

TUNKHANNOCK AREA SCHOOL DISTRICT
TUNKHANNOCK, PENNSYLVANIA

BOARD OF SCHOOL DIRECTORS
WORK SESSION/BOARD MEETING
ADMINISTRATION CENTER
THURSDAY, MARCH 9, 2017

- I. Call to Order
- II. Pledge of Allegiance
- III. Public Comments on Agenda Items Only
- IV. Student Spotlight – 1st Place Winners in the Governor’s STEM (Science Technology Engineering & Math) Competition
- V. Enrollments (pp5-8)
- VI. Approval of Minutes

- 1. Recommended that a resolution be adopted to approve the Board minutes of the February 23, 2017 Public Work Session/Board Meeting as presented. (pp9-18)

Motion _____ Seconded by _____

VII. Superintendent’s Report

- 1. Recommended that a resolution be adopted to approve the resignation of John Zdaniewicz, Assistant Football Coach, effectively immediately. (p19)

Motion _____ Seconded by _____

- 2. Recommended that a resolution be adopted to approve the resignation of Aaron Keich, Head Girls Track Coach, effectively immediately. (p20)

Motion _____ Seconded by _____

- 3. Recommended that a resolution be adopted to approve the retirement of Anita Kupchunas, Middle School Paraprofessional at the end of the 2016-17 school year. (p21)

Motion _____ Seconded by _____

4. Recommended that a resolution be adopted to approve the termination of employment of Employee #443, effectively immediately.

Motion _____ Seconded by _____

5. Recommended that a resolution be adopted to approve the appointment of Cody Minicozzi, as a support staff substitute. All clearances and TB testing are currently on file in the Superintendent's Office.

Motion _____ Seconded by _____

6. Recommended that a resolution be adopted to approve Christina Brown as a substitute driver for Forward Transportation. All clearances are on file in the Director of Transportation's Office.

Motion _____ Seconded by _____

7. 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. (p22)

Motion _____ Seconded by _____

8. Recommended that a resolution be adopted to rescind the appointment of Kenny Young as 2016-17 Boys/Girls Assistant Track Coach. (p23)

Motion _____ Seconded by _____

9. Recommended that a resolution be adopted to approve extra-curricular appointments as presented. Clearance and TB status as listed. (p23)

Motion _____ Seconded by _____

10. Recommended that a resolution be adopted to approve field trip attendance as listed.

- | | | | |
|----|--------------|--|----------------|
| a. | Ken Luckey | PMEA Northeast Region Orchestra | 3/9-11 (p24) |
| | | TBD Students Attending | |
| b. | Scott Howell | First Robotic Competition | 3/10-12 (p25) |
| | | 20 Students Attending | |
| c. | Ken Luckey | PMEA Regional IV Band Festival | 3/23-25 (p26) |
| | | TBD Student Attending | |
| d. | Ken Luckey | PMEA District 9 Jazz Band | 3/31-4/1 (p27) |
| | | 4 Students Attending | |
| e. | Scott Howell | First Robotic Competition | 3/31-4/2 (p28) |
| | | 22 Students Attending | |
| f. | Jason Keown | FBLA State Leadership Conference | 4/2-5 (p29) |
| | | 19 Students Attending | |
| g. | Jason Keown | Skills USA State Leadership Conference | 4/19-21 (p30) |
| | | 9 Students Attending | |

Motion _____ Seconded by _____

VIII. Committee Reports

<u>Ad Hoc (Building Closure) Committee</u>	<u>Philip Farr</u>
<u>Advisory Senate</u>	<u>Bill Prebola</u>
<u>Budget & Finance Committee</u>	<u>John Burke</u>
<u>Building & Grounds Committee</u>	<u>Bill Weidner</u>
<u>Cafeteria Committee</u>	<u>Lori Bennett</u>
<u>Curriculum Committee</u>	<u>Holly Arnold</u>
<u>Extra-Curricular Committee</u>	<u>Bill Prebola</u>
<u>Human Resources</u>	<u>John Burke</u>
<u>Intermediate Unit Representative</u>	<u>Lori Bennett</u>
<u>Legislative Chairman</u>	<u>Holly Arnold</u>
<u>Negotiations Committee</u>	
<u>Act 93</u>	
<u>Teachers</u>	
<u>Support</u>	
<u>Policy Committee</u>	<u>Holly Arnold</u>
<u>Sick Leave Bank Committee (Support Staff)</u>	<u>Bill Weidner</u>
<u>Technology Committee</u>	<u>Rob Parry</u>
<u>Transportation & Safety Committee</u>	<u>Rob Parry</u>

IX. Unfinished Business

X. New Business

1. Recommended that a resolution be adopted to approve Bus/Van contract amounts as presented. (pp31-32)

Motion _____ Seconded by _____

2. Recommended that a resolution be adopted to approve the Tunkhannock Area High School 2017-18 Curriculum Guide.

Motion by _____ Seconded by _____

3. Recommended that a resolution be adopted to approve the 2016 Per Capita Tax Exonerations as submitted by the tax collectors.

Motion by _____ Seconded by _____

4. Appointment of Voting Delegates for the PSBA Delegate Assembly Meeting. (pp33-35)

5. Recommended that a resolution be adopted to make Option 6 an official part of the Feasibility Plan.

Motion _____ Seconded by _____

XI. Additional Public Comments

XII. Adjournment

Tunkhannock Area School District Enrollment Statistics 2016 - 2017

	8/30/2016	9/1/2016	10/3/2016	11/1/2016	12/1/2016	1/3/2017	2/1/2017	3/1/2017	4/3/2017	5/1/2017	6/1/2017
Elementaries											
K	156	156	155	155	155	155	155	153			
1	173	173	172	172	172	170	168	168			
2	157	157	156	158	157	157	159	160			
3	175	175	174	172	174	176	177	175			
4	198	199	199	200	198	199	200	197			
Total	859	860	856	857	856	857	859	853			
Middle School											
5	182	182	182	180	179	180	181	181			
6	210	210	211	213	214	214	213	213			
7	175	175	176	177	176	175	175	176			
8	187	187	186	186	187	189	187	188			
Total	754	754	755	756	756	758	756	758			
High School											
9	181	181	180	179	177	177	179	179			
10	197	196	191	191	191	190	192	190			
11	191	190	190	189	188	189	186	184			
12	205	204	200	201	201	200	200	201			
Total	774	771	761	760	757	756	757	754			
District Total	2387	2385	2372	2373	2369	2371	2372	2365			

