

**Tunkhannock Area School District**  
**Board Minutes – Public Work Session/Board Meeting**  
**August 18, 2016**

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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. Farr called the meeting to order at 7:35PM and then led the Pledge of Allegiance.

Mr. Farr announced that an Executive Session was held just prior to this meeting to discuss some personnel issues.

***Public Comment on Agenda Items Only***

None.

***Student Spotlight***

Ms. McPherson announced that this month's spotlight is on the Track team who sent 5 athletes to Districts this year. Ms. McPherson turned the floor over to the Athletic Director, Mr. Ken Janiszewski. Mr. Janiszewski announced that the following students placed at Districts:

- Rebecca Avery – Freshman – Shot Put
- Erik Bennett – Freshman – Long Jump
- Megan Manglaviti – Senior – javelin
- Jacob Toczko – Senior – Mile
- Luke Kresge – Senior - Discus

***Minutes***

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

1. July 21, 2016 Public Work Session/Board Meeting as presented.

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***Business & Finance***

**Resolution # 2** : A motion was made by Mrs. Arnold and seconded by Mr. Weidner to approve the Business and Finance items listed below. Voting: Motion carried unanimously (Mr. Weidner abstained from the Tyler Hospital bills and Mr. Greenip abstained from the Simplex and Tyco bills) - see resolution number two in the minute book.

1. Recommended that a resolution be adopted to approve 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
  - g. Title I
  - h. Title II
  - i. Pre K Funds
  - j. General Fund Checking Account
  
2. Recommended that a resolution be adopted to approve payrolls as presented:
  - a. District

July 8, 2016	\$737,661.49
July 25, 2016	\$718,003.07
  - b. Cafeteria

July 8, 2016	\$1,802.97
July 25, 2016	\$1,802.97
  - c. Title I

July 8, 2016	\$10,142.04
July 25, 2016	\$10,142.04
  
3. Recommended that a resolution be adopted to ratify wire transfers as presented.
  
4. Recommended that a resolution be adopted to ratify district bills as presented in the amount of \$457,931.56.
  
5. Recommended that a resolution be adopted to approve bills as presented:
  - a. District - \$ 428,432.04
  - b. Cafeteria - \$1,856.69
  
6. Recommend that a resolution be adopted to approve district financial reports as presented.

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***Superintendent's Report***

**Resolution # 3** : A motion was made by Mr. Burke and seconded by Mr. Weidner to approve the items from the Superintendent's Report (original and supplemental agenda) listed below.  
Voting: Motion carried (7 – Yes, 1 – No) Mr. Farr abstained from item 14 Support Staff  
Substitutes - see resolution number three in the minute book.

1. The retirement of David Peteritis, Maintenance Mechanic, effective immediately.
2. The revised retirement date of August 5, 2016 for Robert E. Evans Jr, Custodian.
3. The resignation of Sarah Kester, Special Education Teacher effective July 28, 2016.
4. The resignation of Tim Mislevy as Varsity Diving Coach and Junior High Baseball Coach.
5. The MTSS staff as listed. Compensation will be at the rate of \$22.00/hour.

Raynele Traveny	Mill City
Jean Starzec	Mehoopany
Jessica Lavelle	Roslund
Ashley Dymond	Middle School
Anne McDonough	
Victoria McHale	
6. The appointment of Barbara Zielinski as a Food Service Worker – Level 3 – Roslund Elementary - \$11.75/hr – 3 hrs/day – Student Days – Effective 8/24/16.
7. The appointment of Marie Kanyok as a Food Service Worker – Level 3 – Middle School – \$11.75/hr – 3.5 hrs/day – Student Days – Effective 8/24/16.
8. Cheryl Terbush as a General Secretary – High School - \$13.25/hr – 8 hrs/day – Twelve Month Position – Effective 8/22/16.
9. The appointment of Debbie Johnson as Head Boys/Girls Builder's Club Advisor for the 2016-17 school year. Compensation per the CBA - \$850.00.
10. The appointment of John Grey as Head Girls Tennis Coach for the 2016-17 school year. Compensation per the CBA - \$3,750.00.
11. The appointment of extra pay positions as listed. To be compensated at the following rates - \$50.00/game for Scoreboard Operator, \$60.00/game for Play Clock Operator and \$50.00/game as announcer.

