

PLEASANT VALLEY SCHOOL DISTRICT

Brodheadsville, PA 18322

**Board Approved 4-27-17**

**Minutes of the April 13, 2017 Board of Education Meeting**

**CALL TO ORDER:**

The regularly scheduled meeting of the Pleasant Valley School District Board of Education was held on April 13, 2017 and called to order by Russell Gould, President, at 8:05 PM. The Pledge of Allegiance was led by Mr. Len Peeters followed by a moment of silence. Mr. Gould welcomed those present and referred to the meeting procedures that were attached to the agenda. The meeting was held in the Administrative Offices, 2233 Route 115, Brodheadsville, PA 18322.

**Roll Call - School Board Acting Recorder:** Ms. Monica Kotzmann

**School Board members in attendance:** Russell Gould, President, Len Peeters, Vice President, Bob Serfass, Treasurer, Delbert Zacharias, Linda Micklos, Dan Wunder, Doug Wisser, Sue Kresge. Absent: Steve Borger.

**Administrative staff in attendance:** Carole Geary, Superintendent, Ken Newman, Assistant to the Superintendent, John Burrus, Director of Human Resources, Susan Famularo, Business Manager, Monica Kotzmann, Administrative Assistant to the Business Manager, Josh Krebs, Director of Support Services, Travis Serfass, Director of Buildings and Grounds.

**Building Administrative staff in attendance:** Cassandra Herr

**School Solicitor in attendance:** Daniel Corveleyn, Esq.

**Notification of Executive Session:** Mr. Gould announced that an executive session was held on April 13, 2017 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. Mr. Gould announced that the Board will be going into executive session immediately following this meeting.

**Good News - PVI: Ms. Cassandra Herr –**

A presentation was given regarding the 4<sup>th</sup> grade Pencil Power Club founded by Mr. Patrick Smith. Ms. Herr thanked Mr. Smith, Ms. Handelong and Ms. DePipi. Ms. Herr stated that an Excellence in Education award was given for the Authors and Artists program and a grant from the Education Foundation was also received to provide equipment and supplies for students to improve their writing and public speaking skills. A video was shown highlighting the students' experiences and successes with this program. Students that were present read their stories about their experiences with the Pencil Power Club. Ms. Herr extended invitations for the Authors and Artists red carpet event to be held on May 10<sup>th</sup> where students' writings and artwork will be showcased.

**Pleasant Valley Citizens:**

Ms. Laura Jecker, Chestnuthill Township, states that the 4<sup>th</sup> grade program this evening was wonderful. She also expressed her concern about ongoing issues of bullying on buses and asked if the Board has reviewed or discussed the bullying policy. Ms. Geary responded that information was given to the board as well as a copy of the policy but no further discussion has taken place. Mr. Gould said that the Board will have an opportunity to discuss this issue in the very near future.

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

Mr. Wunder motioned, seconded by Mr. Serfass to approve the minutes of the Board of Education meeting held on March 23, 2017.

CARRIED

**TREASURER'S REPORT: Mr. Bob Serfass**

Ms. Micklos motioned, seconded by Ms. Kresge to approve agenda item #3 as was attached, as follows:

Approval of #3.a. Accounts Payable – 3-1-17 to 3-31-17 (Manual Checks)

Approval of #3.b. Accounts Payable – 3-22-17 to 4-13-17

Approval of #3.c. Trial Balance/Financial Statement 3-31-17

Approval of #3.d. Asset Cost Summary – March 2017

Approval of #3.e. Condensed Board Summary/Expenditures-Revenues 3-31-17

ROLL CALL: 8-0 CARRIED

Abstained on #3.b. Check No. 00217302: Mr. Gould (abstention form attached)

The Accounts Payable (#3.f.) approved at the March 23, 2017 Board meeting was provided and attached to the agenda for informational purposes.