Tunkhannock Area School District Enrollment - Elementary 2016 - 2017

	8/30/2016	9/1/2016	10/3/2016	11/1/2016	12/1/2016	1/3/2017	2/1/2017	3/1/2017	4/3/2017	5/1/2017	6/1/2017
Evans Falls											
K	43	43	41	42	42	43	43	42			
1	33	33	31	30	30	32	31	32			
2	39	40	41	40	40	42	42	42			
3	36	36	36	36	36	38	38	38			
4	46	46	46	47	47	47	48	48			
Total	197	198	195	195	195	202	202	202			
Mehoopany											
K	29	29	29	28	28	28	28	29			
1	34	34	34	36	36	36	35	35			
2	26	26	25	26	23	23	23	23			
3	47	47	47	45	47	47	45	44			
4	25	25	26	27	26	27	27	25			
Total	161	161	161	162	160	161	158	156			
Mill City											
K	34	34	34	34	34	34	35	34			
1	52	52	53	53	53	51	52	52			
2	44	44	43	43	44	43	46	46			
3	34	34	34	33	34	34	35	35			
4	57	57	57	57	56	56	57	57			
Total	221	221	221	220	221	218	225	224			
Roslund											
K	50	50	51	51	51	50	49	48			
1	54	54	54	53	53	51	50	49			
2	48	47	47	49	50	49	49	49			
3	58	58	57	58	57	57	58	58			
4	70	71	70	69	69	69	68	67			
Total	280	280	279	280	280	276	274	271			
Elem. Total	859	860	856	857	856	857	859	853			

Tunkhannock Area School District Enrollment - Elementary Homerooms 2016 -2017

Evans Falls					
Grade	Teacher	Total Students	Additional	Less	
Kindergarten	Ms. Quinn	13		1	
Kindergarten	Patti Quinnan	15			
Kindergarten	Mrs. Williams	14			
Total		42			
Grade 1	Karen Gurzynski	16	1		
Grade 1	Susan Traver	16			
Total		32			
Grade 2	Cheryl Montross	22			
Grade 2	Judy Weber	20			
Total		42			
Grade 3	Marlene Aitken	19			
Grade 3	Joanne Yanchick	19			
Total		38			
Grade 4	Anastasia Davis	24			
Grade 4	Nolan Robinson	24			
Total		48			
School Total		202	1	1	
Mehoopany					
Grade	Teacher	Total Students	Additional	Less	
Kindergarten	Gretchen Kneal	15	1		
Kindergarten	Deborah Shotwell	14			
Total		29			
Grade 1	Elizabeth Reese	18			
Grade 1	Beth Saylor	17			
Total		35			
Grade 2	Kelly Kulsicavage	10			
Grade 2	Faye Ziegler	13			
Total		23			
Grade 3	Jennifer Gallup	15			
Grade 3	Wendy Morris	15		1	
Grade 3	Krista Dymond	14			
Total		44			
Grade 4	Megan Farrell	12		2	
Grade 4	Vince McClain	13			
Total		25			
School Total		156	1	3	

Mill City					
Grade	Teacher	Total Students	Additional	Less	
Kindergarten	Alice Gable	18			
Kindergarten	Anna Longstreet	16		1	
Total		34			
Grade 1	Stacy Bevan	17			
Grade 1	Rachel Dana	17			
Grade 1	Justin Muthler	18			
Total		52			
Grade 2	Marion Parry	22		1	
Grade 2	Tina Verchuk	24	1		
Total		46			
Grade 3	Michael Pasko	17			
Grade 3	Lisa Truesdale	18			
Total		35			
Grade 4	Ann DeMarco	19			
Grade 4	Amanda Golden	19			
Grade 4	Pamela Lizza	19			
Total		57			
School Total		224	1	2	
Roslund					
Grade	Teacher	Total Students	Additional	Less	
Kindergarten	Cheryl Drungell	15		1	
Kindergarten	Kinsey Lukasavage	17			
Kindergarten	Marie Vieczorek	15			
CSC (kdg)		1			
Total		48			
Grade 1	Kristin Kovalchick	16	1		
Grade 1	Dana McHugh	17			
Grade 1	Kammy Puza	16		2	
Total		49			
Grade 2	Katina Brown	25			
Grade 2	Ashley Napoli	24			
Total		49			
Grade 3	Kim Thomas	18			
Grade 3	Eliza Wells	21			
Grade 3	Suzanne Young	19			
Total		58			
Grade 4	Ann Henry	22		1	
Grade 4	Bill Parry	21			
Grade 4	Dan Walker	24			
Total		67			
School Total		271	1	4	

Tunkhannock Area School District
Board Minutes – Public Work Session/Board Meeting
February 23, 2017

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

Board Member:	Present	Absent
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 7:30PM and then led the Pledge of Allegiance.

Public Comment on Agenda Items Only

None.

Employee Spotlight

Mr. Farr turned the floor over to Mr. Bosscher. Mr. Bosscher announced that tonight's spotlight is on Bus Driver Carl Smith and Coach Jaime LaChase. Mr. Bosscher went on to thank both for their outstanding actions and leadership during a bus accident that occurred while transporting the 7th & 8th Grade Girls Basketball team to Mountain View School District for a game. Mr. Farr recognized Mr. Smith and Coach LaChase and presented each with a certificate of appreciation and a gift certificate.

Minutes

Mr. Greenip pointed out that minutes of the February 9, 2017 meeting required a correction on the last page where the Roll Call Vote table should reflect that Mr. Swilley was absent and did not abstain.

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

1. January 26, 2017 Public Work Session/Board Meeting.
2. February 9, 2017 Public Work Session/Board Meeting (as amended).

