

PLEASANT VALLEY SCHOOL DISTRICT

Brodheadsville, PA 18322

Minutes of the November 7, 2019 Board of Education Meeting

Board Approved 11-21-19

CALL TO ORDER:

The regularly scheduled meeting of the Pleasant Valley School District Board of Education was held on November 7, 2019 and called to order by President Susan Kresge, at 7:00 PM. The Pledge of Allegiance was led by Ms. Karen Deppen followed by a moment of silence. The meeting was held in the Administrative Offices, 2233 Route 115, Brodheadsville, PA 18322.

Roll Call – School Board Recorder: Ms. Debra Duff

School Board members in attendance: Susan Kresge, President, Donna Yozwiak, Vice President, Bob Serfass, Len Peeters, Dan Wunder, Kenneth Cocuzzo, Laura Jecker, Treasurer, Delbert Zacharias. Absent: Russell Gould.

Administrative staff in attendance: Charlene Brennan, Acting Superintendent, Joshua Ziatyk, Assistant to the Superintendent, John Burrus, Director of Human Resources, Susan Famularo, Business Manager, Stacy Stair, Administrative Assistant to the Business Manager, Marcia Taylor, Accountant, Lee Lesisko, Director of Technology, Susan Mowrer Benda, Director of Curriculum & Instruction, A.J. Kise, Director of Pupil Services, William Gasper, Director of Operations.

Building Administrative staff in attendance: Matt Triolo, Roger Pomposello, Jason Van Voorhis, Josephine Fields.

School Solicitor in attendance: Mark Fitzgerald, Esq.

Notification of Executive Session: Ms. Kresge announced that an executive session was held on November 7, 2019 immediately prior to the regularly scheduled meeting for purposes of personnel matters including, but not limited to, performance and/or discipline; negotiations; and legal issues.

BOARD MEETING AGENDA APPROVAL

Mr. Wunder motioned, seconded by Ms. Jecker to approve the Board Meeting Agenda for November 7, 2019.

VOICE VOTE: 8-0 CARRIED

Presentation – PVHS and PVMS: Academic Data Presentation:

Assistant to the Superintendent Josh Ziatyk thanked the Board for the opportunity to present academic data from the previous school year. He said that the academic data presentation is meant to provide an overview and understanding of the District's academic status in regard to data sets including PSSA and Keystone Exams, Advanced Placement Data, and PVAAS growth data. He said that although there are many other data points that measure a District's success, the information provides the Board with the foundation of what we do well and areas in which we need to focus on moving forward, based on data. Mr. Ziatyk said that we always want to celebrate successes and put a laser focus on areas of growth and ultimately, we want our students' experience at Pleasant Valley to be as valuable as possible to prepare them for their post-secondary career, regardless of path. This approach allows all members of the District to share reliance on fact-based problem solving, as opposed to personality-based decision-making. High School Principal Matt Triolo and Middle School Principal Jason Van Voorhis provided information on data sets for their respective buildings and short and long term strategies. Director of Curriculum & Instruction Susan Mowrer Benda provided a summary of the curriculum focus to assure achievement and growth for every student. An opportunity was given to Board members for questions which Mr. Ziatyk addressed.

President Kresge announced the meeting procedures which were attached to the agenda and provided the opportunity for Pleasant Valley citizens to comment on agenda items with a limit of three minutes.

Pleasant Valley Citizens: None.

SECRETARY'S REPORT: Ms. Susan Famularo, Board Secretary

Ms. Yozwiak motioned, seconded by Ms. Jecker to approve the minutes of the Board of Education Meeting held on October 24, 2019 with the addition under the Marching Band

presentation by Mr. DeVivo to reflect a question posed by Ms. Yozwiak as to the number of PV marching band students. Mr. DeVivo responded that there are 72 this year.

VOICE VOTE: 8-0 CARRIED

Ms. Yozwiak motioned, seconded by Ms. Jecker to approve the minutes of the Board of Education Special Meeting held on October 31, 2019.

VOICE VOTE: 8-0 CARRIED

TREASURER'S REPORT: Ms. Laura Jecker

Ms. Yozwiak motioned, seconded by Mr. Serfass to approve Agenda item #4.

