

Summary of Minutes  
Special Board Meeting  
Friday, September 14, 2012

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The Board of Education of the Wilkes-Barre Area School District held a Special Board Meeting on Friday, September 14, 2012. **President, Maryanne W. Toole** called the meeting to order at 2:11 PM.

**Interim Superintendent Dr. Bernard Prevuznak** led the Pledge of Allegiance to the Flag.

**Board Secretary Leonard B. Przywara** called the roll.

8 MEMBERS PRESENT: Corcoran, Elmy, Galella, Katsock, Latinski, Quinn, Susek, Toole

1 MEMBER ABSENT: Evans

President Toole stated:

- The chair wishes to announce that the Board held an Executive Session following the Regular Board Meeting of September 10, 2012 and prior to the Special Board Meeting of September 14, 2012.
- THE SUBJECTS DISCUSSED IN EXECUTIVE SESSION RELATED SOLELY TO MATTERS OF EMPLOYEE RELATIONS, LABOR NEGOTIATIONS, AND/OR THREATENED OR ACTUAL LITIGATION.

There were no **Communication from Superintendent**

**Communications from Citizens**

1. Joseph C. Borland, 71 West River Street, Wilkes-Barre, PA  
Mr. Borland informed the Board that he was attending the Board Meeting as a representative of the Meyers Speech and Debate Team in the event any information was required regarding the Meyers Speech and Debate Team.

**Ad Hoc Hiring Policy Committee**

Dr. Corcoran informed the Board that the Hiring Policy would be presented at the October Board Meeting for Board review.

**Ad Hoc Facilities Committee**

Dr. Susek informed the Board that the AD Hoc Facilities Committee was in the process of completing a report for the Boards review and the report would be available for the October Board Meeting.

**LUZERNE INTERMEDIATE UNIT**

Ms. Katsock informed the Board that the LIU has not met since the last meeting of the Wilkes-Barre Area Board of Directors and noted that the next meeting of the Luzerne Intermediate Unit is scheduled for September 26, 2012.

**WILKES-BARRE AREA CAREER AND TECHNICAL CENTER**

Mr. Latinski informed the Board that the Wilkes-Barre Area Career and Technical Center has accepted students from River Side School District and River Side School District is paying a fee of \$7,500 per student. Mr. Latinski went on to state that currently there are thirty-five (35) students attending Wilkes-Barre Career and Technical Center from the River Side School District.

**CURRICULUM COMMITTEE REPORT**

**Mr. Latinski presented the following report and recommendations for the Board's approval:**

1. That approval be given to enter into an agreement with New Story, 1150 Wyoming Avenue, Wyoming, PA to provide special education services to students of the Wilkes-Barre Area School District for the 2012-2013 school year. A complete copy of the Agreement (Exhibit "A") is on file in the Office of the Board Secretary and incorporated into this Resolution with full force and effect as if same had been pronounced in its entirety herein.
2. That approval be given to enter into an "Act 48 Program Placement Agreement" with Youth Services Agency, 1398 State Route 902, Jim Thorpe, PA to provide educational services for disruptive youth of the District, under Act 48 and Act 30 for the 2012-2013 school year. A complete copy of the Agreement (Exhibit "B") is on file in the Office of the Board Secretary and incorporated into this Resolution with full force and effect as if same had been pronounced in its entirety herein.
3. That approval be given to enter into a Partnership Agreement with Luzerne County Head Start, Inc. to continue the availability of Head Start school readiness services for three and four year old children residing in the areas served jointly by Luzerne County Head Start and the School District. A copy of the Agreement (Exhibit "C") is on file in the Office of the Board Secretary and incorporated into this Resolution with full force and effect as if same had been pronounced in its entirety herein.
4. That approval be given to enter into a contract with Lakeview NeuroRehabilitation Center, 244 Highwatch Road, Effingham, NH to provide a Special Education Program and Intensive Educational Assistance to students of this District. A copy of the contract (Exhibit "D") is on file in the Office of the Board Secretary and incorporated into this Resolution with full force and effect as if same had been pronounced in its entirety herein.
5. That approval be given to the Settlement Agreement and Release in respect to the Special Education Due Process Case as filed on behalf of P.A. (student). A copy of the Settlement Agreement (Exhibit "E") is on file in the Office of the Board Secretary and incorporated into this Resolution with full force and effect as if same had been pronounced in its entirety herein.
6. That the following policy entitled Electronic Record Retention be adopted.

The Wilkes-Barre Area School District  
Policy No.  
SECTION:  
TITLE: Electronic Records Retention Policy  
ADOPTED:  
REVISED:

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**1. Purpose**

In today's school district environment, employees and students create and maintain an increasing portion of their records using computers. Electronic records must be managed alongside traditional records to ensure compliance with state and federal regulations and to preserve institutional history. The purpose of this policy is to inform all school district employees of the requirements and responsibilities for management and disposition of electronic records.

**2. Authority**

**1. Scope**

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The electronic records retention policy set forth herein applies to all employees of the school district and applies to all electronic records that are made or received in the transaction of the school district or in the operations of the school district.

**2. Definitions**

- a. The term "**electronic record**" means any record that is created, received, maintained or stored on school district workstations or central servers, archival or backup drives or media. Examples include, but are not limited to:
  - i. Electronic mail (e-mail)
  - ii. Word processing documents and spreadsheets
  - iii. Databases
- b. The term "**legal custodian**" shall mean the originator of an e-mail message or the creator of an electronic document, if that person is a school district employee, school board member, contractor or agent; otherwise it is the school district employee to whom the message is addressed or to whom the electronic document is sent. If the record is transferred, by agreement or policy, to another person for archival purposes, then that person becomes the legal custodian.
- c. "**Official**" records retention and disposition schedules are the general and departmental program schedules that have been approved by the Superintendent or his/her Designee.