**Tunkhannock Area School District
Board Minutes – Public Work Session/Board Meeting
February 23, 2017**

Business & Finance

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

1. 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. Scholarship Accounts
 - h. Cafeteria
 - i. Title I
 - j. Title II
 - k. Activities Accounts
 - l. Pre K Funds
2. Payrolls as presented:
 - a. District

January 10, 2017	\$796,399.35
January 25, 2017	\$787,563.06
 - b. Cafeteria

January 10, 2017	\$ 24,375.87
January 25, 2017	\$ 16,532.92
 - c. Title I

January 10, 2017	\$ 14,041.66
January 25, 2017	\$ 14,075.07
3. Ratify wire transfers as presented.
4. Ratify district bills as presented in the amount of \$854,305.00.
5. Bills as presented:
 - a. District - \$145,354.56
 - b. Cafeteria - \$116,982.05
6. District financial reports as presented.

Superintendent's Report

Resolution # 3 : A motion was made by Mr. Parry and seconded by Mr. Greenip to approve the items from the Superintendent's Report listed below. Voting: Motion carried unanimously (Mrs. Arnold abstained from voting on Volunteer Francis Marshall) - see resolution number three in the minute book.

Tunkhannock Area School District
Board Minutes – Public Work Session/Board Meeting
February 23, 2017

1. Recommended that a resolution be adopted to approve the resignation of Lorie Kitchnefsky, Mill City Custodian.
2. Recommended that a resolution be adopted to approve the appointment of support staff substitutes as listed. All candidates have on file in the Superintendent's Office clearances and TB testing as required by district policy.
 - a. Carla DiOrio
 - b. Laurie Olmstead
 - c. Barbara Searfoss (Re-appointment)
3. 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)

Ms. McPherson advised that the list of Extra-Curricular Appointments needed to be amended to remove Harry Fenwick and Mariah Stevens.

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

- extra-curricular appointments as amended. Clearance and TB status as listed. (see Exhibit B attached)

Ms. McPherson pointed out that a copy of architect KCBA's analysis of "Option 6" was provided to each board member and that it would be posted to the District's website.

Mr. Burke asked Ms. McPherson to provide an overview of her vision and basis for "Option 6" which envisions a 7th Grade Academy housed in the Administration building. Ms. McPherson explained that the idea is to split the 7th grade where each group would spend half of their day in the Administration building and the other half in the Middle School. In the Middle School they would take their Music, Art, Physical Education and other specials which could be added to or tweaked and eat their meals. The other half of their day would be spent in the Academy at the Administration building taking English, History, Science and Math in a very non-traditional setting – providing education that is extremely engaging where we create a model of excellence right here that everyone can observe and which would serve as an incubator that we then expand up to the High School and down through Elementary.

Ms. McPherson added that the board had asked her to develop a vision that makes this District a destination District and a 7th Grade Academy that can hone its vision and become laser-like in its approach to educational excellence would set Tunkhannock School District apart. 7th Grade is a pivotal year – about careers, cultivating interests and getting students engaged in school.

**Tunkhannock Area School District
Board Minutes – Public Work Session/Board Meeting
February 23, 2017**

Resolution # 5 : A motion was made by Mr. Parry and seconded by Mr. Burke to approve the items from the Supplemental Agenda listed below. Voting: Motion carried unanimously - see resolution number five in the minute book.

I. conference attendance as listed:

a.	Kim Lee	Differentiating Sensory From Behavior	2/28	\$267.58
b.	Samantha Cyphers	K-12 SAP Training	3/8-10	\$412.68
c.	Steven Traver	PDE Data Summit	3/12-14	\$697.14
d.	Jennifer Washko	American Occupational Therapy Association Annual Conference	3/29-4/1	\$1,840.30
e.	Mary Hvezda	Strategies for	2/27 & 5/10	*See Below
	Kaaron Yablonski	Instructional Access in		
	Melissa Kandrovoy	General Education		
	Amanda Campbell	Classrooms		
	Jeannette Siegel			

*No cost to the District. PDE provides \$700.00 per participant to cover the cost of travel, substitutes, etc.

Committee Reports

Ad-Hoc (Building Closure) Committee: Mr. Farr stated that there was a Community Forum meeting held at Mehoopany Elementary on February 13th from 7-9PM that was well attended and produced a lot of comments and questions. Ms. McPherson added that a meeting with the Staff & Faculty was also held.

Extra-Curricular: Dr. Prebola reminded all that there will be February 28th at 5:30PM in the Administration 1st Floor Board Room.

Unfinished Business

Resolution # 6 : A motion was made by Mr. Parry and seconded by Mr. Weidner to approve the second reading of Board Policies as listed. Voting: Motion carried unanimously - see resolution number six in the minute book.

1. Recommended that a resolution be adopted to approve the second reading of Board Policies as listed.
 - a. No. 810 Operations – Transportation
 - b. No. 810.2 Operations – Transportation Video/Audio Recordings

**Tunkhannock Area School District
Board Minutes – Public Work Session/Board Meeting
February 23, 2017**

Resolution # 7 : A motion was made by Mrs. Bennett and seconded by Mr. Greenip to eliminate the per Capita Tax levied in accordance with Act 679 and Act 511 (see copy of the resolution attached as Exhibit C). Voting: Motion carried unanimously - see resolution number seven in the minute book.

New Business

Mr. Farr announced that the T ASD Visa Account statement was in the packet for information.

Resolution # 8 : A motion was made by Dr. Prebola and seconded by Mr. Parry to authorize the Business Manager to commit the District to purchasing 75,000 gallons of heating fuel for the 2017-18 School Year via the Keystone Purchasing Network. Voting: Motion carried unanimously - see resolution number eight in the minute book.

Public Comment

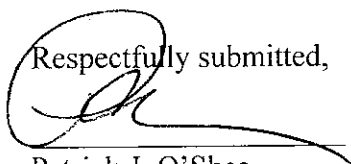
Mr. Baker commented on the potential UGI natural gas pipeline.

