

**Tunkhannock Area School District
Board Minutes – Public Work Session/Board Meeting
June 16, 2016**

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

<u>Board Member:</u>	<u>Present</u>	<u>Absent</u>
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 7:33PM 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 some legal and personnel matters.

<u>Public Comment on Agenda Items Only</u>

None

<u>Student Spotlight</u>

Mr. Galicki turned the floor over the Mr. Bosscher. Mr. Bosscher announced that this month's student spotlight is on the students of the month from the Susquehanna County Career & Technical Center (SCCTC):

<u>Name</u>	<u>Class</u>	<u>Program</u>
• Kiera Whaley	Junior	Cosmetology
• Ty Barziloski	Junior	Food Management
• Tyler Terkowski	Senior	Welding

Mr. Farr expressed his appreciation for the efforts put forth for the graduation ceremony by the High School staff. Mr. Farr & Mr. Burke also thanked the staff for their efforts on the "lock-in". Mr. Farr expressed the board's appreciation to the cadre of dedicated teachers who volunteered their time to ensure the safety of our students.

<u>Minutes</u>

Mr. Swilley pointed out the need for an amendment to the May 12th minutes under public comments – it was Benjamin Swilley and not Zack Swilley that addressed the Board.

Tunkhannock Area School District
Board Minutes – Public Work Session/Board Meeting
June 16, 2016

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

1. May 12, 2016 Public Work Session/Board Meeting as amended.
2. May 19, 2016 Public Work Session/Board Meeting as presented.

Superintendent's Report

Resolution # 2: A motion was made by Dr. Prebola and seconded by Mr. Burke to approve the items from the Superintendent's Report listed below. Voting: Motion carried unanimously (Mr. Swilley abstained from item 13 – Extra-Curricular positions 7th & 8th grade Field hockey). - see resolution number two in the minute book.

1. Recommended that a resolution be adopted to approve the resignation of Gabrielle Hampsey, High School secretary, effective June 10, 2016.
2. Recommended that a resolution be adopted to approve the resignation of Bethany Searfoss, Mill City custodian, effective June 3, 2016.
3. Recommended that a resolution be adopted to approve the resignation of Deborah Decker custodian, effective August 26, 2016.
4. Recommended that a resolution be adopted to approve the resignation of Cindy Mandigo-Rought, High School Cafeteria Worker, effective June 3, 2016.
5. Recommended that a resolution be adopted to approve the resignation of Elizabeth Paxton, Roslund Cafeteria Worker, effective June 3, 2016.
6. Recommended that a resolution be adopted to rescind the unpaid leave request of Sally Zack, paraprofessional.
7. Recommended that a resolution be adopted to approve the leave of Ashlie Lewis, Fifth Grade Middle School Math and Science Teacher.
8. Recommended that a resolution be adopted to approve the transfer of Jaime LaChase from Mehoopany/Roslund Instructional Aide to Middle School General Secretary for 200 days/school year at a salary of \$13.25/hr.
9. Recommended that a resolution be adopted to approve the appointment of Sheryl Hofmeister as a full time district custodian, at a salary of \$12.00/hr effective 6/17/16. Act 34, Act 114 and Act 151 clearances and TB testing are on file in the Superintendent's Office.
10. Recommended that a resolution be adopted to approve the appointment of Edward Aten as a full time district custodian pending receipt of clearances and TB testing. Salary will be in accordance with contract based on start date which is to be determined.
11. Recommended that a resolution be adopted to approve the appointment of support staff substitutes

**Tunkhannock Area School District
Board Minutes – Public Work Session/Board Meeting
June 16, 2016**

- a. Shannon Evans Collins – Custodial*
- b. Richard Jones – Custodial*
- c. Sellina Kopa – Custodial**
- d. Kecia Magdin – Custodial*
- e. Cheryl Terbush – Custodial**
- f. Robert Wall – Custodial*
- g. Darlene Miller – Secretarial**

