

PLEASANT VALLEY SCHOOL DISTRICT
Board of Education Meeting

November 14, 2013

Board Approved December 5, 2013 Excellence in Education: A Community Commitment

The regular meeting of the Pleasant Valley School District Board of Education was called to order by President Tom Murphy, on Thursday, November 14, 2013 at 8:00 p.m. President Murphy welcomed those present followed by the Pledge of Allegiance and a moment of silence. The meeting was held in the Pleasant Valley School District Administration Offices, Brodheadsville, PA.

1. CALL TO ORDER

School Board Attendees	Thomas Murphy, President Susan Kresge, Vice President James Spinola, Treasurer	Steven Borger Russell Gould	H. Charles Hoffman Dominick Sacci
Absentees	Harvey Frable , MiChelle Palmer		
Administration Attendees	Ms. Geary, Mr. Fisher, Ms. Famularo, Ms. Kotzmann, Ms. Zeliznik, Mr. Gress, Mr. Hines, Mr. Krebs, Dr. Lesisko, Ms. Malligo, Ms. Fields, Mr. Pomposello, Mr. VanNortwick		
School Solicitor	Mr. Dan Corveleyn		

Notification of Executive Session - November 14, 2013

- Personnel – Employee issues including, but not limited to, performance and/or discipline; Negotiations; and Legal Issues

1.5 Meeting Procedures

President Thomas Murphy referred to the agenda that was available to everyone present and to the meeting procedures that were attached.

1.6 Pleasant Valley Citizens - None

1.7 Other

1.8 PASR Education Grants - Presentation of Awards: Shirley Haydt

Ms. Shirley Haydt, representing PASR, awarded Educational grant awards in the amount of \$100 to Ms. Michele Herrmann, Dr. Lee Lesisko and Ms. Stacy S. Meckes. The grant monies will be used to their chosen projects that were submitted to PASR. Ms. Meckes and Ms. Hermann will put the money toward the math program at PVE and Dr. Lesisko will purchase items for PV Cyber Academy.

Ms. Geary stated that the State of Pennsylvania is recognizing long term school directors this month who have served 16 to 52 years. Certificates were awarded to Ms. Susan Kresge for 16 years of service, Mr. Tom Murphy for 16 years of service and Mr. H. Charles Hoffman for 20 years of service.

2. SECRETARY'S REPORT: Ms. Linda Zeliznik, School Board Recorder

Charles Hoffman motioned; seconded by Dominick Sacci, to approve the minutes of the meeting held on October 24, 2013 per the attached copy:

Voice Vote 7-0 Carried

3. TREASURER'S REPORT: Mr. James Spinola

Russ Gould motioned; seconded by Dominick Sacci, to approve the following requests:

- 3.1 Budget Transfers**
- 3.2 Accounts Payable**
- 3.3 Accounts Payable**
- 3.4 Trial Balance/Financial Statement**
- 3.5 Asset Cost Summary**
- 3.6 Condensed Board Summary/Expenditures-Revenues**
- 3.7 Informational - Accounts Payable**

Roll Call: 7 -0 Carried Abstaining from vote on check # 00205126 - S. Kresge Reason: Self Abstention Memorandum is attached

4. OLD BUSINESS

- 4.1 Solicitor: Mr. Daniel Corveleyn/Mr. Gerard Geiger - No report**
- 4.2 Other**

5. NEW BUSINESS

5.1 Monroe Career & Technical Institute: Mr. Dominick Sacci

Mr. Sacci reported:

- The last meeting of the MCTI Joint Operating Committee was held on Monday, November 4, 2013.
- Mr. Lazarchak reported that he spent his first 3 weeks familiarizing himself with the staff and the day-to-day policies/procedures of the school. He thanked everyone for being very helpful and accommodating during this transition.
- Mr. Lazarchak has been going through training on the new teacher evaluation system that was implemented by PDE for the 2013-2014 school year. He has been working with Mr. Dorshimer & Mr. Virga in the development of an electronic form that will be used for walkthroughs & formal teacher observations.
- As part of the MCTI comprehensive plan, he will be looking for ways to improve attendance, grading and special education delivery. After reading the special education report he adjusted SSF schedule and the attendance initiative was kicked off on November 1st, the goal for 13-14 is 92%.
- Dr. Shegelski reported that the Chapter 339 Review would be this past Tuesday through today, with the exit interview being today.
- The Installation for MCTI's National Technical Honor Society will be held on November 21st at 6pm. We have 17 new inductees, and 5 second year students, along with 3 Honorary Members.
- The transfer of excess revenues to the Special Reserve Account for Capital Projects was tabled for further review & discussion.

5.2 Colonial IU #20: Mr. Thomas Murphy - No report

Mr. Murphy stated that the next meeting is scheduled for December 11th. Mr. Murphy stated that since his term is up, the board will need to appoint a new representative to attend the meetings.

5.3 PSBA Liaison Report: Ms. Susan Kresge – No report

5.4 Student Government President: Stephanie Palmer

Ms. Palmer reported:

- A 12th grade class meeting was held on Friday, November 1st to reinforce the need for students to make good decisions, and how decisions could affect their lives and the lives of others
- Drama department cast are preparing for the upcoming performance of “Pride and Prejudice” scheduled from November 22nd through 24th.
- Congratulations were extended to the girl's volleyball team on their MVC Championship.
- Winter sports practice begins on November 18th
- The FBLA sponsored a blood drive on November 1st. 65 donations were made
- The National Honor Society sponsored a “Parade of Pink” event to support Metastatic Breast Cancer on October 31st. \$1,000 was raised.
- The Homecoming Dance was held on October 26 with 900 students in attendance.
- The Homecoming game took place on Friday, October 25th with a victory over East Stroudsburg North.
- The senior panoramic picture was taken on Wednesday, November 13th in the new gym. Graduation information was distributed during the meeting.
- Veterans Day was celebrated on Monday, November 11th in the new gym. Events were held throughout the school district in recognition of our veterans. A special thank you was extended to Mr. Tramontina and his class for organizing the High School event. There will be a ping pong tournament in the high school cafeteria after school on November 15th to raise money for the senior class. Seniors raised over \$800 on the fall clothing sale.

6. ADMINISTRATIVE REPORTS/REQUESTS: Ms. Carole M. Geary

6.1 Enrollment

6.2 Policy Revisions (3)

Jim Spinola motioned; seconded by Steve Borger, to approve Policy #004:

A. Policy No. 004. Membership

- Some discussion occurred regarding the language of the policy.

Roll Call: 4-3 NOT Carried Voting ‘NO’ – T. Murphy, S. Kresge, C. Hoffman

Sue Kresge motioned; seconded by Dominick Sacci, to approve Policy #826:

B. Policy 826. Privacy of Medical Records (HIPAA)

Roll Call: 7-0 Carried

Jim Spinola motioned; seconded by Russ Gould, to approve Policy #903:

C. Policy No. 903. Public Participation in Board Meetings

- Some discussion occurred regarding the language of the policy.

Roll Call: 4-3 NOT Carried Voting 'NO' – T. Murphy, S. Kresge, C. Hoffman

7. Other

7.1 Homebound Instruction

Charles Hoffman motioned; seconded by Jim Spinola, to approve the following homebound instruction (*per Board policy, re-evaluation will be done in 90 days*)

Student No.	Reason
HB103013AA-I	Medical, retroactive to October 30, 2013
HB102213CC-M	Medical, retroactive to October 22, 2013
HB111113MA-E	Medical, retroactive to November 11, 2013
HB101013MK-H	Medical, retroactive to October 10, 2013
HB110613DM-H	Medical, retroactive to November 6, 2013

Roll Call: 7-0 Carried

7.2 For Approval - Motion to Schedule Hearing

Sue Kresge motioned; seconded by Dominick Sacci, to approve the scheduling of a hearing before the Pleasant Valley School Board of Education on Wednesday, December 11, 2013 at 7:00 PM, pursuant to Section 7-780 of the Pennsylvania School Code, in order for the Board to receive information regarding the possible closing of the Polk Elementary School, which decision of the Board shall not take place less than ninety (90) days from the date of the hearing.