**OLD BUSINESS**

**Solicitor:** Daniel Corveleyn, Esq. – No report.

**NEW BUSINESS**

**Monroe Career & Technical Institute: Ms. Linda Micklos –**

Ms. Micklos reported on the meeting held on April 3<sup>rd</sup>. Upcoming events and activities:

- April 18<sup>th</sup> – 20<sup>th</sup> – Skills USA PA State Conference in Hershey.
- April 25<sup>th</sup> – Spring Partners in Education Banquet at 6:30 PM at MCTI.
- May 24<sup>th</sup> – Senior Awards Ceremony will be held at Pocono Mountain East High School.

Ms. Micklos also reported the following:

- On March 8<sup>th</sup> several students competed and placed in the Pro Start State Competition at State College. The management teams placed 3<sup>rd</sup> and 1<sup>st</sup> while the culinary team placed 2<sup>nd</sup>. The students will go on to compete at Nationals in Charleston, SC on April 28<sup>th</sup> through May 1<sup>st</sup>.
- NOCTI performances were completed in March and the online portion is scheduled for completion during April.
- The CDC assessments for 9<sup>th</sup> grade students in algebra, language arts, and science is scheduled for April.
- A discussion was initiated at the semi-annual General Advisory Meeting on March 21<sup>st</sup> to start an education foundation.
- The 2017-2018 budget was approved by all four sending school districts.
- All required e-rate paperwork was submitted for the 2017-2018 school year.
- The boiler project is ongoing. The leaks on the burners have been fixed and the motors were replaced.

Ms. Micklos also stated that the next monthly meeting will be held on Monday, May 1<sup>st</sup>.

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

**PSBA Legislative Liaison Report: Ms. Susan Kresge –**

Ms. Kresge stated that the House of Representatives is preparing to FastTrack another charter school proposal which is HB97. She stated that PSBA is asking that legislators be contacted to oppose this bill. Mr. Gould asked if we will send a letter and Ms. Kresge stated that she will send the link.

**SUPERINTENDENT-REPORT/REQUESTS: Ms. Carole Geary**

Agenda item #6.a. – The enrollment report as of April 2017 was provided and attached to the agenda. She stated that overall we are down 19 students.

Mr. Peeters motioned, seconded by Mr. Wunder to approve Agenda items #6 as follows:

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

Student No.	Reason
HB #104500-M	Medical, effective 5-18-17
HB #109806-E	Medical, retroactive to 4-4-17
HB #107072-I	Medical, retroactive to 4-4-17

Approval of Agenda item #6.c. – The following policies:

- Policy No. 800 – Records Management
- Policy No. 801 – Public Records
- Policy No. 802 – School Organization
- Policy No. 803 – School Calendar
- Policy No. 804 – School Day
- Policy No. 805 – Emergency Preparedness

ROLL CALL: 8-0 CARRIED

Agenda item #6.d. – The following policies were noted for a second reading:

- Policy No. 805.1 – Relations with Law Enforcement
- Policy No. 806 – Child Abuse
- Policy No. 807 – Opening Exercises Flag Displays

- Policy No. 808 – Food Service
- Policy No. 808.1 – Free Reduced-Price Meals and Free Milk - Deleted
- Policy No. 810.1 – Drug Testing – Covered Drivers
- Policy No. 810.2 – Transportation – Video/Audio Recording
- Policy No. 810.3 – Bus/Vehicle Accident - Deleted

Agenda item #6.e. - The following policies were attached to the agenda and provided for a first reading:

- Policy No. 810.5 – Vehicle Idling - Deleted
- Policy No. 811 – Bonding
- Policy No. 812 – Property Insurance
- Policy No. 813 – Other Insurance
- Policy No. 814 – Copyright Material
- Policy No. 815 – Acceptable Use of Communications and Information Services (CIS)
- Policy No. 816 – District Website Development
- Policy No. 817 – Communication Devices, Cellular Telephones and other Devices - Deleted

Agenda item #6.f.: Other:

Ms. Geary said that prior to this meeting a dedication of the garden in honor of H. Charles Hoffman was held. She said that Mr. Hoffman was a 20 year member of the school board and an active member in our community who passed away while in service. She thanked Linda Micklos, Josh Krebs, John Burrus, Bob Serfass and Tracy Serfass.