**3. Policy Statement**

General Requirements

- a. Maintenance and disposal of electronic records, as determined by the content, is the responsibility of the legal custodian and must be in accordance with guidelines established by the Board of School Directors and also in compliance with approved records retention and disposition schedules. Failure to properly maintain electronic records may expose the school district and individuals to legal risks

The Technology Director is responsible for ensuring compliance with this Policy and with the Public Records Act. This individual will coordinate with the Building Principal or Administrator the necessary action to be in compliance with this policy.

- b. When an employee leaves the school district or is transferred to a different building, the Principal, in conjunction with the Technology Director, is responsible for designating a new custodian and ensuring that any public records in the separating employee's possession are properly transferred to the new custodian or are properly archived in accordance with this policy.

The Technology Director is responsible for the transfer of the electronic records to the new custodian before the accounts are scheduled to be deleted or archived.

- c. Each employee is responsible for periodically reviewing any application files, documents, spreadsheets, databases or other electronic records to ensure the timely deletion of records that are no longer needed to conduct school district business, which will allow adequate storage space on school district servers.

Electronic Mail

- a. Work-related e-mail is a school district record and must be treated as such. Each e-mail user must take responsibility for sorting out personal messages from work-related messages and retaining school district records as directed in official records retention and disposition schedules. E-mail that does not meet the

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definition of a public record, e.g., personal e-mail or junk e-mail, should be deleted immediately from the system.

- b.** Wilkes-Barre Area School District email servers are NOT intended for long-term records retention. E-mail messages and any associated attachment(s) with retention periods greater than three (3) years are to be printed and filed in similar fashion to paper records. Email will be archived from the current email servers after three years and will be maintained for an additional three (3) years in an archive file maintained by the Technology Director. It is important to note that the e-mail message should be kept with the attachment(s). The printed copy of the e-mail must contain the following header information:
  - i. Who sent message
  - ii. Who message was sent to
  - iii. Date and time message was sent
  - iv. Subject

When e-mail is used as a transport mechanism for other record types, it is possible, based on the content, for the retention and disposition periods of the e-mail and the transported record(s) to differ; In this case, the longest retention period shall apply.

#### Audio Records

- a.** Voice mail and other electronically recorded audio files will be disposed of in a manner consistent with other electronic files. In accordance with applicable law, including but not limited to Pennsylvania's wiretapping laws, the school district reserves the right to record telephone conversations for safety, security and quality control purposes.

#### Instant Messaging

- a.** The school district does not currently support the use of Instant Messaging (IM).

#### Backup Files

- a.** Information Technology Services performs a backup on a regular schedule of the e-mail and electronic files stored on central servers for disaster recovery. These backups are to be used for system restoration purposes only. The Technology Director or the technology staff is not the legal custodian of messages or records, which may be included in such backups.

#### Litigation Hold

- a.** When litigation against the school district or its employees is filed or threatened, the law imposes a duty upon the school district to preserve all documents and records that pertain to the issues. As soon as the Superintendent is made aware of pending or threatened litigation, a litigation hold directive will be issued to the legal custodians.

The litigation hold directive overrides any records retention schedule that may have otherwise called for the transfer, disposal or destruction of the relevant documents, until the hold has been cleared by the Superintendent after consultation with the solicitor. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the Technology Director until the hold is released. No employee who has been notified of a litigation hold may alter or delete an electronic record that falls within the scope of that hold. Violation of the hold may subject the individual to disciplinary action, up to

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and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

- b. In order to quickly respond to litigation requests, users will be required to utilize document tagging to insure locating the document(s) in the event of a litigation search. Tagging properties will include, but not be limited to the property tags in Microsoft Office documents as well as specific subject line formatting for email.

#### 4. Security of Electronic Records

The school district shall implement and maintain an effective records security program that incorporates the following:

- a. Ensure that only authorized personnel have access to electronic records.
- b. Provide for backup and recovery of electronic records to protect against information loss. Documented disaster recovery plans and procedures shall be established for all electronic records systems by the Technology Director. Disaster recovery plans and procedures must be reviewed and updated at least annually.
- c. Ensure school district personnel are trained to safeguard sensitive or classified electronic information.
- d. Minimize the risk of unauthorized alteration or erasure of electronic records.

#### 5. Enforcement

Failure to comply with the *Electronic Records Retention Policy* and associated guidelines and procedures will result in disciplinary action and penalties applicable by law.

#### 3. Delegation of Responsibility

This policy will be reviewed periodically by the Technology Director in cooperation with other Administrators to ensure the policy remains current with the evolving technology structure of the school district.

- 7. That approval be given to eliminate mid-year and final examinations in Secondary schools and implement four quarterly examinations to insure proper assessment of the District Curriculum.

**Mr. Latinski moved, seconded Miss Katsock**, to adopt the report. The vote was as follows:

**8 Ayes:** Corcoran, Elmy, Galella, Katsock, Latinski, Quinn, Susek, Toole

**Mr. Latinski motioned, seconded by Dr. Corcoran**, to go to Unfinished Business. The vote was as follows:

**8 Ayes: All In Favor**

#### Unfinished Business

**Mr. Latinski motioned, seconded by Dr. Susek** that the Wilkes-Barre Area School District transfers \$18,000 into the Meyers High School Activities fund to be used by the Meyers Speech and Debate Team as needed, based upon the submission of detailed vouchers in substantiation thereof.