Roll Call: 7-0 Carried

7.3 Memorandum of Understanding (MOU)

Dominick Sacci motioned; seconded by Sue Kresge, to approve the Retirement Incentive Memorandum of Understanding between the Pleasant Valley School District and the Pleasant Valley Education Association

Mr. Spinola asked what the percentages were. Ms. Geary stated:

- Greater than or equal to 35 years of service* = 30% of base salary
- Greater than 30 but less than 35 years of service * = 40% of base salary
- Equal to or less than 30 years of service * = 50% of base salary

Roll Call: 6-1 Carried Voting 'NO': J. Spinola

7.4 Draft of Board Meeting and Buildings & Grounds Meeting Dates 2014

Ms. Geary stated that the Board Meeting and Building and Grounds Meeting dates will be approved at the next board meeting in December.

7.5 Expulsion Hearing

Sue Kresge motioned; seconded by Charles Hoffman to approve the Student Agreement

#E111213RT-H

Roll Call: 7-0 Carried

8. Personnel and General Administration:

Russ Gould motioned; seconded by Dominick Sacci, to approve items #8.1 - #10.1 as follows:

8.1 Hiring of Personnel, Leaves of Absence, Resignation

A. The hiring of all personnel is pending receipt of all required paperwork.

1. Brittany Angelica's (part-time paraprofessional at PVE) date of hire should be amended to reflect November 4, 2013
2. Shellie Beaubien, Part-time Paraprofessional Associate, Substitute Paraprofessional Associate/Food Service Employee/Custodian. Salary: \$20,331 Prorated - PVHS new position, effective November 15, 2013
3. Robin Costenbader, Part-time Paraprofessional Associate, Substitute Paraprofessional Associate/Monitor. Salary: \$20,331 Prorated - PVHS new position, effective November 18, 2013
4. Rosemary Denis, Substitute Secretary - Salary: Per School Board Policy

5. Judy Gedding's (monitor at PVHS) date of hire should be amended to reflect October 31, 2013
6. Henrietta George, Substitute Food Service Employee - Salary: Per School Board Policy
7. Stephen Grundmann, Casual Security Officer - Salary: Per School Police/Security Department Compensation Plan - New position, effective November 15, 2013
8. Dawn Hartley-Culp, Part-time Paraprofessional Associate, Substitute Secretary/Monitor/Food Service Employee/Custodian. Salary: \$20,331 Prorated - PVHS new position, effective November 15, 2013
9. Stephen Likins, Substitute Teacher (all areas)/Substitute Paraprofessional Associate Salary: Per School Board Policy
10. Elizabeth Pontrelli, Part-time Paraprofessional Associate, Substitute Paraprofessional Associate. Salary: \$20,331 Prorated - PVHS new position, effective November 18, 2013
11. Elizabeth Pelli, Monitor. Wage \$8.92/hour - PVHS replacement position for Joan Weimmer, effective November 15, 2013
12. Denise Smale, Substitute Food Service Employee/Secretary/Monitor Salary: Per School Board Policy
13. Shena Klein, Part-time Paraprofessional Associate, Substitute Paraprofessional Associate/Monitor. Salary: \$20,331 Prorated - Polk replacement position for Cynthia Delacruz, effective November 18, 2013
14. Arlene Fette, Substitute Teacher, Elementary K-6. Salary: Per School Board Policy
15. Toni-Ann Arena, Substitute Teacher, Elementary K-6/Paraprofessional Associate. Salary: Per School Board Policy
16. Samantha Manento, Part-time Paraprofessional Associate, Substitute Paraprofessional Associate. Salary: \$20,331 Prorated - PVHS new position, effective December 12, 2013

