

**Tunkhannock Area School District
Board Minutes – Public Board Meeting
September 25, 2014**

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

Board Member:	Present	Absent
Mick Cronin, President	✓	
Sandra Lane, Vice President	✓	
Philip Farr, Treasurer	✓	
Lori Bennett	✓	
Randy Greenip	✓	
Rob Parry		✓
Bill Swilley	✓	
Kim Teeters	✓	
Bill Weidner	✓	

There were interested citizens present.

Mr. Cronin called the meeting to order at 7:30PM and then led the Pledge of Allegiance.

<i>Minutes</i>

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

- A. August 21, 2014 – Public Work Session/Board Meeting

<i>Business and Finance</i>

Resolution # 2: A motion was made by Mr. Swilley and seconded by Mr. Weidner to approve the Business and Finance items listed. Voting: Motion carried unanimously (Mr. Farr abstained from the PS Bank bills.) - see resolution number two 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. Pre K Funds
 - 13. General Fund Checking Account
- B. Ratify Payrolls

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1. District
 - a. August 8, 2014 - \$650,020.06
 - b. August 25, 2014 - \$653,789.94
2. Cafeteria
 - a. August 8, 2014 - \$1,674.23
 - b. August 25, 2014 - \$1,674.23
3. Title I
 - a. August 8, 2014 - \$15,312.69
 - b. August 25, 2014 - \$15,312.17
- C. Wire Transfers for Ratification
- D. Bills for Ratification
 1. District - \$491,712.54
- E. Bills for Approval
 1. District - \$525,367.16
 2. Cafeteria - \$33,452.40

Financial Reports were provided for information.

<i>Superintendent's Report</i>

Resolution # 3: A motion was made by Mr. Swilley and seconded by Dr. Lane to approve the items from the Superintendent's Report listed below. Voting: Motion carried (7 – Yes, 1 – No and Mr. Swilley abstained from item A.2.f Extra-Curricular Heather Stackhouse) - see resolution number three in the minute book.

- A. Personnel
 1. Resignations
 - a. Rhonda Healey – High School General Secretary
 2. Appointments
 - a. Angela Roote – Paraprofessional – \$13.00/hr – 7 hrs/day – Student Days – Retroactive to 9/2/14
 - b. Samantha Ide – High School Biology Teacher – B+36, Step 2 – \$46,585.00 - Retroactive to 9/8/14
 - c. Charissa Avery, LPN – Medical/Administrative Assistant - \$13.00/hr – 7.5 hrs/day – Student Days – Effective 10/1/14
 - d. Maureen Dispenza – General Secretary - \$12.25/hr – 12 Month Position – pending, Act 34, 114, 151, TB testing – Start date to be determined*
 - e. RtII Intervention & Enrichment Support Personnel – Funded by Title I/Title II Federal Funds
 1. Danielle Romanchick
 2. Anne McDonough
 3. Sharon Corby*
 - f. Extra Curricular (see Exhibit A attached)
 - g. Volunteers (see Exhibit A attached)

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- h. Teacher Substitutes (see Exhibit B attached)*
- i. Support Substitutes (see Exhibit B attached)*
- 3. Mentors (see Exhibit C attached)
- 4. Bus/Van Drivers
 - a. Andrew Haraschak (Brown’s Van)

Resolution #4: A motion was made by Mr. Swilley and seconded by Dr. Lane to approve the items from the Superintendent’s Report listed below. Voting: Motion carried (5 – Yes, 3 – No) - see resolution number four in the minute book.