Miss Katsock asked which part of the budget the \$18,000 was being taken from.

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Business Manager, Leonard B. Przywara, informed Miss Katsock that at this time the \$18,000 would come from the fund balance or another account where he can find the proceeds.

Miss Katsock asked when the Budget can be amended.

Attorney Wendolowski responded to Miss Katsock that the motion would need to be effective, October 1, 2012.

Mr. Latinski motioned, seconded by Dr. Corcoran to amend the motion to become effective, October 1, 2012.

Amended Motion:

**Mr. Latinski motioned, seconded by Dr. Susek** that the Wilkes-Barre Area School District transfers \$18,000 into the Meyers High School Activities fund to be used by the Meyers Speech and Debate Team as needed, based upon the submission of detailed vouchers in substantiation thereof, effective, October 1, 2012. The vote was as follows:

**6 Ayes:** Elmy, Galella, Latinski, Quinn, Susek, Toole

**2 Nays:** Corcoran, Katsock

**BUDGET FINANCE COMMITTEE REPORT**

**Dr. Corcoran presented the following report and recommendations for the Board's approval:**

**A. ADMINISTRATIVE**

1. That approval be given to the below listed payments:

<b>Contractor</b>	<b>Project</b>	<b>Fund</b>	<b>Cert/Applic. Invoice #</b>	<b>Payment Due</b>
Apollo Group, Inc.	E.L. Meyers Water line Repairs	Capital Projects	03	\$1,356.58
Apollo Group, Inc.	E.L. Meyers Boiler Room Building Roof	Capital Projects	03	\$33.80
Apollo Group, Inc.	GAR Memorial Stage & HVAC	Capital Projects	01	\$642.20
Don Cooper Plumbing & Heating, Inc.	Kistler Elementary Boiler Replacement	Capital Projects	03 (Final)	\$1,000.00
G. Weinberger Co.	E.L. Meyers Water Line Replacement	Capital Projects	02	\$77,042.62
G. Weinberger Co.	E.L. Meyers Water Line Replacement	Capital Projects	03 (Final)	\$29,278.69

2. That ratification be given to the Repository Tax Sale by Northeast Revenue Service, LLC, as agent for the Luzerne County Tax Claim Bureau as follows:

<b>OWNER</b>	<b>PARCEL NO.</b>	<b>PROPOSED BID</b>
Singh Purush 338 Blackman Street Wilkes-Barre, PA	73-19NE4-023-17A	\$500.00

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3. That approval be given to appoint Ralph G. Scoda as Trustee, and Leonard B. Przywara as Alternate Trustee to the Northeastern Pennsylvania School Districts Health Trust for the 2012-2013 school year.
  
4. That approval be given to the Board of Education and the Solicitor to attend educational meetings, seminars and conferences during the 2012-2013 school year, and that such attendance be in accordance with the requirements of Section 516 of the Pennsylvania School Code, Act No. 155 and all other statutes that may be enacted, and in addition in accordance with the policies adopted by the Board of Education. Included under conferences are the Pennsylvania School Boards Association (PSBA) Annual State Conference, the National School Board Association (NSBA) Annual Conference, and the American Association of School Administrators (AASA) Annual Conference.
  
5. That approval be given to enter into an Agreement for Participation in the Child Nutrition Program with the following organizations for the 2012-2013 school year. A copy of each Agreement is on file in the Office of the Board Secretary.
  - a. Alternative Learning Center/Luzerne Intermediate Unit 18
  - b. The Milford E. Barnes Junior School
  - c. Wilkes-Barre Area Career & Technical Center

**B. FEDERAL**

That, in accordance with the authority of the Board, the following Federal Project wire transfers #124 and Chapter I wire transfers #1025-1035 and check #571-573 and checks 1116-1138 were drawn for payment since the last regular meeting of the Board of Education held on August 15, 2012 be approved.

- C. That payment be approved for the following General Fund wire transfers #1775-1793 and checks #28556-28950 and Food Service checks #2023-2036 which were drawn for payment since the last regular meeting of the Board of Education held on August 15, 2012.
  
- D. That the checks listed on the following pages # 28951-29127 which have been inspected be approved and that orders be drawn for the respective amounts set down opposite the names of persons or firms.

Dr. Corcoran noted that establishing the 2012-2013 Budget was an extremely difficult and tedious process. Dr. Corcoran stated that he understands changes occur, however, it is his opinion that changes should wait until next year and the Board should not go outside the Budget unless it is an emergency.

**Dr. Corcoran moved, seconded by Katsock,** to adopt the report. The vote was as follows:

**8 Ayes:** Corcoran, Elmy, Galella, Katsock, Latinski, Quinn, Susek, Toole  
**1 Nay:** Katsock – C & D

There was no ATHLETIC COMMITTEE REPORT

There was no TRANSPORTATION/SAFETY COMMITTEE REPORT

**CONTRACTED SERVICES COMMITTEE REPORT**

**Dr. Susek presented the following report and recommendations for the Board's approval:**

1. That approval be given to enter into an agreement with DeHey McAndrew, 101 South Main Avenue, Scranton, PA to provide the District with plan reporting and administration services, in respect to the District's current Internal Revenue Code (IRC) Section 403(b) Post Severance Plan offered to eligible employees, at an annual fee of \$2,175.00, plus \$9.75 per associated Retiree per year.

