

**Tunkhannock Area School District
Board Minutes – Public Work Session/Board Meeting
June 27, 2018**

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

Board Member:	Present	Absent
Philip Farr, President	✓	
Bill Weidner, Vice-President	✓	
John Burke, Treasurer	✓	
Holly Arnold	✓	
Lori Bennett	✓	
Shana Gregory	✓	
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 stated that this meeting the Board met in Executive Session immediately prior to this meeting to discuss personnel issues.

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

None.

<i>Business and Finance</i>

Resolution # 1 : A motion was made by Mr. Parry and seconded by Mr. Swilley to approve the Business and Finance items listed below. Voting: Motion carried (7 – Yes, 1 – No) - see resolution number one 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. Title IV
 - l. Activities Accounts
 - m. Pre K Funds

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- n. General Fund Checking Account
- 2. Payrolls as presented:
 - a. District
 - May 10, 2018 \$814,932.51
 - May 25, 2018 \$867,526.41
 - b. Cafeteria
 - May 10, 2018 \$26,911.00
 - May 25, 2018 \$42,852.50
 - c. Chapter I
 - May 10, 2018 \$15,937.43
 - May 25, 2018 \$15,928.43
- 3. Ratify wire/ACH/fund transfers as presented.
- 4. Ratify district bills as presented in the amount of \$875,835.07.
- 5. Bills as presented:
 - a. District - \$371,066.67
 - b. Cafeteria - \$161,198.92
- 6. 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 as indicated below. Voting: Motion carried (7 – Yes, 1 – No) see resolution number two in the minute book.

ORIGINAL AGENDA

- 1. Retirement of Suzanne Young, Roslund Third Grade teacher, effective 10/12/18.
- 2. Appointment of custodial substitutes for the 2018-19 school year as listed. Clearances and TB testing on file as listed. (see Exhibit A attached)
- 3. Appointment of temporary security officers as listed to cover summer events. Approximately 3-18 hours/week at a rate of \$25.00/hour.
 - a. David Ide – pending all clearances & TB testing
 - b. Paul Maleski – pending Act 151 & TB testing
- 4. Change in assignment of Sherry Grow from Middle School Guidance General Secretary to High School Guidance General Secretary, effective 7/1/18 - 8.5 hours/day – Twelve Month Position - \$14.55/hour

SUPPLEMENTAL AGENDA

- 1. Approve the following appointments:
 - a. Summer Frisco - Principal of the Tunkhannock Area Primary Center - \$80,000.00 yearly - 220 Day Contract
 - b. Kelly Carroll – Principal of the STEM Academy & K-7 STEM Coordinator - \$84,000.00 yearly – 220 Day Contract

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A motion was made by Mr. Burke to approve the adoption of the 2018-19 General Fund Budget with a 2 mill tax increase. The motion failed for lack of a second.

Resolution # 6 : A motion was made by Mr. Swilley and seconded by Mr. Burke to approve the 2018-19 General Fund Budget with a 1 mill tax increase (see Exhibit B1 & B2 attached).
Voting: Motion carried (7 – Yes, 1 – No) - see resolution number six in the minute book.

Resolution # 7 : A motion was made by Mr. Weidner and seconded by Mr. Parry to approve the 2018 Homestead and Farmstead Exclusion Resolution (see Exhibit C attached). Voting:
Motion carried unanimously - see resolution number seven in the minute book.

New Business

The TASD Visa Account Statement was provided for information.

Resolution # 8 : A motion was made by Mr. Parry and seconded by Mr. Weidner to approve the Bus/Van contract amounts as presented.. Voting: Motion carried (7 – Yes, 1 – Abstain) - see resolution number eight in the minute book.

Resolution # 9 : A motion was made by Mr. Parry and seconded by Mr. Weidner to approve an Agreement for Services with PA Treatment & Healing for the 2018-2019 school year.
Voting: Motion carried unanimously - see resolution number nine in the minute book.

Resolution # 10 : A motion was made by Mr. Swilley and seconded by Mr. Arnold to approve the purchase of the curriculum materials listed below. Voting: Motion carried unanimously - see resolution number ten in the minute book.