B. Conferences		<u>Conference Cost</u>	<u>Sub Cost</u>	<u>Total Cost</u>
1. Reading Apprenticeship for High School – 9/11, 10/6, 11/20	Angie Burke	\$148.90	\$255.00	\$403.90
2. Reading Apprenticeship for High School – 9/11, 10/6, 11/20	Deborah Cechak	\$148.90	\$255.00	\$403.90
3. Reading Apprenticeship for High School – 9/11, 10/6, 11/20	Ellyn Harvey	\$148.90	\$255.00	\$403.90
4. Reading Apprenticeship for High School – 9/11, 10/6, 11/20	Renee Jones	\$ 49.00	\$255.00	\$304.00
5. Reading Apprenticeship for High School – 9/11, 10/6, 11/20	Melissa Kandrovoy	\$148.90	\$255.00	\$403.90
6. Reading Apprenticeship for High School – 9/11, 10/6, 11/20	Tara Neely	\$148.90	\$255.00	\$403.90
7. Reading Apprenticeship for High School – 9/11, 10/6, 11/20	Staci Wiernusz	\$148.90	\$255.00	\$403.90
8. Reading Apprenticeship for High School – 9/11, 10/6, 11/20	Katie Wisnosky	\$148.90	\$255.00	\$403.90
9. Wilson Foundations – Level 2: Training for Classroom Instruction 10/16	Krista Dymond	\$215.69	\$85.00	\$300.69*

Enrollments were provided for information.

<u>Committee Reports</u>

None

<u>Unfinished Business</u>

Mr. Healey announced that the Citizens’ Advisory Committee (CAC) would be re-presenting their report to the Board at this meeting. Mr. Healey stated that the CAC made this same presentation of their report to the Board’s Budget & Finance Committee at a public meeting held on August 25, 2014 in the Administration Building. At the request of the CAC, the Board agreed that the report should be re-presented to the public tonight at the Middle School Auditorium.

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Mr. Healey highlighted the scope and work effort of the CAC which held bi-weekly meetings since last October through the summer. He stated that the CAC's mandate was to make recommendations to the Board to provide financial savings and revenue enhancements to the District.

In an effort to quell any rumors regarding school closings, Mr. Healey stated that the Board has not taken any formal action to close any schools at this time. He added that this is the Board's opportunity to have the public see the presentation and for the Board to hear public input and comments.

Mr. Healey introduced Ms. Paula Eckert who would be making the presentation on behalf of the CAC. Ms. Eckert introduced herself and asked the following members of the CAC in attendance to do the same. Mr. John Burke, Ms. Anne DeMarco & Ms. Deata Nichols each introduced themselves. Ms. Eckert then acknowledged the following additional members: Mrs. Lori Bennett, Mr. Healey & Mr. Chuck Pirrone.

Ms. Eckert then went on to deliver the CAC presentation highlighting the financial issues facing the District over the next 10 years and the committee's recommendations to the Board (see Exhibit D attached).

Mr. Cronin thanked the members of the CAC for the extraordinary effort and commitment they demonstrated in gathering, analyzing, developing and presenting their recommendations. Mr. Cronin then opened the floor to the public and anyone else for comments

Citizen Comment – Part 1

Ms. Powers, Mr. Swilley, Mr. Bonnice & Ms. Bonnice commented on the school consolidation.

Mr. Dickenson thanked the CAC for all the work and effort they put into their analysis.

Ms. Nichols commented on her concern regarding the potential tax increases over the coming years and the need to look at options. She also commented on the need for a more detailed feasibility study.

Mr. Burke commented on the CAC plan and the budget gap facing the District.

Ms. Watkins commented on the school consolidation and bus stops.

Ms. DeMarco commented on the school consolidation.

Mr. Farr commented on the school consolidation and the need to focus on what we want the District to look like afterwards and to confirm the detailed numbers. He also commented on the significant decline in enrollment over the last decade or two – almost one third.

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Dr. Lane commented on the school consolidation and need to dig into the details of the tasks, savings and timelines involved. She also expressed a desire to have a professional consultant with experience in school closings brought in to lead a feasibility study.

Mrs. Teeters stated she would like to know before hiring a consultant if there enough support on the Board to actually move forward with closing schools if the feasibility study confirms the recommendations.

Ms. Deana Watkins commented on the need to hire a consultant and a transportation bus stop issue.

Mr. Shaffer commented on getting the advice of professional organizations like PSBA as well as other Districts that have gone through this.

Mr. Farr commented that we should reach out to other professional organizations and other schools because it will be the things that you don't know that you don't know that will come back to haunt you. He reiterated that we must keep in mind what the final state that we want our District to look like must remain the focus.