*John Keefe	Scoreboard Operator and/or Play Clock Operator
*Don Davis	Scoreboard Operator and/or Play Clock Operator
Jason Azarovich	Announcer

\*Pending Clearances & TB testing
12. The volunteers as listed.

Kinsy Lukasavage	Junior High Soccer
*Kirk Hannah	Junior High Soccer
*Bob Brown	Junior High Soccer

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- \*Jeff Appel                      Girls Varsity Soccer  
\*Trudy Cook                      Girls Volleyball  
\*Pending Clearances & TB testing

14. The support staff substitutes as presented (see Exhibit A attached).
15. The increase in hours for Linda Shedlock, Middle School Food Service Worker - Level 3, from 5.5 hours/day to 5.75 hrs/day.
16. The transfer of Food Service Workers as listed.
  - Laura Balko from Middle School Food Service Worker – Level 2 to Middle School Food Service Worker – Level 1 - 5.75 hrs/day - \$12.40/hr
  - Kathy Bedford from Evans Falls Food Service Worker Level 3 to Evans Falls Food Service Worker – Level 2 – 5.5 hrs/day - \$12.15/hr
17. To hire Deb Cechak as the Athletic Filmer per the extra-curricular schedule in the CBA.
18. To hire Alisha Nudo as a long-term substitute for Middle School Learning Support.
19. To accept Jeff Jerome as a volunteer coach for Junior High Soccer.
20. To accept Kelly Fry as a volunteer coach for Volleyball
21. To accept the resignation of Jane Emmett as a cashier at Mehoopany Elementary.

**Resolution # 4** : A motion was made by Mr. Burke and seconded by Mr. Swilley to approve the items from the Superintendent’s Report listed below. Voting: Motion carried unanimously - see resolution number four in the minute book.

1. Recommended that a resolution be adopted to approve the 2016-17 Bus/Van Drivers list as amended (see attached Exhibit B).

<b><i>Committee Reports</i></b>
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**Ad-Hoc (Building Closure):** Mr. Farr reported that 3 firms that submitted proposals for the Feasibility Study will be interviewed before the next Board meeting.

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

- **Middle School Roof** – roof was completed this afternoon and a final inspection was completed and all looks great.
- **Trees at the Middle School** – trees were removed and stumps ground down.
- **Mehoopany Water Project** – tests on the water came back positive for the presence of coliform. We are now in the process of getting approval from DEP for the installation of a chlorination system. If the system cannot be installed prior to the beginning of school then we will begin with bottled water as we had done last year.
- **Parking Lot Patches** – completed needed repairs and areas where water was pooling causing ice patches in the winter.

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- **High School areas**- painted gang lavatories, hallways a few rooms and repaired areas and installed new water fountains.
- **Middle School areas** – painted all handrails.
- **Middle School Vestibule** – 95% complete – waiting for an opening to be installed in the glass for communication. Mesko expect this to be done prior to school starting.
- **Middle School Heat** – many different potential solutions were explored. Maintenance staff will install temporary air conditioning units to cool the worst areas. We are hopeful that they can be installed by the beginning of school. These units can be moved elsewhere when a more permanent solution is identified and implemented. A film was also installed on the windows to reduce the heating effect of the sunlight.

Technology: Mr. Kormis provided an update on the many activities and initiatives undertaken in the technology area.

Mr. Farr read aloud a note of thanks from the Tunkhannock Rotary Club to the District for the support and use of facilities for their annual Fireworks Show.

**Unfinished Business**

**Resolution # 5** : A motion was made by Mrs. Arnold and seconded by Mr. Swilley to approve the second reading of the policies listed below. Voting: Motion carried unanimously - see resolution number five in the minute book.

- Policy No. 808 – Food Service
- Policy No. 823 - Naloxone

**New Business**

The TASD Visa Account bill was provided for information.