A motion to adjourn was made at 8:22 pm by Mr. Parry 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>	<u>8</u>
Holly Arnold	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Lori Bennett	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Randy Greenip	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Rob Parry	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bill Prebola	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bill Swilley	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
John Burke	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bill Weidner	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Phil Farr	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Respectfully submitted,



Patrick J. O'Shea
Board Secretary

Attachments: Exhibits A, B & C and Conflict of Interest Letters from Mr. Greenip & Mr. Weidner

Volunteers - February 23, 2017

Volunteers	First	Street	City	State	Zip	Activity or School	School Year	Clearances/TB Status
Last	Jamie	1375 SR 4002	Mehoopany	PA	18629	Mehoopany	2016-17	Complete
Cook	April	452 Highland Rd	Dalton	PA	18414	Middle School	2016-17	Complete
Darrow	Cherilyn	1330 Keelersburg Rd	Tunkhannock	PA	18657	Middle School	2016-17	Complete
Fortney	Paul	32 Sunrise Ln	Tunkhannock	PA	18657	Athletics	2016-17	Complete
Henn	Jana	2902 SR 29S	Monroe Twp	PA	18636	Athletics	2016-17	Complete
Hopfer	Al	94 Rockledge Rd	Tunkhannock	PA	18657	Athletics	2016-17	Complete
Kristunas	Francis	1133 Fitch Hill Rd	Springville	PA	18844	Athletics	2016-17	Complete
Marshall	Lloyd	5481 SR 6	Tunkhannock	PA	18657	Athletics	2016-17	Complete
McCain	Zach	1575 Whites Ferry Rd	Falls	PA	18615	Athletics	2016-17	Complete
Migliori	Mark	211 Robins Ln	Factoryville	PA	18419	Athletics	2016-17	Complete
Reposa	Erica	94 West St	Tunkhannock	PA	18657	Middle School	2016-17	Complete
Rogler	Robert	800 Buttermilk Rd	Falls	PA	18615	Athletics	2016-17	Complete
Schultz	Dorothy	64 Wright Rd	Monroe Twp	PA	18657	Evans Falls	2016-17	Complete
Wright	Margie	21 Keelersburg Rd	Tunkhannock	PA	18657	Middle School	2016-17	Complete
Young								

EXHIBIT A

Extra Curricular Appointments - February 23, 2017

	SCHOOL YEAR	COMPENSATION	CLEARANCES/TB STATUS
Azarovich, Jason	2016-17	\$2,751.00	Complete
Cechak, Jan	2016-17	\$2,751.00	Complete
Custer, Gary	2016-17	\$3,750.00	Complete
Emmett, Brandon	2016-17	\$2,751.00	Complete
Fenwick, Harry	2016-17	\$2,751.00	Pending, IB
Hampsey, Ron	2016-17	\$2,751.00	Complete
Hegedty, Bob	2016-17	\$3,750.00	Complete
Howell, Jeff	2016-17	\$3,750.00	Complete
Keefe, John	2016-17	\$2,751.00	Complete
Loboda, Greg	2016-17	\$2,751.00	Complete
Lockard, Chris	2016-17	\$1,329.00	Complete
Muthler, Justin	2016-17	\$3,750.00	Complete
Sick, Thurston	2016-17	\$2,751.00	Complete
Stevens, Mariah	2016-17	\$2,751.00	Complete
White, Randy	2016-17	\$3,750.00	Complete
Young, Kenny	2016-17	\$2,751.00	Complete
Zaner, Scott	2016-17	\$2,751.00	Complete

EXHIBIT B

TUNKHANNOCK AREA SCHOOL DISTRICT
WYOMING COUNTY, PENNSYLVANIA

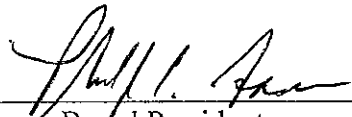
Resolution No.

A RESOLUTION OF THE TUNKHANNOCK AREA SCHOOL DISTRICT, WYOMING COUNTY, PENNSYLVANIA, ABOLISHING THE PER CAPITA TAX.

WHEREAS, the Tunkhannock Area School District, Wyoming County, Pennsylvania, has in the past imposed a Per Capita Tax which is levied upon the residents within the geographic boundaries of the School District; and


WHEREAS, the Board of School Directors of the Tunkhannock Area School District, Wyoming County, Pennsylvania, has determined that the assessment of the Per Capita Tax is no longer in the best interest of the residents within the geographic boundaries of the Tunkhannock Area School District.

Be resolved by the Tunkhannock Area School District Board of School Directors that a resolution be adopted that the Tunkhannock Area School District shall no longer levy a Per Capita Tax in accord with Act 679, and as authorized by Act 511.



Board President

2/23/2017
Date



Board Secretary

2/23/2017
Date

EXHIBIT C

**Conflict of Interest
Abstention Memorandum**

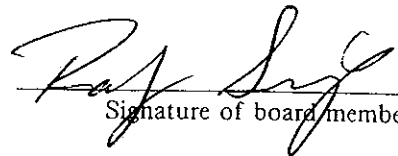
TO: Board Secretary, Tunkhannock School District
FROM: RANDY GREENIP board member
DATE: 2/23/2017

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

Simplex Grinnel
~~Fyco 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, TUNKHANNOCK AREA School District
FROM: HOLLY ARNOOLD board member
DATE: 2-23-17

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

FRANCIS MARSHALL on the Volunteer list.

My conflict/reason for abstaining is as follows:

Francis Marshall is my brother.

Holly Arnold
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.

Volunteers - March 9, 2017

Volunteers	First	Street	City	State	Zip	Activity or School	School Year	Clearances/TB Status
Last	Judy	1702 Marcy Rd	Springville	PA	18844	Roslund	2016-17	Complete
Allen	Jeanne	222 SR 292E	Monroe Twp	PA	18657	Middle School	2016-17	Complete
Anderson	Kayla	381 Gruver Ln	Tunkhannock	PA	18657	Roslund	2016-17	Complete
Garren	Barbara	104 Lane Hill Rd	Tunkhannock	PA	18657	Athletics	2016-17	Complete
Grimaud	Tabitha	47 E Harrison St	Tunkhannock	PA	18657	Roslund	2016-17	Complete
Holliday	Ken	264 Woodland Way	Tunkhannock	PA	18657	Evans Falls/MS/HS	2016-17	Complete
Nichols	Cynthia	1999 Whites Ferry Rd	Falls	PA	18615	Evans Falls	2016-17	Complete
Rezykowski	LuAnn	1520 Huner Hwy	Tunkhannock	PA	18657	Roslund	2016-17	Complete
Riker	Randy	5 Woods Rd	Tunkhannock	PA	18657	Athletics	2016-17	Complete
Salas								

