

Tunkhannock Area School District
Board Minutes – Public Work Session/Board Meeting
January 18, 2024

The Tunkhannock Area School District Board of School Directors met on the above date in the High School Auditorium as advertised on December 13, 2023 in the Wyoming County Press Examiner. Mrs. Arnold called the meeting to order at 7:04 PM and opened the meeting with the Pledge of Allegiance followed by roll call.

<u>Board Member:</u>	<u>Present</u>	<u>Absent</u>
Holly Arnold, President	✓	
Philip Farr, Vice-President	✓	
John Burke, Treasurer	✓	
Lori Bennett	✓	
Paula Eckert	✓	
Andrew Franko	✓	
Laura Goble	✓	
Dr. Kari Oshirak	✓	
Dr. William Prebola*	✓	

*Via zoom

Also, in attendance representing the School District were Superintendent Paul Dougherty, Assistant to the Superintendent Mary Gene Eagen, Chief Operating Officer Dr. Charles Suppon and Attorney John Audi, School Solicitor.

There were interested citizens present.

Mrs. Arnold announced that the Board had met in Executive Session prior to tonight's meeting to discuss personnel matters related to specific staff.

<i><u>Superintendent's Remarks</u></i>

Superintendent Dougherty updated the Board and community with information on the following:

- January is School Board Appreciation Month. Superintendent Dougherty recognized and thanked all Board members for their dedicated service to the students and community.
- The district is partnering with Lackawanna College to offer students free on-line tutoring services. Additional information can be found on the district's Facebook page or by contacting the student's school.
- Tunkhannock was the first district in the state of PA to receive the "Great PA Schools" designation.

Mrs. Arnold reviewed the rules and procedures that would be followed during the meeting.

<i><u>Public Comments on Agenda Items Only</u></i>

Bill Weidner – Expressed thanks for plans to install safety railings in the Intermediate Center Auditorium & suggested consideration of safety railings on the football bleachers.

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<u>Enrollments</u>

Enrollment statistics were provided for information only.

<u>Minutes</u>

Resolution #1: A motion was made by Mrs. Goble and seconded by Mrs. Eckert to approve the minutes of the meetings listed. Voting: Motion carried unanimously – see resolution number one in the minute book.

1. December 7, 2023 – Reorganization
2. December 7, 2023 – Pubic Work Session/Board Meeting

<u>Business & Finance</u>

Resolution #2: A motion was made by Mrs. Eckert and seconded by Mr. Burke to approve the Business and Finance items listed. Voting: Motion carried unanimously – see resolution number two in the minute book.

1. 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 – Capital Projects Fund
 - g. Capital Reserve – Bond 2020 Account
 - h. Capital Reserve – Loan 2023 Truist Governmental Financing
 - i. Scholarship Account
 - j. Cafeteria
 - k. Title I
 - l. Title II
 - m. Title IV
 - n. Activities Account
 - o. General Fund Checking Account
 - p. ARP ESSER III/Set Aside Account
 - q. Arbiter Pay
2. Payroll as presented.
 - a. District

November 9, 2023	\$835,497.72
November 22, 2023	\$834,224.88
December 8, 2023	\$814,920.37
December 21, 2023	\$936,896.05
 - b. Cafeteria

November 9, 2023	\$20,620.88
November 22, 2023	\$27,185.98
December 8, 2023	\$19,827.05
December 21, 2023	\$20,108.72

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c. Title I

November 9, 2023	\$14,777.11
November 22, 2023	\$14,777.11
December 8, 2023	\$14,777.11
December 21, 2023	\$14,797.96

3. Ratify wire/ACH/fund transfers as presented
4. Ratify district bills as presented in the amount of \$792,476.28
5. Approval of bills as presented:
 - a. District - \$533,747.27
 - b. Cafeteria - \$182,570.00
6. Approval of district financial reports as presented.

<u>Superintendent's Report</u>

Resolution #3: A motion was made by Mr. Franko and seconded by Mrs. Goble to approve the personnel report as presented. Superintendent Dougherty congratulated Mrs. Sniscak on her upcoming retirement and expressed his thanks for her years of service to the students of TASD. (Exhibit A – attached) Voting: Motion carried. (Yes – 8, Abstain – 1) – see resolution number three in the minute book.