*Pending clearances and TB testing

**Current district employee

12. Recommended that a resolution be adopted to approve volunteers as presented. All candidates have on file in the Superintendent's Office clearances and TB testing as required by district policy. (see Exhibit A attached)
13. Recommended that a resolution be adopted to approve the appointment of Extra Curricular positions as presented. (see Exhibit A attached)
14. Recommended that resolution be adopted to approve conference attendance as listed:
- | | | | | |
|------------------------------------|---------------------------------|---------|------------|---|
| a. MiSchelle Carpenter | Rediker's Summer
Workshop | 7/11-14 | Total Cost | \$2,580.00 |
| b. Lauren Colbenson | Rediker's Summer
Workshop | 7/11-13 | Total Cost | \$1,885.00 |
| c. Christine Parrish | PASBO | 7/28-29 | Total Cost | \$517.88 |
| d. Betsy Sprout | New Sounds of JW
Pepper | 8/10-11 | Total Cost | \$552.00 |
| e. Project Max Team
(7 Members) | Project MAX Summer
Institute | 8/9-11 | Total Cost | \$1978.80
(Grant Funded – No Cost to District) |

Resolution # 3: A motion was made by Mr. Swilley and seconded by Dr. Prebola to approve the items from the Superintendent's Report listed below. Voting: Motion carried (5 – yes, 2 – No).
- see resolution number three in the minute book.

1. Recommended that a resolution be adopted to approve extra pay positions as presented. (see Exhibit A attached)

Committee Reports

Budget & Finance: Mr. Burke announced that a committee meeting was held this past Monday, June 13th at 4:30 PM. Mr. Burke asked Mr. O'Shea to review the presentation from the committee meeting with the Board (see Exhibits B-1 through B-4).

Mr. Burke pointed out that although we've closed the deficit somewhat, it is still at \$2.3mm. He also called out that enrollments have dropped by an average of 75 students/year over the last 20 years.

Tunkhannock Area School District
Board Minutes – Public Work Session/Board Meeting
June 16, 2016

Ms. McPherson asked the Board to put together a committee to help review and put together a Request for Proposal (RFP) for a feasibility study. She said that she has gathered information and has made numerous calls and has a good amount of information for the Board/committee to review. She emphasized that she wants to ensure that the RFP has everything in it that the Board is seeking and that the process needs to start as soon as possible. The Board agreed to hold an Ad-Hoc Committee meeting open to the public on Tuesday, June 28th at 5PM.

Although he is not in favor of raising taxes, he is concerned that we do not have a firm plan to balance the budget. Consequently, Mr. Burke recommended that the Final Budget proposal contain a tax increase of 2 mills.

Building & Grounds: Mr. Franko provided an update on some of the various projects on his plate:

- **Track** – completed except for lines which they expect to paint within the next 2 weeks
- **Middle School Roof** – awaiting a start date and they expect to finish in 2-3 weeks once started but they will have it done before school starts.
- **Mehoopany Water Project** – anticipated doing it this week but they are awaiting the completion of the packer which is being held up by the delivery of the correct adhesive for the boot. The adhesive was shipped to the manufacturer but not yet received.
- **Stage Curtains** – ordered and we are awaiting an install date.
- **Middle School Vestibule** – this was a safety concern with respect to unauthorized access. The plan is to make it similar to the High School. A number of companies were brought in to provide estimates. Mesko Glass said they could do the entire job for under \$20 thousand and have it completed before school starts. Ms. McPherson added that the plan was to have this project funded out of the 2015-16 Safety & Security budget.
- **Islands in Administration Parking Lot** – elimination of the islands arose out of need to provide relief to congestion for Middle School parking and need to reserve space in front of Middle School for access by emergency vehicles.

Policy: Mrs. Arnold requested and the Board agreed to schedule a committee meeting for Tuesday, June 28th 6:30PM

<u>Unfinished Business</u>

None

<u>New Business</u>

Resolution #4: A motion was made by Mr. Swilley and seconded by Mr. Greenip to approve the Bus/Van Contract amounts as presented. Voting: Motion carried (6 – Yes, 1 – Abstain) - see resolution number four in the minute book.

Resolution #5: A motion was made by Mr. Parry and seconded by Mr. Burke to approve the Plan Con K filing for the 2016 General Obligation Bonds. Voting: Motion carried unanimously - see resolution number five in the minute book.

Tunkhannock Area School District
Board Minutes – Public Work Session/Board Meeting
June 16, 2016

Resolution #6: A motion was made by Mrs. Arnold and seconded by Mr. Greenip to approve the 2016-2017 Agreement for Prevention/Education Services with Wyoming Valley Alcohol and Drug Services, Inc. Voting: Motion carried unanimously - see resolution number six in the minute book.