Extra Curricular - March 9, 2017

		SCHOOL YEAR	COMPENSATION	CLEARANCES/TB STATUS
Rescind				
Young, Kenny	Boys/Girls Assistant Track	2016-17		
Appointments				
Fenwick, Harry	Boys 7/8 Grade Head Baseball	2016-17	\$2,751.00	Pending TB
Hopfer, Jana	Girls Head LaCrosse	2016-17	\$3,750.00	Complete
Young, Kenny	Girls Head Track	2016-17	\$3,750.00	Complete
Mason, Jennier	Girls Junior High Track	2016-17	\$2,751.00	Complete

Tunkhannock Area School District

Field Trip Form

I. Requisition

School: TAHS

Teacher/Sponsor: Ken Luckey Class/Grade: 12

Destination: Bangor Area HS Date: 3/9/17 - 3/11/17

Depart From: TAHS Band Doors Time: 8am Return: —

Number of Students: TBD Adults: 1 # of Buses — or Vans 1 (w/driver)

Estimated Round Trip Miles: 164 Approx. Waiting Time: —

Purpose: PMEA Northeast Region Orchestra

Names of Teacher Chaperones: Ken Luckey

Charge to Account Number: 1100-519-30-23

Substitute Needed: Yes or No How many: 2 (3/9, 3/10) HS

Nurse Needed Yes or No No Nurse Signature [Signature] 1-12-17

UNLESS PARENT INDICATES OTHERWISE ON PERMISSION SIGN

Administrative Approval: [Signature] Date: 1/13/17
(signature required)

II. Transportation

Contractor - Vehicles: _____

Approved by: _____ Date: _____

III. Contractor Payment Information

	Bus - 2	Bus - 3
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Based on who advances

Contra _____ Date: _____

IV. Payment

Amount _____ Date: _____

Tunkhannock Area School District

Field Trip Form

I. Requisition

School: High School

Teacher/Sponsor: Scott Howell Class/Grade: Robotics

Destination: Mt. Olive HS, Flanders, NJ Date: Mar. 10-12, 17

Depart From: HS Time: 3:30 pm Return: 8:30 pm Mentors # Parents driving

Number of Students: 20 Adults: 10 # of Buses or Vans

Estimated Round Trip Miles: Approx. Waiting Time:

Purpose: FRC competition

Names of Teacher Chaperones: Scott Howell, Barbara Sick

Charge to Account Number: Robotics Club

Substitute Needed: Yes or No How many:
Nurse Needed Yes or No Nurse Signature: [Signature] Date: 2/14/17

Administrative Approval: [Signature] Date: 2/14/17
(signature required) [Signature] 2/20/17

II. Transportation

Contractor - Vehicles:

Approved by: Date:

III. Contractor Payment Information

	Bus - 1	Bus - 2	Bus - 3
Odometer Start:	<u> </u>	<u> </u>	<u> </u>
Odometer End:	<u> </u>	<u> </u>	<u> </u>
Total Miles:	<u> </u>	<u> </u>	<u> </u>
Waiting Time:	<u> </u>	<u> </u>	<u> </u>

Contractor Signature: Date:

IV. Payment Authorization

Amount Due: \$ By: Date:

1-16-2016 TB

Tunkhannock Area School District

Field Trip Form

I. Requisition

School: TAHS

Teacher/Sponsor: Ken Luckey Class/Grade: 10-12

Destination: Central Columbia HS Date: 3/23 - 3/25/17

Depart From: TAHS Band Doors Time: 8am Return: —

Number of Students: TBD Adults: 1 # of Buses _____ or Vans _____

Estimated Round Trip Miles: 138 Approx. Waiting Time: _____

Purpose: PMEA Region III Band Festival

Names of Teacher Chaperones: Ken Luckey

Charge to Account Number: 1100-519-30-23

Substitute Needed: Yes or No How many: 2 (3/23, 3/24) HS

Nurse Needed Yes or No Nurse Signature Rina McAnold 1-12-17

UNLESS PARENT INDICATES OTHERWISE ON PERMISSION SLIP

Administrative Approval: [Signature] Date: 1/13/17

(signature required) [Signature]

II. Transportation

Contractor - Vehicles: _____

Approved by: _____ Date: _____

III. Contractor Payment Information

Bus - 1

Odometer Start: _____

Odometer End: _____

Total Miles: _____

Waiting Time: _____

Contractor Signature: _____

Based on who advances

IV. Payment Authorization

Amount Due: \$ _____ By: _____ Date: _____

1-16-2016 TB

Tunkhannock Area School District

Field Trip Form

I. Requisition School: TAHS
Teacher/Sponsor: Ken Luckey Class/Grade: 10-12
Destination: Hazleton Area HS Date: 3/31/17 - 4/1/17
Depart From: TAHS Band Doors Time: 10 am (3/31 only) Return: -
Number of Students: 4 Adults: 1 # of Buses _____ or Vans 1 (with driver)
Estimated Round Trip Miles: 114 Approx. Waiting Time: _____
Purpose: PMEA District 9 Jazz Band (two day rehearsal)
Names of Teacher Chaperones: Ken Luckey

Charge to Account Number: 1100-519-30-23

Substitute Needed: Yes or No How many: 1 (3/31/17) HS

Nurse Needed Yes or No Nurse Signature Symon W. Anderson RN 1-12-17
UNLESS PARENT INDICATES OTHERWISE ON PERMISSION SLIP

Administrative Approval: [Signature] Date: 4/13/17
(signature required) M. Eager

II. Transportation

Contractor - Vehicles: _____

Approved by: _____ Date: _____

III. Contractor Payment Information

	Bus - 1	Bus - 2	Bus - 3
Odometer Start:	_____	_____	_____
Odometer End:	_____	_____	_____
Total Miles:	_____	_____	_____
Waiting Time:	_____	_____	_____

Contractor Signature: _____ Date: _____

IV. Payment Authorization

Amount Due: \$ _____ By: _____ Date: _____

1-16-2016 TB

Tunkhannock Area School District

Field Trip Form

I. Requisition

School: High School

Teacher/Sponsor: Scott Howell Class/Grade: Robotics

Destination: Montgomery Twp. HS, Skillman, NJ Date: Mar. 31-Apr. 2

Depart From: HS Time: 3:30 pm Return: 8:30 pm

Number of Students: 22 Adults: 10 # of Buses or Vans

Mentors & Parents driving

Estimated Round Trip Miles: Approx. Waiting Time:

Purpose: FRC competition

Names of Teacher Chaperones: Scott Howell, Barbara Sick

Charge to Account Number: Robotics Club

Substitute Needed: Yes or No How many:

Nurse Needed: Yes or No Nurse Signature: [Signature] Date: 2/17/17

Administrative Approval: [Signature] Date: 2/14/17
(signature required)

Need nurse

II. Transportation

Contractor - Vehicles:

Approved by: Date:

III. Contractor Payment Information

	Bus - 1	Bus - 2	Bus - 3
Odometer Start:	<u> </u>	<u> </u>	<u> </u>
Odometer End:	<u> </u>	<u> </u>	<u> </u>
Total Miles:	<u> </u>	<u> </u>	<u> </u>
Waiting Time:	<u> </u>	<u> </u>	<u> </u>

Contractor Signature: Date:

IV. Payment Authorization

Amount Due: \$ By: Date:

1-16-2016 TB

RECEIVED

Tunkhannock Area School District

Field Trip Form

I. Requisition

School: High School

Teacher/Sponsor: Jason Keown

Class/Grade: 9-12 FBLA

Destination: Hershey, PA

Date: Sun 4/2 - Wed 4/5

Depart From: High School

Time: Noon 4/2

Return: 1pm 4/5

Number of Students: 19

Adults: 1

of Buses 1

or Vans _____

Estimated Round Trip Miles: 250 x 2 = 500

Approx. Waiting Time: NA

Purpose: FBLA State Leadership Conference

Names of Teacher Chaperones: Jason Keown

Charge to Account Number: 3210 580 000 30 830 remaining balance (Transportation)

3210 - 519 - 000 30 830 880 - 1500 =

Substitute Needed: Yes or No How many: 1 x 3 days

Nurse Needed Yes or No No Nurse Signature Lynn M. Anderson RN 3-2-17

Administrative Approval: Jason M. Keown

(signature required)

Date: 3/2/17 (PE)

II. Transportation

Contractor - Vehicles: _____

Approved by: _____

Date: _____

III. Contractor Payment Information

Bus - 1

Bus - 2

Bus - 3

Odometer Start: _____

Odometer End: _____

Total Miles: _____

Waiting Time: _____

Contractor Signature: _____

Date: _____

IV. Payment Authorization

Amount Due: \$ _____

By: _____

RECEIVED
1-16-2016 TB

Tunkhannock Area School District

Field Trip Form

I. Requisition

School: High School

Teacher/Sponsor: Jason Keown

Class/Grade: SkillsUSA

Destination: Hershey, PA

Date: Wed 04/19-Fri 04/21

Depart From: High School

Time: 8am

Return: 7am

Number of Students: 9 Adults: 1 # of Buses or Vans 1

Estimated Round Trip Miles: 250 Approx. Waiting Time: NA

Purpose: SkillsUSA State Leadership Conference

Names of Teacher Chaperones: Jason Keown

Charge to Account Number: Perkins (All components) 10 2700 540-663-00 1050-000-000-1177

Substitute Needed: Yes or No How many: 3 Total Days

Nurse Needed Yes or No Nurse Signature: Lynn M. Andrew RN 3-1-17

No nurse unless parent indicates need on permission slip

Administrative Approval: [Signature] Date: [Signature]

II. Transportation

Contractor - Vehicles:

Approved by: Date:

III. Contractor Payment Information

Table with 3 columns: Bus - 1, Bus - 2, Bus - 3. Rows: Odometer Start, Odometer End, Total Miles, Waiting Time.

Contractor Signature: Date:

IV. Payment Authorization

Amount Due: \$ By: Date:

RECEIVED

2016-2017 Bus/Van Contract Amounts

% Owend by Contrator	Contractor Name	Bus #	Yely Contract \$ Amount	Mostly Cont. \$ Amount	Daily Cont. \$ Amount	Feb Adjustments	Jan Adjustments	Dec Adjustments
1.78%	Bennett, Jeff	26	\$40,500.92	Daily Rate	\$225.01			
	Bennett, Jeff	26 - Late Run	\$11,602.48	Daily Rate	\$67.85			
	Bennett Totals		\$52,103.40		\$304.70			
6.64%	Brown, A.E.	6	\$53,164.84	Daily Rate	\$295.36			Added Stud/miles
	Brown, A.E.	10	\$54,032.66	Daily Rate	\$300.18			
	Brown, A.E.	24	\$35,539.53	Daily Rate	\$197.44			
	Brown, A.E.	42	\$51,970.18	Daily Rate	\$288.72			
	AE Brown Totals		\$194,707.21		\$1,081.71			Was 1072.52
35.18%	Brown's Van Service	2	\$58,486.36	Daily Rate	\$324.92			
	Brown's Van Service	11	\$42,683.98	Daily Rate	\$237.13			
	Brown's Van Service	15	\$40,319.99	Daily Rate	\$224.00			
	Brown's Van Service	19	\$53,183.32	Daily Rate	\$295.46		Added Student	
	Brown's Van Service	21	\$48,557.95	Daily Rate	\$269.77			
	Brown's Van Service	23	\$45,648.08	Daily Rate	\$253.60			
	Brown's Van Service	35	\$29,438.28	Daily Rate	\$163.55			
	Brown's Van Service	41	\$46,587.51	Daily Rate	\$258.82			
	Brown's Van Service	51	\$26,010.88	Daily Rate	\$144.50			
	Brown's Van Service	101 TA	\$36,564.79	Daily Rate	\$203.14			
	Brown's Van Service	102 TA	\$36,140.05	Daily Rate	\$200.78			
	Brown's Van Service	103 TA	\$36,193.18	Daily Rate	\$201.07			
	Brown's Van Service	103 TA	\$32,959.62	Daily Rate	\$183.11		Removed Student	
	Brown's Van Service	117 TA	\$24,905.40	Daily Rate	\$138.36		Added Student	
	Brown's Van Service	123 TA	\$28,408.27	Daily Rate	\$157.82		Added Student	
	Brown's Van Service	102 EI	\$17,398.81	Pay Sheet	\$96.66			
	Brown's Van Service	106 EI	\$28,124.62	Pay Sheet	\$156.25			
	Brown's Van Service	107 NS Throop	\$56,202.03	Pay Sheet	\$312.23		Added Student	
	Brown's Van Service	108 NS Throop	\$44,209.80	Pay Sheet	\$245.61			
	Brown's Van Service	117 EI T/W/Th	\$25,628.10	Pay Sheet	\$142.38			
	Brown's Van Service	117 EI F	\$25,255.13	Pay Sheet	\$140.31			
	Brown's Van Service	118 EMCA	\$37,293.00	Pay Sheet	\$207.18			
	Brown's Van Service	121 CSC	\$45,571.36	Pay Sheet	\$253.17	Add/Removed Stud.		
Brown's Van Service	124 NS Wyoming	\$44,834.78	Pay Sheet	\$249.08				
Brown's Van Service	147 PATH	\$61,067.08	Pay Sheet	\$339.26	Add/Removed Stud.		Lost Stud/Miles	
Brown's Van Service	148 DePaul	\$44,256.57	Pay Sheet	\$245.87				
Brown's Van Service	115 EMCA	\$15,049.34	Pay Sheet	\$83.61	Removed Student			
Brown's Totals		\$1,030,978.28		\$5,727.66	Was 5675.49	Was 5522.17	Was \$5531.28	
4.11%	Buranich Busing Inc	33	\$33,903.61	Daily Rate	\$188.35			
	Buranich Busing Inc	37	\$45,622.64	Daily Rate	\$253.46			
	Buranich Busing Inc	39	\$40,858.21	Daily Rate	\$226.99			
	Buranich Totals		\$120,384.46		\$668.80			
6.26%	Garrison Bus Line LLC	7	\$63,772.79	Daily Rate	\$354.29			
	Garrison Bus Line LLC	12	\$37,068.43	Daily Rate	\$205.94			
	Garrison Bus Line LLC	18	\$42,565.17	Daily Rate	\$236.47			
	Garrison Bus Line LLC	46	\$40,000.11	Daily Rate	\$222.22			
Garrison Totals		\$183,406.50		\$1,018.93				
1.28%	Hadsell, Charlotte	16	\$37,602.42	Daily Rate	\$208.90			
1.50%	Hawk, Edward	31	\$44,008.04	Daily Rate	\$244.49			
6.25%	Forward Transportation	111 TA	\$29,822.26	Daily Rate	\$165.68			
	Forward Transportation	112 TA	\$24,812.05	Daily Rate	\$137.84			
	Forward Transportation	152 TA	\$25,508.49	Daily Rate	\$141.71	Added Student		
	Forward Transportation	160 TA	\$31,424.69	Daily Rate	\$174.58			Added Stud/miles
	Forward Transportation	114 OLP	\$28,807.72	Pay Sheet	\$160.04			
	Forward Transportation	131 River of Life	\$25,423.36	Pay Sheet	\$141.24			
	Forward Transportation	125 Rock Solid	\$17,333.31	Pay Sheet	\$96.30			
	Husband Totals		\$183,131.88	\$0.00	\$1,017.40	Was \$1015.59		Was 1005.44
3.09%	Purdy, Roger	38	\$52,627.43	Daily Rate	\$292.37			
	Purdy, Roger	38 - Late Run	\$11,464.90	Daily Rate	\$67.05			
	Purdy, Roger	P50	\$26,365.82	Pay Sheet	\$146.48			
	Purdy Totals		\$90,458.15		\$502.55			
2.65%	Sickler, Steve Jr. & Scott	25	\$37,219.69	Daily Rate	\$206.78			
	Sickler, Steve Jr. & Scott	25 - SCCTC	\$40,549.54	Pay Sheet	\$225.28		Added mileage	
	Sicker Totals		\$77,769.23		\$432.05		Was 413.28	
3.52%	Smarkusky Busing	29	\$49,203.84	Daily Rate	\$273.35			
	Smarkusky Busing	30	\$53,906.48	Daily Rate	\$299.48			New Bus
	Smarkusky Totals		\$103,110.32		\$572.84			Was 553.18
1.34%	Smith's Transportation LLC	27	\$39,135.60	Daily Rate	\$217.42			
1.49%	Traver Transportation LLC	28	\$43,709.34	Daily Rate	\$242.83			
1.49%	Walters Transport Inc	3	\$59,454.23	Daily Rate	\$330.30			
	Walters Transport Inc	8	\$63,151.85	Daily Rate	\$350.84			
	Walters Transport Inc	8 - Late Run	\$11,006.30	Daily Rate	\$64.36			
	Walters Transport Inc	9	\$66,420.81	Daily Rate	\$369.00			
	Walters Transport Inc	14	\$61,773.75	Daily Rate	\$343.19			
	Walters Transport Inc	22	\$52,695.98	Daily Rate	\$292.76			
	Walters Transport Inc	34	\$59,618.48	Daily Rate	\$331.21			
	Walters Transport Inc	141 TA	\$0.00	Daily Rate	\$0.00	Run Ended		
	Walters Transport Inc	142 TA	\$19,765.00	Daily Rate	\$109.81			
	Walters Transport Inc	143 TA	\$22,837.66	Daily Rate	\$126.86			
	Walters Transport Inc	144 TA	\$25,956.89	Daily Rate	\$144.20	Removed Student		
	Walters Transport Inc	155 TA	\$26,925.98	Daily Rate	\$149.59			

2016-2017 Bus/Van Contract Amounts

% Owend by Contrator	Contractor Name	Bus #	Yrly Contract \$ Amount	Mnthly Cont. \$ Amount	Daily Cont. \$ Amount	Feb Adjustments	Jan Adjustments	Dec Adjustments
	Walters Transport Inc	156 TA	\$19,894.19	Daily Rate	\$110.52			
	Walters Transport Inc	34 - SCCTC	\$29,446.69	Pay Sheet	\$163.59			
	Walters Transport Inc	140 CSC	\$44,058.87	Pay Sheet	\$244.77		Added Student	
	Walters Transport Inc	142 EI	\$24,210.74	Pay Sheet	\$134.50			
	Walters Transport Inc	155 EI	\$19,176.10	Pay Sheet	\$106.53			
	Walters Transport Inc	156 EI	\$18,006.83	Pay Sheet	\$100.04			
	Walters Transport Inc	157 NS Wyoming	\$36,947.07	Pay Sheet	\$205.26			
	Walters Transport Inc	162 EL	\$36,445.81	Pay Sheet	\$202.48	Removed Student		
	Walters Transport Inc	163 EL	\$32,603.98	Pay Sheet	\$181.13			
	Walters Totals		\$730,394.21		\$4,057.75	Was \$4092.40	Was 4086.45	
24.92%	Grand Total		\$2,930,899.04		\$15,200.91			
100.00%								