Mr. Cronin asked if the Board members would give Mr. Healey the approval to begin the feasibility study by gathering data on school consolidation and to reach out to other associations and Districts for experienced advice. Mr. Cronin polled the Board members and concluded that the consensus was to give Mr. Healey the approval to move forward.

New Business

The TASD Visa Account Statement was provided for information purposes only.

Resolution # 5: A motion was made by Mr. Swilley and seconded by Mr. Weidner to approve the Sale/Discard of Surplus Textbooks, Novels & Other Supplemental Materials (see Exhibit E attached) and Discard of Old Stage Risers in the High School. Voting: Motion carried unanimously - see resolution number five in the minute book.

Resolution # 6: A motion was made by Dr. Lane and seconded by Mr. Swilley to approve the Archery Club as a community-sponsored club sanctioned by the Board to use the District's name in competitions at no cost to the District. Voting: Motion carried (7 – Yes, 1 – No) - see resolution number six in the minute book.

Resolution # 7: A motion was made by Dr. Lane and seconded by Mrs. Teeters to Motion to approve the new HIPAA Business Associate Agreement with DeHey McAndrew. Voting: Motion carried unanimously - see resolution number seven in the minute book.

Resolution # 8: A motion was made by Mr. Swilley and seconded by Mrs. Bennett to approve the District's offering of healthcare coverage to same-sex spouses of participants and their eligible dependents as would be provided to opposite-sex spouses and their eligible dependents under the

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Plan of Benefits of the Trust and Geisinger Health Plan since the State now recognizes these unions. Voting: Motion carried unanimously - see resolution number eight in the minute book.

Mr. Healey stated that the Mehoopany PTO has raised funds for new playground equipment and is asking for the Board's approve the installation and a commitment to pay for relocating the equipment if the school is ever closed. The consensus of the Board was to express gratitude to the PTO for raising the funds to purchase the equipment and approve the installation. The Board also agreed that if and when the equipment needs to be relocated, the PTO may bring a firm estimate to the Board for consideration pay the expense.

Mr. Healey stated that each Board member had been provided via email the slate of candidates for the 2015 PSBA Officers. The voting is summarized below:

<u>Board Member:</u>	<u>President-elect</u>	<u>Vice-President</u>	<u>Treasurer</u>	<u>At-Large Representative</u>
Lori Bennett	Swope	By acclamation	By acclamation	Schwartz
Randy Greenip	Swope			Schwartz
Bill Swilley	Swope			Cardow
Kim Teeters	Ballard			Schwartz
Bill Weidner	Ballard			Schwartz
Phil Farr	Swope			Schwartz
Sandra Lane	Swope			Schwartz
Mick Cronin	Ballard			Schwartz
Board Selection	Swope	Miller	Voit	Schwartz

Resolution #9: A motion was made by Mr. Swilley and seconded by Mr. Weidner to approve the Sale/Discard of Surplus Math Textbooks. Voting: Motion carried unanimously - see resolution number nine in the minute book.

Citizen Comment – Part 2

Ms. Hampsey commented on the Math program at the High School and Middle School.

Mr. Burke commented on the Citizen Advisory Committee and their recommendations.

Ms. Yuhas commented on a bus stop safety issue.

At 9:32 pm, Mr. Cronin announced that the Board would be going into executive session to discuss personnel matters and would be returning. The Board returned from executive session at 10:15 pm.

Mr. Healey announced that the Board has decided to take action on the Supplemental Agenda.

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Resolution # 10: A motion was made by Dr. Lane and seconded by Mr. Swilley to approve the items from the Supplemental Agenda/Superintendent’s Report listed below. Voting: Motion carried (7 – yes, 1 – no) - see resolution number ten in the minute book.