Mr. O'Shea pointed out that there was a transposition error in the original insurance renewal exhibit – the property quotes were flipped into the wrong years. Mr. O'Shea handed out a corrected version (see Exhibit C attached)

Resolution #7: A motion was made by Dr. Prebola and seconded by Mr. Burke to approve the renewal of insurance coverage for the 2016-17 school year with Tri-County General Insurance Agency, Inc. as amended (see Exhibit C attached). Voting: Motion carried unanimously - see resolution number seven in the minute book.

Resolution #8: A motion was made by Mrs. Arnold and seconded by Mr. Burke to approve 2016-2017 contract for Special Education services with NEIU 19 as presented. Voting: Motion carried unanimously - see resolution number eight in the minute book.

Resolution #9: A motion was made by Mrs. Arnold and seconded by Dr. Prebola to approve the 2016-2017 contract for professional services provided by the Luzerne Intermediate Unit as presented. Voting: Motion carried unanimously - see resolution number nine in the minute book.

Resolution #10: A motion was made by Mr. Greenip and seconded by Mrs. Bennett to approve the appointment of Mrs. Holly Arnold as a voting delegate for the PSBA Delegate Assembly Meeting. Voting: Motion carried unanimously - see resolution number ten in the minute book.

Resolution #11: A motion was made by Mr. Burke and seconded by Dr. Prebola to approve setting school meal pricing for the 2016-17 school year – increase Elementary by 10 cents to \$2.65 and Secondary by 5 cents to \$2.80. Voting: Motion carried unanimously - see resolution number eleven in the minute book.

Resolution #12: A motion was made by Mr. Swilley and seconded by Mr. Greenip to approve the disposal/donation of outdated elementary social studies and Scott Foresman “My Sidewalks” reading books. Voting: Motion carried unanimously - see resolution number twelve in the minute book.

Public Comment

Mr. Baker commented the Bus Driver incident from last month.

Mr. Farr announced that the Board would be going into Executive session immediately following this meeting to discuss personnel and board strategic issues and would not be returning.

Tunkhannock Area School District
Board Minutes – Public Work Session/Board Meeting
June 16, 2016

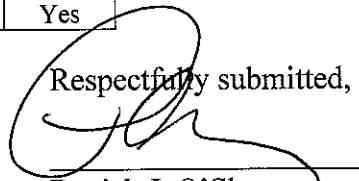
A motion to adjourn was made at 8:30 pm by Dr. Prebola and seconded by Mrs. Bennett.
 Motion carried on all ayes.

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>	<u>8</u>
Holly Arnold	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Lori Bennett	Yes	Yes	No	Abstain	Yes	Yes	Yes	Yes
Randy Greenip	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes
Rob Parry	Absent							
Bill Prebola	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bill Swilley	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
John Burke	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bill Weidner	Absent							
Phil Farr	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

RESOLUTION #:	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>
Holly Arnold	Yes	Yes	Yes	Yes
Lori Bennett	Yes	Yes	Yes	Yes
Randy Greenip	Absent			
Rob Parry	Yes	Yes	Yes	Yes
Bill Prebola	Yes	Yes	Yes	Yes
Bill Swilley	Yes	Yes	No	Yes
John Burke	Yes	Yes	Yes	Yes
Bill Weidner	Absent			
Phil Farr	Yes	Yes	Yes	Yes

Respectfully submitted,



Patrick J. O'Shea
 Board Secretary

Attachments: Exhibit A, B1 – B4, C and Conflict of Interest Memos from Mr. Swilley & Mrs. Bennett

