

**Tunkhannock Area School District  
Board Minutes – Public Work Session/Board Meeting  
November 19, 2018**

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The Tunkhannock Area School District Board of Directors met on the above date in the High School Library. The meeting had originally been scheduled for Thursday, November 15, 2018, but due to weather conditions had to be postponed. 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	✓	
Shana Gregory	✓	
Rob Parry		✓
Bill Prebola		✓
Bill Swilley		✓

There were interested citizens present.

Mr. Farr called the meeting to order at 7:32 PM 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 issues.

**Public Comment on Agenda Items Only**

None.

**Student Spotlight**

Ashley Buckley, 8<sup>th</sup> Grade student and winner of the Wyoming Valley Veteran's Day Parade Committee Essay Contest was not able to attend the meeting due to the change of date.

**Enrollments**

Enrollment statistics were provided for information only.

**Minutes**

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

1. October 25, 2018 Public Work Session/Board Meeting as presented.

**Superintendent's Report**

**Resolution # 2** : A motion was made by Mr. Weidner and seconded by Mrs. Arnold to approve the Business and Finance items listed. Voting: Motion carried (5 Yes, 1 – No) - see resolution number two in the minute book. (Item VII. 5a District bills – Mr. Weidner abstained from voting on Tyler Memorial Hospital bill)

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1. 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
  - g. Scholarship Accounts
  - h. Cafeteria
  - i. Title I
  - j. Title II
  - k. Title IV
  - l. Activities Accounts
  - m. Pre K Funds
  - n. General Fund Checking Account
2. Payrolls as presented.
  - a. District

October 10, 2018	\$818,884.23
October 25, 2018	\$805,629.74
  - b. Cafeteria

October 10, 2018	\$ 13,134.95
October 25, 2018	\$ 22,627.46
  - c. Chapter I

October 10, 2018	\$ 17,152.78
October 25, 2018	\$ 17,002.78
3. Ratify wire/ACH/fund transfers as presented.
4. Ratify district bills as presented in the amount of \$1,189,666.30
5. Bills as presented:
  - a. District - \$357,251.32
  - b. Cafeteria - \$103,894.11
6. District Financial reports as presented.

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

1. Resignation of Tammy Corwin, Long Term Substitute 8<sup>th</sup> Grade Science Teacher, effective October 31, 2018
2. Resignation of Alyssa Romanuski, Primary Center Reading Assistant, effective November 21, 2018.



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**Committee Reports**

None.

**Unfinished Business**

None.

**New Business**

The TASD Visa account statements were provided for information only.

The first reading of Revision of Attachment on Procurement – Federal Programs to Board Policy No. 626 Federal Fiscal Compliance was presented.

The first reading of Board Policy No. 610 Purchases Subject to Bid/Quotation was presented.

**Resolution # 4** : A motion was made by Mrs. Gregory and seconded by Mr. Weidner to approve Payment Application #5 for the renovation projects as listed from capital reserve funds. Voting : Motion carried unanimously – see resolution number four in the minute book.

- |    |  |             |
|----|--|-------------|
| a. | A Picket Construction Inc.                         | \$49,539.51 |
| b. | Scranton Electric Heating & Cooling Services, Inc. | \$19,850.00 |
| c. | Scranton Electric Heating & Cooling Services, Inc. | \$ 3,363.00 |
| d. | Spectrum Electrical Services, Inc.                 | \$10,504.60 |

**Resolution # 5** : A motion was made by Mr. Weidner and seconded by Mrs. Arnold to approve Payment Application#6 (change Order) for the renovation projects as listed below from capital reserve funds. Voting: Motion carried unanimously – see resolution number five in the minute book.

- |    |  |            |
|----|--|------------|
| a. | Scranton Electric Heating & Cooling Services, Inc. | \$1,857.00 |
|----|--|------------|

**Resolution # 6** : A motion was made by Mr. Weidner and seconded by Mrs. Arnold to approve an affiliation site agreement with The University of Scranton. Voting: Motion carried unanimously – see resolution number six in the minute book.

**Resolution # 7** : A motion was made by Mr. Weidner and seconded by Mrs. Arnold to approve an overnight field trip for winners of the PMEA All State Festival & Conference in Pittsburgh, PA. Trip dates: April 3, 2019 to April 6, 2019. Voting: Motion carried unanimously – see resolution number seven in the minute book.

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***Public Comment***

Positive comments have been circulating about the possibility of trying a 3-hour delay schedule on inclement weather days.

A motion to adjourn was made at 8:20 pm by Mrs. Arnold and seconded by Mr. Weidner. Motion carried on all ayes.

