

**DUNMORE SCHOOL DISTRICT**

**REGULAR MEETING  
NOVEMBER 17, 2021**

The Regular Monthly Meeting of the Dunmore Board of School Directors was held **Wednesday, November 17, 2021, at 6:00pm** in the High School Cafeteria. The Work Session was held **Monday, November 15, 2021, at 6:00pm** in the Board Room. Mr. Hallinan presided.

**I. ROLL CALL OF DIRECTORS**

MR. BUTLER	PRESENT
MR. COLEMAN	PRESENT
MR. HALLINAN	PRESENT
MR. KRANICK	PRESENT
MS. LIBASSI	PRESENT
MR. MCHALE	PRESENT
MR. SUMMA	PRESENT
MR. MURACCO	PRESENT

**ALSO PRESENT:** Mr. Marichak, Mrs. Lopatka, Atty. Matthew Dempsey –

\*\*\* **PUBLIC DISCUSSION** – Renee Iezzi Nurse at the DEC spoke about Covid testing in the Elementary Center and how well it is going. Also, spoke about opening the Semi-formal to Juniors too.  
Shane Pagnotti from PA School Board came to reorganize John Summa and Sid Hallinan for their years of Service.

**II. APPROVED MINUTES**

Motion by Mr. McHale seconded by Mr. Muracco to **approve** the **MINUTES** of the Regular Meeting of October 20,, 2021  
**ALL PRESENT WERE IN FAVOR**

**III. OTHER COMMUNICATIONS**

Motion by Mr. Butler seconded by Ms. Libassi to approve the Reorganization Meeting for December 6, 2021 at 6:00pm.

**IV. PERSONNEL**

- A. Motion by Mr. McHale seconded by Mr. Coleman to accept the Personnel Reports.  
ALL PRESENT WERE IN FAVOR
- B. Motion by Mr. Coleman seconded by Mr. Summa to appoint Gary Muracco, Director of Plant Operations and Maintenance at a salary of \$65,000 per year Effective immediately. Terms are defined in the Act 93 Agreement.  
ALL PRESENT WERE IN FAVOR
- C. Motion by Mr. McHale seconded by Mr. Butler to appoint Christian Reese, to a Maintenance position. The shift is from 2:00pm – 10:00pm. With proper notice, Adjustments to the shift can be made by the Superintendent and/or the Director Of Plant Operations/Maintenance. Terms are defined in the Agreement with The DESPA.  
ALL PRESENT WERE IN FAVOR
- D. Motion by Mr. Summa seconded by Ms. Libassi to appoint John Kashmer, to a Maintenance position. The shift is from 2:00pm-10:00pm. With proper notice, Adjustments to the shift can be made by the Superintendent and/or Director Of Plant Operations/Maintenance. Terms are defined in the Agreement with the DESPA.  
ALL PRESENT WERE IN FAVOR
- E. Motion by Mr. Kranick seconded by Ms. Libassi to appoint Michael Ehnnot, DHS Service Club Advisor for Jr/Sr High School effective immediately. Terms are defined in the Agreement with the Dunmore Federation of Teachers.  
ALL PRESENT WERE IN FAVOR
- F. Motion by Mr. Coleman seconded by Mr. Butler to appoint Julia Cantarella, Kindergarten Team Leader effective immediately. Terms are defined in the Agreement with the Dunmore Federation of Teachers.  
ALL PRESENT WERE IN FAVOR
- G. Motion by Mr. Summa seconded by Mr. Kranick to appoint Marguerite Bradley, Related Arts Team Leader DEC effective immediately. Terms are defined in the Agreement with the Dunmore Federation of Teachers.  
ALL PRESENT WERE IN FAVOR
- H. Motion by Ms. Libassi seconded by Mr. Butler to appoint Claudia Pregmon, DEC Service Club Advisor effective immediately. Terms are defined the Agreement with the Dunmore Federation of Teachers.  
ALL PRESENT WERE IN FAVOR
- I. Motion by Mr. Coleman seconded by Mr. Butler to appoint Lauren Summa, DEC Mini-Thon Club Advisor effective immediately. Terms are defined in the Agreement With the Dunmore Federation of Teachers.  
ALL PRESENT WERE IN FAVOR
- J. Motion by Ms. Libassi seconded by Mr. McHale to appoint Elizabeth Corbett, DEC Mindfulness Club Advisor effective immediately. Terms are defined in the Agreement with the Dunmore Federation of Teachers.  
ALL PRESENT WERE IN FAVOR