- a. “Benchmark Advance” - Publisher Benchmark Education – Grade 3 ELA
- b. “American Pageant” - Publisher Cengage – AP US History
- c. “Lion’s Quest, “Mind Up” & “Brainology” – K-7 Quest Class

Mr. Farr announced that the Board would be going into Executive Session and not returning after the meeting to discuss personnel matters.

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Public Comment

Ms. Shaffer comment on the success of the FBLA team.

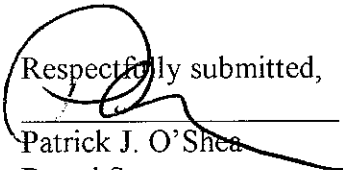
Mr. Janisewski commented on the success of the wrestling team.

A motion to adjourn was made at 8:00 pm by Mr. Swilley and seconded by Mrs. Arnold. 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>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
Holly Arnold	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Lori Bennett	Yes	No	Abstain	Yes	Yes	Yes	Yes	Abstain	Yes	Yes
Shana Gregory	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Rob Parry	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bill Prebola	Absent									
Bill Swilley	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
John Burke	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bill Weidner	No	Yes	Yes	Yes	Yes	No	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: Exhibits A, B1, B2, C and a Conflict of Interest Memo from Mrs. Bennett

2018-19 Substitute Custodians

Costello	Pam
Jones	Richard
Kalinowski	Amy
Kanyok	Marie
Kojtek	Lori
Kopa	Sellina
Miller	Darlene
Murray	George
Phillips	Robert
Rice	Mary
Rosengrant	Russell
Searfoss	Barbara
Staff	Betsy
Steiner	Christine

EXHIBIT A

2018-19
Final Budget
(Draft) 6/27/2018
One Mil Increase (76 Mil)

	A	B	C
	<u>2017-18</u>	<u>2017-18</u>	<u>2018-19</u>
<u>DESCRIPTION</u>	<u>BUDGET- WITH TRANSFERS</u>	<u>PROJECTIONS</u>	<u>BUDGET</u>
BEGINNING FUND BALANCE	\$4,878,319	\$4,773,708	\$3,561,496
REVENUES			
LOCAL REVENUES	\$24,087,725	\$24,193,432	\$24,585,688
STATE REVENUES	\$21,945,381	\$21,800,255	\$22,105,433
FEDERAL REVENUES	\$788,110	\$791,368	\$787,522
PROCEEDS FROM LT LOAN	\$0	\$0	\$0
TOTAL REVENUES	\$46,821,216	\$46,785,055	\$47,478,643
EXPENDITURES			
1000 INSTRUCTION			
1100 REGULAR PROGRAMS	\$19,004,513	\$18,456,257	\$18,403,213
1200 SPECIAL PROGRAMS	\$7,595,599	\$7,185,554	\$6,898,193
1300 VOCATIONAL EDUCATION	\$2,123,266	\$1,983,529	\$2,087,562
1400 OTHER INST PRGMS (ALT. ED.)	\$266,445	\$238,257	\$280,171
1800 PRE-KINDERGARTEN	\$345,100	\$345,100	\$569,500
2000 SUPPORT SERVICES			
2100 SPT SVCS-STUDENTS(GDNCE, & other)	\$1,833,565	\$1,723,099	\$1,828,941
2200 SPT SVCS-INST. STAFF(LIBRARY,TECH)	\$1,610,467	\$1,650,275	\$1,744,105
2310 BOARD SVCS	\$67,550	\$30,700	\$66,250
2330 TAX ASSESSMENT & COLLECTION SVCS	\$136,990	\$132,076	\$190,325
2350 LEGAL & ACCOUNTING SVCS	\$136,000	\$134,950	\$136,000
2360 OFFICE OF SUPERINTENDENT SVCS	\$894,798	\$770,459	\$768,386
2380 OFFICE OF PRINCIPAL SVCS	\$1,734,932	\$1,656,163	\$1,847,433
2400 SPT SVCS-PUPIL HEALTH	\$754,207	\$696,876	\$709,192
2500 SPT SVCS-BUSINESS	\$415,419	\$384,644	\$424,602
2600 OPERATION & MAINT. OF PLANT SVCS	\$5,092,413	\$4,639,883	\$5,175,156
2700 STUDENT TRANSPORTATION SVCS	\$2,950,490	\$2,946,628	\$3,035,264
2800 SUPPORT SVCS-CENTRAL	\$1,000	\$220	\$1,000
2900 OTHER SUPPORT SVCS	\$70,000	\$70,911	\$70,000
3000 NON-INST. SERVICES			
3100 FOOD SVCS	\$0	\$0	\$0
3200 STUDENT ACTIVITIES	\$1,020,083	\$968,278	\$1,010,713
3300 COMMUNITY SVCS	\$41,422	\$39,777	\$65,070
4000 FACILITIES ACQ, CONST IMPRMNT SVCS			
4400 ARCHITECTURE AND ENGINEERING	\$75,000	\$128,500	\$75,000
5000 OTHER EXP. & FINANCING USES			
5240 DEBT SERVICE FUND TRANSFERS	\$3,605,131	\$3,605,131	\$3,606,313
5251 FOOD SERVICE FUND TRANSFER	\$200,000	\$200,000	\$200,000
5270 FUND TRANSFER	\$10,000	\$10,000	\$10,000
5900 BUDGETARY RESERVES	\$0	\$0	\$0
TOTAL EXPENDITURES	\$49,984,390	\$47,997,267	\$49,202,389
ENDING FUND BALANCE			
- DESIGNATED for RETIREMENT INC	\$1,600,000	\$2,500,000	\$1,500,000
- UNASSIGNED FUND BALANCE	\$140,145	\$1,061,496	\$337,750
MILLAGE	75.000		76.000