**ROLL CALL VOTE**

Resolution #	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
Holly Arnold	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Lori Bennett	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Shana Gregory	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Rob Parry	Absent						
Bill Prebola	Absent						
Bill Swilley	Absent						
John Burke	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bill Weidner	Yes	No	Yes	Yes	Yes	Yes	Yes
Phil Farr	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Respectfully submitted,



Caroline Lawson  
Board Secretary

Attachments: Exhibit A, B, C, D and Conflict of Interest memorandum (Mr. Weidner)





# Exhibit C

## Volunteers 11-15-2018 2018-19 School Year

Last	First
Boyd	Erin
Faux	Sarah
Fox	Jody
Garey	Gerald
Greenip	Kathy
Jerome	Betsy
Kukuchka	Gretchen
Lawson	Gidget
Miller	Bob
Moran	Melanie
Murach	Ronald
Murach	Judy
Pacyna IV	John
Rhinard	Edwin
Traver*	Tom
Volker	Jane
Welch	Lynnelle
Wright	Dorothy

\* Indicates updated clearances are/will be needed or pending additional information



Exhibit D

# Substitute Teacher Analysis and Recommendations

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TUNKHANNOCK AREA SCHOOL DISTRICT  
SCHOOL BOARD MEETING  
NOVEMBER 19, 2018



# Issue Statement

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Demand for substitutes outweighs supply

Teachers are out for the following reasons (in order of frequency, YTD):

- Sick day (55%)
- Personal day (16%)
- Leave of absence (13%)
- Professional development (6%)
- Field trip (2%)

Approximately 14 teacher absences per day

Average of 9 positions filled by Kelly Services daily

Average daily gap of 5 teachers

A teacher shortage is occurring across the country

- The number of individuals with teaching certification or emergency certification has decreased
- We have had difficulty filling full time positions
- More substitutes are currently emergency certified than certified

## How do we currently address the gap:

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- We are able to cover some openings each day by implementing a “checkerboard” schedule to utilize available teachers during free periods across the district (no fiscal impact)
- We cover the remaining openings by dividing students between other classrooms



# How do we propose to close the gap:

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## Increase the Supply

- Further optimize free periods through schedule modifications (+1 sub)
- Increase daily rate for substitutes to attract more people (+1 sub)
- Evaluate impact of quarter days off for appointments to reduce time away from classroom (+1 sub available across district)
- Evaluate options such as alternate providers and tiered pay systems

## Reduce the Demand

- Evaluate time away from classroom and develop strategies to minimize (-1 sub needed across district)

# Substitute Rates

School District	Pay Rate (Teacher)
Tunkhannock Area School District	\$85
Abington Heights School District	\$80
Blue Ridge School District	\$90
Carbondale Area School District	\$100
Lackawanna Trail School District	\$90
Lakeland School District	\$85
Scranton School District	\$90
Valley View School District	\$80

# Increase daily rate

An increase in daily rate MAY attract additional substitutes into the district

The increase in daily rate will increase expenses to the district, in most likely scenarios

\$85/day scenario  
(current)

fill rate	57%	64%	71%	79%	86%	93%	100%
# positions filled by service	8	9	10	11	12	13	14
daily rate (\$116/85)	928	1044	1160	1276	1392	1508	1624
# positions unfilled by service	6	5	4	3	2	1	0
approx \$144 per day (coverage)	864	720	576	432	288	144	0
<b>total</b>	<b>1792</b>	<b>1764</b>	<b>1736</b>	<b>1708</b>	<b>1680</b>	<b>1652</b>	<b>1624</b>

\$90/day scenario

# positions filled by service	8	9	10	11	12	13	14
daily rate (\$122/90)	976	1098	1220	1342	1464	1586	1708
# positions unfilled by service	6	5	4	3	2	1	0
approx \$144 per day (coverage)	864	720	576	432	288	144	0
<b>total</b>	<b>1840</b>	<b>1818</b>	<b>1796</b>	<b>1774</b>	<b>1752</b>	<b>1730</b>	<b>1708</b>
<b>average daily increase</b>	<b>\$ 76</b>	<b>\$ 54</b>	<b>\$ 32</b>	<b>\$ 10</b>	<b>\$ (12)</b>	<b>\$ (34)</b>	<b>\$ (56)</b>

\$100/day scenario

# positions filled by service	8	9	10	11	12	13	14
daily rate (\$136/100)	1088	1224	1360	1496	1632	1768	1904
# positions unfilled by service	6	5	4	3	2	1	0
approx \$144 per day (coverage)	864	720	576	432	288	144	0
<b>total</b>	<b>1952</b>	<b>1944</b>	<b>1936</b>	<b>1928</b>	<b>1920</b>	<b>1912</b>	<b>1904</b>
<b>average daily increase</b>	<b>\$ 188</b>	<b>\$ 180</b>	<b>\$ 172</b>	<b>\$ 164</b>	<b>\$ 156</b>	<b>\$ 148</b>	<b>\$ 140</b>

# Summary

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Demand outweighs supply

The factors affecting supply and demand are complex

An increase in daily substitute compensation rate will increase expenses in the district and MAY increase the supply; however, it is unlikely that rate alone will close the existing gap

Additional measures such as schedule optimization and time off procedures will be evaluated to address remaining gap

Evaluate other providers (ie, Source4Teachers) and tiered pay approach



# Conflict of Interest Abstention Memorandum

TO: Board Secretary, TUNKHANNOCK AREA School District  
FROM: Bill Weidner board member  
DATE: \_\_\_\_\_

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

TYLER HOSPITAL  
\_\_\_\_\_  
Item VII 5a District Bills  
\_\_\_\_\_

My conflict/reason for abstaining is as follows:

EMPLOYER  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

William Weidner  
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 111) prohibits voting to hire certain relatives.