A. Personnel

1. Retirement
 - a. Dawnney Talbert – Custodian
2. Request for Leave
 - a. Kammy Puza – Roslund Teacher
3. Appointments
 - a. Richard Mikulka – Custodian – \$11.50/hr – Full Time 12 Month Position – Effective 10/1/14
 - b. Volunteers (see Exhibit F attached)
4. Transfers
 - a. Dorene Zalewski from Level 1 Cafeteria Worker to Level 2 Cafeteria Assistant/Cashier - \$13.60/hr – 5.5 hrs – Effective 9/26/14

Resolution # 11: A motion was made by Mrs. Bennett and seconded by Mr. Greenip to approve the Conference requests “as submitted” from the Supplemental Agenda/Superintendent’s Report listed below. Voting: Motion carried unanimously - see resolution number eleven in the minute book.

B. Conferences

			<u>Conference</u>	<u>Sub</u>	<u>Total</u>
			<u>Cost</u>	<u>Cost</u>	<u>Cost</u>
1	RtII Math Team/Pattan 9/26	Nolan Robinson	\$34.00	\$85.00	\$119.00
2	RtII Math Team/Pattan 9/26	Judy Weber	\$34.00	\$85.00	\$119.00
3	RtII Math Team/Pattan 9/26	Mary Hurst	\$195.86	\$85.00	\$280.86
4	RtII Math Team/Pattan 9/26	Beth Goodwin	\$195.86	\$85.00	\$280.86

Resolution # 12: A motion was made by Dr. Lane and seconded by Mrs. Teeters to approve the Conference requests “as submitted” from the Supplemental Agenda/Superintendent’s Report listed below. Voting: Motion failed (5 – no, 3 – yes) - see resolution number twelve in the minute book.

1.	Leadership Summit 10/16	Chris Powell	\$176.00	\$85.00	\$261.00
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Resolution # 13: A motion was made by Mr. Swilley and seconded by Mr. Weidner to approve the Bus/Van Contracts. Voting: Motion carried (7 – no, 1 – abstain) - see resolution number thirteen in the minute book.

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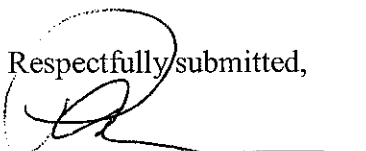
Mr. Healey announced that there would be an Executive Session held on Tuesday September 30th at 7:00 pm in the Administration Building to discuss Personnel matters.

A motion to adjourn was made at 10:31 pm by Mr. Swilley and seconded by Mrs. Teeters.
Motion carried on all ayes.

ROLL CALL VOTE

RESOLUTION #:	1	2	3	4	5	6	7	8	9	10	11	12	13
Lori Bennett	Yes	Yes	No	No	Yes	No	Yes	Yes	Yes	No	Yes	No	Abstain
Randy Greenip	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
Rob Parry	Absent												
Bill Swilley	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
Kim Teeters	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bill Weidner	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
Phil Farr	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
Sandy Lane	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Mick Cronin	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Respectfully submitted,