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

Ms. Kresge motioned, seconded by Mr. Peeters to approve agenda item #7 as follows:

Approval of Agenda item #7.a. – Hiring of Personnel Regular appointment (pending receipt of all required paperwork):

	Name	Position	Salary	Location	Start Date
1.	Christine Preston	Long-Term Substitute Teacher, Special Education	\$41,800, pro-rated	PVHS	March 24, 2017 through the end of the 2016-2017 school year
2.	Sondra Spell	Custodian, third shift	\$15.54/hr., Step E3	PVHS	April 17, 2017

Approval of Agenda item #7.b. – The following transfer:

	Name	From	To	Effective Date
1.	Dustin Wilds, Custodian	PVHS, third shift	PVMS, second shift	April 17, 2017

Approval of Agenda item #7.c. – The following extensions/additions/changes to current employee assignments:

	Name	Position	Salary	Start Date
1.	Patricia Green	Substitute Secretary	Per Board Policy	TBD
2.	Tara Hyland	Substitute Teacher - All Areas	Per Board Policy	TBD

Approval of #7.d. – The following leaves of absence: (employees are responsible for benefit payments):

	Name	Position	Leave	Days	Dates
1.	Carol Bastos	Full-time paraprofessional associate, PVI	Leave without pay	Five (5)	January 25, February 10, March 3, 7, 8, 24, 27, & 30, 2017
2.	Jane Cadotte	Monitor, PVHS	Leave without pay	One (1)	March 7, 2017
3.	Patricia Cambria	Monitor/Food Service Employee, PVHS	Leave without pay	Two (2)	February 14 & 21, 2017
4.	Viviana Castillo	Monitor, PVMS	Leave without pay	One (1)	March 28, 2017
5.	Noreen Ciarleglio	Teacher, PVI	Intermittent Family & Medical Leave	Four (4)	April 3-7, 2017 and continuing through April 2, 2018
6.	Amy Eckert	Part-time paraprofessional associate, PVI	Leave without pay	One (1)	March 27, 2017

7.	Anna Marie Fedorchak	Monitor, PVI	Leave without pay	Two (2)	March 21 & 22, 2017
8.	Georgia Fernicola	Part-time paraprofessional associate, PVE	Leave without pay	One (1)	March 17, 2017
9.	Joann Gantt	Monitor, PVI	Leave without pay	Three (3)	March 8, 9, & 13, 2017
10.	Sharon Graver	Part-time paraprofessional associate, PVI	Leave without pay	One (1)	March 2, 2017
11.	Diana Graziano	Part-time paraprofessional associate, PVE	Leave without pay	One (1)	Wishes to rescind her previous approved leave without pay on January 31, 2017
12.	Stephanie Havansky	Monitor, PVI	Leave without pay	One (1)	March 20, 2017
13.	Jenine Havens	Monitor, PVI	Leave without pay	Two (2)	March 27 & 28, 2017
14.	Zdenka Hic	Food Service Employee, PVHS	Leave without pay	Nineteen (19)	April 3-28, 2017
15.	Leslie Jacobson	Part-time paraprofessional associate, PVI	Leave without pay	Two (2)	February 27 & March 3, 2017
16.	Wanda Jones-Jordan	Custodian, PVE	Leave without pay	Two (2)	Two half days on March 23 & 24, 2017
17.	Michelle Kober-Holcomb	Part-time paraprofessional associate, PVI	Leave without pay	One (1)	February 23, 2017
18.	Sarah LaBar	Part-time paraprofessional associate, PVHS	Leave without pay	Two (2)	March 20 & 28, 2017
19.	Aileen Lorah	Part-time paraprofessional associate, PVI	Leave without pay	Seven (7)	February 21-28 and March 28, 2017
20.	Holly Lowe	Part-time paraprofessional associate, PVI	Leave without pay	One (1)	March 24, 2017
21.	Tresa Malligo	Assistant Principal, PVHS	Leave without pay	Four (4)	March 10, 15, 20, & 21, 2017
22.	Maritza Martley-Boasci	Monitor, PVI	Leave without pay	Two (2)	February 21 and March 3, 2017
23.	Sarrie Mattson	Monitor, PVMS	Leave without pay	One (1)	March 17, 2017
24.	Katarzyna Oleksa	Food Service Employee, PVE	Leave without pay	One (1)	February 14, 2017
25.	MaryEllen Perloni	Part-time paraprofessional associate, PVI	Leave without pay	Four (4)	March 28-31, 2017
26.	Crystal Rivera	Monitor, PVI	Leave without pay	One (1)	April 3, 2017
27.	Tammy Rose	Part-time paraprofessional associate, PVE	Leave without pay	One (1)	March 28, 2017
28.	Marie Sottile	Secretary, PVMS	Leave without pay	One-half (.5)	March 17, 2017
29.	Catrina Springer	Teacher, PVE	Family & Medical Leave	Six (6)	March 17, 2017 with a return to service date of March 27, 2017

