

**TOWANDA AREA SCHOOL DISTRICT  
Board of Education – Regular Session  
Monday, January 18, 2010 – 7:06 PM  
Towanda Elementary School Conference Room**

The Regular Session of the Towanda Area School District Board of Education, held on Monday, January 18, 2010, in the Towanda Elementary School Conference Room, was called to order by President, Peggi Munkittrick at 7:06 PM. Following the Pledge of Allegiance, roll call was taken:

<b>Present:</b>	Pete Alesky	Robert Fetterman	Robert Hettich
	Keith Lamphere	Guy Maryott	Peggi Munkittrick
	Susan Portnoff	David Rice	Evelyn Sherburne

**Others Present:** Diane Place Superintendent; Doreen Secor, Business Manager; Pamela Hosterman, Elementary Principal; Dennis Peachey, Jr/Sr High School Principal; James Wojcak, Director of Special Services; Cheryl Vaughn, Secretary; and a reporter from The Daily Review.

Peggi Munkittrick announced there will be an executive session on a personnel issue after adjournment of the Regular Session.

**Presentations:** Doreen Secor resumed her presentation on the 2010/11 budget. She distributed and reviewed handouts on the Public Employees' Retirement System.

**Visitors' Comments on Agenda Items:** None.

**Approval of Minutes:** Robert Fetterman made a motion, seconded by Guy Maryott, to approve the following minutes: **A)** December 7, 2009, Reorganizational Meeting; **B)** December 14, 2009, Ad Hoc Safe Routes Committee. Roll Call Vote: Robert Hettich, aye; Keith Lamphere, aye; Guy Maryott, aye; Peggi Munkittrick, aye; Susan Portnoff, aye; David Rice, aye; Evelyn Sherburne, aye; Pete Alesky, aye; Robert Fetterman, aye. Motion passed 9-0-0-0.

**Financial Reports:** After reporting on invoices and financial reports, Susan Portnoff made a motion, seconded by David Rice, to approve the financial reports of November and December, 2009, as follows: **A)** Bill List for Payment, General Fund; **B)** Receipts List, General Fund; **C)** Food Service Report on Receipts and Bills; **D)** Treasurer's Report; **E)** External Funds Report, General Fund; **F)** Capital Project 34. Roll Call Vote: David Rice, aye; Evelyn Sherburne, aye; Pete Alesky, aye; Robert Fetterman, aye; Robert Hettich, aye; Keith Lamphere, aye; Guy Maryott, aye; Peggi Munkittrick, aye; Susan Portnoff, aye. Motion passed 9-0-0-0.

**Superintendent's Report:** Reports were given to the board by Diane Place, James Wojcak, Pamela Hosterman and Dennis Peachey.

**Respond to Questions:** None.

**Committee Reports:** **A) Ad Hoc Gas Lease Committee:** Doreen Secor reported this committee met briefly this evening and will move forward to gather information from Tunkhannock School District regarding their gas lease and make contact with Chesapeake regarding a gas lease for Towanda School District.

**B) Buildings and Grounds Committee:** Doreen Secor reported there was discussion on the dedication wall at the stadium and a recommendation was made for Option 1D to bring forward for Agenda Item 14D.

**C) Budget & Finance Committee:** Peggi Munkittrick reported this committee met this evening as a whole to begin the 2010/11 budget process.

**Federal Project Programs Reports:** None.

**Personnel Items:** (All personnel actions approved by the Board are pending all required documentation) Robert Fetterman made a motion, seconded by Susan Portnoff, to approve personnel items, as follows: **A) Retirements:** None. **B) Resignations:** **1)** Deena Mize, Custodian II, effective December 3, 2009; **2)** Karen Robinson, Family Specialist, effective January 15, 2010. **C) Employments:** **1) Act 93:** None. **2) Professional Contract Employments:** **a)** Paul Lantz, Math Tutor, effective December 14, 2009, substitute rate, part time, grant funded; **b)** Stephen Davenport, after school tutor, elementary, effective January 19, 2010, \$24.25 per hour, temporary, ARRA funded; **c)** David McWilliams, after school tutor, Jr/Sr High School, effective January 19, 2010, \$24.25 per hour, temporary, ARRA funded. **3) Support Staff Employments:** **a)** Eloise Allen, Cook I, effective January 4, 2010, \$13.17 per hour, full time, replacing Kathy Dykeman. **4) Substitutes, Professional Staff:** **a)** Roberta Sabitus-Place, guest teacher, effective January 4, 2010; **b)** Jeffrey Smith, guest teacher, effective January 5, 2010; **c)** Sabrina Taylor, guest teacher, effective January 19, 2010. **5) Substitutes, Support Staff:** **a)** Samantha Kinsman, custodial, effective January 4, 2010; **b)** Sabrina Taylor, aide, secretarial, crossing guard, effective January 19, 2010. **6) Supplemental Contracts:** **a)** Rick Smiley, 5<sup>th</sup>/6<sup>th</sup> grade boys basketball coach, \$1,102, effective January 19, 2010; **b)** Jodie Grimes, Jr. High volleyball coach, \$2,252, effective January 19, 2010. **D) Position Eliminations:** None. **E) Create New Positions:** None. Roll Call Vote: Robert Hettich, aye; Keith Lamphere, aye; Guy Maryott, aye; Peggi Munkittrick, aye; Susan Portnoff, aye; David Rice, aye; Evelyn Sherburne, aye; Pete Alesky, aye; Robert Fetterman, aye. Motion passed 9-0-0-0.

