

**Tunkhannock Area School District
Board Minutes – Public Work Session/Board Meeting
June 30, 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 7:32PM 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.

Public Comment on Agenda Items Only

Mr. Sick commented on tax increase, Mr. Moffitt and items 4 and 5 on the superintendent's report as well as the District Solicitor.

Mr. Baker commented on the timeline in the RFP.

Employee Spotlight

Mr. Galicki announced that this month's spotlight is on Mr. Ellsworth and Mr. Bosscher for all their work on the graduation and lock-in this year.

Business & Finance

Resolution # 1: A motion was made by Mr. Parry 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) - see resolution number one 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

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- e. Unemployment Compensation Fund
 - f. Capital Reserve
 - g. Scholarship Accounts
 - h. Cafeteria
 - i. Title I
 - j. Title II
 - k. Activities Accounts
 - l. Community Funded Sports Account
 - m. Pre K Funds
 - n. General Fund Checking Account
2. Recommended that a resolution be adopted to approve payrolls as presented:
- a. District
 - May 10, 2016 \$787,649.11
 - May 25, 2016 \$782,030.74
 - b. Cafeteria
 - May 10, 2016 \$ 26,617.54
 - May 25, 2016 \$ 26,574.48
 - c. Title I
 - May 10, 2016 \$ 15,005.83
 - May 25, 2016 \$ 14,691.16
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 \$853,502.22.
5. Recommended that a resolution be adopted to approve bills as presented:
- a. District - \$424,166.38
 - b. Cafeteria - \$112,735.31
6. Recommend that a resolution be adopted to approve district financial reports as presented.

Superintendent's Report

Resolution #2: A motion was made by Mr. Parry and seconded by Mr. Swilley to approve the items from the Superintendent's Report listed below. Voting: Motion carried unanimously (7 – Yes, 2 – No). - see resolution number two in the minute book.

- 1. Recommended that a resolution be adopted to approve William Inman as a custodial substitute, pending receipt of clearances and TB testing.
- 2. Recommended that a resolution be adopted to approve the appointment of Extra Curricular positions as presented. All candidates have clearances and TB testing on file and pending as listed (see Exhibit A attached).

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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).
4. Recommended that a resolution be adopted to approve Katherine Felker as Elementary Principal at the Evans Falls and Mill City Elementary Schools, at a yearly salary of \$79,000.00, effective July 1, 2016.
5. Recommended that a resolution be adopted to approve the increase of Greta Kovalchick, Occupational Therapist from 3/4 to full time, M+12, Step 9, effective for the 2016-17 school year.
6. Recommended that a resolution be adopted to approve conference attendance as listed:

a. Joe Kormis	Philadelphia InfraGard Cyber Threats	6/10	Total Cost \$140.30
b. Jennifer Dominick	Rediker’s Summer Workshop	7/11-13	Total Cost \$1,985.00
c. Harold Quinnan	Rediker’s Summer Workshop	7/11-13	Total Cost \$1,885.00
d. Steven Traver	Rediker’s Summer Workshop	7/11-14	Total Cost \$2,215.00
e. Mary Gene Eagen	PAFPC Summer Leadership Forum	8/4-5	Total Cost \$989.22

Resolution #3: A motion was made by Mr. Swilley and seconded by Mrs. Arnold to **table** the resolution to be adopted to approve Michele Knoebel as Acting Principal at the Mehoopany and Roslund Elementary Schools at a yearly salary of \$75,000.00, effective date to be determined and pending receipt of clearances and TB testing. Voting: Motion carried unanimously. - see resolution number three in the minute book.

Committee Reports

Ad-hoc: Mr. Burke announced that a committee meeting was held this past Tuesday, June 28th. Mr. Burke added that Ms. McPherson and Mrs. Eagen provided the committee with a proposed timeline for the feasibility study (see Exhibits B attached).

Resolution #4: A motion was made by Mr. Burke and seconded by Mr. Swilley to approve a resolution to authorize the posting of a RFP (Request for Proposal) for a district feasibility study subject to the solicitor’s review. Voting: Motion carried unanimously - see resolution number four in the minute book.

Policy: Mrs. Arnold reported that the committee met on Tuesday, June 28th 6:30PM and that there are policies on the agenda for approval tonight. Mrs. Arnold also mentioned that the

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committee discussed a policy regarding the administration of the anti-drug overdose drug called Narcan.

