

PLEASANT VALLEY SCHOOL DISTRICT

Brodheads ville, PA 18322

Minutes of the December 17, 2015 Board of Education Meeting

Board Approved 1-14-16

CALL TO ORDER:

The regularly scheduled meeting of the Pleasant Valley School District Board of Education was held on December 17, 2015 and called to order by Russell Gould, President, at 8:03 PM. The Pledge of Allegiance was led by Mr. Russell Gould 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, Brodheads ville, PA 18322.

Roll Call - School Board Recorder: Ms. Debra Duff

School Board members in attendance: Russell Gould, President, Charles Hoffman, Treasurer, Steve Borger, Bob Serfass, Daniel Wunder, Delbert Zacharias, Linda Micklos, Sue Kresge. Absent: Len Peeters, Vice President.

Administrative staff in attendance: Ken Newman, Assistant to the Superintendent, John Burrus, Director of Human Resources, Susan Famularo, Business Manager, Monica Kotzmann, Administrative Assistant to the Business Manager, Shavonne Liddic, Mathematics Supervisor, Josh Krebs, Director of Support Services.

Building Administrative staff in attendance: John Gress, Bob Hines, Erica Greer, Rocco Seiler, Cassandra Herr.

School Solicitor in attendance: Gerard Geiger, Esq.

Notification of Executive Session: Mr. Gould announced that an executive session was held on December 8, 2015 immediately following the organization meeting and on December 17, 2015 immediately prior to the regularly scheduled meeting, for the purposes of personnel matters, including, but not limited to performance and/or discipline; Negotiations; and Legal Issues.

Pleasant Valley Citizens: None.

SECRETARY'S REPORT: Ms. Susan Famularo, Secretary

Mr. Serfass motioned, seconded by Ms. Micklos to approve the minutes of the Board of Education meeting held on December 3, 2015 and the minutes of the Board of Education organization meeting held on December 8, 2015.

CARRIED

TREASURER'S REPORT: Mr. H. Charles Hoffman

Mr. Wunder motioned, seconded by Ms. Kresge to approve agenda item #3 per attached, as follows:

Approval of #3.a. Accounts Payable – 12-4-15 through 12-17-15.

The Accounts Payable (#3.b.) approved at the December 3, 2015 Board meeting was provided and attached to the agenda for informational purposes.

ROLL CALL: 8-0 CARRIED

Abstained on #3.a. (Check No. 00212497): Ms. Kresge; Abstained on #3.b. (Check No. 00212412): Mr. Serfass
(Abstention Forms attached)

OLD BUSINESS

Solicitor: Gerard Geiger, Esq. – No report.

NEW BUSINESS

Monroe Career & Technical Institute: Ms. Linda Micklos

Ms. Micklos reported the following items covered at the monthly JOC meeting which was reorganization and held on Monday, December 14th:

- Mr. John Coyle of Pocono Mountain was named Chairman, Gary Summers of East Stroudsburg was appointed Vice Chairman, and Dr. Elizabeth Robison will serve as presiding Superintendent.

- Students participated in activities during the month of November including The Total Look Cosmetology Competition, the Ambassador Training, and DECA District Conference. Students are also preparing for Skills USA District 11 to be held on Wednesday, February 5, 2016 in Allentown, PA.
- The MCTI Wellness Audit will be held in February 2016 and the Committee is asking for approval of the following three policies: No. 246 Advising Committee, No. 209.3 Food Allergy Management, and No. 808 Food Services. The first reading was listed on the December 14th agenda.
- Approval to have the website updated at a cost of \$5,000 to be done in-house with School Wires and the Technology Coordinator. The annual renewal cost is \$3,390.
- Adult Education has been working on a self-study for Nurse Aide Training and Competency Evaluation Program, which is due by December 18th. The on-site review will be conducted in January.
- The three-year administrative review for participation in the National School Lunch Program is up for review and involves two parts: Part I is an off-site review of operations and policies and Part II is an on-site visit tentatively scheduled for mid-February 2016.
- Approval of the JOC Operations Committee meeting dates for 2016.
- Approval of an increase of the teacher substitute rate from \$80/day to \$100/day.
- Approval of \$6,200 to have PSBA review MCTI's existing policy manual.
- The next meeting of the JOC is scheduled for Monday, January 11, 2016.