Car Contracts	Daily Rate	State rate Changed .535	
Dilmore, Kristle	\$18.73		
Gordon, Ardonna	\$38.52	\$38.52	
Hemann, Pam	\$27.82		
Kudrako, Agnes	\$27.82	\$27.82	
Patrick McKenna	\$51.36	\$51.36	New Contract
Myers, Richard	\$21.40	\$21.40	
Ross, Marcy	\$27.82	\$27.82	
Stapleton, Richelle	\$19.48	\$19.48	

Transportation KPI's		Bus Only	Van Only	Bus/Van	Car	Total
Total Contractors:	22	10	1	3	8	22
Total Bus/Van/Car Runs:	86					
In District	35	16		6		57
Out of District	2	22		2		26
Late Run	3					3
Total Students Transported:	2241					
Bus	2117					2117
Van - In District			51			51
Van - Out of District			63			63
Car - In District				9		9
Car - Out of District				1		1
Total Daily Miles:	7697.4					
Loaded Miles - In District	1953.2		784.5		107.7	2845.4
Unloaded Miles - In District	910.6		688.3		107.7	1706.6
Loaded Miles - Out of District	92		1539.2		84	1715.2
Unloaded Miles - Out of District	46		1300.2		84	1430.2
Total Schools Transported to:	17					
In District Buildings	6					
Special Education Schools Out of Dist	5		CSC, Elk Lake, New Story (Throop & Wyoming), DePaul			
Placement Schools	1		Path			
Private Schools	4		OLP, ACA, Rock Solid, River of Life			
Early Intervention	1		EI @ Evans Falls			



TO: Secretary, Board of School Directors
Executive Directors, Intermediate Units
Directors, Vocational-Technical Schools
Other PSBA Member Entities

FROM: Nathan G. Mains
Executive Director

SUBJECT: Appointment of Voting Delegates for the
PSBA Delegate Assembly Meeting

DATE: March 3, 2017

The governing body board of your school entity is entitled to appoint voting delegates to participate in the PSBA Delegate Assembly to be held the afternoon of Friday, October 20, 2017. It is important that your school board act soon to appoint its delegate or delegates, and to notify PSBA of the appointment(s).

Voting members of the Delegate Assembly will:

1. Consider and act upon proposed changes to the PSBA Bylaws.
2. Receive reports from the PSBA president, executive director, and treasurer.
3. Receive the results of the election for officers and at-large representatives. (*Voting upon candidates by school boards and electronic submittal of each board's votes will occur during the month of September 2017*).
4. Consider proposals recommended by the PSBA Platform Committee and adopt the legislative platform for the coming year.
5. Conduct other Association business as required or permitted in the Bylaws, policies, or a duly adopted order of business.

The 2017 Delegate Assembly will meet on Friday, October 20. This occurs at the conclusion of regularly scheduled events of the main PASA-PSBA School Leadership Conference.

Voting delegates are not required to pay a registration fee in order to participate in the Delegate Assembly. Members who are not delegates are welcome to observe. Voting delegates that wish to attend other components of the PASA-PSBA School Leadership Conference will need to register separately for the conference subject to normally applicable fees.

400 Bent Creek Blvd., Mechanicsburg, PA 17050-1873 • (717) 506-2450 • (800) 932-0588 • www.pspa.org

Each PSBA-member entity is entitled to have at least one voting delegate at the meeting. Only board members and board secretaries are eligible to serve as delegates; **nonmember secretaries, superintendents or other administrators are not eligible.** The bylaws require that all school entities sending voting delegates must have paid their current year dues to the association. Under the Association's bylaws:

- First class school districts may appoint four delegates to the Assembly.
- Second class districts may appoint three delegates.
- Third class districts may appoint two delegates.
- Fourth class districts, intermediate units, vocational-technical schools and other PSBA member entities may appoint one delegate.
- No representative may be appointed by or represent more than one member entity. For example, a delegate cannot vote on behalf of both the board of a school district and the board of an intermediate unit.

At this time, we are asking your board to choose its voting delegate(s) and return the enclosed certification form to PSBA with the names of those individuals by June 30, if possible. Please make sure that the selection of voting delegates is on the agenda at your board's next meeting. If you cannot meet the response deadline due to the scheduling of your next meeting, please return the form to PSBA as soon as possible thereafter. In September, PSBA will be sending various materials necessary for full participation in the Assembly *directly* to the named delegates at the address listed on the certification form.

If you have any questions about the Delegate Assembly or the appointment of delegates, please contact Teresa DeRoos by telephone at (800) 932-0588, ext. 3420; or via email at teressa.deroos@psba.org

**PSBA 2017 DELEGATE ASSEMBLY
CERTIFICATION OF VOTING DELEGATES**

The PSBA Bylaws authorize school districts of the **third class** to appoint **two voting delegates** to the 2017 Delegate Assembly, to be appointed by majority vote from among the members of the school district's governing body. This year's meeting of the Assembly will be held on Friday, Oct. 20, 2017, just after the closing of the PASA-PSBA School Leadership Conference.

Board Secretaries are requested to complete this certification form and return it to PSBA by June 30, 2017. Please send to the attention of Teresa DeRoos, Pennsylvania School Boards Association, by mail at 400 Bent Creek Blvd. Mechanicsburg, PA 17055, by fax at (717) 506-4716, or via email at teressa.deroos@psba.org

Name of school district _____

Please check one:

____ Our district **does NOT** intend to appoint Voting Delegates.

____ I certify that the following school directors have been duly appointed as our Voting Delegates (no person may serve as the delegate of more than one school entity):

1. Name: _____

Preferred Mailing Address: _____

_____ Email address: _____

2. Name: _____

Preferred Mailing Address: _____

_____ Email address: _____

Name of board secretary: _____

Signature of board secretary: _____

Telephone & email of board secretary: _____

Date: _____