**Resolution # 6** : A motion was made by Mr. Swilley and seconded by Mr. Weidner to approve the disposal of pre common core math, science, social studies, English and language arts textbooks. Voting: Motion carried unanimously - 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 physician services from Geisinger Health System as presented. Voting: Motion carried unanimously - see resolution number seven in the minute book.

**Resolution # 8** : A motion was made by Mr. Weidner and seconded by Dr. Prebola to approve the 2016-17 contract for services with PATH (PA Treatment & Healing). Voting: Motion carried unanimously - see resolution number eight in the minute book.

**Resolution # 9** : A motion was made by Mr. Swilley and seconded by Mr. Weidner to approve the 2016-17 contract for services with Commonwealth Health for Transition's Adolescent Partial Hospitalization Services. Voting: Motion carried unanimously - see resolution number nine in the minute book.

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**Resolution # 10** : A motion was made by Mr. Swilley and seconded by Mr. Greenip to approve the 2016-17 contract for Dual Enrollment with Keystone College and a contract with Luzerne County Community College for the placement of ECE students in Field Experiences. Voting: Motion carried unanimously - see resolution number ten in the minute book.

**Resolution # 11** : A motion was made by Mr. Weidner and seconded by Dr. Prebola to approve a request for the district to pay the tuition (\$12,179.00/year) for a student to attend Sullivan County Schools. Voting: Motion carried unanimously - see resolution number eleven in the minute book.

**Resolution # 12** : A motion was made by Mrs. Arnold and seconded by Dr. Prebola to approve the following Slate of 2017 PSBA Candidates. Voting: Motion carried unanimously - see resolution number twelve in the minute book.

President-elect: Michael Faccinetto  
Vice President: David Hutchinson  
PSBA Insurance Trust Trustees: William S. LaCoff  
Kathy K. Swope  
Mark B. Miller  
Marianne L. Neel  
Michael Faccinetto

**Resolution # 13** : A motion was made by Mrs. Arnold and seconded by Mr. Swilley to approve the payment from the Capital Project fund for the “Application and Certification for Payment” to Fieldturf USA Inc. in the amount of \$110,133.94 for the High School Track resurfacing. Voting: Motion carried unanimously - see resolution number thirteen in the minute book.

Mr. Farr announced the first readings of Policy No. 808 - Food Services and Policy No. 823 – Naloxone.

<b><u>Public Comment</u></b>
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Ms. Betty Ann Shaver commented the heat index monitoring at the Middle School.

Ms. Donna Shaffer commented on the Naloxone policy.

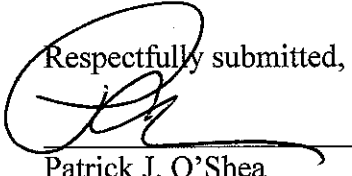
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A motion to adjourn was made at 8:28 pm by Dr. Prebola and seconded by Mr. Swilley. Motion carried on all ayes.

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>10</u>	<u>11</u>	<u>12</u>	<u>13</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	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Rob Parry	Absent									
Bill Prebola	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bill Swilley	Yes	Yes	No	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: A, B and Conflict of Interest Letters from Mr. Weidner, Mr. Greenip and Mr. Farr

TUNKHANNOCK AREA SCHOOL DISTRICT  
EDUCATIONAL SUPPORT PERSONNEL SUBSTITUTE LIST  
8/18/2016

**CAFETERIA**

Engh	Gretchen
Gregory	Beth
Mandigo-Rought	Cindy
Mowry	Jane
* Paxton	Elizabeth
Price	Arlene
Robidoux	Carol
Westfield	Donna
Williams	Carol
Woods	Kelly

\* Pending Clearance

**TEACHER AIDES/PARAPROFESSIONALS**

Gregory	Beth
Harvey	Robin
Harvey	Trudi
Holly	Tina
Howell	Ginger
Price	Arlene
Steiner	Christine
Talarico	Carly
Westfield	Donna
Woods	Kelly

**SECRETARIES**

Engh	Gretchen
Gregory	Beth
Harvey	Robin
Harvey	Trudi
Holly	Tina
Howell	Ginger
Marini	Joann
Price	Arlene
Westfield	Donna
Woods	Kelly