B. Leaves of Absence

1. Jody Berube, PVE Teacher - Family & Medical Leave - Twenty-two (22) days, effective on or about October 29, 2013 through December 2, 2013.
2. Patricia Brennan, PVE Food Service Employee - Leave Without Pay (Employee responsible for payment of benefits during leave) for six (6) days - February 21, 2014 through February 28, 2014
3. Patricia Cambria, PVI Monitor - Leave Without Pay (Employee responsible for payment of benefits during leave) for one (1) day - October 22, 2013
4. Amy Davis, PVHS Teacher - Rescind previously approved Family & Medical Leave
5. Kathleen Franklin, Bookkeeper - Family & Medical Leave - Seven (7) days, effective October 25, 2013 through November 4, 2013
6. Ginny Frost, PVE Teacher - Leave Without Pay (Employee responsible for payment of benefits during leave) for five (5) days - December 16, 2013 through December 20, 2013
7. Crystal Hicks, PVI teacher - Extension of child-rearing leave of absence through the conclusion of the 2013-2014 school year.
8. Jean Hicks, PVE Head Cook - Leave Without Pay (Employee responsible for payment of benefits during leave) for one (1) day - January 24, 2014
9. Kathleen Maltez, PVE part-time Paraprofessional Associate - Leave Without Pay (Employee responsible for payment of benefits during leave) for five (5) days - January 27, 2014 through January 31, 2014
10. Vickie O'Rourke, PVHS monitor - Leave Without Pay (Employee responsible for payment of benefits during leave) for six (6) days - January 10, 2013 and January 13 - 17, 2013
11. Mercedes Samson, Security Officer - Leave Without Pay (Employee responsible for payment of benefits during leave) effective October 13, 2013 through November 30, 2013
12. Tricia Shann, PVHS part-time Paraprofessional Associate - Leave Without Pay (Employee responsible for payment of benefits during leave) for six (6) days - October 21, 2013 through October 28, 2013
13. Aileen Reid, part-time Paraprofessional Associate - Leave Without Pay (Employee responsible for payment of benefits during leave) for one (1) day - October 21, 2013
14. Sharon Graver, part-time Paraprofessional Associate - Leave Without Pay (Employee responsible for payment of benefits during leave) effective November 18, 2013 through January 3, 2014

C. Transfers

1. Sonia Reyes, Food Service Employee, from PVE to PVI - Replacement position for Regina King

D. Resignations

1. Lynn Sherry, PVMS Monitor, effective November 6, 2013
2. Romario Relosa, substitute custodian, effective October 29, 2013
3. Tricia Shann, PVHS Paraprofessional Associate, effective November 12, 2013. Ms. Shann wishes to remain on the substitute Paraprofessional Associate/Monitor/Secretary lists.
4. Frederick Villaume, PVE monitor, effective November 11, 2013

9. Professional, Support & Pupil Personnel: Christopher J. Fisher

9.1 Polk Parent Volunteer

- A. Polk Parent Volunteer: Ms. Dawn Hartley-Culp
- B. Polk Parent Volunteer: Ms. Denise Smale

9.2 Resignation - Supplemental/Co-curricular Position

- A. Resignation of Mr. James Shoopack as the Middle School Diversity Club Advisor.