Colonial IU#20: Mr. Daniel Wunder

Mr. Wunder reported items covered at the December 9, 2015 IU 20 meeting. He stated that the Board acknowledged that two employees completed the IU 20 Induction program and approved an internship for Vianca Rivera, a PSU student to begin in January and extend to May. Mr. Wunder reported that routine business consisted of approving leaves of absence, resignations, job status changes, and appointments. Approval of supplemental agreements, contracts for payments, and revenue generating contracts for service, as well as the placement of nineteen individuals to the substitute lists as substitute teachers and substitute associate teachers. Also approved was the creation of six new positions as associate teachers and one as a mental health worker. The Board acknowledged three individuals being awarded tenure. In addition, the Board took action leading to the dismissal of three employees. Mr. Wunder also provided the *IU Investment at Work* information which is now in a newsletter format and gives a more comprehensive picture of all the work the IU does. Mr. Wunder, on behalf of Dr. Brennan and her administrative staff and the IU Board of Directors, extended a very Merry Christmas and happy and healthy holidays to all.

PSBA Legislative Liaison Report: Ms. Susan Kresge

Ms. Kresge stated that unfortunately there was no news to report on the state budget.

Student Government Representative: Ms. Michelle Heckelman, President

Ms. Heckelman reported on several items including:

- Congratulations to the cast, crew and staff on the recent outstanding performance of the classic *A Christmas Carol*. She stated that a Saturday afternoon performance for students and parents at PVE and PVI was held and over 500 individuals were in attendance.
- Auditions took place on December 14th for the spring musical *Camelot*.
- A meeting was held for students interested in participating in the "Shakey's Players" production of *MacBeth*. The production is scheduled for later this winter and Mrs. Fego is directing the production.
- An outstanding performance by the High School Band was held on December 9th.
- Thank you was extended to those who participated in the creation of seasonal cards for our troops and veterans with over 420 cards completed and sent.
- Congratulations to MCTI students John Jarog, Robert Marty, Kaylee Smith, Anna Vanchieri and Charles Zielkowski on their induction into the National Technical Honor Society.
- Thank you to all faculty, staff and students who supported the food collection drive to assist local food banks for the holidays. Additionally, in cooperation with a local ecumenical group and donations, over 25 food baskets and gift cards were distributed to PV families in need.
- The Armed Services Vocational Aptitude Battery (ASVAB), which is a career aptitude test to assist students in choosing a career field, was administered to students in grades 10-12 today.
- The annual PV SADD Volleyball tournament started today and continues tomorrow.
- The Senior Class recently voted on their prom theme and the winning theme is "Gatsby". They will use inspiration from the book and movie, *The Great Gatsby*.

- Ms. Heckelman wished a Merry Christmas, Happy Holidays, and a Happy New Year to all.

SUPERINTENDENT-REPORT/REQUESTS: Ms. Carole Geary (Mr. Newman reported in Ms. Geary's absence)

Ms. Kresge motioned, seconded by Mr. Serfass to approve agenda item #6 as follows:

Approval of #6.a. – Homebound Instruction:

Request of Homebound Instruction (per Board policy, re-evaluation will be done in ninety (90) days)

Student No.	Reason
HB101913-H	Medical, retroactive to 12/1/15

Approval of #6.b. – Expulsion Agreement for Student #E-121115CD-H.