EXHIBIT A (p1 of 2)



**CUSTODIANS/MAINTENANCE**

Howell	Jeff
Howell	Lisa
Jones	Richard
Kopa	Sellina
Loomis	Kim
Miller	Darlene
Neeld	Joseph
Shirtz	Elsie
Simons	Michelle
Wright	Scott

**NURSES**

Race	Rachel
Seward	Jennifer

EXHIBIT A (p2 of 2)

Revised 2016/17  
Drivers List for Board Approval

Last Name	First Name	Veh #	Cont / Position
Bennett	Vicky	24	AEBrown - Bus
Boice	Mark		AEBrown - Bus Sub
Brown	Albert		AEBrown - Bus Sub
Brown	Catherine		AEBrown - Aide
Hadsall	Richard	10	AEBrown - Bus
Hoover	Brenda	6	AEBrown - Bus
Wilson	Larry	42	AEBrown - Bus
Bennett	Jeffrey	26	Bennett - Bus
Bennett	Robert	27	Bennett - Bus Sub
Ball	Joseph		Brown's - Bus/Van Sub
Belcher	Bobbi Sue		Brown's - Van
Brown	Joseph		Brown's - Bus/Van Sub
Brown	Wendy		Brown's - Van Sub
Budzinski	Gail		Brown's - Van Sub
Caraftis	Yvonne		Brown's - Van
Chapin	Glenda	15	Brown's - Bus
Davis	Nicole		Brown's - Van
Dooley	Miles		Brown's - Bus Sub
Flower	Debra		Brown's - Van
Golden	David		Brown's - Van Sub
Gray	Lynda		Brown's - Van
Haraschak	Andrew		Brown's - Van Sub
Henn	Susan		Brown's - Van Sub
Hutchins	Dean		Brown's - Van
Hutchins	Gail		Brown's - Van
Kenia	Brandy		Brown's - Bus/Van Sub
Kenia	Diane	11	Brown's - Bus
Kitchnefsky	Dale		Brown's - Bus Sub
Komrowski	Pamela	21	Brown's - Bus
Lugo	Tabitha		Brown's - Bus
McCook	Valerie	23	Brown's - Bus
Miner	Randi	51	Brown's - Bus
Posten	Barbara		Brown's - Van
Posten	LeRoy		Brown's - Van
Roberts	Judi		Brown's - Van
Stredny	Deborah	19	Brown's - Bus
Strohl	Lorraine		Brown's - Aide
Testa	Lois		Brown's - Van
Ullrich	John		Brown's - Van Sub
Wall	Donald		Brown's - Van
Wall	Robert		Brown's - Van Sub
Warpus	Brenda	2	Brown's - Bus
Webb	Robert	41	Brown's - Bus

EXHIBIT B (p1 of 3)

Revised 2016/17  
Drivers List for Board Approval

Last Name	First Name	Veh #	Cont / Position
Yakoski	Megan		Brown's - Van Sub
Barry	Peter	33	Buranich - Bus
Buranich	Diane		Buranich - Bus Sub
Miller	Paul		Buranich - Bus Sub
Stevens	Nancy	39	Buranich - Bus
Womer	Richard	37	Buranich - Bus
Womer	Roseanne		Buranich - Bus Sub
Brown	Harold		Forward Trans - Van
Corby	David	125	Forward Trans - Van
Corby	Dianne		Forward Trans - Van Sub
Gerrity	Julie		Forward Trans - Van Sub
Gilpin	Carol	112	Forward Trans - Van
Husband	Cynthia	151	Forward Trans - Van
Husband	Jack		Forward Trans - Van Sub
Jollimore	Daniel		Forward Trans - Van Sub
Malak	Claudia	114	Forward Trans - Van
Peters	Margaret	131	Forward Trans - Van
Puzio	Georgia		Forward Trans - Van Sub
Rusinko	Judy		Forward Trans - Van Sub
Swingle	Betty	152	Forward Trans - Van
Uren	Ronald		Forward Trans - Van
Johnson	Deborah	46	Garrison - Bus
		7	Garrison - Bus
Wilson	Michael	18	Garrison - Bus
Garrison	Benjamin	12	Garrison - Bus Sub
Kuback	Hope	16	Hadsall - Bus
Sergi	Thomas	31	Hawk - Bus
Hawk	Edward		Hawk - Bus Sub
Brown	Della		Open Sub - Bus/Van
Day	Heather		Open Sub - Bus/Van
Gregory	James		Open Sub - Bus/Van
King	Gary		Open Sub - Van
Monsey	Phyllis		Open Sub - Bus/Van
Morgan	Nicolette		Open Sub - Bus/Van
Traver	Karen		Open Sub - Bus/Van
Youells	Rebecca		Open Sub - Bus/Van
		38	Purdy - Bus
Purdy	Albert		Purdy - Bus/Van Sub
Purdy	Ronald	50	Purdy - Van / Bus Sub
Cobleigh	Greg		Sickler - Bus Sub
Sickler	Scott		Sickler - Bus Sub
Sickler	Susan	25	Sickler - Bus
Shupp	Dale	29	Smarkusky - Bus