- L. Motion by Mr. Muracco seconded by Mr. McHale to appoint Haileigh Finnerty, DEC Newspaper Club Advisor effective immediately. Terms are defined in the Agreement With the Dunmore Federation of Teachers.  
ALL PRESENT WERE IN FAVOR
- M. Motion by Mr. Butler seconded by Ms. Libassi to appoint Alan Roche, DHS Mock Trial Advisor effective immediately. Terms are defined in the Agreement with the Dunmore Federation of Teachers.  
ALL PRESENT WERE IN FAVOR
- N. Motion by Mr. McHale seconded by Mr. Coleman to appoint Amy Ferguson, Crisis/ Wellness Counselor. Terms are defined in the Agreement with the Dunmore Federation of Teachers.  
ALL PRESENT WERE IN FAVOR
- O. Motion by Mr. Hallinan seconded by Ms. Libassi to accept resignation of Chris Phillips from Boys Head Tennis Coach effective immediately.
- P. Motion by Mr. Butler seconded by Ms. Libassi to appoint Carrie Toomey, Volunteer For Lady Buck's Basketball for the 2021-2022 Season. Clearances are on file.  
ALL PRESENT WERE IN FAVOR

V. EDUCATION

- A. Motion by Mr. Kranick seconded by Mr. Muracco to establish a Gaming Club in Jr/Sr High School.  
ALL PRESENT WERE IN FAVOR
- B. Motion by Mr. Summa seconded by Mr. Kranick to approve Expulsion of Student ID# 6990678712.  
ALL PRESENT WERE IN FAVOR

VI. FINANCE

- A. Motion by Mr. Muracco seconded by Mr. Coleman to approve the following payrolls: 10/29/21 & 11/12/21:

10/29/21	\$381,489.78
11/12/21	<u>\$374,868.14</u>
	\$756,357.92

ALL PRESENT WERE IN FAVOR

- B. Motion by Mr. Muracco seconded by Mr. Coleman to accept the Treasurer's Report for the month(s) of OCTOBER 2021.  
ALL PRESENT WERE IN FAVOR
- C. Motion by Mr. Butler seconded by Ms. Libassi to accept Real Estate Tax Collector's Report for month(s) of OCTOBER 2021.  
ALL PRESENT WERE IN FAVOR
- D. Motion by Mr. Muracco seconded by Mr. Kranick to approve Payment for LIST OF BILLS: \$858,225.45.  
ALL PRESENT WERE IN FAVOR
- E. Motion by Mr. McHale seconded by Mr. Kranick to accept Activities Reports for month(s) of OCTOBER 2021.  
ALL PRESENT WERE IN FAVOR
- F. Motion by Mr. Butler seconded by Mr. Muracco to Wage Tax-Collector's Reports For month (s) of OCTOBER 2021.  
ALL PRESENT WERE IN FAVOR

- G. Motion by Mr. Muracco seconded by Mr. Summa to approve Capital Project payments:  
CM3 \$63,989.70  
CM3 \$437,199.00  
ALL PRESENT WERE IN FAVOR
- H. Motion by Mr. Kranick seconded by Mr. Coleman to approve a one (1) year contract With TRU- Green for lawn care services for 2022. The cost of the contract \$7,537.14. (\$358.89 increase from prior year)  
ALL PRESENT WERE IN FAVOR
- I. Motion by Ms. Libassi seconded by Mr. Butler to approve MOU retirement incentives For Act 93, Teachers and Support Staff. (See attached)  
ALL PRESENT WERE IN FAVOR
- J. Motion by Mr. McHale seconded by Mr. Muracco to approve Corrective Action Plan As a result of the Audit from Auditor General's Office. (See attached)
- K. Motion by Mr. Coleman seconded by Mr. Muracco to approve the District's Property/ Casualty/Fleet Proposal including Boiler and Machinery Insurance with Utica National Insurance Co. The cost for 2021-2022 is \$46,893. (Increase of \$53.00)

VII. NEW BUSINESS

Mr. Summa, spoke about his last meeting thanked everyone. Also congratulated Mr. Hunt and Ms. McDonough on the election. Mr. Kranick wished Mr. Summa well and was pleased to see Crimson Company back on stage. All Board Members congratulated Mr. Summa and wished him well.

VIII. PRESIDENT'S REPORT

Mr. Hallinan thanked everyone for everything they did this past year.

