

**Tunkhannock Area School District  
Board Minutes – Public Work Session/Board Meeting  
August 17, 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. Weidner called the meeting to order at 7:33PM and then led the Pledge of Allegiance.

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

**Public Comment on Agenda Items Only**

None.

**Minutes**

Mr. Swilley stated that he needed to amend his vote from June 20, 2017 meeting on Resolution 6 relative to the Extra-Curricular positions - he should have abstained from Christine Swilley & Elizabeth Stackhouse.

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

1. July 20, 2017 Public Work Session/Board Meeting (as amended above)

**Business & Finance**

**Resolution # 2** : A motion was made by Mr. Swilley and seconded by Mr. Parry 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

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- d. Gas Lease Funds Account
  - e. Unemployment Compensation Fund
  - f. Capital Reserve
  - 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
    - July 10, 2017           \$741,072.64
    - July 25, 2017           \$729,855.56
  - b. Cafeteria
    - July 10, 2017           \$ 1,848.05
    - July 25, 2017           \$ 1,848.05
  - c. Title I
    - July 10, 2017           \$ 10,169.98
    - July 25, 2017           \$ 10,169.98
3. Ratify wire transfers as presented.
4. Ratify district bills as presented in the amount of \$540,641.43.
5. Bills as presented:
- a. District - \$443,376.13
  - b. Cafeteria - \$1,183.59
6. District financial reports as presented.

<b><i>Superintendent's Report</i></b>
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Ms. McPherson announced and asked that the names of the Physical Education Teachers being recommended for appointment tonight be added under item 5 below from the Superintendent's Report.

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

- 1. Retirement of Carl Geritz, custodian – last day of work to be 9/28/17.
- 2. Resignation of John Joseph, Assistant Boys Varsity Soccer Coach effectively immediately.
- 3. COO job description.

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4. Memorandum of understanding with Patrick O’Shea to fulfill the obligations of the COO position until 6/30/18 (see Exhibit A attached).
5. Appointment of Physical Education Teachers with start date of 9/5/17:
  - a. Michael Franza – Elementary – M+6/Step 1 Salary \$54,588.00
  - b. Kellie Grosvenor – High School - B/Step 1 – Salary \$46,332.00
6. Appointment of Extra Curricular /Co-Curricular positions as presented. All candidates have clearances and TB testing on file or pending as listed (see Exhibit B attached).
7. Volunteers as presented. All candidates have clearances and TB testing on file or pending as listed. (see Exhibit C attached)
8. Appointment of Support Staff Substitutes for the 2017-18 school year. All candidates have clearances and TB testing on file. (see Exhibit D attached)
9. Payment to the independent contracts listed below for summer school teaching services. Candidates have clearances and TB testing on file as required by Board Policy.
  - a. Christopher Hughes - \$600.00
  - b. Alice Fawcett - \$800.00
10. Bus/Van Drivers for the 2017-18 school year as listed. All drivers have on file in the Director of Transportation’s office clearances, TB testing, etc as required by policy.
11. Recommend that resolution be adopted to approve conference attendance as listed:
  - a. John Lee Penn State Community 8/9-11 \$448.32  
on Transition
  - b. Mary Gene Eagen 2017 Summit Leadership 8/10-11 \$1,003.62  
Forum

Presentation by Highland Associates: Mr. David Degnon from Highland walked through the draft floor plan designs for the modifications to the Administration Building and Roslund Elementary.

**Resolution # 4** : A motion was made by Mr. Parry and seconded by Mr. Swilley to approve the items from the Supplemental Agenda below. Voting: Motion carried unanimously Mrs. Bennett abstained from items III a, b, d & f)- see resolution number four in the minute book.

- I. Resignation of Jennifer Mason, paraprofessional effective 8/15/17.
- II. Resignation of Linda Shedlock, cafeteria worker effective 6/7/17.
- III. Volunteers for the 2017-18 school year as listed. All candidates have on file in the Superintendent’s office clearances and TB testing as required by district policy.