June 16, 2016 Board Meeting

Name	Activity	School Year	Clearance/TB Status
VOLUNTEERS			
Ashlie Lewis	Varsity Field Hockey	2016-17	Complete
Jesse Ergott	Roslund Parent	2016-17	Complete
EXTRA CURRICULAR			
Shannon Robinson	Varsity Field Hockey Asst.	2016-17	\$2,751.00 Complete
Christine Swilley	8th Grade Field Hockey	2016-17	\$2,751.00 Complete
Elizabeth Stackhouse	7th Grade Field Hockey	2016-17	\$2,751.00 Complete
Kelly Fry	Girls Varsity Volleyball	2016-17	\$3,750.00 Pending clearances & TB testing
Courtney Harvey	Football Cheerleading	2016-17	\$2,751.00 Pending clearances & TB testing
EXTRA PAY POSITIONS			
JoAnn Marini	Booth/Ticket Taker	2016-17	Approved Rate/Game Complete
Karen Franklin	Booth	2016-17	Approved Rate/Game Complete
Sharyn Davis	Booth/Ticket Taker	2016-17	Approved Rate/Game Complete
Colleen Mislavy	Booth/Ticket Taker/Season Passes	2016-17	Approved Rate/Game Complete
Krista Dymond	Booth/Ticket Taker/Season Passes	2016-17	Approved Rate/Game Complete
Colleen Ell	Booth/Ticket Taker	2016-17	Approved Rate/Game Complete
Bobbi Morris	Ticket Taker/Season Passes	2016-17	Approved Rate/Game Complete
Pam Costello	Ticket Taker/Season Passes	2016-17	Approved Rate/Game Complete
Carol Giberson	Booth/Ticket Taker	2016-17	Approved Rate/Game Complete

RESOLUTION # 2

RESOLUTION # 3


RESOLUTION # 3

Football	Security	\$Per Rate
	Scoreboard Operator	\$50 per game
	Play Clock Operator	\$60 per game
	Announcer	\$50 per game
	Ticket Sellers	\$50 per game
	Front Gate Ticket Sellers	\$60 per game
Basketball	Security	\$Per Rate
	Ticket Seller/Taker (Only Boys)	\$50 per game
	Ticket Seller	\$50 per game
	Scoreboard Operator	\$50 per game
	Book Keeper	\$50 per game
Wrestling	Ticket Seller	\$50 per game
	Scoreboard Operator	\$50 per game
	Book Keeper	\$50 per game

EXHIBIT A (page 2 of 2)

Budget & Finance Committee

Tunkhannock Area School District



Budget & Finance Committee Report
June 15, 2016

1

Budget Update

- o **Proposed Final Budget**
 - Adopted by Board 5/19/16
 - Contained Zero millage increase
 - Reflected a \$3.4mm deficit
- o **Board Instruction**
 - Find opportunities to reduce deficit to \$2.5mm or less

2

Budget Updates Reflected

- o **Staff Attrition/Retirements (\$180k)**
 - 3 teachers (refer to analysis) - \$90k
 - 1 maintenance & 1 custodial position - \$90k
 - Elimination of Admin Position (see Cyber)
- o **Cyber Academy Rationalization (\$217k)**
 - Elimination of Admin Position
- o **Tapping of Capital Reserve**
 - Eliminates anomaly in General Fund Budget
 - Narrows General Fund Budget deficit (\$360k)

3

Budget Updates Reflected

- o **Millage Increase +\$274k**
 - 1 mill increase from 73 to 74 (1.4%)
- o **Deficit**
 - Proposed Final - \$3.5mm
 - Final (DRAFT) - \$2.4mm

4

Budget Updates – Additional Considerations

- o **Vision Specialist – Potential Savings (\$50k)**
 - Cost of Out-sourcing - \$140k
 - o LIU Cost \$124k
 - o NEIU Cost \$16k
 - Cost of In-sourcing/Hiring - \$90k
- o **2016-2017 Act 1 Index**
 - 2.4% Base index
 - 3.0% index for TASD
 - o Max Increase = 2.19mills/\$601k (collected)
 - o 1 mil = \$298k gross/\$274k collected (92%)

5

Budget Updates – Additional Considerations

- o **Survey of Local Districts (refer to handout)**
- o **Raise to the Act 1 Index – additional \$325k in revenue**
 - 2.4% Base index
 - 3.0% index for TASD
 - o Max Increase = 2.19mills/\$601k (collected)
 - o 1 mil = \$298k gross/\$274k collected (92%)
- o **Deficit**
 - Proposed Final - \$3.5mm
 - Final (DRAFT) - \$2.4mm
 - Final (DRAFT v.2) - \$2.0mm