IX. SUPERINTENDENT'S REPORT – See Attached.

\*\*\* ACCEPTANCE OF REPORTS

Motion by Mr. Coleman seconded by Mr. Muracco to accept the Superintendent's Report and make it part of the MINUTES.  
ALL PRESENT WERE IN FAVOR

X. ADJOURNMENT

Motion by Mr. Kranick seconded by Ms. Summa to adjourn to meet in Regular Session or at the call of the CHAIR.  
ALL PRESENT WERE IN FAVOR

Respectfully submitted,

---

Michael Coleman  
Board Secretary

MEMORANDUM OF UNDERSTANDING

RETIREMENT INCENTIVE – DUNMORE ACT 93 PROFESSIONALS

This memorandum made the 17<sup>th</sup> day of NOV, 2021 by and between the Board of Directors of the Dunmore School District and the Dunmore Act 93 Professionals.

Whereas any member of the Dunmore Act 93 Professionals having a minimum of 10 years of service with the Pennsylvania State Employees Retirement System (PSERS) and otherwise qualifies under the terms of this agreement shall be entitled to an incentive for early retirement.

Whereas, any member of the Dunmore Act 93 Professionals who retires under Disability Retirement shall not qualify for the retirement incentive and any members who had retired prior to the above date would not qualify for the retirement incentive.

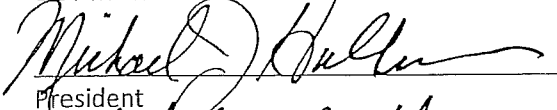
Whereas, any member of the Dunmore Act 93 Professionals who is eligible for this incentive shall receive 15% of their final salary divided into three (3) equal installments being paid July 1, 2022, July 1, 2023, and July 1, 2024 to be paid pursuant to Section 403 (b).

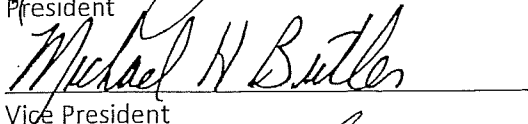
Also the member may keep employee plus one health care coverage for a maximum of two (2) years. Coverage ends for the employee when they reach Medicare eligibility if that occurs before the two (2) year period. The spouse may continue coverage for a maximum of two years (up to June 30, 2024) or till they reach Medicare eligibility – whichever comes first. Instead of this option a one-time bonus payment may be paid on June 30, 2022 up to a maximum of \$10,000 calculated at \$416.67 per month based upon number of months till the employee reaches Medicare eligibility.

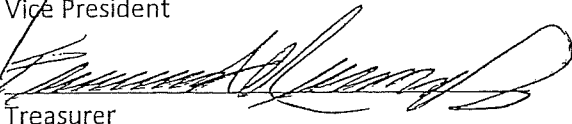
Whereas, this offer shall automatically expire on December 31, 2021 with a retirement date prior to September 30, 2022.

Whereas, any member of the Dunmore Act 93 Professionals who specifically agrees to this Memorandum of Understanding is not subject to the grievance procedure or to arbitration supported by the union which in any way attempts to challenge the legality of the retirement incentive on the basis it was promulgated outside the collective bargaining agreement between the parties.

DUNMORE SCHOOL DISTRICT:

  
President

  
Vice President

  
Treasurer

  
Secretary

# MEMORANDUM OF UNDERSTANDING

## RETIREMENT INCENTIVE – DUNMORE FEDERATION OF TEACHERS

This memorandum made the 17<sup>th</sup> day of NOV, 2021 by and between the Board of Directors of the Dunmore School District and the Dunmore Federation of Teachers, Local 907, American Federation of Teachers, AFL/CIO.

Whereas any member of the Dunmore Federation of Teachers, Local 907, American Federation of Teachers, AFL/CIO having a minimum of 10 years of service with the Pennsylvania State Employees Retirement System (PSERS) and otherwise qualifies under the terms of this agreement shall be entitled to an incentive for early retirement.

Whereas, any member of the Dunmore Federation of Teacher, Local 907, American Federation of Teachers, AFL/CIO who retires under Disability Retirement shall not qualify for the retirement incentive and any members who had retired prior to the above date would not qualify for the retirement incentive.