ROLL CALL: 8-0 CARRIED

Agenda item #6.d. – Other: Mr. Newman stated that various sporting teams pledged money for the message center and he acknowledged receipt of \$490 from the Field Hockey Team. He stated that the students are thrilled with the message center and that at a Lead the Way event, they were excited to see their pictures on the screen. He thanked all involved.

HUMAN RESOURCES: Dr. John T. Burrus

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

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

	Name	Position	Salary	Location	Start Date
1.	Sondra Herold	Substitute Custodian	Per Board Policy		TBD
2.	Scott Marlin	Substitute Custodian	Per Board Policy		TBD

Approval of #7.b. – Extensions/Additions/Changes to Current Employee Assignments:

	Name	Position	Building	Salary	Start Date
1.	Robin Sexton	Substitute Monitor		Per Board Policy	TBD

Approval of #7.c. – The following transfers:

	Name	From	To	Start Date
1.	Patricia Cambria, Monitor	PVI	PVHS	December 14, 2015
2.	Ronald Miller, School Police Officer	PVE	PVMS	December 14, 2015
3.	Richard Williams, School Police Officer	PVMS	PVE	December 14, 2015

Approval of #7.d. – The following leaves of absence, employees being responsible for benefit payments:

	Name	Position	Leave	Days	Dates
1.	Beverly Cascioli	Custodian, PVHS	Family & Medical Leave	Four (4)	November 11, 17, 20 and December 16, 2015
2.	Diana Davenport	Teacher, PVMS	Intermittent Family & Medical Leave	Thirteen and a half (13.5)	Full days November 2, 3, 5, 6, 9, 10, 11, 13, 17, 18, 23, 24 and 1/2 days November 4, 12, 16, 2015 with a return to service date of December 1, 2015

3.	Audrey DeCesare	Teacher, PVI	Family & Medical Leave	Forty-five (45)	November 2, 2015 with a return to service date of January 18, 2016
4.	Ligia Delorme	Part-time Paraprofessional Associate, PVI	Leave without pay	One (1)	December 8, 2015
5.	Shirley Hood	Administrative Secretary, Administration Building	Family & Medical Leave	Five (5)	December 2, 2015 with a return to service date of December 9, 2015
6.	Wanda Jones-Jordan	Custodian, PVE	Family & Medical Leave	Thirty-four (34)	October 27, 2015 with a return to service date of December 17, 2015
7.	Elizabeth Pontrelli	Part-time Paraprofessional Associate, PVHS	Leave without pay	Four (4)	December 8-11, 2015
8.	Nicole Rejment	Teacher, PVI	Wishes to rescind her previously approved unpaid child-rearing leave through the end of the 2015-2016 school year.		Return to service on December 21, 2015
9.	Nicole Anderton	Teacher, PVMS	Family & Medical Leave	Ten (10)	January 4, 2016 with a return to service date of January 19, 2016
10.	Deana Burger	Full-time Paraprofessional Associate, PVE	Family & Medical Leave	Thirty-four (34)	December 17, 2015 with a return to service date of February 16, 2016
11.	Jacquelyn Dumas	Custodian, PVHS	Family & Medical Leave	Eight (8)	December 1, 2, and 4 through 11, 2015
12.	Kimberly Kujawa	Part-time Paraprofessional Associate, PVHS	Leave without pay	One (1)	November 25, 2015
13.	Linda Moyer	Part-time Paraprofessional Associate, PVHS	Family & Medical Leave	Seven (7)	November 11-19, 2015
14.	Jason Smith	Teacher, PVHS	Family & Medical Leave	Four (4)	September 8, 2015 with a return to service date of September 14, 2015
15.	Sue Bongiovani	Part-time Paraprofessional Associate, PVI	Requests to rescind her previously approved leave without pay	One (1)	November 24, 2015
16.	Robin Gitch	Part-time Paraprofessional Associate	Leave without pay	Three (3)	November 4-6, 2015
17.	Robert Madsen	Full-time Paraprofessional Associate	Leave without pay	Nineteen (19)	November 10-12, 2015 and December 2-23, 2015
18.	Mary Anne Peleschak	Part-time Paraprofessional Associate	Leave without pay	One (1)	November 12, 2015

19.	Mary Perloni	Part-time Paraprofessional Associate	Leave without pay	Three (3)	November 12-13, 2015 and December 14, 2015
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Approval of #7.e. – Sabbatical Leave of Absence: CiaMarie Kneebone, teacher PVE, effective for the 2nd Semester of the 2015-2016 school year.

