

PLEASANT VALLEY SCHOOL DISTRICT
Brodheadsville, PA 18322

Minutes of the May 14, 2020 Board of Education Meeting

Board Approved 5-28-20

CALL TO ORDER:

The regularly scheduled meeting of the Pleasant Valley School District Board of Education was held on May 14, 2020 and called to order by President Donna Yozwiak at 7:05 PM. The Pledge of Allegiance was led by Mrs. Laura Jecker, followed by a moment of silence in memory of Monica Williamson who passed away. Ms. Yozwiak stated that Ms. Williamson was a dedicated teacher at PVI who served the school district for more than 30 years and she will be deeply missed. The meeting was held virtually in light of the COVID-19 pandemic.

Roll Call – School Board Recorder: Mrs. Debra Duff

School Board members in attendance: Donna Yozwiak, President, Todd Kresge, Teresa Greggo, Norm Burger, Laura Jecker, Treasurer, Delbert Zacharias, Sue Kresge, Len Peeters, Vice President, Dan Wunder.

Administrative staff in attendance: Lee Lesisko, Superintendent, John Burrus, Director of Human Resources, Joshua Ziatyk, Assistant to the Superintendent, Susan Famularo, Business Manager, Marcia Taylor, Accountant, Bill Gasper, Director of Operations, A.J. Kise, Director of Pupil Services, Shavonne Liddic, Mathematics Supervisor, Susan Mowrer Benda, Director of Curriculum & Instruction.

Building Administrative staff in attendance: Matt Triolo, High School Principal.

School Solicitor in attendance: Mark Fitzgerald, Esq.

Notification of Executive Session: President Yozwiak announced that an executive session was held on May 5, 2020 for the purpose of legal matters; May 14, 2020 immediately prior to the regularly scheduled meeting for purposes of legal issues, negotiations, personnel matters including, but not limited to, performance and/or discipline.

President Yozwiak announced that the meeting procedures were attached to the agenda. She provided the opportunity for Pleasant Valley citizens to comment on agenda items.

Pleasant Valley Citizens: None.

SECRETARY’S REPORT: Mrs. Susan Famularo, Board Secretary

Mrs. Jecker motioned, seconded by Mr. Wunder to approve the minutes of the Board of Education Meeting held on April 23, 2020; and to approve the Board Meeting Agenda of May 14, 2020.

VOICE VOTE: 9-0 CARRIED

The Buildings & Grounds Minutes of the May 11, 2020 meeting were attached to the agenda for informational purposes.

TREASURER’S REPORT: Mrs. Laura Jecker

Mr. Peeters motioned, seconded by Mr. Zacharias to approve Agenda item #4.A. – Accounts Payable, and Agenda item #4.E. – Financial Statements for April 2020, as attached:
Approval of Agenda item #4.B. – Manual Checks April 1, 2020 through April 30, 2020.
Approval of Agenda item #4.C. – Manual Checks April 1, 2020 through April 30, 2020 – PSDLAF.
Approval of Agenda item #4.D. – Accounts Payable – May 14, 2020.
Approval of Agenda item #4.F. – Trial Balance/Financial Statements April 2020.
Approval of Agenda item #4.G. – Asset Cost Summary April 2020.
Approval of Agenda item #4.H. – Condensed Board Summary II/Expenditures and Revenues April 2020.

ROLL CALL: 9-0 CARRIED

Agenda item #3.I. - The Accounts Payable approved at the April 23, 2020 Board of Education meeting was attached to the agenda for informational purposes.

UNFINISHED BUSINESS

Solicitor: Mark Fitzgerald, Esq. – No report.

NEW BUSINESS:

Mrs. Yozwiak stated that all Committee Reports were attached to the agenda for informational purposes.

SUPERINTENDENT-REPORT/REQUESTS: Dr. Lee J. Lesisko

Mrs. Jecker motioned, seconded by Mr. Kresge to approve Agenda item #7.A. – Superintendent Item:

Approval of Agenda item #7.B. – Permission to Adjust the 2020 Graduation Date to July 24, 2020. The Board of School Directors of Pleasant Valley School District, due to the coronavirus pandemic, approved the adjustment of the graduation date of July 24, 2020 as recommended by the Superintendent.