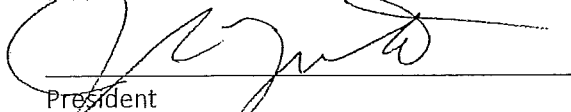
Whereas, any member of the Dunmore Federation of Teacher, Local 907, American Federation of Teachers, AFL/CIO who is eligible for this incentive shall receive 15% of their final salary divided into three (3) equal installments being paid July 1, 2022, July 1, 2023 and July 1, 2024, to be paid pursuant to section 403 (b).

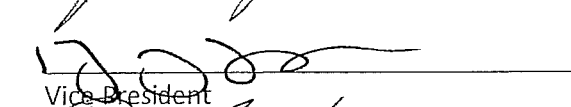
In addition, the member may keep Employee plus one coverage for a maximum of four (4) years. Coverage ends when the employee reaches Medicare eligibility if that occurs before the four (4) year period. A member may opt for a payment in lieu of insurance in the amount of \$5000 per year up to a maximum of four (4) years. Payments will end when the employee reaches Medicare eligibility if that occurs before the four (4) year period. This payment would be paid in four (4) equal installments being paid July 1, 2022, July 1, 2023, July 1, 2024 and July 1, 2025. Instead of this option a one-time bonus payment may be paid on June 30, 2022 up to a maximum of \$20,000 calculated at \$416.67 per month based upon number of months till you reach Medicare eligibility.

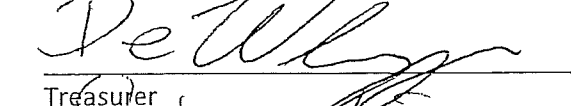
Whereas, this offer shall automatically expire on December 31, 2021, and the retirement date must be before August 31, 2022.

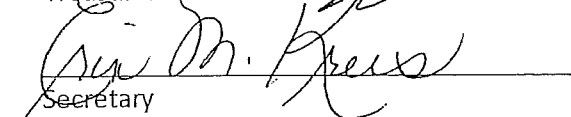
Whereas, any member of the Dunmore Federation of Teacher, Local 907, American Federation of Teachers, AFL/CIO who specifically agrees to this Memorandum of Understanding is not subject to the grievance procedure or to arbitration supported by the union which in any way attempts to challenge the legality of the retirement incentive on the basis it was promulgated outside the collective bargaining agreement between the parties.

DUNMORE FEDERATION OF TEACHERS:

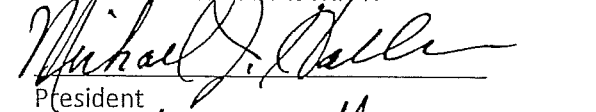
  
\_\_\_\_\_  
President


  
\_\_\_\_\_  
Vice President


  
\_\_\_\_\_  
Treasurer

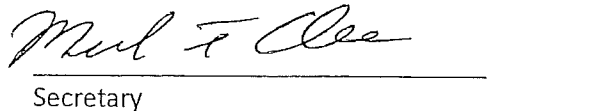
  
\_\_\_\_\_  
Secretary

DUNMORE SCHOOL DISTRICT:

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Vice President

  
\_\_\_\_\_  
Treasurer

  
\_\_\_\_\_  
Secretary

MEMORANDUM OF UNDERSTANDING

RETIREMENT INCENTIVE – DUNMORE EDUCATIONAL SUPPORT ASSOCIATION

This memorandum made the 17<sup>th</sup> day of NOV, 2021 by and between the Board of Directors of the Dunmore School District and the Dunmore Educational Support Association.

Whereas any full time employee that is a member of the Dunmore Educational Support Association having a minimum of five (5) years of service with the Pennsylvania State Employees Retirement System (PSERS) and otherwise qualifies under the terms of this agreement shall be entitled to an incentive for early retirement.

Whereas, any member of the Dunmore Educational Support Association who retires under Disability Retirement shall not qualify for the retirement incentive and any members who had retired or resigned prior to the above date would not qualify for the retirement incentive

Whereas, any member of the Dunmore Educational Support Association who retires under this MOU and is also eligible for healthcare under Article XXI may also receive a one-time bonus payment of \$5,000 payable with the last paycheck from the School District. This payment will not be subject to PSERS.

Whereas, any member of the Dunmore Educational Support Association who retires under this MOU and is not eligible for healthcare due to Medicare eligibility may also receive \$10,000 divided into three (3) equal installments being paid July 1, 2022, July 1, 2023 and July 1, 2024, to be paid pursuant to section 403 (b).

Whereas, this offer shall automatically expire on December 31, 2021.