9.3 Supplemental/Co-curricular Positions

- A. Accompanist: Ms. Carla Karpinski
- B. Diversity Club - Middle School (Co-advisors): Mr. James Shoopack and Ms. Stefanie Santiago

9.4 Intramural Advisors

- A. Track: Ms. Michelle Piontkowski
- B. Track: Mr. Drew Davis
- C. Volleyball: Mr. John Gesiskie
- D. Volleyball: Ms. Kathleen Gesiskie-Sub
- E. Volleyball: Ms. Nicole Gesiskie-Volunteer
- F. Field Hockey: Ms. Jessica Frantz
- G. Field Hockey: Ms. Corin Ower Mohle

9.5 Assistant Coaching Position

- A. Jr. High Wrestling Asst. Coach: Mr. David Gehr

9.6 Volunteer Coaching Positions

- A. Boys' Basketball: Mr. Steve Ayars
- B. Wrestling: Mr. Dan Engler

9.7. Field Trip

- A. Grade/Organization: AP Art/ Advanced, grades 11-12
Teacher(s) Involved: Mr. George Boudman
Destination of Trip: Banana Factory, Bethlehem, PA
Purpose of Trip: Glass blowing workshops
Date(s) of Trip(s): December 12, 13, 19, 20, 2013
District Buses Needed: yes
Cost per Student: none

9.8 PVE Items for Discard

- A. Teacher Desks: 15
- B. Student Desks: 34
- C. Chairs: 43
- D. Stools: 6
- E. Book holder: 1
- F. Fish tanks: 5
- G. Dehumidifiers: 3
- H. Wooden signs: 4
- I. 8' Tables: 10

9.9 Facility Use Requests

- A. Organization: Melody's Dance Center
Facility Requested: High School New Auditorium, Stage, Lobby
Purpose: Dance Recital
Dates/Times: Friday, May 30, 2014, 3:30-9:30 pm and Saturday, May 31, 2014, 11:45 am-7:00 pm
Requestor: Dawn Massa
Attendance: 230
Tuition: \$12.00 admission
Fee by District: Class 3, all appropriate fees apply
- B. Organization: West End Little League
Facility Requested: High School (new) Auditorium and Lobby
Purpose: Little League Sign Up
Dates/Times: Thursday, January 16, 2014 and Tuesday, January 21, 2014, 5:00-9:00 pm
Requestor: Lisa Frable
Attendance: 250
Tuition: none
Fee by District: Class 3, all appropriate fees apply
- C. Organization: West End Little League

Facility Requested: High School (small) Gym
Purpose: Winter workouts, tryouts, and draft
Dates/Times: Friday, January 3, 2014 - Sunday, March 16, 2014, 4:00-10:00 pm
Requestor: Lisa Frable
Attendance: 250
Tuition: none
Fee by District: Class 3, all appropriate fees apply

D. Organization: PV Bruins Youth Wrestling
Facility Requested: High School (new) Gym
Purpose: Team photos
Dates/Times: Monday, November 25, 2013, 6:15-8:00 pm
Requestor: Jennifer Maslanek
Attendance: 100
Tuition: none
Fee by District: Class 3, all appropriate fees apply

E. Organization: PV Bruins Youth Wrestling
Facility Requested: High School (old) Auditorium
Purpose: Parent meeting
Dates/Times: Friday, November 15, 2013, 6:30-8:00 pm
Requestor: Jennifer Maslanek
Attendance: 50
Tuition: none
Fee by District: Class 3, all appropriate fees apply

9.10 Informational - District Events November 15, 2013 - December 2, 2013

9.11 Informational - Cafeteria Participation Report

10. Curriculum/Staff Development: Mr. Kenneth Newman

10.1 CPC Membership

Include the following parents: Michael Galler, Tracey Giambalvo, and April Evans, as members of the Comprehensive Planning Committee.

Roll Call: 7 -0 Carried

11. Building Reports

11.1 Polk Elementary School - Informational

11.2 Pleasant Valley Elementary School - Informational

11.3 Pleasant Valley Intermediate School - Informational

11.4 Pleasant Valley Middle School - Informational

11.5 Pleasant Valley High School - Informational

12. Business Management

Charles Hoffman motioned; seconded by Dominick Sacci, to approve items #12.1-#12.4 as follows:

Ms. Famularo stated that item #12.3, is the conclusion of our audit report for the 2012-2013 year. The board does have to vote on the commitment fund balance so it will appear on the financial statements. As a highlight of this item, our fund balance did drop by \$713,000 between the 2011-2012 and 2012-2013 school year. The tax stabilization category is what has dropped.