Approval of #7.f. - The following resignations:

1. Alexis Gebhart, part-time paraprofessional associate, PVE, effective December 23, 2015.
2. Luann James, substitute teacher, effective December 2, 2015.

Approval of #7.g. – The following retirement: Jenny Laubscher, Teacher PVHS, effective January 21, 2016.

Approval of #7.h. – Addendum to School Operations Services Group contract – The addition to Schedule A of the School Operations Services Group contract approved on September 10, 2015: School Principal at a rate not to exceed \$400.00 per day.

ROLL CALL: 8-0 CARRIED

CURRICULUM/STAFF DEVELOPMENT: Mr. Kenneth Newman

Agenda item #8.b. – Informational – Ms. Keri Ramsay, Reading Supervisor, provided a written update on ELA which was attached to the agenda.

SUPPORT SERVICES: Mr. Joshua Krebs

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

Approval of #9.a. – 2015-2016 Supplemental/Co-Curricular Position:

PVHS AV Coordinator: Craig Morris (retroactive to 8/31/15)

Approval of #9.b. – 2015-2016 Winter Coaching Position:

Head Winter Cheerleading Coach: Gigi Barton

Approval of #9.c. – Long Term Substantial Volunteers:

PVE: Denise Makara, Rhiannon Fetterman, and Kassey Seidof

Approval of #9.d. – 2015-2016 Spring Coaching Positions:

Girls'Soccer: Volunteer: Andrew Uhler

Approval of #9.e. – The following resignation: Dave Pacchioni as the Varsity Football Coach.

ROLL CALL: 8-0 CARRIED

Agenda item #9.f. – Informational: The Cafeteria Participation Report was provided.

Agenda item #9.g. – Informational: Districts Events from December 18, 2015 through January 14, 2016 were listed.

BUILDING REPORTS

Pleasant Valley High School: Mr. John Gress

In addition to a written informational report, Mr. Gress handed out the program for the recent play *A Christmas Carol* and stated that all did an excellent job. He also provided the Board with the FBLA 2015 Regional Leadership Conference winners who now qualify for state competition. On behalf of the high school, Mr. Gress wished all a Merry Christmas and Happy New Year and thanked the Board for all they do.

Pleasant Valley Middle School: Mr. Rocco Seiler

In addition to an informational report, Mr. Seiler highlighted the Lead the Way program and stated that the students were excited to see their picture on display on the message center. He also reported that Channel 16 had two actors from the play *Elf the Musical* be their pointers for the weather report in the morning. Mr. Seiler wished all a happy holiday season.

Pleasant Valley Intermediate School: Mr. Todd VanNortwick (Ms. Cassandra Herr reported in Mr. VanNortwick's absence)

In addition to an informational report, Ms. Herr highlighted that 27 families in need, totaling 71 students are being provided with meals this holiday season. She congratulated the December employees of the month: Laura Ammermann, 4th grade teacher; Troy Margeson, 5th grade teacher; and Sharon Rogerson, 6th grade paraprofessional. Ms. Herr also reported that 477 toys were collected through the Toys for Tots program. She stated that on December 21st and 22nd the school chorus and band concert will be held and she extended an invite to all. Ms. Herr extended happy holidays to all.

Mr. Newman stated that he, Mr. Krebs, and Ms. Ramsay together with Ms. Liddic and the guidance counselors, joined with the food service staff at PVI to serve the holiday meal to the students.