Building & Grounds: Ms. McPherson asked Mr. Franko to provide an update and he commented on the following projects:

- **Mehoopany Water Project** – the manufacturer of the packer received the necessary parts on Tuesday and they are in the process of assembly. They hope to have it completed and shipped by this Friday or Tuesday at the latest. That means we should get it by the end of next week and Cresswell will be on-site to install when it arrives.
- **Track** – completed.
- **Ash Trees at the Middle School** – an arborist looked at the trees and said they were being infected by ash bores and recommended they be removed and disposed.

Mr. Farr asked about the **Middle School Roof**. Mr. Franko said he is still awaiting a start date pending arrival of materials.

Mrs. Arnold asked about the **fuel arrangement** with Van Dueser's for District vehicles. Mr. Franko stated that he is seeking an arrangement with another vendor since Van Dueser's does not appear to be getting back into the business. Mr. Franko said he has received prices and services they can provide and he is waiting for one additional vendor to respond.

Extra-Curricular: Dr. Prebola stated that he spoke with Messrs. Ellsworth, Bosscher and Janisewski regarding the coach evaluations and the coaching handbook. They are trying to set up more strict guidelines of which the coach evaluations are part. They will be updated and sent out for review.

Unfinished Business

2016-17 Final Budget: Mr. Burke stated that there are two versions of the budget – one reflecting a one mill increase and the other a two mill increase. Mr. Burke added that the one mill version contains a \$2.141mm deficit and the two mill a \$1.865mm deficit.

Mr. Burke stated that while no one want to raise taxes, we need to do so in light of the budget deficit and the lack of a firm plan to balance the budget in the next year or two. Consequently, he recommends a 2 mill increase.

Resolution # 5: A motion was made by Mr. Parry and seconded by Mrs. Arnold to approve the 2016-17 General Fund Budget with a 2 mill increase (see Exhibit C attached). Voting: Motion carried (6 – Yes, 3 – No) - see resolution number five in the minute book.

New Business

The TASD Visa Account bill was provided for information.

Resolution # 6: A motion was made by Mr. Parry and seconded by Mr. Swilley to approve the disposal of unused/outdated textbooks. Voting: Motion carried unanimously - see resolution number six in the minute book.

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Resolution #7: A motion was made by Mr. Swilley and seconded by Mr. Parry to approve the purchase, from McGraw Hill School Education, of 50 copies of Miller Zoology Textbook w/6 years of Connect (Online Support) from the 2015-16 budget. Estimated cost \$7,477.80. Voting: Motion carried unanimously - see resolution number seven in the minute book.

Resolution #8: A motion was made by Mr. Parry and seconded by Mr. Swilley to approve the New Business items listed below. Voting: Motion carried (8 – Yes, 1 – No) - see resolution number eight in the minute book.

1. Recommended that a resolution be adopted to approve the 2016-17 contract for services with Youth Advocate Programs, Inc.
2. Recommended that a resolution be adopted to approve the 2016-17 contracts (educational & therapeutic) for services with Children’s Service Center.
3. Recommended that a resolution be adopted to approve the 2016-17 contract for services with The Meadows Psychiatric Center.
4. Recommended that a resolution be adopted to approve the Physician & Dental Services Bids for the 2016-17 School Year.

Resolution #9: A motion was made by Mr. Parry and seconded by Mr. Swilley to approve the New Business items listed below. Voting: Motion carried unanimously - see resolution number nine in the minute book.

1. Recommended that a resolution be adopted to approve the first reading of Policy No. 626 – Federal Fiscal Compliance.
2. Recommended that a resolution be adopted to approve the first reading of Policy No. 626.1 – Travel Reimbursement Federal Programs
3. Recommended that a resolution be adopted to approve the first reading of Policy No. 827 – Conflict of Interest.

Resolution #10: A motion was made by Mr. Swilley and seconded by Mrs. Bennett to approve the General Release and Settlement Agreement for Student #7763390514. Voting: Motion carried unanimously - see resolution number ten in the minute book.

Resolution #11: A motion was made by Mr. Perry and seconded by Dr. Prebola to approve 2016 Homestead and Farmstead Exclusion Resolution (see Exhibit D attached). Voting: Motion carried unanimously - see resolution number eleven in the minute book.

Resolution #12: A motion was made by Mr. Parry and seconded by Mr. Swilley to give notice to the NEPA School Districts Health Trust of Tunkhannock Area School District’s intent to withdraw from the Trust effective June 30, 2017 (see Exhibit E attached). Voting: Motion carried unanimously - see resolution number twelve in the minute book.

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Public Comment

Mr. Keiser commented the RFP, Budget and Health Trust Credit.