#4.A – Accounts Payable, as attached:

Approval of #4.B. Accounts Payable – Manual checks October 1, 2019 through October 31, 2019

Approval of #4.C. Accounts Payable – Manual checks PSDLAF October 1, 2019 through October 31, 2019

Approval of #4.D. Accounts Payable – November 7, 2019

ROLL CALL: 8-0 CARRIED

Abstained on Agenda item #4.D. Check No. 00226157: Ms. Yozwiak 7-0-1 CARRIED;
Abstained on Agenda item #4.D. Check No. 00226101: Ms. Jecker 7-0-1 CARRIED
(Abstention forms attached)

Agenda item #4.E. - The Accounts Payable approved at the October 24, 2019 Board of Education meeting was attached to the agenda for informational purposes.

ADDENDUM – TREASURER'S REPORT: Ms. Laura Jecker

Mr. Peeters motioned, seconded by Ms. Yozwiak to approve Addendum item #5.

#5.A. – Financial Statements for October 2019, as attached:

Approval of #5.B. Trial Balance/Financial Statement October 2019

Approval of #5.C. Asset Cost Summary October 2019

Approval of #5.D. Condensed Board Summary/Expenditures and Revenues October 2019.

ROLL CALL: 8-0 CARRIED

UNFINISHED BUSINESS

Solicitor: Mark Fitzgerald, Esq. – No report.

NEW BUSINESS

Ms. Kresge introduced the newly elected Board members Mr. Todd Kresge and Mr. Norman Burger. She also recognized Ms. Teresa Greggo who was not in attendance. In addition, Ms. Kresge stated that she received a letter dated October 31, 2019 from the Association of School Business Officials International recognizing Ms. Stacy Stair, Administrative Assistant to the Business Manager, for recently achieving certified administrator of school finance and operations. She read the letter in its entirety and recognized Ms. Stair for her achievement.

Monroe Career & Technical Institute: Ms. Donna Yozwiak – Ms. Yozwiak reported on the JOC meeting held on November 4, 2019:

1. The Generator Project is up and running and the HVAC project is having minor adjustments made and the final punch list is being completed.
2. A lengthy discussion occurred about the Comprehensive School Model and its calculations. Director Dennis Virga will be presenting to the PV board in the near future with the latest RCap and LSA Grant information, perpetual funding, staffing data and updated costs for a Comprehensive Career and Technical School. The school boards of Monroe County will then be asked to vote if they wish to proceed with construction.
3. Continued work on the Perkins Needs Assessment and writing the Perkins V Grant is underway.
4. National Technical Honor Society Induction will be held on Thursday, November 21st at 6 p.m.
5. Pleasant Valley enrollment is 229 students. We are over 100% of our quota.
6. The next JOC Reorganization Meeting is set for Monday, December 9, 2019.

Colonial IU #20: Mr. Daniel Wunder – No report.

PSBA Legislative Liaison Report: Ms. Kresge – No report.

Curriculum Committee: Ms. Kresge – No report.

Finance Committee: Mr. Peeters – Mr. Peeters stated that the Committee met earlier this evening. Financial results for June 30, 2019 were discussed and Ms. Famularo will be reviewing the results at the November 11th Buildings & Grounds meeting. In addition, Mr. Peeters stated that the Preliminary Budget for Display, Advertising and Authorizing Resolution is included on the agenda this evening for approval. He said that the resolution was discussed previously at the September 16th Buildings and Grounds meeting. Mr. Peeters stated that the next Finance Committee meeting is scheduled for December 19th.

Athletic Committee: No report.

Property Committee: Mr. Kenneth Cocuzzo – No report.

