

PLEASANT VALLEY SCHOOL DISTRICT

Brodheadsville, PA 18322

Minutes of the December 5, 2019 Board of Education Meeting

**Board Approved 12-19-19**

**CALL TO ORDER:**

The regularly scheduled meeting of the Pleasant Valley School District Board of Education was held immediately following the Organization meeting on December 5, 2019 and called to order by President Donna Yozwiak, at 7:14 PM. 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:** Donna Yozwiak, President, Len Peeters, Vice President, Laura Jecker, Treasurer, Todd Kresge, Norm Burger, Sue Kresge, Teresa Greggo, Delbert Zacharias. Absent: Dan Wunder

**Administrative staff in attendance:** Charlene Brennan, Acting Superintendent, John Burrus, Director of Human Resources, Josh Ziatyk, Assistant to the Superintendent, 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.

**School Solicitor in attendance:** Mark Fitzgerald, Esq.

**Notification of Executive Session:** Ms. Yozwiak announced that an executive session was held on December 5, 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**

Ms. Jecker motioned, seconded by Mr. Peeters to approve the Board Meeting Agenda for December 5, 2019.

VOICE VOTE: 8-0 CARRIED

President Yozwiak 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. Jecker motioned, seconded by Mr. Kresge to approve the minutes of the Board of Education Meeting held on November 21, 2019.

VOICE VOTE: 8-0 CARRIED

**TREASURER’S REPORT: Ms. Laura Jecker**

Mr. Peeters motioned, seconded by Mr. Zacharias to approve Agenda item #3.A. – Accounts Payable, as attached:

Approval of #3.B. Accounts Payable – Manual checks November 1, 2019 through November 30, 2019

Approval of #3.C. Accounts Payable – Manual checks PSDLAF November 1, 2019 through November 30, 2019

Approval of #3.D. Accounts Payable – December 5, 2019

ROLL CALL: 8-0 CARRIED

Agenda item #3.E. - The Accounts Payable approved at the November 21, 2019 Board of Education meeting was attached to the agenda for informational purposes.

**ADDENDUM – TREASURER’S REPORT: Ms. Laura Jecker**

Ms. Kresge motioned, seconded by Mr. Peeters to approve Addendum item #4.A. – Financial Statements for November 2019, as attached:

Approval of #4.B. Trial Balance/Financial Statement November 2019

Approval of #4.C. Asset Cost Summary November 2019

Approval of #4.D. Condensed Board Summary/Expenditures and Revenues November 2019.

ROLL CALL: 8-0 CARRIED

Ms. Jecker requested the flash drive for the Preliminary Budget for review which Ms. Famularo will provide.

### **UNFINISHED BUSINESS**

**Solicitor: Mark Fitzgerald, Esq.** – Mr. Fitzgerald stated that the Board will be receiving updates in the next few weeks on guidance and legal obligations under the various laws and the Sunshine Act as well as state and federal requirements.

In response to Ms. Kresge's question, Mr. Kise stated that the projected move-in date to the Polk school is between December 16<sup>th</sup> and 20<sup>th</sup>.

### **NEW BUSINESS**

**Monroe Career & Technical Institute: Ms. Donna Yozwiak** – Ms. Yozwiak reported that the reorganization meeting will take place next Monday.

**Colonial IU #20:** – No report.

**PSBA Legislative Liaison Report: Ms. Kresge** – Ms. Kresge stated that the PSBA Advocacy Day event is at the Harrisburg Capitol on March 23, 2020 for anyone interested.

**Curriculum Committee: Ms. Kresge** – No report. Ms. Kresge stated that a meeting is scheduled for tomorrow.

**Finance Committee: Mr. Peeters** – No report.

**Athletic Committee:** No report. Mr. Peeters stated that a meeting is scheduled for next month.

**Property Committee:** No report.

**Policy Committee: Ms. Donna Yozwiak** – Ms. Yozwiak reported on the meeting which was held on December 3, 2019:

1. A lengthy discussion and review of Policy 233 Suspension and Expulsion and Policy 625 Procurement Cards occurred. Further research and revision are needed before they are presented to the board.
2. Policies on this evening's agenda for approval include Policy 208 Withdrawal from School and Policy 220 Student Expression/Distribution and Posting of Materials.
3. The next Policy Committee Meeting is set for Monday, December 16<sup>th</sup> at 9:30 a.m.

Ms. Yozwiak stated that she will be sending the Board members an email with a list of committees and asked the Board to rank their top three choices for the committees they wish to serve on.

### **ACTING SUPERINTENDENT-REPORT/REQUESTS: Dr. Charlene Brennan**

Ms. Jecker motioned, seconded by Ms. Kresge to approve Agenda item #7.