	<u>Activity/School</u>
a. Robert Faux	Athletics
b. Tara Hartman	Athletics
c. Justin MacBain	Athletics
d. Crystal Meyers	Roslund
e. Elizabeth Paxton	Mill City/Middle School



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**Resolution # 9** : A motion was made by Mrs. Arnold and seconded by Mr. Parry to approve the lease with Luzerne Intermediate Unit 18 for space at the Evans Falls Elementary School for the 2017-18 school year with transfer of one classroom to Mill City Elem. Voting: Motion carried unanimously - see resolution number nine in the minute book.

**Resolution # 10** : A motion was made by Mrs. Arnold and seconded by Dr. Prebola to approve the budget-neutral purchase of Bus Radios from Brico Technologies through the COSTARS program - see resolution number ten in the minute book.

**Public Comment**

Ms. Bonnice commented on Middle School Family Consumer Science program.

Ms. Streby & Mr. Streby commented on Policy 201.

Mr. Baker commented on the lease with LIU 18 for space at Evans Falls & Mill City & home room assignments and the timeliness of getting the meeting agendas to publish.

Mr. Pratt commented on specials/gym class schedules.

Ms. Kamora commented on the District Photographer appointment.

A motion to adjourn was made at 8:50 pm by Mr. Swilley and seconded by Mrs. Bennett. Motion carried on all ayes.

**ROLL CALL VOTE**

<b><u>RESOLUTION #:</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>	<b><u>6</u></b>	<b><u>7</u></b>	<b><u>8</u></b>	<b><u>9</u></b>	<b><u>10</u></b>
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	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Rob Parry	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bill Prebola	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bill Swilley	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
John Burke	Absent									
Bill Weidner	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Phil Farr	Absent									

Respectfully submitted,

Patrick J. O'Shea  
Board Secretary

Attachments: Exhibits A, B, C, D, and a Conflict of Interest Memorandum from Mrs. Bennett.

**TUNKHANNOCK AREA SCHOOL DISTRICT**

**AND**

**Patrick J. O'SHEA**

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This Memorandum of Understanding (hereinafter referred to as "MOU") is made by and between the Tunkhannock Area School District (hereinafter "District") and the Patrick J. O'Shea, District Business Manager (herein referred to as O'Shea). The District and Association shall be referred to collectively as "the Parties".

WHEREAS, both the District and O'Shea are dedicated to providing the highest standards of service to the District;

WHEREAS, the District is desirous of keeping the most qualified professionals;

WHEREAS, O'Shea is desirous of continuing providing services to the District, but in a different manner

WHEREAS, the Parties have agreed to a plan to accomplish both goals

NOW, THEREFORE, intending to be legally bound hereby, the Parties agree as follows:

1. **Incorporate by Reference.** The foregoing recitals are incorporated by reference as if fully set forth herein.
2. **Amendment to Current Employment Agreement.** By entering into this understanding both parties recognize and agree that the existing contract for the business manager will be modified to the extent provided in this MOU.
3. **Chief Operations Officer.** The business manager staffing schematic will be redesigned to be overseen by a Chief Operations Officer (hereinafter referred to as COO). O'Shea will be appointed the COO.
4. **Work Days.** In addition to the 100 days currently stipulated in the contract, O'Shea will be allowed to work remotely up to 80 days.
5. **Rate of Pay.** O'Shea will be paid a daily rate of \$425.00 for 180 days.

EXHIBIT A (p. 1 of 2)

6. **No Alteration of Business Manager Current contact.** The Parties agree that, except as otherwise expressly set forth herein this MOU does not in any way impact, alter, amend, or otherwise modify the O'Shea's current employment contract or either party's interpretation or application of the language. All proposals, documents, discussions, notes, anecdotal records, and anything concerning the discussions relating to this MOU are non-precedent setting and cannot be used by either party against each other for any reason whatsoever in any claims, hearings, arbitrations, lawsuits, actions or complaints before any court or administrative body relating to the current employment and this MOU or future discussions for a successor employment, except to such extent as to enforce the terms of this MOU.
  