6

**2016-17 Local District Real Estate Tax
RECOMMENDATIONS**

IU	School	Recommendation to		Act 1 Index	% Increase	Comments
		Raise Taxes (Y/N)	Within or Above			
18	Dallas	Y	Within		2.80%	
18	Hanover Area	Y	To the Index		3.40%	May take exceptions to go up to 4.05%
18	Tunkhannock Area	Undecided	Within		3.00%	
18	Wyoming Valley West	Y	To the Index		3.40%	
19	Abington Heights	Y	To the Index		2.40%	
19	Blue Ridge	Y	Within		2.00%	
19	Dunmore	Y	Above		6.80%	
19	Forest City Regional	Y	To the Index		3.00%	Lacka Cty (-0.29%), Susq Cty (+3%), Wayne Cty (+2.87%)
19	Lackawanna Trail	Y	Above		10.00%	
19	Lakeland	Y	Above		12.00%	
19	Montrose Area	Y	To the Index		3.10%	
19	Mountain View	Y	Above		4.00%	
19	North Pocono	Undecided	Within			
19	Old Forge	Undecided	Within			
19	Riverside	Y	Above		3.67%	
19	Susquehanna County	Y	To the Index		3.50%	Wayne Cty (+03.12%), Pike Cty (+1.85%)
19	Wallenpaupack	Y	To the Index		2.40%	
19	Wayne Highlands	Y	To the Index		2.40%	

EXHIBIT B-2

EXHIBIT B-3

EARLY RETIREMENT SPECIAL OPTION

INDIVIDUAL SAVINGS

Replace?	EMPLOYEE 1	EMPLOYEE 2	EMPLOYEE 3	EMPLOYEE 4	EMPLOYEE 5	EMPLOYEE 6	EMPLOYEE 7	Annual Savings	Cumulative Savings
YEAR	N	N	Y	N	Y	Y	Y		
1	\$49,159	\$54,065	(\$15,534)	\$63,515	(\$26,554)	(\$2,826)	(\$32,317)	\$89,507	\$89,507
2	\$107,261	\$93,183	\$0	\$107,261	\$21,520	\$21,520	\$21,520	\$372,265	\$461,771
3	\$111,546	\$95,611	\$0	\$0	\$0	\$21,116	\$21,116	\$249,388	\$711,159
4	\$115,922	\$97,943	\$0	\$0	\$0	\$20,536	\$20,536	\$254,937	\$966,096
5	\$132,087	\$99,890	\$0	\$0	\$0	\$31,622	\$0	\$263,599	\$1,229,696
6	\$137,725	\$0	\$0	\$0	\$0	\$31,779	\$0	\$169,504	\$1,399,200
7	\$143,789	\$0	\$0	\$0	\$0	\$0	\$0	\$143,789	\$1,542,989
8	\$150,168	\$0	\$0	\$0	\$0	\$0	\$0	\$150,168	\$1,693,157
9	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,693,157
10	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,693,157
Total	\$947,656	\$440,691	(\$15,534)	\$170,775	(\$5,034)	\$123,748	\$30,855	\$1,693,157	

DISPLAY NAMES? (Y/N)