30.	Patricia Urban	Part-time paraprofessional associate, PVE	Leave without pay	Sixteen (16)	January 27-February 17 and February 22, 2017
31.	Bethanne Yanchick	Teacher, PVE	Leave without pay	One-half (.5)	April 4, 2017
32.	Beverly Cascioli	Custodian, PVHS	Intermittent Family & Medical Leave	Nine (9)	January 30, March 10, 13, 15, 17, 24, 27, and April 3 & 10, 2017
33.	Karin DePaul	Part-time Paraprofessional Associate, PVMS	Leave without pay	One (1)	March 31, 2017
34.	Rachel Frable	Teacher, PVMS	Family & Medical Leave	Six (6)	April 12, 2017
35.	Jalene Keiser	Food Service Employee, PVHS	Leave without pay	Thirty-one (31)	April 26-June 8, 2017
36.	Timothy McCutchan	Teacher, PVHS	Family & Medical Leave	Eleven (11)	April 13, 2017 with a return to service date of May 1, 2017
37.	Carrie Rush	Monitor, PVMS	Leave without pay	Eight (8)	March 27-April 5, 2017

Approval of #7.e. – Retirement: Keri Ramsay, Reading Supervisor, effective July 3, 2017.

ROLL CALL: 8-0 CARRIED

**CURRICULUM/STAFF DEVELOPMENT: Mr. Kenneth Newman**

Mr. Serfass motioned, seconded by Ms. Micklos to approve Agenda item #8 as follows:

Approval of Agenda item #8.a. – Textbook Discard – discard of unused, out-of-date textbooks from Pleasant Valley High School as provided.

Approval of Agenda item #8.b. – The RedCo Group – Payment in the amount of \$90,000.00 to The RedCo Group for continued school-based counseling services, payment to be made from the Ready to Learn Grant.

Approval of Agenda item #8.c. – Reflex Site License Renewal – Renewal of the Reflex (Math) Site License for three (3) years in the amount of \$8402.00 (total) to be paid out of the Ready to Learn Grant as provided.

ROLL CALL: 8-0 CARRIED

Agenda item #8.d. – Ms. Liddic, Mathematics Supervisor, provided a math update which was attached to the agenda.

Agenda item #8.e. – Informational: MCTI

Mr. Newman gave an overview of the Ninth Grade Program and the Diversified Occupations Program. Mr. Newman stated that MCTI offers a Ninth Grade Comprehensive Program where ninth grade students attend the school for a full day taking their core academic courses for half the day and attend their chosen career and technical program for the second half of the day. Mr. Newman stated that the Diversified Occupations Program is an educational program that combines classroom instruction with on the job training in a career area of the student’s choice. Information on both these programs was provided. Ms. Kresge questioned procedures if students do not meet academic requirements which Mr. Newman addressed.