12.1 Cafeteria Accounts Payable

Cafeteria accounts payable for October 2013.

Total amount: \$191,327.11

Bills payable for October 2013.

Total amount: \$102,276.90

12.2 Contracts

The following contracts were approved:

- A. Dutch Apple Dinner Theatre. Cost: \$936. Students from Pleasant Valley Middle School to attend the stage production of Shrek, The Musical and buffet meal on May 21, 2014.
- B. Colonial Intermediate Unit #20. Cost: Not to exceed \$33,291.30. Provide an associate teacher for direct, one-on-one services. Effective September 16, 2013 and terminates at the end of the 2013-2014 school year.
- C. Tritt-Schell Consulting Services. Cost: \$5,000. E-rate funding commitments for remainder of 2013 and for E-rate funding for 2014.
- D. Krispy Kreme Doughnuts. Fundraiser for Pleasant Valley High School Dance Team. Effective December 3, 2013 through December 13, 2013.

12.3 Commitments of Fund Balance

Approval was granted for the following commitments of the June 30, 2013 fund balance for inclusion in the minutes:

Committed:

PSERS Stabilization	\$3,112,000
Capital Needs	\$2,658,000
Tax Stabilization	\$5,218,013

12.4 Informational - Student Activity Accounts; District Investment Report

Student Activity Accounts

Beginning Balance, October 1, 2013	\$232,764.57
Receipts	\$60,431.59
Expenditures	\$55,380.07
Ending Balance, October 31, 2013	\$237,816.09

District investment report for October 31, 2013

Roll Call: 7-0 Carried on all items except #12.2D
6-1 Carried Voting 'NO' on item #12.2D – T. Murphy

13. SOLICITOR – Mr. Daniel Corveleyn/Mr. Gerard Geiger

Mr. Corveleyn thanked Mr. Murphy and Mr. Spinola for their years of service as school board members and looks forward to working with the incoming members.

- Ms. Geary thanked the outgoing board members for their years of volunteer services to the school district

14. PLEASANT VALLEY SCHOOL DIRECTORS

- Ms. Kresge stated that at the school board conference, she spoke with representatives from PFM, a procurement card provider. Ms. Famularo stated that she is talking to 2 procurement card providers.
- Ms. Kresge thanked the outgoing board members for their years of service and wished them well.
- Ms. Geary announced that Ms. MiChelle Palmer served 21 years with the school board and Mr. Harvey Frable served 8 years with the school board.
- Mr. Spinola wished the board members best of luck and stated that he hoped he made a difference and that being a board member is a tough job.
- Mr. Murphy shared his comments regarding his years of service as a school board member; the accomplishments and achievements that he is proud of and the decisions the school district and the school board made. He thanked everyone for their support of the school board and encouraged the new board to support the superintendent as they move forward.

15. PLEASANT VALLEY CITIZENS

- Laura Jecker, Chestnuthill Township, thanked the school board members for their services. Ms. Jecker stated that she would like to see policy #903 amended if possible. Ms. Jecker expressed her concerns regarding data mining that she stated is being used in the elementary level. Ms. Geary urged Ms. Jecker to speak with Mr. Newman regarding her concerns.

16. OTHER

17. ADJOURNMENT

There being no further business to come before the Board, President Murphy asked for a motion to adjourn.

Charles Hoffman motioned; seconded by Susan Kresge, to adjourn the meeting at approximately 8:44 PM.

Voice Vote Unanimously Carried

Respectfully submitted,

Susan Famularo, Board Secretary _____

Linda Zeliznik, Board Recorder _____

Next School Board Meeting:

Date: December 5, 2013 Reorganization Meeting
Time: 8:00 P.M.
Location: PVSD District Administration Offices