Approval of Agenda item #7.A. – Policy #208 Withdrawal from School; #220 Student Expression/Distribution and Posting of Materials, as attached.

Approval of Agenda item #7.B. – 2020 Board Meeting/Building & Grounds Meeting Dates, as attached.

ROLL CALL: 8-0 CARRIED

Agenda item #7.C. – The Enrollment Report for December 2019 was provided for informational purposes.

### **HUMAN RESOURCES: Dr. John T. Burrus**

Ms. Jecker motioned, seconded by Mr. Kresge to approve agenda item #8.A. – Human Resources Items as follows:

Approval of Agenda item #8.B. – Change to Current Assignment:

1.	Name:	Curtis Frantz
	Current Building:	PVIS
	Current Position:	2 <sup>nd</sup> Shift Custodian
	New Building:	PVIS
	New Position:	1 <sup>st</sup> Shift Custodian
	Effective Date:	December 6, 2019

Approval of Agenda item #8.C. – Supplemental Contracts: Athletic – Pending Receipt of Required Paperwork:

	Name	Sport	Position	Level	Salary
1.	Dawn Hahn	Cheering	JV Coach	1	\$2,512.00
2.	Mark Versuk	Baseball	Jr. High Assistant	6	\$3,850.00
3.	Matt Durich	Baseball	Jr. High Assistant	1	\$1,700.00 (split stipend)
4.	Chris Enderes	Baseball	Jr. High Assistant	3	\$1,800.00 (split stipend)
5.	Jonni Murphy	Softball	JV Assistant	1	\$4,550.00

Approval of Agenda Item #8.D. – Supplemental Contracts: Athletic Non Coaching (pending receipt of required paperwork):

	Name	Sport	Position	Salary
1.	Dana West	Cross Country	Judge/Timer	\$35.00
2.	Carlene Altemose	Football	Chains	\$30.00
3.	Steve Caffrey	Basketball	Varsity Clock Operator	\$40.00
			JV Clock Operator	\$35.00
4.	Christine Konstantopoulos	Basketball	Varsity Clock Operator	\$40.00
			JV Clock Operator	\$35.00

Approval of Agenda item #8.E. – Sabbatical Leave:

	Name	Position	Building	Semester(s)
1.	Elizabeth Gesualdi	Teacher	PVHS	2 <sup>nd</sup> Semester

Approval of Agenda item #8.F. – Family and Medical Leave:

	Name	Position	Building	Number of Days	Dates
1.	Jillian Michaels	Teacher	PVMS	Thirty (30)	October 17, 2019 – November 27, 2019

Approval of Agenda item #8.G. – Family and Medical Leave Update:

	Name	Position	Building	Number of Days	Dates
1.	Shirley Hood (board approved 11/21/19)	Secretary	District Office	Thirty-Four (34)	October 29, 2019 – December 17, 2019

Approval of Agenda item #8.H. – Leave Without Pay:

	Name	Position	Building	Number of Days	Dates
1.	Christina Fiorinto-McGowan	Paraprofessional Associate (PT)	PVHS	Fifty-seven (57)	September 10, 2019 – November 27, 2019
2.	Kelly Heller	Food Service Employee (PT)	PVES	One (1)	November 26, 2019
3.	Wendy Heller	Monitor	PVES	One (1)	November 11, 2019
4.	Jonni Murphy	Monitor	PVMS	One (1)	November 11, 2019

5.	Crystal Rivera	Monitor	PVIS	Two (2)	November 5, 2019 – November 6, 2019
6.	Dorothy Sawyer	Monitor	PVIS	Nine (9)	November 5, 2019 – November 18, 2019
7.	Patricia Urban	Paraprofessional Associate (PT)	PVES	Ten (10)	November 4, 2019 – November 15, 2019

Approval of Agenda item #8.I. – Resignation:

	Name	Position	Building	Effective Date
1.	Kevin Lesoine	Wrestling Jr. High Assistant	N/A	November 25, 2019

ROLL CALL: 8-0 CARRIED

**ADDENDUM – HUMAN RESOURCES: Dr. John T. Burrus**

Mr. Peeters motioned, seconded by Ms. Jecker to approve Addendum #9.A. – Addendum Human Resources items as follows:

Approval of Addendum #9.B. – Supplemental Contracts: Athletic Non-Coaching (pending receipt of required paperwork):

	Name	Sport	Position	Salary
1.	Theresa Sinisko	Basketball/Wrestling	Ticket Taker	\$36.00

Approval of Addendum #9.C. – Athletic Volunteer:

	Name	Sport
1.	Matthew Pierce	Baseball

Approval of Addendum #9.D. – Hiring of School Police Officer (pending receipt of required paperwork):

1.	Name:	David Diehl
	Position:	School Police Officer
	Salary:	\$20.70 per hour
	Effective Date:	TBD
	Replace:	Robert Miller (reassigned to Assistant Chief of School Police/Security)