**Dr. Susek moved, seconded by Mr. Latinski, to adopt the report. The vote was as follows:**

**8 Ayes:** Corcoran, Elmy, Galella, Katsock, Latinski, Quinn, Susek, Toole

**BUILDING & GROUNDS COMMITTEE REPORT**

**Dr. Susek presented the following report and recommendations for the Board's approval:**

**1. REQUESTS FOR USE OF SCHOOL FACILITIES:**

**COUGHLIN HIGH SCHOOL**

- a. Coughlin High School Drama Club in conjunction with the Misfit Players requests permission to present a musical revue/show to be held on the following dates:

January 18, 2013 – 7:00 PM

January 19, 2013 – 7:00 PM

January 20, 2013 – 3:00 PM

All proceeds will benefit the Coughlin High School Drama Club.

**2. Requests for USE OF GYMS, STADIUMS & FIELDS:**

**SOLOMON/PLAINS JR. HIGH**

- a. The Coughlin Jr. High Wrestling Booster Club requests permission to hold the "Annual Solomon/Plains Jr. High Dual Meet Tournament at Solomon/Plains Jr. High gym on Saturday, December 15, 2012 from 8:00 AM to 5:00 PM. The Booster Club will also have a concession stand at the tournament to raise funds to cover expenses. The Booster club is responsible for all custodial fees incurred.

**2. OTHER**



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- a. That permission be granted to have a shed placed on Guthrie Field for the purpose of storing field hockey equipment. The shed has been donated by Coughlin Girls Hockey Booster Club to the Wilkes-Barre Area School District.
- b. The Meyers High School Football Booster Club requests permission to hold the "Annual Bonfire" at Miner Park on Thursday, October 4, 2012 beginning at 6:30 PM.
- c. The G.A.R. Football Booster Club requests permission to hold a Parade Pep-Rally and Bon Fire on Thursday, November 1, 2012 at the G.A.R. practice field located on Stanton Street. The activities will begin at 5:45 PM and end at approximately 8:00 PM.

Dr. Susek moved, seconded by Miss Katsock to amend #2 OTHER – to be approved as follows

- a. That permission be granted to have a shed placed on Guthrie Field for the purpose of storing field hockey equipment. The shed has been donated by Coughlin Girls Hockey Booster Club to the Wilkes-Barre Area School District. The Coughlin Booster Club will ensure that all permits are secured from the City of Wilkes-Barre and all requirements are satisfied.

**Dr. Susek moved, seconded by Miss Katsock, to adopt the report. The vote was as follows:**

**All In Favor: 8 Ayes:** Corcoran, Elmy, Galella, Katsock, Latinski, Quinn, Susek, Toole

There was no LEGISLATIVE /FEDERAL REPORT

**MATERIAL SUPPLIES COMMITTEE REPORT**

**Mr. Latinski presented the following report and recommendations for the Board's approval:**

- 1. That having inspected the bids opened on August 29, 2012 that the award is made to the following bidders for Winter Sports Equipment and Supplies:

				LOW	TOTAL	AWARD
<u>COUGHLIN VARSITY BOYS BASKETBALL</u>						
1	12	EA	Basketballs, Baden Perfection Elite BX7E	\$39.23	\$470.76	C.ROBBINS
2	1	EA	Slip Nott Pad of 60 Sheets, KBA SNR-60	\$30.02	\$30.02	C.ROBBINS
3	24	EA	Uniform Jersey, Wilson Spring (36) navy, CRWTB2236-30 Side insert and back of neck- red armhole insert and front of neck- w hite tw o color times bold vertical arch "CRUSADERS" numbers front 6" w hite on red numbers back 8" w hite on red	\$85.62	\$2,054.88	C.ROBBINS
4	24	EA	Uniform basketball shorts, Wilson Spring (36) navy, CRWTB3236-30	\$69.98	\$1,679.52	C.ROBBINS

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Side panel- red,  
back panel- w hite  
Sizes: 4- medium, 14-large, 5-xlarge, 1-xxxlarge

TOTAL      **\$4,235.18**

**COUGHLIN JR. HIGH BOYS BASKETBALL**

5	6	EA	Basketballs, Baden Perfection Elite BX7E	\$39.23	\$235.38	CANNON
6	1	EA	Slip Nott Pad of 60 Sheets, KBA SNR-60	\$30.02	\$30.02	C.ROBBINS
				TOTAL	<b>\$265.40</b>	

**G.A.R. BOYS BASKETBALL**

7	25	EA	Basketballs, Baden Perfection Elite BX7E	\$39.23	\$980.75	CANNON
8	60	PR	Socks, Chase acrylic quarter , black CQA 10, NO SUB	\$2.99	\$179.40	C.ROBBINS
9	1	EA	JAYPRO TOTEMASTER BALL CAGE,TMB,NO SUB	\$145.98	\$145.98	BSN
10	4	EA	Slip-Nott Pad of 60 Sheets, SNR-60	\$30.02	\$120.08	C.ROBBINS
11	2	EA	BIG BALL COMPOSITE 2" LARGER KBA - 36	\$59.84	\$119.68	C.ROBBINS
12	6	EA	MESH BALL BAG,43" X 23"	\$3.99	\$23.94	PYRAMID
13	36	EA	Reversible mesh basketball jersey (must supply 4xl)	\$8.55	\$307.80	C.ROBBINS
14	2	EA	AIR PRESSURE GUA GE,DIGITAL	\$19.94	\$39.88	C.ROBBINS
15	1	EA	PAYMAKER PENS FINE PT PACK/4	\$2.98	\$2.98	PYRAMID
16	1	EA	PAYMAKER PENS BOLD PT PACK/4	\$3.79	\$3.79	PYRAMID
17	1	EA	BASKETBALL SCOUT PAD FOLDER SP-25	\$11.25	\$11.25	C.ROBBINS
18	1	EA	BALL CARRIER,DOUBLE TUFF (18) BALLS,129	\$119.98	\$119.98	PYRAMID
				TOTAL	<b>\$2,055.51</b>	