Whereas, any member of the Dunmore Educational Support Association who specifically agrees to this Memorandum of Understanding is not subject to the grievance procedure or to arbitration supported by the union which in any way attempts to challenge the legality of the retirement incentive on the basis it was promulgated outside the collective bargaining agreement between the parties.

DUNMORE EDUCATIONAL SUPPORT ASSOCIATION:

Carol Vennastro  
President

Maria Steckler  
Vice President

Christina Pizola  
Treasurer

Amy Kearney  
Secretary

DUNMORE SCHOOL DISTRICT:

Michael J. Hall  
President

Michael H. Butler  
Vice President

Frank J. [Signature]  
Treasurer

Paul J. [Signature]  
Secretary

# DUNMORE SCHOOL DISTRICT

## ADMINISTRATIVE OFFICES

300 WEST WARREN STREET  
DUNMORE, PA 18512-1992  
Telephone (570) 343-2110

Fax (570) 343-1458

JOHN MARICHAK  
Superintendent

ANTOINETTE LOPATKA  
Business Administrator

### Correction Action Plan

Adopted at Board Meeting - November 17, 2021

#### Description of Finding

The District's Failure to Implement an Adequate Internal Control System Led to Inaccurate Transportation Data Reported to PDE Resulting in a \$20,990 Overpayment to the District

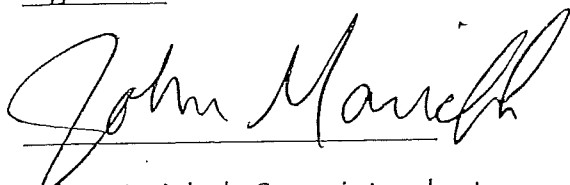
#### Statement of Concurrence

The Dunmore School District concurs with this Finding.

#### LEA's Response

The Business Manager followed instructions for form PDE-1049 –Transportation Service. This form reports the vehicle capacity and pupils assigned to each bus. However, the Business Manager misinterpreted the rule for computing the total number of pupils assigned to a bus and incorrectly added both runs to get the total of pupils. The auditor explained that the correct calculation is the greatest number at any one time, i.e. only one run. This procedure is now documented and kept with the transportation files. This information was also communicated to the Director of Transportation and Superintendent so that more employees are aware of these rules. These procedures have been implemented immediately.

#### Signature

A handwritten signature in black ink, appearing to read "John Marichak", written over a horizontal line.

John Marichak, Superintendent  
EQUAL OPPORTUNITY EMPLOYER



## TRANSPORTATION REPORTS DUE 9/25

### INSTRUCTIONS

PDE SUITE – Log into eTran

Check contact information and Modify if necessary

Proceed to the correct school year from the drop down under HOME

LEA-owned service – Not Applicable

#1) Contracted service with a Contractor – see below

#2) Contracted service with a Parent or other Individual – see below

Contracted service with another LEA – Not Applicable

Fare based – Not Applicable

#1 Contracted service with a Contractor:

A) PETE'S GARAGE

Get mileage sheets – with and without students from the bus company

They hand them in every month – Sept through May

Enter amount by bus by month into excel spreadsheet

Use this to enter vehicle information under vehicle details

You will also get a vehicle info sheet from Petes with bus VIN numbers and capacity

You need to look at the rosters to see the highest number of students transported at any one time

(ONE RUN ONLY – DO NOT ADD RUN 1 AND RUN 2 TOGETHER) That is the Pupils Transported.

You need to run the vendor report for Petes bus to see AMOUNT PAID TO CONTRACTOR for the year

B) NEIU (MORANCO)

Get mileage sheets from Kim Malick at the NEIU for each contracted driver

She will give you this all together at the end of the school year

It will contain the VIN#, Passenger #, pupils assigned, days transported, miles, etc.

This will all be backup to the invoice for the entire school year.

COMPLETE INFO FOR ALL VEHICLES ND SAVE EACH SCREEN

#2 Contracted service with a Parent or other Individual

Get parent transport files from Dee and run reports in CSIU to see how much we paid each parent

There file will contain vehicle info, passenger info and daily rate paid.

You can find the number of days transported by dividing total paid by the rate.