Resolution #4: A motion was made by Mrs. Eckert and seconded by Mr. Franko to approve conference attendance as listed. Voting: Motion carried unanimously – see resolution number four in the minute book.

a. Karen Kutish	PETE & C	\$1,189.00
b. John Shepulski	Asbestos Operations & Maintenance	\$475.00
c. Debra Sherman	PDE Special Education Conference	\$1,029.68
d. Debra Sherman	PA School Safety	\$195.34
e. Rich Seaberg	CPI for Instructor – Renewal	\$1,964.24
f. Mary Gene Eagen	PAFPC Improving Schools Conference	\$1,460.18

<u>Committee Reports</u>

A Curriculum Committee meeting was held earlier this evening. Mrs. Eckert summarized what had been discussed during the meeting. Items discussed included state graduation requirements vs TASD graduation requirements, a couple of revisions to the TASD core and elective course catalog and the draft ELA curriculum for grades 3-7 and 9-12. (Exhibit B – attached)

A Building & Grounds Committee meeting was scheduled for February 22, 2024 beginning at 5:30 PM in the High School Auditorium. The main purpose of the meeting will be to discuss options/recommendations for the potential solar project. Due to the scope of the project, Mr. Burke encouraged Board members to review documents prior to the meeting and be prepared to ask any questions they may have.

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<u>Unfinished Business</u>

None

<u>New Business</u>

Resolution #5: A motion was made by Mrs. Eckert and seconded by Mrs. Goble to approve the 2024-2025 High School course catalog. Voting: Motion carried unanimously – see resolution number five in the minute book.

Superintendent Dougherty provided an update on Right-to-Know requests received by the district. Ten Right-to-Know requests have been received and fulfilled for the 2023-2024 school year. One Right-to-Know request was received since the last Board meeting. District staff has spent approximately 5 hours processing requests since 7/1/2023.

The TASD Visa account statement was provided for information only.

A summary of the Kelly Services substitute teacher fill rate was provided for information only.

The following policies were presented for their first reading or retirement as indicated.

- a. No. 000 Board Policy/Administrative Regulations
- b. No. 001 Name and Classification
- c. No. 002 Authority and Powers
- d. No. 003 Function
- e. No. 004 Membership
- f. No. 005 Organization
- g. No. 006 Meetings
- h. No. 006.1 Attendance at Meetings via Electronic Communication
- i. No. 007 Policy Manual Access
- j. No. 011 Principles for Governance and Leadership
- k. No. 901 Public Relations Objectives
- l. No. 902 Publications Program
- m. No. 904 Public Attendance at School Events
- n. No. 905 Citizen Advisory Committees
- o. No. 906 Public Complaint Procedures
- p. No. 907 School Visitors
- q. No. 908 Relations with Parents/Guardians
- r. No. 909 Municipal Government Relations
- s. No. 910 Community Engagement
- t. No. 911 News Media Relations
- u. No. 912 Relations with Educational Institutions
- v. No. 913 Non-School Organizations/Groups/Individuals
- w. No. 914 Relations with Intermediate Unit

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- x. No. 915 Booster Clubs
- y. No. 916 Volunteers
- z. No. 917 Parental/Family Involvement
- aa. No. 918 Title I Parent and Family Engagement
- bb. *No. 919 District/School Report Cards **RETIRE***
- cc. No. 200 Enrollment of Students
- dd. No. 202 Eligibility of Nonresident Students
- ee. No. 217 Graduation
- ff. No. 254 Educational Opportunity for Military Children
- gg. No. 810 Transportation
- hh. No. 220 Student Expression/Dissemination of Materials

Resolution #6: A motion was made by Mrs. Goble and seconded by Mr. Franko to approve bus/van contracts as presented. Voting: Motion carried. (Yes – 8, Abstain – 1) – see resolution number six in the minute book.

Resolution #7: A motion was made by Mrs. Eckert and seconded by Mrs. Goble to approve the purchase of Bus Route #16 currently held by David Bennett and Hiram Newell to Benjamin Garrison and Megan Garrison DBA Garrison Bus Lines, LLC., effective 12/29/2023. Superintendent Dougherty expressed his thanks to Mrs. Bennett and her family for their many years of service to the district. Voting: Motion carried. (8 – Yes, 1 – Abstain) – see resolution number seven in the minute book.

Resolution #8: A motion was made by Mrs. Eckert and seconded by Mrs. Goble to approve overnight field trips as listed. Voting: Motion carried unanimously – see resolution number eight in the minute book.