7. **Merger Clause.** This MOU constitutes the full agreement between the District and O'Shea. No addendum or supplement to this MOU shall be enforceable unless in writing and signed by all parties.
  
8. **Successors and Assigns.** This MOU shall be binding upon the parties thereto, their successors, and assigns.
  
9. **Expiration.** This MOU will expire with the expiration of the current business manager's employment contact, [DATE]

Tunkhannock Area School District

Patrick J. O'Shea, Business Manager

\_\_\_\_\_

Board President

\_\_\_\_\_

Patrick J. O'Shea

Date: \_\_\_\_\_

Date: \_\_\_\_\_

EXHIBIT A  
(P -2- of 2)





Volunteers - Updated 08-17-2017

Volunteers Last	First	Activity or School	School Year	Clearances/TB Status
Burke	John	Ros/MS	2017-18	Complete
Cook	Trudy	Athletics	2017-18	Complete
DeMarco	Chris	Athletics	2017-18	Complete
Kamora	Tracy	MS	2017-18	Complete
Newberry	John	Athletics	2017-18	Complete
Reese	Josef	Athletics	2017-18	Complete
Roote	Nate	Athletics	2017-18	Pending
Sick	Barbara	Athletics	2017-18	Complete
Sick	Thurston	Athletics	2017-18	Complete
Sickler	Mark	Athletics	2017-18	Complete
Stapleton	Richelle	Ros/MS	2017-18	Complete
Stapleton	Gregory	Ros/MS	2017-18	Complete
Williams	Dan	Athletics	2017-18	Pending

EXHIBIT

C

TUNKHANNOCK AREA SCHOOL DISTRICT  
EDUCATIONAL SUPPORT PERSONNEL SUBSTITUTE LIST  
2016-17 SCHOOL YEAR

**CAFETERIA**

DeSoo	Brenda
Mowry	Jane
Paxton	Elizabeth
Powell	Leigh
Price	Arlene
Robidoux	Carol
Rought	Laurie
Tupper	Vicki
Westfield	Donna
Williams	Carol
Woods	Kelly

**SECRETARIES**

Butler	Jacquelyn
Coolbaugh	Linda
DeSoo	Brenda
DiOrto	Carla
Gregory	Beth
Holly	Tina
Howell	Ginger
Mateus	Heather
Powell	Leigh
Price	Arlene
Tague	Stephanie
Westfield	Donna
Woods	Kelly

\* LaChase Jaime

**TEACHER AIDES/PARAPROFESSIONALS**

Butler	Jacquelyn
Coolbaugh	Linda
DeSoo	Brenda
Gregory	Beth
Harvey	Robin
Holly	Tina
Howell	Ginger
Longo	Kay
Mateus	Heather
Olmstead	Laurie
Paxton	Elizabeth
Powell	Leigh
Price	Arlene
Steiner	Christine
Tague	Stephanie
Tupper	Vicki
Woods	Kelly

**NURSES**

Billings	Gert
Myers	Crystal
Seward	Jennifer

\* Current District Employee

EXHIBIT D

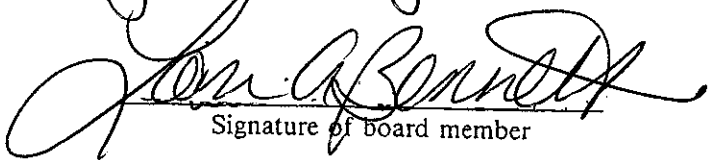
**Conflict of Interest  
Abstention Memorandum**

TO: Board Secretary, TUNKHANNOCK AREA School District  
FROM: Lozi Bennett board member  
DATE: 8/17/2017

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

Supplemental Agenda Item III  
a) Robert FAUX, b) TARA HARTMAN, c)  
d) Crystal Meyers f) KAREN RIKER

My conflict/reason for abstaining is as follows:

Relative's <sup>ADF</sup> and  
Tara Hartman sits on my  
board @ my Agency.  
  
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.