Pleasant Valley Elementary School: Ms. Erica Greer

In addition to an informational report, Ms. Greer highlighted the tree lighting ceremony where over 800 individuals were in attendance and stated that it was a wonderful event. Ms. Greer reported that the third grade chorus performed for the community for the first time and made individual ornaments and met Santa. She further stated that PVE participated in the Families in Need program. She reported that gifts were wrapped and that 33 families at PVE were supported throughout the district as well as 90 students. Thirty staff members participated in wrapping gifts. Ms. Greer encouraged all to visit PVE.

Mr. Newman thanked the principals and assistants, Ms. Liddic, and others for helping while Ms. Geary has been out. He stated that it has truly been a team effort.

BUSINESS MANAGEMENT: Ms. Susan Famularo

Ms. Kresge motioned, seconded by Ms. Micklos to approve agenda item #11 as follows:
Approval of #11.a. – Advertisement of the 2016-2017 Preliminary Budget. The Preliminary Budget will be brought before the Board at the January 14, 2016 Board Meeting.

Approval of #11.b. - Cafeteria Accounts Payable for November 30, 2015 – Total amount: \$166,199.63; Bills Payable for November 2015 – Total amount: \$89,308.37

Approval of #11.c. – Northampton/Monroe/Pike County Joint Purchasing Board for fuel items for the 2016-2017 school year as listed below for Monroe County. The Bid Tabulation was attached:

Item #29 #2 Fuel Oil Tank Transport, Option 2, Firm at a price of \$1.5895 per gallon, award to Talley Petroleum, Grantville, PA.

Item #32 #2 Fuel Oil, Consumer Tank, Option 3, Firm at \$1.8936 per gallon, award to PAPCO, Aston, PA.

Item #35 Bio-Diesel (2%) Tank Transport, Option 3, Firm at \$1.6087 per gallon plus \$0.0445 for Winter Blend Additive, and 0.5100 for anti-gel additive, award to Talley Petroleum, Grantville, PA.

Approval of #11.d. – Advertisement of sealed bids for Fall Athletic Supplies and Equipment.

Approval of #11.e – Advertisement for Request for Proposals:

1. Engineer of Record (EOR) Services
2. Real Estate Broker Services

Approval of #11.f. – The following contract:

Lehigh Valley Center for Independent Living (LVCIL). Cost: Individualized Service Rate - \$67.82 per hour for the 2015-16 Academic Year.

Prior to the roll call vote, Mr. Borger expressed his thoughts on item #11.a. – approval of the preliminary budget. He stated that he would be voting no on this item due to the state's inability to pass a budget.

ROLL CALL: 8-0 CARRIED
Voting No on Item #11.a.: Mr. Borger
7-1 CARRIED

Agenda Item #11.g. – Informational items included and attached to the agenda:

A. Student Activity Accounts

Beginning Balance, November 1, 2015: \$241,210.29

Receipts: \$48,589.06

Expenditures: \$39,912.37

Ending Balance, November 30, 2015: \$249,723.32

B. District Investment Report for November 30, 2015

SOLICITOR: Gerard Geiger, Esq.: Mr. Geiger wished all a Merry Christmas.

PLEASANT VALLEY SCHOOL DIRECTORS:

Ms. Kresge wished all a happy holiday season and a healthy and safe New Year.

PLEASANT VALLEY CITIZENS:

Ms. Francesca Zielkowski, Chestnuthill Township, thanked the Board for acknowledging her son Charles for his induction into the MCTI Technology Honor Society. She also expressed her gratitude for the community support with regard to two recent unfortunate incidents that her family endured.

Mr. Gould announced that the Board will have an executive session immediately following this meeting. He wished all a Merry Christmas.

ADJOURNMENT

There being no further business to come before the Board, Mr. Hoffman motioned, seconded by Mr. Serfass 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: January 14, 2015 @ 8:00 PM