EXHIBIT B1

BUDGET RESOLUTION

BE IT RESOLVED BY THE TUNKHANNOCK AREA SCHOOL DISTRICT BOARD OF SCHOOL DIRECTORS THAT A RESOLUTION BE ADOPTED APPROVING THE 2018-2019 SCHOOL YEAR BUDGET IN THE AMOUNT OF \$49,202,389, REAL ESTATE LEVY OF 76 MILS, ½ OF 1% REAL ESTATE TRANSFER TAX, ½ OF 1% EARNED INCOME TAX, AND A \$10.00 OCCUPATIONAL PRIVILEGE TAX.

Board President

Date

Board Secretary

Date

{SEAL}

EXHIBIT B2

TUNKHANNOCK AREA SCHOOL DISTRICT

2018 Homestead and Farmstead Exclusion Resolution

RESOLVED, by the Board of School Directors of Tunkhannock Area School District, that homestead and farmstead exclusion real estate tax assessment reductions are authorized for the school year beginning July 1, 2018, under the provisions of the Homestead Property Exclusion Program Act (part of Act 50 of 1998) and the Taxpayer Relief Act (Act 1 of 2006), as follows:

1. Aggregate amount available for homestead and farmstead real estate tax reduction. The following amounts are available for homestead and farmstead real estate tax reduction for the school year beginning July 1, 2018:

a. Gambling tax funds. The Pennsylvania Department of Education (PDE) has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S. § 6926.505(b), as a property tax reduction allocation funded by gambling tax funds, the amount of \$1,141,527.66.

b. Prior year under-distribution of property tax reduction funds. Funds are available for property tax reduction as a result of an undistributed amount remaining from property tax reduction funds PDE paid to the School District in the 2017-2018 school year. This amount from the prior year will add to the property tax reduction allocation for this school year the amount of \$201.56.

c. Philadelphia tax credit reimbursement funds. PDE has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S. § 6926.324(3), as reimbursement for Philadelphia tax credits claimed against the School District earned income tax by School District resident taxpayers, the amount of \$8,181.78.

d. Aggregate amount available. Adding these amounts, the aggregate amount available during the school year for real estate tax reduction is \$1,149,911.00.

2. Homestead/farmstead numbers. Pursuant to Act 50, 54 Pa. C.S. § 8584(i), and Act 1, 53 P.S. § 6926.341(g)(3), the County has provided the School District with a certified report listing approved homesteads and approved farmsteads as follows:

a. Homestead property number. The number of approved homesteads within the School District 4,913.

b. Farmstead property number. The number of approved farmsteads within the School District is 43.

c. Homestead/farmstead combined number. Adding these numbers, the aggregate number of approved homesteads and approved farmsteads is 4,956.