Approval of Agenda item #7.C. – Donation of \$15,000 from the Ricky Finelli Memorial Fund. The Board of School Directors of Pleasant Valley School District approved the \$15,000 donation from the Ricky Finelli Memorial Fund as recommended by the Superintendent.

Approval of Agenda item #7.D. – Services Contract and engagement letter as attached with Hamilton & Mussers P.C. CPAs as recommended by the Superintendent.

Approval of Agenda item #7.E. – The following Policies including attachments as attached:

- Policy #006 Meetings
- Policy #332 Working Periods
- Policy #333 Professional Development
- Policy #334 Sick Leave
- Policy #335 Family and Medical Leaves
- Policy #336 Personal Necessity Leave
- Policy #337 Vacation
- Policy #348 Unlawful Harassment

Attachments:

- Policy #335 - Attachment 1
- Policy #335 - Attachment 2
- Policy #335 - Attachment 3

Approval of Agenda item#6.F. – Homebound Instruction (Per Board policy, re-evaluation will be done in ninety (90) days):

Pleasant Valley Elementary School:

Student	Reason
HB051420ZR-E	Medical, through end of 2019-20 school year; start date yet to be determined.

Mrs. Kresge indicated that she will be voting No on Agenda item #7.D. opposing to spending funds due to budgetary issues. She expressed concern about spending this money at this time and expressed undue burdens to taxpayers due to COVID-19, reassessment of property and unemployment. Mr. Wunder questioned the item being in next year’s budget and expressed that he was not sure we need this service. Mrs. Jecker stated that the funds are in the budget now for the first payment. Mrs. Yozwiak clarified that this is not an audit but a process agreed upon for procedures to evaluate our internal controls thinking ahead for meaningful recommendations on how we can improve in order to save taxpayers as much money as possible. Mr. Peeters stated that he is in favor of this in order to save money.

ROLL CALL: 7-2 CARRIED
Voting No: Mr. Wunder; Mrs. Kresge

With regard to graduation, Superintendent Lesisko stated that the Pleasant Valley School District is making every attempt to hold an in-person graduation for the class of 2020. Because of coronavirus pandemic and Governor Wolf’s stay at home order, we may not be able to host a traditional ceremony. This is unfortunate for our graduating class but we need to ensure the safety of our students, families and staff, while adhering to CDC guidelines and the orders of Governor Wolf. Because of this, we would like to change the date of our graduation to July 24th. As some of you may know, we have been in talks with Pocono Raceway to host our graduation on the 24th and in fact, the date is locked in, but that may not come to fruition because of legalities and we may have to settle for a virtual ceremony on July 24th. Attorney Fitzgerald stated that as of today, the PDE website indicates that all graduations are to be held virtually for school districts that remain in the red phase. He said that by July 24th there is a possibility that we may be in the yellow phase but that this is going to be something that will remain fluid for the next several weeks. Dr. Lesisko stated that all should stay tuned and thanked members of the community and the graduating Class of 2020 for their patience and understanding during this unprecedented time.

Dr. Lesisko, on behalf of the PVSD and the Board of Education, thanked the Ricky Finelli Memorial Fund, specifically, Brittany Angelica for the kind donation of \$15,000. This money will be used to replace the score board at the high school baseball field.

Agenda item #7.G. – The following policies as attached – Second Reading

- Policy #626 Federal Fiscal Compliance
- Policy #815.2 Social Media

Agenda item #7.H. – The following policies as attached – First Reading:

- Policy #141 PVSD Cyber Academy Online Learning
- Policy #304.1 Supplemental Contracts - General Overview
- Policy #304.2 Supplemental Contract - Position Employment
- Policy #815.1 Use of Livestream Video on School District Property

Agenda item #7.I. – The following policies were reviewed with no changes on April 28, 2020. The revision date only will be updated on the policy. Unless otherwise required or requested, each policy will be reviewed again per the policy review cycle.

- Policy 345 Employee Identification Badge
- Policy 701.1 Naming/Renaming District Facilities
- Policy 702 Gifts, Grants, Donations

Agenda item #7.J. – The Enrollment Report for May 2020 was provided for informational purposes.