Policy Committee: Ms. Donna Yozwiak – Ms. Yozwiak reported on the meeting which was held on November 4, 2019:

1. Athletic Director Tom Toth presented an update to the Committee in regard to Policy 915 School Affiliated Organizations. He reported that he has conducted audits of the booster clubs’ financial records and that volunteers cannot be paid using booster clubs funds.
2. The Policy Committee reviewed a new Policy 101.1 School Climate/Inclusive Excellence, Policy 302 Employment of Superintendent/Assistant Superintendent, Policy 913 Non-School Organizations/Groups/Individuals and Policy 702.1 Crowd Funding.
3. Policies on the agenda for first reading include, Policy 208 Withdrawal from School and Policy 220 Student Expression/Distribution and Posting of Materials.
4. Policies on the agenda for second reading include, Policy 201 Admission of Students and Policy 209 Health Examinations/Screenings.
5. Policy on the agenda for approval tonight is Policy 241 Early Admission to College.
6. The next Policy Committee meeting is set for Monday, November 18th at 9:30 a.m.

ACTING SUPERINTENDENT-REPORT/REQUESTS: Dr. Charlene Brennan

Mr. Wunder motioned, seconded by Ms. Jecker to approve Agenda item #8.
Approval of Agenda item #8.A. – Policy #241 Early Admission to College, as attached.

ROLL CALL: 8-0 CARRIED

Agenda item #8.B. – The following policies were provided for a second reading:

- Policy #201 Admission of Students
- Policy #209 Health Examinations/Screenings

Agenda item #8.C. – The following policies were provided for a first reading:

- Policy No. 208 Withdrawal from School
- Policy No. 220 Student Expression/Distribution and Posting of Materials

Agenda item #8.D. – The Enrollment Report for November 2019 was provided for informational purposes.

Dr. Brennan took this opportunity to thank everyone for the warm welcome she received from the administrative team as well as during her visits to the buildings. In addition, Dr. Brennan shared good news that high school student Ethan Fisher Perez has had a book published called *The Emotional Knight*. She congratulated him and suggested that he visit the elementary schools to read the book to students. Dr. Brennan also extended congratulations to FBLA Advisor, Denise Hopely who recently returned with students Emma Barrett, Zachary Dooner and Jaxon Havens, from the State Leadership Workshop. The students placed 2nd in a Battle of Chapters 50-45 against Marion Catholic. She stated that Ms. Hopely will be at a future Board meeting to share their experience. Dr. Brennan also shared that they placed 1st in the American Heart Association donations category raising \$2600 from dress down days at the high school. Dr. Brennan announced that she is looking forward to the Middle School Drama production this weekend.

HUMAN RESOURCES: Dr. John T. Burrus

Mr. Peeters motioned, seconded by Mr. Serfass to approve agenda item #9.A. – Human Resources Items as follows:

Approval of Agenda item #9.B. – Hiring of College Students as Professional Staff Day-to-Day Substitutes – Pending Receipt of Required Paperwork:

1.	Name:	Tiffany Sobiech
	College Attending:	East Stroudsburg University
	Salary:	\$110.00 per diem

Effective Date:	TBD
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Approval of Agenda item #9.C. – Hiring of Professional Staff Substitutes – Pending Receipt of Required Paperwork:

1.	Name:	Amalie James
	Certificate:	Type 06: Emergency Permit
	Experience:	2015-present: Pleasant Valley School District, Paraprofessional Associate
	Salary:	\$110.00 per diem
	Effective Date:	November 12, 2019

Approval of Agenda Item #9.D. – Family Medical Leave:

	Name	Position	Building	Number of Days	Dates
1.	Blaine Borger	Custodian	PVHS	Six (6)	October 14, 2019 – October 17, 2019 and October 22, 2019 – October 28, 2019
2.	Deborah Sandt	Bookkeeper	District	Two (2)	September 24, 2019 (½), October 4, 2019 (½), October 14, 2019 (½), October 24, 2019 (½)
3.	Debra Stewart	Teacher	PVHS	Sixty (60)	September 30, 2019 – January 6, 2020
4.	Holly Wilds	Bookkeeper	District	Six (6)	December 17, 2019 – January 1, 2020
5.	Dustin Wilds	Custodian	PVMS	Five (5)	December 17, 2019 – December 23, 2019

Approval of Agenda item #9.E. – Leave Without Pay:

	Name	Position	Building	Number of Days	Dates
1.	Laura Depompo	Monitor	PVMS	Two (2)	September 19, 2019 – September 20, 2019
2.	Marie McGinley	Paraprofessional Associate	PVIS	Five (5)	November 18, 2019 – November 22, 2019
3.	Dolores Walsh	Monitor	PVHS	One (1)	October 10, 2019

Approval of Agenda item #9.F. – Resignations:

	Name	Position	Effective Date
1.	Brandon Libro	Volleyball Line Judge	October 29, 2019
2.	Karen Voulo	Scoreboard Operator	October 30, 2019

Approval of Agenda item #9.G. – Intramurals:

1.	Club/Activity:	PVHS Boys Lacrosse
	Advisor:	Vincent Arezzi
	Dates:	November 3, 2019 – February 23, 2020
	Day(s):	Sundays
	Times:	12:30 PM
	Building:	PVHS
2.	Club/Activity:	Softball
	Advisor:	Steve Caffrey
	Co-Advisor:	Drew Dymond
	Dates:	End of October – Beginning of March
	Day(s):	Varies
	Times:	Varies
	Building:	PVHS
3.	Club/Activity:	Volleyball
	Advisor:	John Gesiskie
	Co-Advisor:	Kathleen Gesiskie
	Volunteer:	Drew Dymond
	Volunteer:	Katie Frankunas
	Dates:	December 3, 2019 – February 27, 2020
	Day(s):	Tuesdays and Thursdays
	Times:	5:45 PM – 8:15 PM

	Building:	PVMS
4.	Club/Activity:	Track and Field
	Advisor:	Michelle Pointkowski
	Co-Advisor:	Drew Davis
	Co-Advisor:	Kyle Bonser
	Co-Advisor:	Dawn Larkin
	Dates:	November 18, 2019 – February 27, 2020
	Day(s):	Mondays, Wednesdays and Thursdays
	Times:	2:50 PM – 5:30 PM
	Building:	PVHS
5.	Club/Activity:	PVMS Boys Basketball
	Advisor:	Matthew Gould
	Dates:	October 23, 2019 – November 13, 2019
	Day(s):	Wednesdays
	Times:	3:00 PM – 5:00 PM
	Building:	PVMS

Approval of Agenda item #9.H. – Supplemental Contracts: Athletic (pending receipt of required paperwork):

	Name	Sport	Position	Level	Salary
1.	Tristan Dorn	Boys Lacrosse	JV Assistant	L2	\$4,650.00
2.	Richard Rimple	Track and Field	Jr. High Assistant	L6	\$3,850.00
3.	JoAnna Richardson	Cheering	Jr. High Assistant	L1	\$3,400.00

Approval of Agenda item #9.I. – Supplemental Contracts: Athletic Non-Coaching (pending receipt of required paperwork):

	Name	Sport	Position	Salary
1.	Alex Wunder	Varsity Boys Basketball	Statistician	\$48.00
2.	Patrick Luchowski	JV Girls Basketball	Scorebook / Scorekeeper	\$30.00
3.	Patrick Luchowski	Varsity Girls Basketball	Scorebook / Scorekeeper	\$40.00

Approval of Agenda item #9.J. – Supplemental Contracts: Non-Athletic (pending receipt of required paperwork):

	Name	Position	Building	Salary
1.	Elizabeth Negron	Animation Club Advisor	PVHS	\$1,137.50

Approval of Agenda item #9.K. – Athletic Volunteers:

	Name	Sport
1.	Kelly Williams	Girls Basketball
2.	Douglas Wisser	Boys Basketball
3.	Inge Burlew	Swimming

ROLL CALL: 8-0 CARRIED

Abstained on Agenda item #9.I.1.: Mr. Wunder 7-0-1 CARRIED (Abstention form attached)

ADDENDUM – HUMAN RESOURCES: Dr. John T. Burrus

Ms. Jecker motioned, seconded by Mr. Wunder to approve Addendum #10 – Addendum Human Resources items as follows:

Approval of Addendum #10.A. – Hiring of Security Personnel (pending receipt of required paperwork):

	Name	Position	Salary	Start Date
1.	Michelle Lemoine	Casual Security	\$14.71 per hour	November 8, 2019