3. Real estate tax reduction calculation. The school board has decided that the homestead exclusion amount and the farmstead exclusion amount shall be equal. Dividing the paragraph 1(d) aggregate amount available during the school year for real estate tax reduction of \$1,149,911.00 by the paragraph 2(c) aggregate number of approved homesteads and approved farmsteads of 4,956, (before considering the assessed value of approved homesteads and approved farmsteads having an assessed value below the preliminary calculation of the maximum real estate assessed value reduction amount to be established as the homestead and farmstead exclusion amount), the preliminary calculation of the maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is \$232.03.

EXHIBIT C (P1)

Based on calculations provided by the School District Business Office from the best available information and carefully evaluated by the School Board, considering the assessed value of approved homesteads and approved farmsteads having an assessed value below the preliminary calculation of the maximum real estate assessed value reduction amount to be established as the homestead exclusion and the farmstead exclusion amount, an additional aggregate amount of \$59,583 will be available during the school year for real estate tax reduction applicable to approximately 4,906 homesteads and farmsteads, resulting in an additional real estate tax reduction amount available for each homestead and farmstead of \$0.91. Adding this additional amount to the preliminary calculation of the maximum real estate tax reduction amount of \$232.94, the final maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is \$232.94.

4. **Homestead exclusion calculation.** Dividing the paragraph 3 maximum real estate tax reduction amount of \$232.94 by the School District real estate tax rate of 76.0 mills (.076), the maximum real estate assessed value reduction to be reflected on tax notices as a homestead exclusion for each approved homestead is \$3,065.00, and the maximum real estate assessed value reduction to be reflected on tax notices as a farmstead exclusion for each approved farmstead is \$3,065.00.

5. **Homestead/farmstead exclusion authorization – July 15th tax bills.** The tax notice issued to the owner of each approved homestead within the School District shall reflect a homestead exclusion real estate assessed value reduction equal to the lesser of: (a) the County-established assessed value of the homestead, or (b) the paragraph 4 maximum real estate assessed value reduction of \$3,065.00. The tax notice issued to the owner of each approved farmstead within the School District shall reflect an additional farmstead exclusion real estate assessed value reduction equal to the lesser of: (a) the County-established assessed value of the farmstead, or (b) the paragraph 4 maximum real estate assessed value reduction of \$3,065.00. For purposes of this Resolution, “approved homestead” and “approved farmstead” shall mean homesteads and farmsteads listed in the report referred to in paragraph 2 above and received by the School District from the County Assessment Office on or before May 1 pursuant to Act 1, 53 P.S. § 6926.341(g) (3), based on homestead/farmstead applications filed with the County Assessment Office on or before March 1. This paragraph 5 will apply to tax notices issued based on the initial tax duplicate used in issuing initial real estate tax notices for the school year, which will be issued on or promptly after July 15th, and will not apply to interim real estate tax bills.

Board President

Date

Board Secretary

Date

EXHIBIT C (P2)

Conflict of Interest Abstention Memorandum

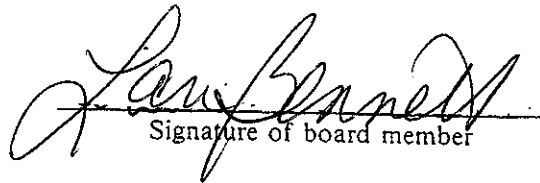
TO: Board Secretary, TUNKHANNOCK AREA School District
FROM: Lois Bennett board member
DATE: 6/27/18

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

Bus/Van Contracts Resolutions 3 + 8

My conflict/reason for abstaining is as follows:

Family member is a Bus/Van contractor.


Signature of board member

NOTE: Section 3(J) requires the following procedure:

"Any public official or public employee, who in the discharge of his official duties, would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his interest as a public record in a written memorandum filed with the person responsible for recording the minutes for the meeting at which the vote is taken" (emphasis added)

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.