EXHIBIT B (p2 of 3)

Revised 2016/17  
Drivers List for Board Approval

Last Name	First Name	Veh #	Cont / Position
Snyder	Sandra	30	Smarkusky - Bus
Smarkusky	Mary		Smarkusky - Bus Sub
Smarkusky	William		Smarkusky - Bus Sub
Bennett	Robert	27	Smith - Bus
Lewis	Lynn	27	Smith - Bus
Smith, Jr.	Carl		Smith - Bus Sub
Traver	Brian	28	Traver - Bus
Traver	Steven		Traver - Bus Sub
Brewer	Bonnie	144	Walters - Van / Bus Sub
Fisher	Adam		Walters - Van Sub
Fisher	Samantha	140	Walters - Van
Hallock	Jody	155	Walters - Aid
Henderson	Melissa	156	Walters - Van
Kuder	Ricky	155	Walters - Van
Ramey	Lisa	143	Walters - Van
Sickler	Marion		Walters - Bus / Van Sub
Testa	John	142	Walters - Van / Bus Sub
Verbjar	Jan	141	Walters - Van
Walters	Charlene		Walters - Van Sub
Walters	Christina	9	Walters - Bus
Walters	Kevin	22	Walters - Bus
Walters	Kimberly	14	Walters - Bus
Walters	Marjorie		Walters - Van Sub
Walters	Roger	8	Walters - Bus
Walters	Thomas		Walters - Van Sub
Wertman	Brenda	34	Walters - Bus
Wertman	James	3	Walters - Bus
Wilson	Kathleen	157	Walters - Van
Gordon	Ardonna		Car Contract
Kudrako	Agnes		Car Contract
Myers	Richard		Car Contract
Ross	Marci		Car Contract
Stapleton	Richelle		Car Contract

EXHIBIT B (p3 of 3)

**Conflict of Interest  
Abstention Memorandum**

TO: Board Secretary, TUNKHANNOCK AREA School District  
FROM: Bill Weidner board member  
DATE: 8/18/2016

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

TYLER HOSPITAL

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My conflict/reason for abstaining is as follows:

EMPLOYER

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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 1111) prohibits voting to hire certain relatives.

**Conflict of Interest  
Abstention Memorandum**

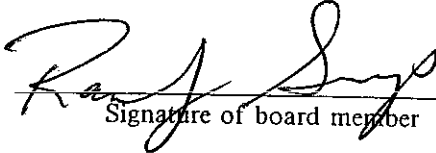
TO: Board Secretary, Tunkhannock School District  
FROM: RANDY GREENIP board member  
DATE: 8/18/2016

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

Simplex Grinnel  
Tyco Integrated Security

My conflict/reason for abstaining is as follows:

Business Relationship

  
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, \_\_\_\_\_ School District  
FROM: Phil. J. Fair board member  
DATE: " \_\_\_\_\_ 8/18/2016

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

\_\_\_\_\_ Support staff substitutes \_\_\_\_\_

My conflict/reason for abstaining is as follows:

\_\_\_\_\_ My sister is on the list. \_\_\_\_\_

Phil J. Fair  
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.