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|-------------------------|---------|--------------------|
| a. PMEA District Chorus | 1/24-26 | Dallas High School |
| b. Skills USA | 4/3-5 | Hershey PA |

Resolution #9: A motion was made by Mrs. Eckert and seconded by Mr. Franko to approve a settlement agreement and release between TASD and student ID#01100680. Voting: Motion carried unanimously – see resolution number nine in the minute book.

Resolution #10: A motion was made by Mrs. Goble and seconded by Mr. Franko to approve a contract with ProCare Therapy for nursing services as presented. Voting: Motion carried unanimously – see resolution number ten in the minute book.

Resolution #11: A motion was made by Mrs. Eckert and seconded by Mrs. Goble to approve a Royalty Agreement between TASD and Ohiopyle Prints Inc for use of the district's trademarks. Voting: Motion carried unanimously – see resolution number eleven in the minute book.

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Resolution #12: A motion was made by Mrs. Eckert and seconded by Mrs. Goble to approve an 18-month service contract with PSBA Insurance for the BUCS (Better Unemployment Compensation System) basic program as presented. This program will support, advise and aid the district with unemployment compensation claims. Voting: Motion carried unanimously – see resolution number twelve in the minute book.

Resolution #13: A motion was made by Mrs. Eckert and seconded by Mrs. Goble to approve a 36-month service contract with Dempsey Uniform and Linen Supply as presented. Voting: Motion carried unanimously – see resolution number thirteen in the minute book.

Resolution #14: A motion was made by Mrs. Eckert and seconded by Mrs. Goble to approve repairs and upgrades to the High School pool at a cost of \$191,192.25. This project is being financed with existing capital improvement funds. Voting: Motion carried unanimously – see resolution number fourteen in the minute book.

Resolution #15: A motion was made by Mrs. Eckert and seconded by Dr. Prebola to approve the items listed. Voting: Motion carried unanimously – see resolution number fifteen in the minute book.

- a. Replacement of the Intermediate Center exterior auditorium, cafeteria safety railings and installation of center railings in the Intermediate Center auditorium at a cost of \$49,970.00. This project is being financed with existing capital improvement funds.
- b. Acoustic absorber panels for the HS Band Room at a cost not to exceed \$21,529.50

Resolution #16: A motion was made by Mr. Franko and seconded by Mrs. Eckert to approve the items listed. Motion carried unanimously – see resolution number sixteen in the minute book.

- a. Application for Payment to TJ Cannon for High School Fire Alarm - Payment No. 7 – \$00.09
- b. Application for Payment to TJ Cannon for High School Fire Alarm - Payment No. 8 – \$39,931.71
- c. Budget transfers
 - Security - \$6,100.00
 - Athletics - \$500.00
 - High School - \$4,472.95
 - Tech Ed - \$1,565.00

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Resolution #17: A motion was made by Mrs. Eckert and seconded by Mr. Franko to approve the district's participation in the Merlyn Mind's Grant from the Pennsylvania Department of Education (PDE). There is no cost to the district. Voting: Motion carried unanimously – see resolution number seventeen in the minute book.

Resolution #18: A motion was made by Mrs. Goble and seconded by Mrs. Eckert to approve the donation of exercise equipment to the local police municipalities to support their current gym construction. Voting: Motion carried unanimously – see resolution number eighteen in the minute book.

School Board members completed an election ballot for the Luzerne Intermediate Unit #18 Board of Directors. Ballots will be given to Caroline Lawson, School Board Secretary, to be returned to the Luzerne Intermediate Unit.

<i>Additional Public Comments</i>
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Bill Weidner – Passing of Tom Wyda, retired TASD Maintenance Employee, possible return of Rachel's Challenge, Opportunities for HS juniors through Claverack, PMEA Events and all-call notifications

Motion to adjourn was made at 7:38 PM by Mrs. Bennett and seconded by Mr. Franko.