**SUPPORT SERVICES: Mr. Joshua Krebs**

Ms. Kresge motioned, seconded by Mr. Serfass to approve Agenda Item #9 as follows:

Approval of Agenda item #9.a. – 2016-2017 Intramural Advisors:

- A. PVHS Drama Camp June 12, 2017 to June 15, 2017 – Monday through Thursday 8am - 5pm  
Advisor: Marcie Mulligan
- B. PVHS Drama Camp June 12, 2017 to June 15, 2017 – Monday through Thursday 8am - 5pm  
Advisor: Dan Mulligan

Approval of Agenda item #9.b. – 2016-2017 Field Trip Requests:

- A. Organization: Ceramic/Raku Club
  - Teacher(s) Involved: Diane Rostock
  - Destination: Tom Neugebauer Art Studio
  - Purpose: To expose students to an internationally known Raku Ceramic artist and provide an experience not available in the classroom.
  - Date(s): 4/28/17 (rain date 5/2/17)
  - District Buses Needed: Yes
  - Cost Per Student: None - grant funded
  - Cost for District: None - grant funded
  
- B. Organization: PVHS Musical Drama
  - Teacher(s) Involved: Dan Mulligan
  - Destination: East Stroudsburg South High School
  - Purpose: Participate in County-Wide High School Musical Theatre Performance
  - Date(s): May 21, 2017
  - District Buses Needed: Yes (1)
  - Cost Per Student: N/A
  - Cost for District: N/A

Approval of Agenda item #9.c. – 2017-2018 Fall Head Coaching Positions:

- Boys Soccer: Chris Pachuta
- Cross Country: George Fair
- Field Hockey: Angie Pachuta
- Football: Mark Versuk
- Girls Soccer: Derek Strohl
- Girls Tennis: Mark Allison
- Girls Volleyball: John Gesiskie
- Golf: Steve Krechel

Approval of Agenda item #9.d. – 2017-2018 Cheering Head Coach: Erin Hnat.

Approval of Agenda item #9.e. – 2017-2018 Supplemental/Co-Curricular Positions:

- Athletic Department:
  - Athletic Director: James Percey
  - Assistant Athletic Director HS: Greg Bowman
  - Assistant Athletic Director MS: Kris Meckes
- Marching Band/Jazz Band:
  - Marching Band Director: Jim DeVivo
  - Jazz Band Director HS: Jim DeVivo
  - Jazz Band Director MS: John DeVivo

Approval of Agenda item #9.f. – 2017-2018 Band Truck Drivers:

- Band Truck Drivers:
  - Richard Hicks
  - Curtis Frantz
  - James Serfass

Approval of Agenda item #9.g. – Long Term Substantial Volunteer: PVE: Lauryn Smith.

Approval of Agenda item #9.h. – Facilities Use Request:

Organization	Pleasant Valley Assembly of God Church
Facility Requested	PVHS New Auditorium, Lobby, Concession Stand, and ticket booth
Purpose	Community Faith Service
Dates/Times	September 9, 2017 9:00am – 10:00pm
Requestor	Olga Schillinger
Attendance	1000
Tuition	N/A
Fee by District	Category 3 – All appropriate fees apply

Approval of Agenda item #9.i. – 2016-201 Spring Coaching Position:

- Track and Field: Volunteer: Charles A. Conklin II

Approval of Agenda item #9.j. – Discard Vehicles:

E-150 Van	\$500.00
Ram Van	\$500.00
F350	\$1500.00

ROLL CALL: 8-0 CARRIED

Agenda item #9.k. – Informational: District Event – April 14, 2017 through April 27, 2017 as provided.

Agenda item #9.l – Informational: The cafeteria participation report was attached to the agenda.