ADDENDUM – SUPERINTENDENT-REPORT/REQUESTS: Dr. Lee J. Lesisko

Mrs. Jecker motioned, seconded by Mr. Kresge to approve Agenda item #8:

Approval of Agenda item #8.A. – Resolution for Charter Funding Reform, as attached.

ROLL CALL: 9-0 CARRIED

Agenda item #8.B. – Budget Presentation: Dr. Lesisko/Mrs. Famularo

A PowerPoint presentation was provided. Mrs. Famularo reviewed the budget process and timeline for advertisement and approval of the Proposed Final Budget and adoption of the 2020-2021 Final Budget on June 25, 2020. Dr. Lesisko stated that the budget is formed in line with our goals and how funds received benefit our student growth and achievement; improve communication with our community; provide comprehensive professional development; study current and future facilities and staff needed. He addressed budget impacts and stated that the Pleasant Valley School District is expected to lose between 2.4 and 3 million dollars locally due to COVID-19. He further stated that we are not sure what moneys will be forthcoming from the state or federal government which is problematic; however, it is our obligation to approve a budget by the timeframe set forth by the Commonwealth of Pennsylvania. In addition, Dr. Lesisko stated that although the budget is a spending plan for the school district, it does not mean that it must be spent and we will proceed with caution.

Ms. Famularo highlighted the financial aspects of the budget including information on funding sources, revenues, local funding, state funding, and federal funding. She also provided the revisions in revenues and expenditures since the Preliminary Budget was approved on January 9th. Information on expenditure comparisons 2019-2020 vs. 2020-2021 and expenditure increases over 2019-2020 was also provided. Ms. Famularo provided the property tax overview showing a millage proposal of 22.9179 mills – .3164 mills, 1.4% increase. Mrs. Famularo stated that work is being done to review all revenues and expenditures and that adjustments will be made. The final budget will be brought before the Board for approval at the June 25th Board meeting. An opportunity to pose questions was given. There were none wishing to comment and/or question.

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

- Policy #827 Conflict of Interest
- Policy #902 Publications Programs
- Policy #905 Citizens Advisory Committee
- Policy #907 School Visitors
- Policy #916 Volunteers

Agenda item #8.D. – No changes were recommended to the following policies reviewed on May 12, 2020. The revision date only will be updated on the policy. Unless otherwise required or requested, each policy will be reviewed again per the policy review cycle.

- Policy 828 Fraud
- Policy 830 Breach of Computerized Personal Information
- Policy 901 Public Relations Objectives
- Policy 908 Relations with Parent/Guardians
- Policy 909 Municipal Government Relations

- Policy 910 Community Engagement
- Policy 912 Relations with Educational Institutions
- Policy 914 Relations with Intermediate Units
- Policy 917 Parental/Family Involvement

HUMAN RESOURCES: Dr. John T. Burrus

Mrs. Kresge motioned, seconded by Mrs. Jecker to approve Agenda item #9.A. – Personnel Items:

Approval of Agenda item #9.B. – Retirement – PVESPA CBA 2018-2021 Article VII #24 and #25:

	Name	Position	Building
1.	Barbara Foder	Paraprofessional Associate	PVIS
2.	Jasmeen Koehler	Paraprofessional Associate	PVES
3.	Bruce Krogulski	Paraprofessional Associate	PVIS
4.	Judith Sanbeg	Food Service Employee	PVIS
5.	Roxanne Scheller	Health Room Technician	PVHS
6.	Maryann Veneziano	Custodian	PVHS

Approval of Agenda item #9.C. – Retirement Incentive: PVEA 2020:

	Name	Position	Building
1.	Melissa O’Keefe	ESL	PVIS

Approval of Agenda item #9.D. – Retirement:

	Name	Position	Building
1.	Patricia Urban	Paraprofessional Associate	PVES

Approval of Agenda item #9.E. – Family and Medical Leave:

	Name	Position	Building	Number of Days	Dates
1.	Stacy Stair	Assistant to the Business Manager	District	Sixteen (16)	April 20, 2020 – May 11, 2020

ROLL CALL: 9-0 CARRIED

ADDENDUM: HUMAN RESOURCES: Dr. John T. Burrus

Mrs. Jecker motioned, seconded by Mr. Peeters to approve Addendum item #10.A. – Addendum Personnel Items:

Approval of Addendum item #10.B. – Hiring of Confidential Employee:

1.	Name:	Tricia Altemose
	Position:	Associate Payroll Specialist
	Salary:	\$44,000 (prorated)
	Effective Date:	May 18, 2020 – June 30, 2020
2.	Name:	Tricia Altemose
	Position:	Payroll Specialist
	Salary:	\$44,000
	Effective Date:	July 1, 2020
	Replace:	Vicki Camaerei

Approval of Addendum item #10.C. – Withdraw of Child Rearing Leave:

	Name	Position	Building	Dates	Board Approved
1.	Stephanie Foust	Paraprofessional Associate	PVES	March 6, 2020 – End of the 2019-2020 school year	March 12, 2020

Approval of Addendum item #10.D. – Sabbatical Leave:

	Name	Position	Building	Semester(s)
1.	Dawn Wisser	Special Education Teacher	April 6, 2020	1 st Semester of 2020-2021 School Year

Approval of Addendum item #10.E. – Resignation:

	Name	Position	Building
1.	Colleen Clark	Substitute Secretary	May 12, 2020

Approval of Addendum item #10.F. – Retirement Adjustment PSERS Request – No impact on the District: Rescind Catherine Peechatka's previously approved retirement date of June 12, 2019. Catherine Peechatka will be considered on unpaid leave from June 12, 2019 through June 18, 2019. Catherine Peechatka's retroactive retirement date is adjusted to June 19, 2019.

Approval of Addendum item #10.G. – 2019-2020 Supplemental Contract: Athletic Non-Coaching:

	Name	Sport	Position	Salary
1.	Steve Caffrey	Volleyball	Varsity Message Board Operator	\$40 (per event)
2.	Steve Caffrey	Volleyball	Jr. Varsity Message Board Operator	\$35 (per event)

Approval of Addendum item #10.H. – Administrator Resignation: Acceptance of the resignation of Dr. John T. Burrus, Director of Human Resources, effective May 31, 2020, as per the understanding of all parties.

ROLL CALL: 9-0 CARRIED

CURRICULUM/STAFF DEVELOPMENT: Mr. Josh Ziatyk –

Agenda item #11.A. – Presentation – Mathematics Material Adoption Recommendation: Mrs. Shavonne Liddic –

Mr. Ziatyk stated that the presentation is a recommendation for a mathematics program with consideration for approval at the next Board meeting. He introduced Director of Curriculum & Instruction Susan Mowrer Benda to provide background information. Dr. Mowrer Benda reminded all of the curriculum renewal process which was adopted in 2018-2019. She stated that the plan took all content areas and placed them on a five-year renewal plan and she outlined the processes for each of the four major content areas. In addition, the document has been provided to the Board and is available on the website for review. Dr. Mowrer Benda stated that math is currently moving through the first stage of the curriculum renewal process and stated that curriculum is ongoing and fluid to meet the needs of our students and instructional needs of our teachers. She outlined steps taken in the review process in order to remain transparent to everyone. Dr. Mowrer Benda introduced Mathematics Supervisor Shavonne Liddic who provided a presentation on the Mathematics Material Adoption Recommendation Grades 1-5. She reviewed the process and timeline; the comparisons (pros and cons) between Go Math! (2012, 2015) vs. Ready Classroom (2020). In addition, information on EdReports.org Rating Scales for both Go Math! and Ready Classroom was given as well as cost comparisons. Ms. Liddic stated that teacher survey results showed that 56 out of 72 staff members completed the survey with 91.1% choosing Ready Classroom. Ms. Liddic stated that the recommendation is for Ready Classroom for five years which allows the teachers to master the implementation of the program in order to maximize student learning. In addition Ms. Liddic outlined the cost savings, longevity to the program and online tools to support online instruction. Further discussion was held about online capabilities in the event school does not open in the fall including virtual professional development training, lead time for obtaining materials, budgetary issues, students with IEPs, and programs being piloted. Dr. Lesisko thanked Ms. Liddic, Dr. Mowrer Benda and all the staff involved in the research for this program.

Agenda item #11.B. – The 2019-2020 Grading Philosophy and Procedures – 4th Marking Period was attached for informational purposes.

Agenda item #11.C. – The Curriculum Report for May 2020 was provided for informational purposes.