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>	<u>9</u>	<u>10</u>	<u>11</u>
Lori Bennett	Yes	Yes	Yes	Yes	Yes	Abstain	Abstain	Yes	Yes	Yes	Yes
Paula Eckert	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Andrew Franko	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Laura Goble	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Dr. Kari Oshirak	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Dr. William Prebola	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
John Burke	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Phil Farr	Yes	Yes	Abstain	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Holly Arnold	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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Resolution #	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>
Lori Bennett	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Paula Eckert	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Andrew Franko	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Laura Goble	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Dr. Kari Oshirak	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Dr. William Prebola	Yes	Yes	Yes	Yes	Yes	Yes	Yes
John Burke	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Phil Farr	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Holly Arnold	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Respectfully submitted,



Caroline Lawson
Board Secretary

Attachments: Exhibit A, & B and Conflict of Interest Abstention Memorandums – Mrs. Bennett & Mr. Farr

Personnel Report

1/18/2024

Last	First	Position	Location	Effective Date	Replaced	New Position	Salary/Notes
Professional Retirement							
1	Sniscak	Lisa	Science Teacher (5th)	IC	Last day 23-24 SY		

Extra Curricular Resignation

1	Madden	Shelby	Head Field Hockey Coach	HS	12/15/2023		
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Support Staff Transfer

1	Daniels	Amber	From Cafeteria to Custodian	District	2/1/2024	Mikulka	\$16.35/hr - 12 month
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Support Staff Substitute Appointments

1	Lane*	Sara	Custodial		2023-2024		
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Extra Pay Positions

1	Gregory	Brian	Basketball Scorebook/Timer		2023-2024		\$50.00
2	Miller	Robert	Basketball Scorebook/Timer		2023-2024		\$50.00
3	Spudis	Heather	Basketball Scorebook/Timer		2023-2024		\$50.00
4	Farr	Genevieve	Ticket Taker/Seller		2023-2024		\$50.00

Volunteers

1	D'Amato*	Gavin			2023-2024		
2	George*	Heidi			2023-2024		
3	George*	William			2023-2024		
4	Holdredge	Pamela			2023-2024		
5	Jones	Hope			2023-2024		
6	Maruzzelli	Sophia			2023-2024		
7	Patara	paul			2023-2024		
8	Puza	Steven			2023-2024		
9	Sullivan	Korin			2023-2024		

Leave Request

1	Employee #257		Medical Sabbatical				Second Semester
2	Employee #1381		FMLA/Maternity Leave				
3	Employee #355		FMLA				
4	Employee #1131		FMLA				
5	Employee #308		FMLA				
6	Employee #184		FMLA				

* Pending clearances, TB testing or employment/volunteer paperwork
 ** Can volunteer up to date clearance/s expire. When, must submit updated clearances to continue to volunteer.

Curriculum Committee Agenda

January 18, 2024

1. Call to order – *Committee Chairperson Paula Eckert called the meeting to order at 5:34 PM*
2. Pledge of Allegiance
3. Roll Call – *In attendance Paula Eckert, Holly Arnold, Andrew Franko, Laura Goble, Dr. Kari Oshirak, Mary Gene Eagen, Paul Dougherty and Dr. Charles Suppon*
4. Public Comment (4-minute time allotment) – *None*
5. Discuss state requirements for graduation*
6. Discuss TASD course catalog and requirements for graduation
 - a. Core and elective courses*
7. Discussion/Recommendation of revisions to course catalog*
8. Review draft ELA curriculum for grades 3-7 and grades 9-12*
9. Adjournment – *Meeting Adjourned at 6:05 PM on motion by Mrs. Arnold seconded by Mrs. Goble.*

**Mrs. Eagen presented a power point covering state requirements for graduation, recommendation for revisions to the course catalog and draft ELA curriculum for Grades 3-7 and grades 9-12.*

**Conflict of Interest
Abstention Memorandum**

TO: Board Secretary, Tunkhannock Area School District

FROM: Lori Bennett Board Member

DATE: 1/18/2024

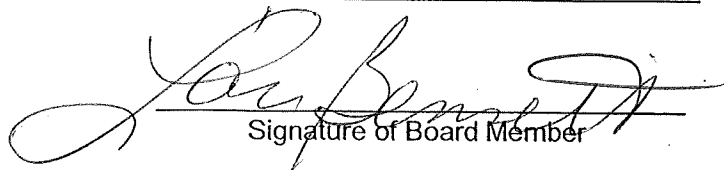
Pursuant to Pennsylvania's "Public Official and Employee Ethics Law" I hereby declare that I am required to abstain regarding the following issue/motion:

~~xt~~ New Business
#6 Bus/Van Contracts
#7 Sale of Bus #16 Route

My conflict/reason for abstaining is as follows:

Family member is a bus
contractor.

Family member's sale of
bus route.


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: Philip D. Farr Board Member

DATE: 1/18/2024

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

Personnel Report

My conflict/reason for abstaining is as follows:

My daughter (Genevieve Farr) is in the

Report



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.