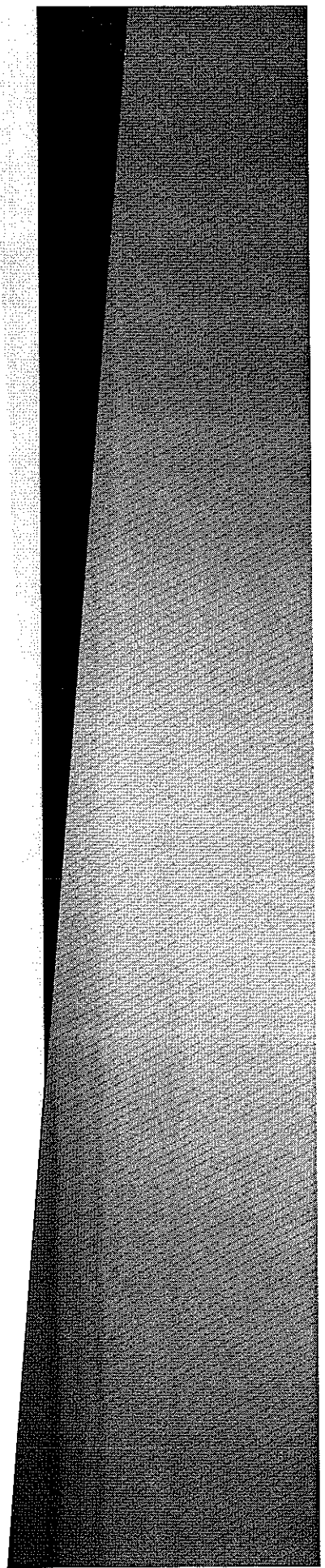


Patrick J. O'Shea
Board Secretary

Attachments: Exhibits A, B, C, D, E & F and Conflict of Interest Abstention memos for Mr. Farr, Mr. Swilley and Mrs. Bennett.

CAC Recommendations to School Board

August 25, 2014



**BACKGROUND: Problem Reminder ->
 Max Act 1 Tax Increase Does Not Close
 The Revenue vs Expense Gap**

1 mil =
 \$265000

Year	Expenses	Revenue with Max Act 1	Gap	Referendum Millage
FY 14/15	\$44,765,559	\$42,087,815	\$2,677,744	10.10
FY 15/16	\$45,510,904	\$43,686,195	\$1,824,709	6.89
FY 16/17	\$47,013,413	\$44,787,200	\$2,226,213	8.40
FY 17/18	\$48,155,261	\$45,693,422	\$2,461,839	9.29
FY 18/19	\$49,394,004	\$46,635,930	\$2,758,074	10.41
FY 19/20	\$50,584,212	\$47,588,721	\$2,995,491	11.30
FY 20/21	\$51,596,968	\$48,489,540	\$3,107,428	11.73
FY 21/22	\$52,756,241	\$49,427,184	\$3,329,057	12.56
FY 22/23	\$52,014,554	\$50,420,370	\$1,594,184	6.02
FY 23/24	\$52,008,869	\$51,435,062	\$573,807	2.17
FY 24/25	\$53,328,686	\$52,483,468	\$845,218	3.19

Background: PA Schools are Required to offer the following:

Elem Grade	Math	Sci	Eng	Hist	Art/ Hum	PE/ Health	Elect.
1	Alg 1*	Bio *	Eng 9	His 9	Year 1	Year 1	Elect 1
2	HS Mth 2	HS Sc 2	Eng 10	His 10	Year 2		Elect 2
3	HS Mth 3	HS Sc 3	Eng 11*	His 11			Elect 3
4			Eng 12				Elect 4
5							Elect 5
6							
7							
8							

Closing the Revenue/Expense Gap Requires 2 Steps:

1. School must save \$2 Million in 15/16 AND maintain that savings for the next 10 years:
 - Operations and Mtce: \$1,200,000
 - Regular Instruction: \$900,000
 - Special Education: \$500,000

Savings based on benchmark study
2. School Board must enact the Act 1 Tax Increase each year for next 10 years unless further savings or revenue enacted beyond these recommendations

Recommendations

1. Close Buildings & Restructure Grade Configuration:
 - 2 by 15/16 School Year
 - Assuming enrollment decline continues, 3rd by 18/19 School Year

Saves:
\$1 - 1.2 Million

2. Accelerate Attrition of 10 Current Staff

3. ZERO Hiring: Reassign existing staff based on certification or eliminate programs

Saves:
\$700,000

Follow-Ups Requested

1. Board Approves these recommendations by 9/25 meeting
2. Mr. Healey creates Educational Plan to implement:
 - Includes Action Steps, Timing, Savings, Ownership
 - Integrate savings into budget process
3. CAC Quarterly review of Educational Plan progress
4. Special Education Group Chartered to create \$500,000 savings Masterplan in that area
5. Investigate other savings areas to offset tax increases

DISCARDED BOOKS 2014

100 – PSSA Coach workbooks from past years.

50 - Physics

50 – Earth Science

50 – C'est A Toi (French – Levels 1, 2, 3)

25 – “Get ‘em While They’re Hot” (Business books)

25 – Concept Applications

20 – Customers As Partners (Business books)

6 – Technical Metals

Note: There are also quite a few scattered old library and other random books being discarded (approx 50).

EXHIBIT E