Approval of Addendum #10.B. – Hiring of Support Staff (pending receipt of required paperwork):

1.	Name:	Kristin Heckman
	Position:	Health Room Technician (FT)
	Building:	PVMS/PVIS
	Salary:	\$28,754 (prorated)

Replace:	Claudia Mickey/Kelly Collins
Effective Date:	TBD

Approval of Addendum #10.C. – Change to Current Assignment:

1.	Name:	Kelly Collins
	Current Building:	PVES/PVIS
	Current Position:	Health Room Technician (FT)
	New Building:	PVES
	New Position:	Health Room Technician (FT)
	Effective Date:	TBD

ROLL CALL: 8-0 CARRIED

CURRICULUM/STAFF DEVELOPMENT: Mr. Joshua Ziatyk

Ms. Jecker motioned, seconded by Ms. Yozwiak to approve Agenda item #11.

Approval of Agenda item #11.A. – Field Trips:

1.	Organization/Grade:	FBLA/9-12
	Teacher(s) Involved:	Denise Hopely
	Destination:	DeSales University
	Purpose:	HS Ethics Bowl Competition
	Date:	11/20/2019
	District Buses Needed:	Yes (1)
	Cost Per Student:	None
	Cost For District:	None
2.	Organization/Grade:	Student Council
	Teacher(s) Involved:	Kathleen Dekmar
	Destination:	Pocono Valley Experience, Reeders, PA
	Purpose:	To build leadership and a sense of community
	Date:	05/14/2020
	District Buses Needed:	Yes (1)
	Cost Per Student:	\$67.50
	Cost For District:	None

ROLL CALL: 8-0 CARRIED

PUPIL SERVICES: Mr. A.J. Kise – No report.

OPERATION SERVICES: Mr. William Gasper

Agenda item #13.A. – Informational: District Events November 8, 2019 through November 21, 2019 were provided for informational purposes.

BUSINESS MANAGEMENT: Ms. Susan Famularo

Ms. Famularo requested the removal of Agenda item #14.H. – Change Order Deduct, in order to have further discussion at the Buildings & Ground meeting on Monday, November 11th.

Ms. Jecker motioned, seconded by Ms. Yozwiak to approve the removal of Agenda item #14.H. for the purpose of further discussion to be held at the next Buildings & Grounds meeting on November 11, 2019.

VOICE VOTE: 8-0 CARRIED

Mr. Wunder motioned, seconded by Ms. Jecker to approve Agenda item #14.A. (#14.B. through #14.G. and Agenda item #14.I.) – Business Management Items:

Approval of Agenda item #14.B. – Cafeteria Fund per attached.

Cafeteria Accounts Payable for November 7, 2019 – Total amount \$42,400.01

Approval of Agenda item #14.C. – Payment from the Capital Reserve Fund as attached: \$722,349.00.

Approval of Agenda item #14.D. – Contracts:

1. 2020 Bear Mountain Butterfly Sanctuary - PVE Students on 4/22/2020, 4/23/2020, 4/24/2020, 4/27/2020, 4/28/2020, 4/29/2020, 4/30/2020. Forty-five (45) Students per day at \$9.00 per student. Total Cost for PVE Students - \$2,835.00
2. Sweet, Stevens, Katz & Williams LLP. Cost: \$5,500.00. Legal Services Consultation Agreement for 2019-2020 school year, concerning special education, ESSA compliance, student services and student civil rights issues pertinent to the District.

3. ClearVU School Service LCC - Procurement Specialist, of school food service commercial and commodity foods and supplies for the Le-Nor-Co Purchasing Cooperative - January 1, 2020 - December 31, 2020
4. IntegraONE- HPe contract renewals for November per COSTARS contract #006-040 \$10,005.00
5. IntegraONE- Bretford Charging Cart for Project Lead the Way Biomedical notebook systems per COSTARS contract #006-085 \$1,019.43
6. IntegraONE-21 Project Lead the Way Biomedical notebook systems per COSTARS HW Contract #003-085 \$23,525.88
7. IntegraONE-10 VEX Robotics Notebook systems per COSTARS contract # HW 003-085 & SW #006-040 \$11,989.80
8. Colonial Intermediate Unit #20 - to provide a Special Education teacher for homebound instruction. Cost is \$53.08 per hour for up to 5 hours per week plus mileage. Contract Term 10-24-19 until end of the school year.