2016-17
Final Budget - (DRAFT)
Budget Mtg 6/13/2016

	A	B	C
	<u>2015-16</u>	<u>2015-16</u>	<u>2016-17</u>
<u>DESCRIPTION</u>	<u>BUDGET</u>	<u>PROJECTIONS</u>	<u>BUDGET</u>
BEGINNING FUND BALANCE	\$7,428,227	\$9,692,529	\$5,012,585
REVENUES			
LOCAL REVENUES	\$23,136,661	\$23,375,961	\$23,841,382
STATE REVENUES	\$20,464,535	\$20,705,680	\$21,390,092
FEDERAL REVENUES	\$882,979	\$882,979	\$775,285
PROCEEDS FROM LT LOAN	\$0	\$0	\$0
TOTAL REVENUES	\$44,484,175	\$44,964,620	\$46,006,759
EXPENDITURES			
1000 INSTRUCTION			
1100 REGULAR PROGRAMS	\$18,847,594	\$18,739,977	\$19,260,095
1200 SPECIAL PROGRAMS	\$7,203,959	\$7,272,177	\$7,360,774
1300 VOCATIONAL EDUCATION	\$1,698,405	\$1,922,057	\$2,010,378
1400 OTHER INST PRGMS (ALT. ED.)	\$264,071	\$228,336	\$251,022
1800 PRE-KINDERGARTEN	\$221,590	\$221,590	\$221,590
2000 SUPPORT SERVICES			
2100 SPT SVCS-STUDENTS(GDNCE, & other)	\$1,543,957	\$1,501,897	\$1,801,702
2200 SPT SVCS-INST. STAFF(LIBRARY,TECH)	\$1,272,832	\$1,133,746	\$1,160,311
2310 BOARD SVCS	\$41,355	\$74,300	\$57,850
2330 TAX ASSESSMENT & COLLECTION SVCS	\$158,070	\$132,169	\$145,990
2350 LEGAL & ACCOUNTING SVCS	\$206,000	\$133,500	\$205,000
2360 OFFICE OF SUPERINTENDENT SVCS	\$549,474	\$577,907	\$573,517
2380 OFFICE OF PRINCIPAL SVCS	\$1,481,044	\$1,442,252	\$1,406,367
2400 SPT SVCS-PUPIL HEALTH	\$623,678	\$662,789	\$704,687
2500 SPT SVCS-BUSINESS	\$493,749	\$468,514	\$525,366
2600 OPERATION & MAINT. OF PLANT SVCS	\$5,141,841	\$4,942,733	\$5,142,972
2700 STUDENT TRANSPORTATION SVCS	\$2,925,171	\$3,027,379	\$3,207,213
2800 SUPPORT SVCS-CENTRAL	\$47,508	\$47,508	\$8,000
2900 OTHER SUPPORT SVCS	\$70,000	\$70,000	\$70,000
3000 NON-INST. SERVICES			
3100 FOOD SVCS	\$0	\$0	\$0
3200 STUDENT ACTIVITIES	\$908,175	\$966,031	\$996,485
3300 COMMUNITY SVCS	\$44,941	\$33,758	\$34,356
5000 OTHER EXP. & FINANCING USES			
5240 DEBT SERVICE FUND TRANSFERS	\$3,062,684	\$3,058,114	\$3,047,223
5251 FOOD SERVICE FUND TRANSFER	\$300,000	\$75,000	\$150,000
5270 UNEMP. FUND TRANSFER	\$50,000	\$0	\$10,000
5900 BUDGETARY RESERVES	\$1,950,254	\$2,912,829	\$0
TOTAL EXPENDITURES	\$49,106,352	\$49,644,563	\$48,350,898
ENDING FUND BALANCE			
- DESIGNATED for RETIREMENT INC	\$2,500,000	\$4,393,777	\$2,500,000
- UNASSIGNED FUND BALANCE	\$306,050	\$618,808	\$168,446
MILLAGE	73.00		74.00

*Tunkhannock Area School District
41 Philadelphia Ave.
Tunkhannock, PA 18657*

2015/2016 Term	Policy	2016/2017 Term
\$82,244.00	Property	\$82,520.00
\$9,983.00	Equip. Brkdwn	\$10,016.00
\$13,624.00	General Liab.	\$13,610.00
\$1,010.00	Crime	\$1,011.00
\$12,588.00	Auto	\$9,224.00
\$15,286.00	Excess	\$15,290.00
\$6,456.00	Cyber	\$6,456.00
\$29,742.00	SLLL	\$30,354.00
\$77,343.00	Workers Comp	\$78,752.00
<u>\$248,276.00</u>	<u>Total:</u>	<u>\$247,233.00</u>
	<u>Difference: (savings)</u>	<u>-\$1,043.00</u>

Tri-County General Insurance Agency, Inc.
PO Box 36
Tunkhannock, PA 18657
570-836-2111 | Fax: 570-836-1557 | www.tcginsurance.com

EXHIBIT C

**Conflict of Interest
Abstention Memorandum**

TO: Board Secretary, Tunkhannock School District
FROM: Bill Swilley board member
DATE: 16 June 2016

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

Appointment of 8th & 7th Grade Field Hockey
coaching positions

My conflict/reason for abstaining is as follows:

Related to Christine Swilley (wife)
Elizabeth Stockhouse (sister in law)

William D Swilley
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

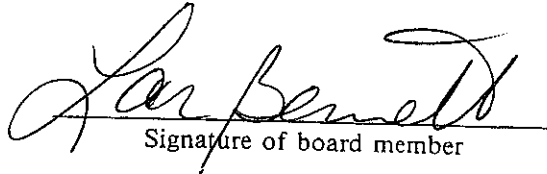
TO: Board Secretary, TUNKHANNOCK AREA School District
FROM: Lori Bennett board member
DATE: 6/16/16

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

BUS / VAN CONTRACTS

My conflict/reason for abstaining is as follows:

FAMILY member is a Bus/VAN
Contractor.


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)

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