Approval of Addendum #9.E. – Hiring of Support Staff (pending receipt of required paperwork):

1.	Name:	Lizbeth Blair
	Position:	Monitor
	Building:	PVIS
	Salary:	10.59 per hour
	Effective Date:	TBD
	Replace:	AnneMarie Fedorchak

Approval of Addendum #9.F. – Hiring of Support Staff Substitutes (pending receipt of required paperwork):

	Name	Position	Salary	Effective Date
1.	Louis Cannarella	Custodian	\$10.38 per hour	TBD
2.	Patrick Conway	Courier	\$9.15 per hour	TBD

Approval of Addendum #9.G. – Hiring of Professional Staff (pending receipt of required paperwork):

1.	Name:	Sophia Betancourt
	Education Level:	BA: Spanish
	Undergraduate School:	East Stroudsburg University
	Certificate:	Emergency Permit
	Experience:	2019-present: Summit School of the Poconos, Spanish Teacher

		2019-present: Colonial IU20, Substitute Teacher
	Salary:	\$110.00 per diem
	Effective Date:	TBD

Approval of Addendum #9.H. – Intramural Advisors:

1.	Club/Activity:	Weight Lifting
	Advisor:	Blaec Saeger
	Co-Advisor:	James Ward
	Dates:	December 4, 2019 – June 1, 2020
	Day(s):	Monday – Thursday
	Times:	2:30 PM – 4:00 PM
	Building:	PVHS

ROLL CALL: 8-0 CARRIED

**CURRICULUM/STAFF DEVELOPMENT: Mr. Joshua Ziatyk** – No report.

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

**OPERATION SERVICES: Dr. Charlene Brennan**

Ms. Jecker motioned, seconded by Mr. Kresge to approve Agenda item #12.A. – Operational Items:

Approval of Agenda item #12.B. – Facility Usage Request:

1.	Organization	PV Bruins Wrestling
	Facility Requested	PVHS Cafeteria
	Purpose	Photo's
	Dates/Times	Tuesday, December 12, 2019 5pm-8pm
	Requestor	Kristen Pierri
	Attendance	100
	Tuition	N/A
	Fee by District	Class 3, All Appropriate Fees Apply
2.	Organization	PV Cubs Football
	Facility Requested	PVHS New Auditorium and Lobby
	Purpose	Awards Ceremony
	Dates/Times	Wednesday, December 11, 2019 – 5pm-8pm
	Requestor	Sophia Izzo
	Attendance	300
	Tuition	N/A
	Fee by District	Class 3, All Appropriate Fees Apply
3.	Organization	West End Soccer League
	Facility Requested	PVI Cafeteria
	Purpose	Christmas Party
	Dates/Times	Tuesday, December 10, 2019 5:30pm-9pm
	Requestor	Marcia Hansen
	Attendance	50
	Tuition	N/A
	Fee by District	Class 3, All Appropriate Fees Apply
4.	Organization	Pleasant Valley Assembly of God
	Facility Requested	PVHS Old Auditorium, Lobby, cafeteria and 4 classrooms
	Purpose	Careers for all event
	Dates/Times	March 7, 2019
	Requestor	Olga Schilinger
	Attendance	700
	Tuition	N/A
	Fee by District	Class 3, All Appropriate Fees Apply
5.	Organization	Pocono Predators Softball
	Facility Requested	PVI Auxiliary Gym
	Purpose	Indoor Softball Practice

Dates/Times	Tuesdays, 6-7:30pm 12/17/2019, 1/7/2020, 1/14/2020, 1/21/2020, 1/28/2020, 2/4/2020, 2/11/2020, 2/18/2020, 2/25/2020, 3/3/2020, 3/10/2020, 3/17/2020 3/24/2020
Requestor	Brent Dorshimer
Attendance	17
Tuition	N/A
Fee by District	Class 3, All Appropriate Fees Apply

Approval of Agenda item #12.C. – Long Term Substantial Volunteer:

	<b>Volunteer Name</b>	<b>Building</b>
1.	Judy Eddy	PVES
2.	Matthew Pfancook	PVES
3.	Amanda Campbell	PVES

ROLL CALL: 8-0 CARRIED

Agenda item #12.D. – Informational: District Events December 6, 2019 through December 19, 2019 were provided for informational purposes.

**BUSINESS MANAGEMENT: Ms. Susan Famularo**

Mr. Kresge motioned, seconded by Ms. Jecker to approve Agenda item #13.A. – Business Management Items:

Approval of Agenda item #13.B. – Cafeteria Fund, per attached: Cafeteria Accounts Payable for December 5, 2019 – Total Amount: \$29,185.61.