Approval of Agenda item #14.E. – Fundraisers: PVHS National Honor Society – Winter Talent Show on December 14, 2019.

Approval of Agenda item #14.F. – Student Placement: Student #090319NVN – Colonial School District/Silver Springs-Martin Luther School, effective September 3, 2019.

Approval of Agenda item #14.G. – Resolution Authorizing Proposed Preliminary Budget Display and Advertising and Authorizing Referendum Exception 2020-2021, per attached.

Approval of Agenda item #14.I. – Coyle, Lynch & Company CLC Job Number 19-302, not to exceed \$9,000.00.

ROLL CALL: 8-0 CARRIED

ADDENDUM – BUSINESS MANAGEMENT: Ms. Susan Famularo

Mr. Peeters motioned, seconded by Ms. Yozwiak to approve Addendum item #15.A. – Addendum Business Management items:

Approval of Addendum item #15.B – Contracts:

1. Education Plus, LLC - to assist with the Federal E-Rate Program application process. Cost: \$1,650.00 after the submission of the Category 1 and 3% contingency fee of committed funding, with a minimum fee of \$1,250.00 after the Category 2. Subject to solicitor review, revisions and approval.
2. Pocono Transportation - Three year contract July 1, 2019 – June 30, 2022 for additional Student Transportation.
 - 2019-2020 Driving/Layover Rates: Bus - \$32.00 per hour, Mini Bus - \$32.00 per hour, Van - \$19.00 per hour.
 - Mileage Rates: Bus - \$3.75 per mile, Mini Bus - \$3.40 per mile, Van - \$2.15 per mile
 - 2020-2021 Driving/Layover Rates: Bus - \$32.96 per hour, Mini Bus - \$32.96 per hour, Van - \$19.55 per hour.
 - Mileage Rates: Bus - \$3.85 per mile, Mini Bus - \$3.50 per mile, Van - \$2.22 per mile
 - 2021-2022 Driving/Layover Rates: Bus - \$33.96 per hour, Mini Bus - \$33.96 per hour, Van - \$19.55 per hour.
 - Mileage Rates: Bus - \$3.85 per mile, Mini Bus - \$3.50 per mile, Van - \$2.22 per mile

Approval of Addendum item #15.C. – Coyle, Lynch & Company CLC Job Number 19-296 not to exceed \$10,500.00.

Approval of Addendum item #16.D. – Cafeteria Fund – Asset Cost Summary: October 2019 as attached.

ROLL CALL: 8-0 CARRIED

Agenda item #14.E. – Informational:

- Student Activity Accounts per attachment:
 - Beginning Balance October 1, 2019: \$235,551.13
 - Receipts: \$26,934.01
 - Expenditures: \$23,430.46
 - Ending Balance October 31, 2019: \$239,055.69

SOLICITOR: Mark Fitzgerald, Esq. – Mr. Fitzgerald stated that he attended the PSBA conference in October. He reported that prior to the conference discussion was held between

attorneys about the positive decision for Pleasant Valley concerning attorneys' fees which is going to the Third Circuit.

PLEASANT VALLEY SCHOOL DIRECTORS:

Mr. Cocuzzo congratulated the newly elected Board members and wished them well.

Mr. Wunder stated that he was impressed with the well-delivered presentation given by Mr. Ziatyk and everyone involved.

Ms. Jecker thanked all for the presentation and stated how important this data is. She thanked all who voted and welcomed the new Board members and looks forward to working with them.

PLEASANT VALLEY CITIZENS (non-agenda items): None.

ADJOURNMENT

There being no further business to come before the Board, Mr. Wunder motioned, seconded by Ms. Kresge to adjourn the meeting at 8:28 PM.

CARRIED

Respectfully submitted,

Susan Famularo, Board Secretary

Debra L. Duff, Board Recorder

Next regularly scheduled Board of Education meeting: November 21, 2019 @ 7:00 PM