**Contracts/Agreements:** **A)** Dave Rice made a motion, seconded by Guy Maryott, to approve the firm of Stiffler McGraw & Associates as the district engineer of record for the Safe Routes to School grant project. Roll Call Vote: Evelyn Sherburne, aye; Pete Alesky, aye; Robert Fetterman, aye; Robert Hettich, aye; Keith Lamphere, aye; Guy Maryott, aye; Peggi Munkittrick, aye; Susan Portnoff, aye; David Rice, aye. Motion passed 9-0-0-0.

**Programs/Curriculum/Policy:** **A)** Susan Portnoff made a motion, seconded by Robert Hettich, to approve the following policies (**Attachment A**): **1)** Employees Section (#301-351); **2)** Finances Section (#601-626); and **3)** Property Section (#701-718). Roll Call Vote: David Rice, aye; Evelyn Sherburne, aye; Pete Alesky, aye; Robert Fetterman, aye; Robert Hettich, aye; Keith Lamphere, aye; Guy Maryott, aye; Peggi Munkittrick, aye; Susan Portnoff, aye. Motion passed 9-0-0-0.

**Financial:** Robert Hettich made a motion, seconded by Pete Alesky, to approve **A)** Occupation Tax Refunds: **1)** Joseph Hipple, RR 1, Box 2465, Monroeton, PA, in the amount of \$173.25, due to a duplicate payment; **2)** Lawrence Radney, RR 1, Box 1450, Monroeton, PA, in the amount of \$91.65, due to a change in category. **B)** Approve Resolution #2009/10-06 limiting any tax increases for 2010/2011 budget to the State index of 4.1 percent (**Attachment B**). **C)** Approve advertising for sealed bids for the

sale of a 1987 GMC dump truck with plow; and **D)** Approve advertising for sealed bids for the Endless Mountains Athletic Complex dedication wall, Option 1D. Roll Call Vote: Keith Lamphere, aye; Guy Maryott, aye; Peggi Munkittrick, aye; Susan Portnoff, aye; David Rice, aye; Evelyn Sherburne, aye; Pete Alesky, aye; Robert Fetterman, aye; Robert Hettich, aye. Motion passed 9-0-0-0.

**Transportation:** None.

**Other: A)** Robert Hettich made a motion, seconded by Pete Alesky, for approval for administration to proceed with an application for district participation in the “Bradford County Community Workforce Inmate Program.” After discussion, David Rice made a motion, seconded by Robert Fetterman to table this motion until the board receives additional information on the program. Roll Call Vote: Evelyn Sherburne, aye; Pete Alesky, aye; Robert Fetterman, aye; Robert Hettich, aye; Keith Lamphere, aye; Guy Maryott, aye; Peggi Munkittrick, aye; Susan Portnoff, aye; David Rice, aye. Motion tabled 9-0-0-0.

**General Board Discussion:** A brief discussion was held regarding the Family Center building and the 2011/12 salary matrix for the teacher’s agreement extension.

**Visitor Comment and Question Period:** Bill Sausermen, engineer from Stiffler McGraw & Associates, thanked the board for choosing their firm as the project engineer of record for the Safe Routes to School grant project.

**Adjournment:** With no further business to discuss, Robert Fetterman made a motion, seconded by Keith Lamphere, to adjourn the meeting. With all board members in agreement, meeting adjourned at 8:40 P.M.

