstaining is as follows:

Related to both individuals


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.