**MEYERS BOYS BASKETBALL**

19	6	EA	Basketballs, Baden Perfection Elite BX7E	\$39.23	\$235.38	CANNON
20	6	EA	MENS PERFORMANCE BASKETBALL JERSEY ,CR9B5MIMK NO SUBSTITUTE, 3WR WHITE/ROYAL TWO COLOR RC SCREEN LETTERING AND NUMBERS FRONT: TIMES BOLD VERTICAL ARCH,MEYERS,GOLD ON ROYAL FRONT TIMES BOLD RC NUMBERS,6" #'S,GOLD ON ROYAL BACK TIMES BOLD RC NUMBERS,8" #'S GOLD ON ROYAL	\$56.00	\$336.00	C.ROBBINS

QTY	SIZE	NUMBERS
2	MED	
2	LARGE	

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			2	X-LARGE				
21	6	EA	MENS PERFORMANCE BASKETBALL SHORT, CR9B6MMK NO SUBSTITUTE, WRO WHITE/ROYAL 2" WAISTBAND . SIDE INSERT, 9" INSEAM SIZE: SMALL MEDIUM LARGE XLARGE XXLARGE QTY 0 2 2 2		\$32.00	\$192.00	C.ROBBINS	
22	8	EA	TONIX DIVISION JACKET, ROYAL/GOLD/WHITE, #868 SIZE: SM MED LG XL XXL QTY 0 1 4 2 1 MED #2,#10 - - LG #14,#21,#22 - - XL #24 EMBROIDERED ON LEFT CHEST, MEYERS GOLD BASKETBALL GOLD EMBROIDERED ON RIGHT SLEEVE, #s, GOLD, NO SUB		\$46.40	\$371.20	C.ROBBINS	
23	8	EA	TONIX BOLT PANT, ROYAL SIZE: SM MED LG XL XXL QTY 0 1 4 2 1 EMBROIDERED ON LEFT FRONT, #s GOLD, NO SUB		\$28.80	\$230.40	C.ROBBINS	
24	4	EA	Whistles, Fox40 & Lanyards		\$3.87	\$15.48	BSN	
25	2	EA	Coaching Board, Playmaker, Yellow /w ht		\$5.89	\$11.78	C.ROBBINS	
26	24	EA	DELONG REVERSIBLE BASKETBALL JERSEY ROYAL/GOLD,MMWJ100 SIZE MEDIUM LARGE XLARGE XXLARGE QTY 6 8 8 2 ONE COLOR IMPRINT ON ROYAL SIDE GOLD STRAIGHT BLOCK MEYERS STRAIGHT BLOCK BASKETBALL		\$15.03	\$360.72	C.ROBBINS	
27	24	EA	DELONG BASKETBALL SHORTS 11" INSEAM ROYAL,MWS-100 SIZE MEDIUM LARGE XLARGE XXLARGE QTY 6 8 8 2 ONE COLOR IMPRINT ON LEFT LEG GOLD STRAIGHT BLOCK "M"		\$12.00	\$288.00	C.ROBBINS	
28	20	EA	T SHIRTS, NO SUBSTITUTE, GOLD, 64030MK SIZE SMALL MEDIUM LARGE XLARGE QTY 2 8 8 2 ONE COLOR FULL BLOCK LETTERING ON FRONT ROYAL MOHAWKS ONE COLOR NUMBERS 4" FRONT; 8" BACK ROYAL		\$9.42	\$188.40	C.ROBBINS	
29	20	EA	T SHIRTS, NO SUBSTITUTE, ROYAL, 64030MK SIZE SMALL MEDIUM LARGE XLARGE QTY 2 8 8 2 ONE COLOR FULL BLOCK LETTERING ON FRONT GOLD MOHAWKS ONE COLOR NUMBERS 4" FRONT; 8" BACK GOLD QTY SIZE NUMBERS		\$9.42	\$188.40	C.ROBBINS	

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2 SMALL 10, 11  
8 MEDIUM 12, 13, 14, 15, 20, 21, 22, 23  
8 LARGE 24, 25, 30, 31, 32, 33, 34, 35  
2 XLARGE 40, 41

TOTAL      **\$2,417.76**

**COUGHLIN GIRLS BASKETBALL**

30	6	EA	Basketballs, Baden Perfection Elite BX6E	\$39.23	\$235.38	CANNON
31	1	EA	Slip Nott Pad of 60 Sheets, KBA SNR-60	\$30.02	\$30.02	C.ROBBINS
32	1	EA	Jump rope BOA-200, 9FT 10oz. KBA	\$20.88	\$20.88	C.ROBBINS
				TOTAL	<b>\$286.28</b>	

**COUGHLIN JR H GIRLS BASKETBALL (SOLOMON)**

33	12	EA	BASKETBALLS, BADEN PERFECTION BX6E OFF. PIAA, WOMENS	\$39.23	\$470.76	CANNON
34	1	EA	SLIPP-NOTT BASE AND PAD,SNB-P	\$33.92	\$33.92	BSN
				TOTAL	<b>\$504.68</b>	