Mr. Sick commented on the Ash trees, State Budget and District Solicitor

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.

Ms. McPherson announced that the Comprehensive Plan was approved and that the district received approval for a Fresh Fruit & Vegetable program grant. Ms. McPherson also thanked Mr. Galicki for his service to the District as Acting Superintendent.

Mr. Galicki thanked everyone in the District and community that welcomed him in and took part in the positive communications.

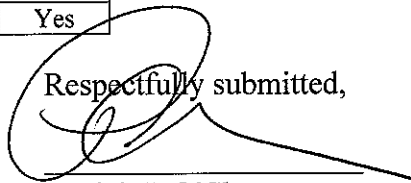
A motion to adjourn was made at 8:23 pm by Mr. Swilley and seconded by Mrs. Bennett. Motion carried on all ayes.

ROLL CALL VOTE

RESOLUTION #:	1	2	3	4	5	6	7	8
Holly Arnold	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Lori Bennett	Yes	No	Yes	Yes	No	Yes	Yes	No
Randy Greenip	Yes	No	Yes	Yes	No	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	No	Yes	Yes	Yes
Phil Farr	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

RESOLUTION #:	9	10	11	12
Holly Arnold	Yes	Yes	Yes	Yes
Lori Bennett	Yes	Yes	Yes	Yes
Randy Greenip	Yes	Yes	Yes	Yes
Rob Parry	Yes	Yes	Yes	Yes
Bill Prebola	Yes	Yes	Yes	Yes
Bill Swilley	Yes	Yes	Yes	Yes
John Burke	Yes	Yes	Yes	Yes
Bill Weidner	Yes	Yes	Yes	Yes
Phil Farr	Yes	Yes	Yes	Yes

Respectfully submitted,



Patrick J. O'Shea
Board Secretary

Attachments: Exhibit A through E and a Conflict of Interest Memo from Mr. Weidner

PROPOSED FEASIBILITY STUDY TIMELINE

Tunkhannock Area School District

YEAR: 2016/2017

Revised 6/30/16

JUNE 2016	TASK	WHO	START	END
PROFESSIONAL SERVICE	Determine the scope of the Project Determine timeline for RFP	Central Administration/Board	June 28, 2016	June 30, 2016
JUNE/JULY 2016	TASK	WHO	START	END
PROFESSIONAL SERVICE	Vote on advertisement of RFP	School Board	June 30, 2016	June 30, 2016
	Advertise RFP for 3 dates 1 week apart.	Central Administration	July 5, 2016	July 18, 2016
	Mandatory Pre-Proposal Meeting 1PM	Board /Central Administration	July 19, 2016	July 19, 2016
	Create Rubric/Scoring guidelines for Independent Consultant Interviews	School Board/Central Administration	July 5, 2016	July 25, 2016
AUGUST/SEPTEMBER 2016	TASK	WHO	START	END
PROFESSIONAL SERVICE	RFPs due 12:00 PM		August 1, 2016	August 1, 2016
	Select Consultants for Interview (Executive Session)	Board/Central Administration	August 18, 2016	August 18, 2016
	Board Interviews Independent Consultants	Board/ Central Administration	August 18, 2016	September 7, 2016
	Board discussion Review of Rubrics/Guidelines	Board/Central Administration	September 8, 2016	September 8, 2016
	Board votes to approve Independent Consultant	Board	September 8, 2016	September 8, 2016

EXHIBIT B (p 1 of 2)

SEPTEMBER – NOVEMBER 2016	TASK	WHO	START	END
PROFESSIONAL SERVICE	Independent Consultant gathers data	Contractor/ Central Administration	September 8, 2016	November 16, 2016

NOVEMBER - DECEMBER 2017	TASK	WHO	START	END
	Consultant presents findings to Board	Consultant/Board/ Central Administration	November 17, 2016	November 17, 2016
	Board discussion of next steps including the development of a timeline for community input	Board/Central Administration	November 17, 2016	December 8, 2106

DECEMBER- JANUARY 2017	TASK	WHO	START	END
	Board announces/conducts public forums to solicit community input	Consultant/Board/ Central Administration/Public	December 8, 2016	January 25, 2017

JANUARY – FEBRUARY 2017	TASK	WHO	START	END
	Board discussion of next steps considering feasibility study and community input	Board/ Central Administration	January 26,2017	February 8, 2017

FEBRUARY 2017	TASK	WHO	START	END
	Board votes on next steps	Board/ Central Administration	February 9, 2017	February 9, 2017

Proposed dates are subject to change.