Approval of Agenda item #13.C. – Payment from the 2018 Bond Fund as attached - \$9,669.20.

Approval of Agenda item #13.D. – Payment from Capital Reserve as attached - \$1,726.20.

Approval of Agenda item #13.E. – Student Placement: Student #101619AM – Colonial Intermediate Unit #20, effective 10/16/2019.

Approval of Agenda item #13.F. – Fundraisers:

1. PVHS - Dance Team - Krispy Kreme Doughnut Sale - 1/2/2020 - 1/16/2020
2. PVHS - Dance Team - Schuylkill Valley Sport Online Clothing Sale - 1/2/2020 - 1/16/2020
3. PVHS - National Honor Society - Old Fashion Candy Chocolate Covered Pretzel Sale - 1/6/2020 - 2/6/2020
4. PVHS - Class 2023 - Kids Night Out - 1-18-2020
5. PVHS National Honor Society - Valentine's Day Craft Event and Cupcake decorating - 2/13/2020

Approval of Agenda item #13.G. – Contracts:

1. DaVinci Science Center — PVE Students on 3/9/2020, 3/10/2020, 3/11/2020, 3/12/2020, 3/16/2020, 3/17/2020, 3/18/2020. Fifty (50) Students per day at \$9.50 per student. Total Cost for PVE Students — \$3,325.00
2. Xerox Corporation, Polk — 1 B8055H, Lease term 60 months, \$207.59 to be added to existing contract.
3. PenTeleData, point-to-point transport connection upgrade for Polk, \$1,039.95 monthly
4. Colonial Intermediate Unit #20 to provide network consulting service: Help Desk Technician — \$60.47/hour and Network/System Management Technician — \$93.36/hour. Contract shall not exceed \$25,000.00 effective December 3, 2019 through June 30, 2020

ROLL CALL: 8-0 CARRIED

**ADDENDUM – BUSINESS MANAGEMENT: Ms. Susan Famularo**

Ms. Jecker motioned, seconded by Mr. Kresge to approve Addendum item #14.A. – Addendum Business Management items:

Approval of Addendum item #14.B. – Cafeteria Fund as attached: Asset Cost Summary – November 2019.

Approval of Addendum item #14.C – Contracts:

1. Coyle, Lynch & Company CLC Job Number 19-348 not to exceed \$9,500.00
2. Coyle, Lynch & Company CLC Job Number 19-349 not to exceed \$7,500.00
3. Coyle, Lynch & Company CLC Job Number 19-350 not to exceed \$8,500.00
4. Coyle, Lynch & Company CLC Job Number 19-351 not to exceed \$9,000.00
5. Coyle, Lynch & Company CLC Job Number 19-352 not to exceed \$4,000.00

ROLL CALL: 8-0 CARRIED

Agenda item #14.D. – Informational:

- Student Activity Accounts per attachment:  
Beginning Balance November 1, 2019: \$239,066.03  
Receipts: \$14,558.58  
Expenditures: \$18,183.66  
Ending Balance November 30, 2019: \$235,440.95

Ms. Famularo advised that a Finance Committee meeting will be held on December 19<sup>th</sup> at 5:00 PM in the Board room which has been duly advertised as a public meeting for the purpose of discussion on the 2020-2021 Budget.

Ms. Yozwiak informed all that the Board will be going into a brief recess for an executive session to discuss a personnel matter. The Board, together with Acting Superintendent Charlene Brennan and Solicitor Mark Fitzgerald departed the meeting at 7:27 PM.

The meeting reconvened at 7:58 PM. Ms. Yozwiak stated that an executive session was held to discuss a personnel issue and at this time suggested that the following motion be considered: Motion to approve the elimination of the Assistant to the Superintendent for Operations position for economic reasons as determined by the Board of School Directors. By approving this motion, the Board so authorizes the Acting Superintendent to notify the impacted individual. Mr. Peeters motioned, seconded by Mr. Zacharias to eliminate the position of Assistant to the Superintendent for Operations as stated above.

Since this item was not on the agenda, Ms. Yozwiak offered Pleasant Valley citizens the opportunity to comment. There being none, the following action was taken:

ROLL CALL 7-1 CARRIED  
Voting No: Sue Kresge

**SOLICITOR: Mark Fitzgerald, Esq.** – No report.

**PLEASANT VALLEY SCHOOL DIRECTORS:**

Ms. Yozwiak welcomed the new Board members.

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

**ADJOURNMENT**

There being no further business to come before the Board, Ms. Jecker motioned, seconded by Mr. Zacharias to adjourn the meeting at 8:00 PM.

CARRIED

Respectfully submitted,

Susan Famularo, Board Secretary

Debra L. Duff, Board Recorder

Next regularly scheduled Board of Education meeting: December 19, 2019 @ 7:00 PM