**G.A.R. GIRLS BASKETBALL**

35	24	EA	Reversible mesh jersey, w omens, navy/w hite 1 color print on navy inside, full block w hite "G.A.R." Script letters, design of basketball, w /Lady reversed out sizes: 5-M, 16-L, 2-XL, 1-XL, #8978	\$7.87	\$188.88	C.ROBBINS
36	1	EA	PAYMAKER PENS FINE PT PACK/4	\$2.98	\$2.98	PYRAMID
37	1	EA	SLIP NOTT REFILL PADS, SNR60	\$30.02	\$30.02	C.ROBBINS
38	1	EA	SLIP NOTT BASE AND REFILL, SNR	\$76.84	\$76.84	C.ROBBINS
39	6	EA	BASKETBALLS, BADEN PERFECTION BX6E OFF. PIAA, WOMENS	\$39.23	\$235.38	CANNON
40	1	EA	Playmaker 12' x 18' basketball, Blue	\$12.69	\$12.69	C.ROBBINS
41	24	EA	JACKET, WOMENS WD CLOTH,S20WDXK, SY1STEALTH/WHITE CUSTOM EMBR LEFT CHEST IN NAVY- "G.A.R." BASKETBALL IN NET SIZES: 6-S, 12-M, 3-L, 2-XL, 1-XXL, NO SUB	\$42.78	\$1,026.72	C.ROBBINS
42	24	EA	PANTS, WOMENS WD CLOTH,S20WDXK, SY1STEALTH/WHITE CUSTOM EMBR LEFT HIP IN NAVY- "G.A.R." over "BASKETBALL"	\$34.50	\$828.00	C.ROBBINS
43	2	EA	KORNEY STA FOCUSED, STA-F	\$20.23	\$40.46	C.ROBBINS

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44	4	EA	SHARP SHOOTER 2/RIGHT; 2/LEFT, SS-125	\$21.75	\$87.00	C.ROBBINS
45	6	EA	SHOOTING COACH, SC-5	\$9.79	\$58.74	C.ROBBINS
				TOTAL	<b>\$2,587.71</b>	

**MEYERS GIRLS BASKETBALL**

46	30	EA	Hooded Sw eat Shirt, Gold, Russell, no lettering Sizes: 8-SM, 11-M, 5-L, 4-XL, 2-XXL	\$16.02	\$480.60	C.ROBBINS
47	4	EA	Whistles, Fox40, NO SUB	\$3.12	\$12.48	C.ROBBINS
48	30	EA	Tee-shirts, Royal Blue, Russell, no lettering sizes: 8S, 11M, 5L, 4XL, 2XXL	\$3.70	\$111.00	C.ROBBINS
49	30	EA	Basketball "t" Shirts, black, No lettering or numbers Sizes: 8SM,11M, 5L, 4XL, 2-XXL, Russell 64030	\$3.70	\$111.00	C.ROBBINS
50	4	EA	Dry erase coach's basketball Korney clipboard	\$5.90	\$23.60	C.ROBBINS
51	18	EA	Gatorade bottles	\$1.90	\$34.20	C.ROBBINS
52	12	EA	Basketballs, Baden Perfection Elite BX6E	\$39.23	\$470.76	CANNON
				TOTAL	<b>\$1,243.64</b>	

**COUGHLIN VARSITY WRESTLING**

53	8	RL	Mat Tape, 4"x108', Clear	\$5.70	\$45.60	CANNON
54	20	EA	Brute Lycra/Cotton Briefs, #0191, Navy, Sizes: 3S, 10M, 4L,3XL	\$10.77	\$215.40	C.ROBBINS
55	20	EA	Wrestling singlets, Brute Collegiate 0123121 Toughtex lycra, <b>NO SUB</b> One color imprint front left thigh: COUGHLIN arced over red Maltese Cross both outlined in w hite Letter on right side is red "C" outlined in w hite sizes: 4-S, 8-M, 4-L, 2-XL, 2-XXL, NO SUB	\$49.98	\$999.60	C.ROBBINS
56	3	PR	Knee pads, molded w restling, Brute 0272 VWO1, BLUE, 2-MED, 1-LG	\$11.11	\$33.33	C.ROBBINS
57	3	EA	Jump ropes 0214, Brute, 9FT	\$6.43	\$19.29	CANNON
58	2	EA	Keen Defense soap w ipes, 6/pk			
59	5	EA	Wrestling Headgear, Cliff Keen, Signature E-58, Navy/Navy,NO SUB	\$21.88	\$109.40	C.ROBBINS
				TOTAL	<b>\$1,422.62</b>	

**G.A.R. WRESTLING**

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60	24	EA	SINGLE LEG SHOOTING SLEEVE, SSK88 NO SUB	\$7.07	\$169.68	PYRAMID
61	24	RL	MAT TAPE, 4X60FT, NO SUB	\$5.89	\$141.36	PYRAMID
62	1	EA	WRESTLING TAKE-DOWN MACHINE,ADAMS	\$2,998.80	\$2,998.80	C.ROBBINS
63	14	EA	SHORTS,CLIFF KEEN,MXSHORT, GRAY, ONE COLOR IMP LEFT LEG IN NAVY TIMES BOLD STR "G.A.R. over WRESTLING" SIZES: 2-M, 7-L, 3-XL, 1-XXL, 1-XXXL	\$21.68	\$303.52	C.ROBBINS
64	12	EA	Whistles w /lanyards, Acme #660	\$1.20	\$14.40	C.ROBBINS
65	6	PR	Bag,nylon mesh, #0217 Brute, black, NO SUB	\$14.99	\$89.94	PYRAMID
66	24	EA	Knee pad, CLIFF KEEN IMPACT BK64, w hite,sizes:OSFA, NO SUB	\$6.99	\$167.76	PYRAMID
				TOTAL	<b>\$3,885.46</b>	