Respectfully submitted,

CHERYL VAUGHN  
Board Secretary

**TOWANDA AREA SCHOOL DISTRICT  
Ad Hoc Gas Lease Committee  
Monday, January 18, 2010 – 5:30 P.M.  
Towanda Elementary School Conference Room**

The Ad Hoc Gas Lease Committee of the Towanda Area School District Board of Education met on Monday, January 18, 2010, 5:30 PM, in the Towanda Elementary School Conference Room.

**Present:** Committee members Pete Alesky, Robert Hettich and Evelyn Sherburne; Board members Robert Fetterman, Guy Maryott, David Rice; Diane Place, Superintendent; Doreen Secor, Business Manager and Cheryl Vaughn, School Board Secretary.

**Presentation:** None.

**Public Input:** None.

**Discussion:** Doreen Secor stated she has not heard back from Red Sky, the lease contractor from Chesapeake, regarding a gas lease for Towanda Area School District. She also gave the committee information regarding Tunkhannock Area School District's gas lease.

After discussion was held on gas leases, attorneys who work with school district on gas leases and other school districts involved in gas leasing, the consensus of the committee was to have Doreen Secor contact Chesapeake regarding a gas lease and contact Tunkhannock Area School District to obtain a copy of their gas lease.

**Public Questions:** None.

**Recommendation:** None.

**Adjournment:** With no further business to discuss, meeting adjourned at 5:53 PM.

Respectfully submitted,

CHERYL VAUGHN  
Board Secretary

**TOWANDA AREA SCHOOL DISTRICT  
Buildings & Grounds Committee (of the Whole)  
Monday, January 18, 2010 – 5:54 P.M.  
Towanda Area Elementary School Conference Room**

The Buildings & Grounds Committee of Towanda Area School District Board of Education met on Monday, January 18, 2010, 5:54 P.M., in the Towanda Area Elementary School Conference Room.

**Present:** Committee members Pete Alesky, David Rice and Evelyn Sherburne; Board members Robert Fetterman, Robert Hettich, Keith Lamphere, Guy Maryott and Peggi Munkittrick.

**Others Present:** Diane Place, Superintendent; Doreen Secor, Business Manager; Cheryl Vaughn, Board Secretary and a reporter from The Daily Review.

**Presentations:** Doreen Secor distributed and reviewed handouts of wall design proposals for the stadium submitted by Highland Associates. She also distributed a handout on revenues and expenses for this wall.

**Discussion:** Discussion was held on the various options proposed by Highland Associates, the cost of the plaques for the wall, costs associated with the stadium and the proceeds from the sale of the plaques.

**Public Input:** None.

**Recommendation:** Robert Hettich made a motion, seconded by Pete Alesky to recommend to the school board approval of Option 1D, presented by Highland Associates, for the dedication wall design and advertise for bids for construction. Voice vote, all in favor, motion passed.

**Adjournment:** With no further business to discuss, meeting adjourned at 6:09 PM.

Respectfully submitted,

CHERYL VAUGHN  
Board Secretary

**TOWANDA AREA SCHOOL DISTRICT  
Budget & Finance Committee (of the Whole)  
Monday, January 18, 2010 – 6:10 P.M.  
Towanda Area Elementary School Conference Room**

The Budget & Finance Committee (of the whole) of the Towanda Area School District Board of Education met on Monday, January 18, 2010, 6:10 PM., in the Towanda Area Elementary School Conference Room. The meeting was called to order by Peggi Munkittrick.

**Present:**

Pete Alesky	Robert Fetterman	Robert Hettich
Keith Lamphere	Guy Maryott	Peggi Munkittrick
Susan Portnoff	David Rice	Evelyn Sherburne

**Others Present:** Diane Place, Superintendent; Doreen Secor, Business Manager; Dennis Peachey, Jr/Sr High School Principal; Pamela Hosterman, Elementary Principal; James Wojcak, Special Services Director; Cheryl Vaughn, Secretary; and a reporter from The Daily Review.

**Public Input:** None.

**Presentations:** Doreen Secor distributed and reviewed the following handouts: Tax Levy History, Occupation Tax Collection Review, Subsidy and Expenditure Comparisons and Consolidation Related Savings.

**Discussion:** Discussion was held on occupation taxes for transient people in the district, the Tax Study Commission, salaries and benefits, and the capital reserve account.

**Public Questions:** None.

**Recommendations:** None.

**Adjournment:** Pete Alesky made a motion, seconded by Robert Fetterman, to adjourn the committee meeting, with all board members in agreement, meeting adjourned at 7:01 P.M.

Respectfully submitted,

CHERYL VAUGHN  
Board Secretary