ADDENDUM: CURRICULUM/STAFF DEVELOPMENT: Mr. Josh Ziatyk –

Mrs. Kresge motioned, seconded by Mr. Zacharias to approve Addendum item #12:

Approval of Addendum item #12.A. – Resolution with PA Department of Education:

The Board of School Directors of Pleasant Valley SD approved Dr. Susan Mowrer Benda with authorization to sign all contracts, agreements, grants and/or licenses with the Pennsylvania Department of Education for the school district.

ROLL CALL: 9-0 CARRIED

PUPIL SERVICES: Mr. A.J. Kise –

Mr. Kise reported that 158 kindergarten registrations have been completed thus far for the 2020-2021 school year. In addition, there are an additional 29 kindergarten registrations scheduled and another 29 registrations that need completed paperwork making 216 kindergarten registrations as of May 14th. Mr. Kise also reported that he, together with Ms. Michelle Morcombe, School Nurses Department, drafted the PVSD Infectious Illness Preparedness, Response, Recovery and Re-Entry Plan based on the guidelines and recommendations from the CDC, World Health Organization, OSHA, U.S. Department of Health and Human Services, U.S. Environmental Protection Agency, FEMA, National Association for School Nurses, Pa Department of Health and Pa Department of Education. Part of this plan included procedures for two curbside screenings that our nurses are conducting as staff is doing their end of the year clean out of their classrooms.

OPERATIONS SERVICES: Mr. Bill Gasper –

Agenda item #12.A. – Informational: District Events May 15, 2020 through May 28, 2020 was provided.

BUSINESS MANAGEMENT: Mrs. Susan Famularo

Mr. Peeters motioned, seconded by Mr. Burger to approve Agenda item #15.A. – Business Management Items:

Approval of Agenda item #15.B. – Proposed Final 2020-2021 General Fund Budget: Recommendation that the Proposed Final 2020-2021 General Fund Budget be approved, calling for a tax levy of 22.9179 mills in property tax with appropriations in the amount of \$103,659,976 and use of fund balance in the amount of \$3,848,184. (This represents a 1.490 mill increase from last year's budget.) *Note: the school district proposed final budget was advertised for public inspection on May 04, 2020.*

Prior to the roll call vote, Mr. Peeters stated that work will be done within the next month in order to reduce the 1.4% increase as much as possible. Mrs. Jecker thanked Mrs. Famularo and all other who worked on it; she requested that Mrs. Yozwiak and Mr. Peeters schedule a meeting as soon as possible to discuss further recommendations for reductions expressing that it is vital that we do not raise taxes this year to lessen the burden on families of the community. Mrs. Kresge stated that she will be voting No on this item due to a number of line items that have been added that she does not agree with.

ROLL CALL: 8-1 CARRIED
Voting No: Mrs. Susan Kresge

Mrs. Jecker motioned, seconded by Mr. Zacharias to approve Agenda items #15.C. through #15.H.:

Approval of Agenda item #15.C. – Cafeteria Fund per attached.

- 1. Cafeteria Accounts Payable for May 14, 2020 – Total amount \$16,909.61.
- 2. Cafeteria Fund – Asset Cost Summary – March 2020

Approval of Agenda item #15.D. –The following contracts as attached:

- 1. IntegraOne - TrendMicro Smart Protect Virus Protect Contract Terms: July 8, 2020 to July 7, 2021 Cost: \$32,660.00
- 2. Dude Solutions - Online software for technology, maintenance & facility/automation requests 07/01/2020 - 06/30/2021 Cost \$15,858.92 KPN Contract # KPN-A-201912-06
- 3. Pennsylvania School Board Association. 2020-2021 All Access Package - \$15,584.11, Standard Membership + \$2,480.00. plus Administrative Regulations - Annual Updates \$764.15. Total Cost - \$16,348.26

Approval of Agenda item #15.E. – The following recommendation for payment from the 2018 Bond Fund per attached: \$375.00.

Approval of Agenda item #15.F. – The following recommendation for payment from Capital Reserve per attached: \$255.00.

Approval of Agenda item #15.G. – Tax Bill Inserts for Chestnuthill Township to be included in the 2020 tax notice.