**MEYERS WRESTLING**

67	50	RL	Mat Tape, 4"x108", Clear	\$5.70	\$285.00	CANNON
68	6	PR	Wrestling Knee Pads, Navy, Wrestling Aids BK64, "The Impact" Cliff Keen, <b>NO SUB</b>	\$13.72	\$82.32	C.ROBBINS
69	5	EA	Wrestling Headgear, Cliff Keen E58D Signature, Deep cup, Navy shell/ Vegas Gold strap, <b>NO SUB</b>	\$23.48	\$117.40	CANNON
70	15	EA	Wrestling Headgear, Cliff Keen E58 Signature, Navy shell/ Vegas Gold strap, <b>NO SUB</b>	\$23.48	\$352.20	CANNON
71	6	EA	Chin cup assembly,w hite, CSM Cliff Keen	\$3.73	\$22.38	CANNON
72	6	EA	Wrestling Singlets, Strategy Custom Sublitek 0123117 Color A Body - Vegas Gold Color B middle panel - Navy, Color C accent panel- White Three imprint on low er left leg- 49B Indian Head colors Natural/w ht/vegas/navy Tw o color vertical letters on back "MEYERS" w ht on navy Sizes: 1S, 4M, 1L, <b>NO SUB</b>	\$57.95	\$347.70	PYRAMID
73	8	EA	Wrestling singlets, Cliff Keen L7422J, as had? NO SUB Size: 1S, 4M, 1L	\$62.53	\$500.24	C.ROBBINS
74	2	EA	Sports Timer T602 Grablab Accusplit Timer, <b>NO SUB</b>	\$139.70	\$279.40	C.ROBBINS
75	1	EA	Training rope, w hite, Perform Better SKU3225, 40FT (1.5") 22LB, NO SUB	\$110.00	\$110.00	MFA
76	1	EA	Rope anchor, Perform Better SKU3018 NO SUB	\$25.00	\$25.00	MFA

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77	8	EA	Team duffel bags, Asics, ZR490, NAVY, 25" x 13" x 10", NO SUB	\$32.56	\$260.48	C.ROBBINS
				TOTAL	<b>\$2,382.12</b>	

**COUGHLIN JR HIGH WRESTLING**

78	10	RL	Mat Tape, 4"x108', Clear	\$5.70	\$57.00	CANNON
79	4	EA	Whistles w/lanyards	\$0.57	\$2.28	S & S
80	5	EA	Wrestling head gear,Cliff Keen Signature E-58 , Navy/Navy, <b>NO SUB</b>	\$21.88	\$109.40	C.ROBBINS
				TOTAL	<b>\$168.68</b>	

**COUGHLIN GIRLS SWIM**

81	36	EA	Sw imsuits. Women's Alliance Splice Maxfit, TYR,MAL11A, 404 Navy/Red sizes: TBD	\$51.00	\$1,836.00	C.ROBBINS
82	6	EA	Sw imsuits, TYR,Alliance Durafast Splice Male Jammer, SPSF7A, Color 404 Navy/Red, Sizes: TBD	\$33.00	\$198.00	C.ROBBINS
83	36	EA	Latex Cap, TYR LCL, 610Red,imprint block "C" in navy	\$6.36	\$228.96	C.ROBBINS
84	2	EA	Stopw atch, TYR Z100	\$6.98	\$13.96	PYRAMID
				TOTAL	<b>\$2,276.92</b>	

**MEYERS GIRLS SWIM**

85	30	EA	Sw imsuits, Speedo Aqua Blade 719039, Navy 041 Sizes: 2-28, 7-30, 9-32, 6-34, 3-36, 3-38, <b>NO SUB</b>	\$45.99	\$1,379.70	C.ROBBINS
86	13	EA	Sw imsuits, Speedo Aqua Blade Jammer 705965, Navy 041 sizes: 3-30, 3-32, 3-34, 3-36, 1-38, NO SUB	\$38.33	\$498.29	C.ROBBINS
87	40	EA	Goggles, Speedo Women's Vanquisher 2.0 Plus - Silver/clear 080	\$16.99	\$679.60	C.ROBBINS
88	60	EA	Sw im Caps, Latex, Speedo 71239, Yellow w/navy "M", <b>NO SUB</b>	\$4.33	\$259.80	C.ROBBINS
89	6	EA	Watershed Chamois- Blue, <b>NO SUB</b>	\$12.38	\$74.28	C.ROBBINS
90	48	EA	Warm-Up Jackets, Tonix 868 Division style, Navy/Gold/White Sizes: 20S, 20M, 10L, 5XL, <b>NO SUB</b>	\$29.93	\$1,436.64	C.ROBBINS

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91	48	EA	Warm-Up pants, Tonix Instep style bottoms, navy Sizes: 20S, 20M, 10L, 5XL, <b>NO SUB</b>	\$23.93	\$1,148.64	C.ROBBINS
				TOTAL	<b>\$5,853.97</b>	
				GRAND TOTAL	<b>\$29,585.9 3</b>	

2. That having inspected the bids opened on August 29, 2012 that the award is made to the following bidder for school bus #5 which is no longer road-worthy:

2002 Freightliner plate #SC18097      VIN4UZAABW02CJ53674  
48 Passenger, Odometer 96,074 miles

Mr. Michael Tracy      \$2,555.00      Check #114328

Miss Katsock inquired as to who designates that there will be no substitutes for items ordered.

Mr. Latinski informed Miss Katsock that those determinations are made by the Athletic Directors of requesting schools.