COMPLETE INFO FOR ALL PARENT TRANSPORTS and SAVE

#### PDE-2089 SUMMARY OF PUPILS TRANSPORTED

Fill in a) from bus rosters

Fill in b) from non public request forms

Fill in c) from looking at bus runs that transport under 2 miles because of hazardous walking routes – such as Blakely Street

Fill in f) from lists from Kaley and Michelle of other transportation for Charter Schools which is usually only Howard Gardner

Usually nothing in d), e), g)

SAVE THIS FORM

SUBMIT TO PDE

And Print from for Superintendent to Sign and follow instructions on where to email/fax, etc

## NOVEMBER SUPERINTENDENT'S NOTES 11/17/21

- Our Annual Pink Game raised money for breast cancer awareness. By selling pink t-shirts and bracelets. Our Service Club was able to make a donation in the amount of \$2,500 to Candy's Place. Since 2010, we have donated over \$26,000 to various charities for breast cancer awareness.
- The Senior Class conducted a Haunted Hallway for the community on Friday, October 29. The event was well attended and raised \$1,800 for Senior Class events.
- We have started a Student of the Month program for students in grades 7-12. Each month, teachers will nominate students who meet certain criteria and one student from each grade who positively represents Dunmore Jr./Sr. High School will be honored.
- We have also started a Bucks Scholar Program. At the end of each quarter, the top ten ranked students in each grade (who meet attendance requirements) will be name a Bucks Scholar. Students will be treated to a luncheon with Mr. Hopkins and Mr. Lucas.
- I would like to recognize and thank Mrs. Hogan for her continue work with the Celebrate Sober Poster Contest.
  - Dunmore High School had 4 out of 5 winners
    - Lily Massaro 9<sup>th</sup> grade won 2<sup>nd</sup> place
    - Alexa Marone 10<sup>th</sup> grade won 3<sup>rd</sup> place
    - Emma Pasko 12<sup>th</sup> grade and Anastasia Czyzyk 11<sup>th</sup> grade won honorable mention
  - The Lackawanna/Susquehanna Office of Drug and Alcohol Programs sponsors the annual campaign
- Congratulations to Elianna King for being accepted into Senator Marty Flynn's Student Ambassador Program – the group will learn about politics, government and the legislative process from a first-hand perspective.
- Mr. Ferris' and Mr. Renekamp's STEM class demonstrated a very cool, interesting engineering project. You can view this by going to our website: select a school – high school, under High School Announcements – hit students from Mr. Ferris and Mr. Rennekamp's STEM class – they built and operated remote control rafts.
- There were 90 students between ages 5-11 vaccinated today at DEC

- G. Motion by Mr. Muracco seconded by Mr. Summa to approve Capital Project payments:  
CM3 \$63,989.70  
CM3 \$437,199.00  
ALL PRESENT WERE IN FAVOR
- H. Motion by Mr. Kranick seconded by Mr. Coleman to approve a one (1) year contract With TRU- Green for lawn care services for 2022. The cost of the contract \$7,537.14. (\$358.89 increase from prior year)  
ALL PRESENT WERE IN FAVOR
- I. Motion by Ms. Libassi seconded by Mr. Butler to approve MOU retirement incentives For Act 93, Teachers and Support Staff. (See attached)  
ALL PRESENT WERE IN FAVOR
- J. Motion by Mr. McHale seconded by Mr. Muracco to approve Corrective Action Plan As a result of the Audit from Auditor General's Office. (See attached)
- K. Motion by Mr. Coleman seconded by Mr. Muracco to approve the District's Property/ Casualty/Fleet Proposal including Boiler and Machinery Insurance with Utica National Insurance Co. The cost for 2021-2022 is \$46,893. (Increase of \$53.00)

VII. NEW BUSINESS

Mr. Summa, spoke about his last meeting thanked everyone. Also congratulated Mr. Hunt and Ms. McDonough on the election. Mr. Kranick wished Mr. Summa well and was pleased to see Crimson Company back on stage. All Board Members congratulated Mr. Summa and wished him well.

VIII. PRESIDENT'S REPORT

Mr. Hallinan thanked everyone for everything they did this past year.

IX. SUPERINTENDENT'S REPORT – See Attached.

\*\*\*

ACCEPTANCE OF REPORTS

Motion by Mr. Coleman seconded by Mr. Muracco to accept the Superintendent's Report and make it part of the MINUTES.  
ALL PRESENT WERE IN FAVOR

X. ADJOURNMENT

Motion by Mr. Kranick seconded by Ms. Summa to adjourn to meet in Regular Session or at the call of the CHAIR.  
ALL PRESENT WERE IN FAVOR

Respectfully submitted,



Michael Coleman  
Board Secretary