Approval of Agenda item #15.H. – The following bid awards are for confirmation for 2020-2021 school year as per the Northampton/Monroe/Pike County Joint Purchasing Board for paper as attached:

- WB Mason – Vendor Total – \$53,643.14
- IP-1 8.5x11" Index
- XP-1 8.5x11" Paper
- XP-2 8.5x14" Paper

Paper Mart – Vendor Total - \$1,000.00
ENV-1 Standard A10 Envelopes
Pleasant Valley SD Total - \$54,643.14

Approval of Agenda item #15.I. – Recommendation that the Board confirms the 2020-2021 monthly Self-Pay and *COBRA rates as adopted by the Employee Benefit Trust of Eastern PA (EBTEP) Board of Trustees for the Pleasant Valley School District as listed below:

Traditional:

Single \$756.14
Husband & Wife \$1,663.51
Parent & Child \$1,361.05
Family \$2,117.19
Parent & Children \$1,587.89

PPO:

Single \$737.25
Husband & Wife \$1,621.95
Parent & Child \$1,327.05
Family \$2,064.30
Parent & Children \$1,548.22

PPO 500:

Single \$686.90
Husband & Wife \$1,511.18
Parent & Child \$1,236.42
Family \$1,923.32
Parent & Children \$1,442.49

PPO 250

Single \$712.66
Husband & Wife \$1,567.85
Parent & Child \$1,282.79
Family \$1,995.44
Parent & Children \$1,496.58

Dental:

Single \$26.64
Family \$81.58

Vision:

Single \$1.77
Family \$4.92

*A 2% surcharge will be added to the above rates for those individuals qualifying for purchase of insurance under COBRA rules.

ROLL CALL: 9-0 CARRIED

Mrs. Jecker requested that the Class of 2020 funds be held for them for future use. Mrs. Famularo stated that we are bound by Board policy and state law that funds for the graduating class be disbursed either through donations or something else. Mrs. Jecker suggested that due to COVID-19, this could be looked into further.

Agenda item #13.J. – Informational: District Student Activity Accounts as attached:

Beginning Balance April 1, 2020: \$259,353.03
Receipts: \$600.72
Expenditures: \$7,816.31
Ending Balance April 30, 2020: \$249,137.44.

ADDENDUM: BUSINESS MANAGEMENT: Mrs. Susan Famularo

Mrs. Jecker motioned, seconded by Mr. Peeters to approve Addendum item #16.A. – Addendum Business Management Items:

Approval of Addendum item #16.B. – The following contract as attached:

1. Memorandum of Agreement Amending the Transportation Services Contract the Furnishing Pupil Transportation Services from March 13, 2020 until the end of the 2019-2020 School Year Between Pleasant Valley School District and First Student, Inc.

Approval of Addendum item #16.C. – Funding Rate: Recommendation that the Board confirm the funding rate as adopted by the Employee Benefit Trust of Eastern Pennsylvania (EBTEP) Board of Trustees for Pleasant Valley School District \$1,633.54 per covered active employee per month for the 2020-2021 school Year.

ROLL CALL: 9-0 CARRIED

SOLICITOR: Mark Fitzgerald, Esq. – Mr. Fitzgerald stated that he will be in touch with Dr. Lesisko with regard to any further guidance from PDE on graduation issues as well as guidance for the 2020-2021 school year.

PLEASANT VALLEY SCHOOL DIRECTORS:

Mrs. Kresge questioned the handling of staff who has not been evaluated as yet. Mr. Ziatyk stated that in accordance with guidance from the state and local IUs, evaluations are still required and will be completed.

Mr. Wunder acknowledged the resignation of Dr. John Burrus and offered personal comments and wished him well. He stated Dr. Burrus will be missed.

Mrs. Yozwiak also acknowledged the resignation of Dr. Burrus and offered personal comments as well as extending her best wishes for him.

Mrs. Jecker requested that the Board policies regarding funds left in accounts for the Class of 2020 be reviewed.

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

ADJOURNMENT

There being no further business to come before the Board, Mr. Zacharias motioned, seconded by Mr. Kresge to adjourn the meeting at 8:30 PM.

CARRIED

Respectfully submitted,

Susan Famularo, Board Secretary

Debra L. Duff, Board Recorder

Next regularly scheduled Board of Education meeting:
May 28, 2020 @ 7:00 PM