**Mr. Latinski moved, seconded by Mr. Elmy**, to adopt the report. The vote was as follows:

**8 Ayes:** Corcoran, Elmy, Galella, Katsock, Latinski, Quinn, Susek, Toole

**PERSONNEL COMMITTEE REPORT**

**Dr. Susek presented the following report and recommendations for the Board's approval:**

All appointments are made pending receipt of required clearances.

**A. Professional**

1. That the retirement of **Luanne Konopki** be accepted, with regret, effective October 5, 2012.
2. That **Jennifer Roman** be granted a maternity leave under FMLA, beginning January 3, 2013 through January 31, 2013.



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3. That **Albert Horoszy** be granted a Sabbatical Leave, beginning January 23, 2013 through June 6, 2013.
4. That **Edward Rabel**, MA +54, be appointed as a temporary professional employee as Teacher of the Blind and Visually Impaired on the 8<sup>th</sup> Step of the collective bargaining agreement through transfer of entity, effective August 27, 2012.
5. That **Corey Brenner** be appointed as a temporary professional employee as a Secondary School Librarian on the 1<sup>st</sup> Step of the collective bargaining agreement, effective September 17, 2012.
6. That **Glenn Zimmerman** be appointed as a temporary professional employee as a Secondary School Social Studies Teacher on the 1<sup>st</sup> Step of the collective bargaining agreement, effective September 17, 2012.
7. That **Patrick Peters** be appointed as a Secondary School Assistant Principal in accordance with the Act 93 Agreement effective September 17, 2012.
8. That **James Geiger** be appointed as a Secondary School Assistant Principal in accordance with the Act 93 Agreement effective September 17, 2012.
9. That **John Mendola** be appointed as a Secondary School Dean of Students in accordance with the Act 93 Agreement effective September 17, 2012.

**B. CLASSIFIED**

1. That **Toni Hammond** be appointed a 20 hour per week Teacher Associate at an hourly rate in accordance with the Collective Bargaining Agreement, effective September 17, 2012.
2. That **Donna Majikes** be appointed a 20 hour per week Teacher Associate at an hourly rate in accordance with the Collective Bargaining Agreement, effective September 17, 2012.

Dr. Susek motioned, seconded by Dr. Corcoran to amend:

Classified - #4:

4. That **Edward Rabel**, MA +54, be appointed as a temporary professional employee as a Vision/Orientation & Mobility Instructor on the 8<sup>th</sup> Step of the collective bargaining agreement through transfer of entity, effective August 27, 2012.

to be appointed as follows:

4. That **Edward Rabel**, MA +54, be appointed as a temporary professional employee as Teacher of the Blind

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and Visually Impaired on the 8<sup>th</sup> Step of the collective bargaining agreement through transfer of entity, effective August 27, 2012.

The vote was as follows to amend the report:

**8 Ayes: All In Favor**

**Dr. Susek moved, seconded by Mr. Latinski**, to adopt the report as amended. The vote was as follows:

**7 Ayes:** Corcoran, Elmy, Galella, Latinski, Quinn, Susek, Toole

**1 Nay:** Katsock

**New Business**

Dr. Corcoran asked Joseph Borland if the Meyers Speech and Debate Team would consider changing the name of the team to the Wilkes-Barre Area Speech and Debate Team, since the Debate Team also permits students from Coughlin and G.A.R. to be members of the team.

Mr. Borland stated that he does not have the authority to do that on his own. Mr. Borland stated that he would inform the coaches of the Team of the request made by Dr. Corcoran.

Attorney Wendolowski stated that it could become a complicated matter when registering the Debate Team for tournaments.

President Toole requested that Attorney Wendolowski research the School Code and inform the Board as to whether or not changing the name of the Meyers Speech and Debate Team to the Wilkes-Barre Area Speech and Debate Team would be a possibility.

**Miss Katsock motioned, seconded by Dr. Corcoran**, to amend the Budget to include a contribution to the Osterhaut Library in the amount of \$45,000 effective, October 1, 2012. The vote was as follows:

**5 Ayes:** Elmy, Katsock, Latinski, Quinn, Toole

**3 Nays:** Corcoran, Galella, Susek

Motion Passes

**Communications from Solicitors**

Attorney Wendolowski requested a motion from the Board, requesting a contract to authorize Dunmore Roofing to repair the Meyers Boiler Building Roof at a cost of \$81,210.00.

**Miss Katsock motioned, seconded by Mr. Latinski**, to authorize a contract with Dunmore Roofing to repair the Meyers Boiler Building Roof at a cost of \$81,210.00. The vote was as follows:

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**8 Ayes:** Corcoran, Elmy, Galella, Katsock, Latinski, Quinn, Susek, Toole

**Report of the Secretary**

**October Board Meeting**

Regular Board Meeting

Tuesday, October 9, 2012 – 6:30 PM

**Dr. Corcoran motioned, seconded by Miss Katsock,** to return to New Business. The vote was as follows:

**8 Ayes: All In Favor**

**Dr. Corcoran motioned, seconded by Mr. Latinski,** to amend the Motion of June 12, 2010 to read as follows:

That no elected Board Member would be part of the interview process except for the interview to select a new contracted Superintendent or contracted Assistant Superintendent. The vote was as follows :

**8 Ayes:** Corcoran, Elmy, Galella, Katsock, Latinski, Quinn, Susek, Toole

**Miss Katsock moved, seconded by Dr. Corcoran,** to adjourn the Meeting.

**President Toole** adjourned the Meeting at 2:45 PM.