**BUSINESS MANAGEMENT: Ms. Susan Famularo**

Mr. Peeters motioned, seconded by Mr. Wunder to approve agenda item #10 as follows:

Approval of Agenda item #10.a. – Cafeteria Fund:

- A. Cafeteria Accounts Payable for April 13, 2017  
Total amount: \$42,713.33
- B. Cafeteria Fund - Asset Cost Summary - March 2017

Approval of Agenda item #10.b. – The following contracts:

- A. Scholastic Book Fair. Pleasant Valley Elementary School to hold Book Fair May 8, 2017- May 13, 2017 for all grades K-3.
- B. Spring Food Drive. Donations of food items from the entire student body. Fundraiser for Key Club at Pleasant Valley High School.
- C. CSI. Cost: \$3,401.25. Installation of a new Sapling master clock at Pleasant Valley Intermediate School and integrate the unit with the existing intercom system.
- D. TYCO Simplex Grinnell. Cost: \$2,403.00. Installation of Door Hold Open at Pleasant Valley High School.
- E. CSI. Cost: \$3,410.00. Furnishing and installation of cameras at the High School and JCM building and removal of old.

Approval of Agenda item #10.c. – Workman’s Compensation Insurance – Recommendation for workman's compensation insurance with School District Insurance Consortium for the 2017-2018 school year at a cost of \$378,456 for the Central Fund Contribution and \$68,810 for the school districts' Self Insured Retention. Total cost \$447,266 (subject to 5% Certified Safety Committee discount \$22,363.)

Approval of Agenda item #10.d. – Amendment of Xerox Contract #7136043-002, effective 4-1-2017 through 3-31-2022 at a minimum of \$27,141.61 per month (this is a decrease of \$847.55 per month - \$10,170.60 annually).

Approval of Agenda item #10.e. – Budget transfers for the fiscal year ended June 30, 2017 as provided.

Approval of Agenda item #10.f. – Student Placements:

- 1. Student #120116TG - George Junior Republic - Effective 12/1/16
- 2. Student #031717AB - Northampton County Juvenile Detention & Treatment Center - Effective 3/21/17
- 3. Student #011717DL - Northampton County Juvenile Detention & Treatment Center - Effective 1/17/17
- 4. Student #020617DL - Northampton County Juvenile Detention & Treatment Center - Effective 2/6/17

Approval of Agenda item #10.g. – Bid Awards for the 2017-2018 school year as per the Northampton/Monroe/Pike County Joint Purchasing Board for paper.

OFFICE PAPER  
W B Mason - \$57,044.92  
Composition paper, Xerographic paper 8 1/2 x 11, white and blue  
Paper Mart, Inc. - \$1,027.00  
Xerographic paper 11 x 17, Envelopes #10  
Lindenmeyr Munroe - \$3,422.52  
Index paper 8 1/2 x 11, white and blue  
Total - \$61,494.44

Approval of Agenda item #10.h. – Advertisement for sealed bids for the following items:  
Winter Athletic Supplies & Equipment

ROLL CALL: 8-0 CARRIED

Agenda item #10.i. – Informational – Student Activity Accounts:

Beginning Balance, March 1, 2017: \$279,225.65

Add Receipts: \$63,375.84

Expenditures: \$37,766.88

Ending Balance, March 31, 2017: \$304,834.61

**SOLICITOR:** Daniel Corveleyn, Esq. – No report.

**PLEASANT VALLEY SCHOOL DIRECTORS:**

Ms. Kresge thanked all that helped with the senior citizens dinner theater and stated it was a great night and an excellent production. She also expressed that she was sorry to see that Keri Ramsay is leaving Pleasant Valley.

**PLEASANT VALLEY CITIZENS:** None.

**ADJOURNMENT**

There being no further business to come before the Board, Mr. Zacharias motioned, seconded by Mr. Wisser to adjourn the meeting at 8:43 PM.

CARRIED

Respectfully submitted,

Susan Famularo, Board Secretary

Monica Kotzmann, Acting Board Recorder

Next regularly scheduled Board of Education meeting: April 27, 2017 @ 8:00 PM