

PLEASANT VALLEY SCHOOL DISTRICT
Board of Education Meeting
July 15, 2010

Board Approved August 12, 2010 Excellence in Education: A Community Commitment

The regular meeting of the Pleasant Valley School District Board of Education was called to order by President Susan Kresge on Thursday, July 15, 2010 at 8:02 p.m. President Kresge 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, Brodheads ville, PA.

ROLL CALL:

Board Attendees:	President Susan Kresge	Russ Gould	Jim Spinola
	Vice-President MiChelle Palmer	Tom Murphy	
	Treasurer H. Charles Hoffman	John Sabia	
Board Absentees:	Harvey Frable, Linda Micklos		
Administrative Attendees:	Dr. Arnold, Mr. Fadule, Ms. Kotzmann, Ms. Zeliznik, Mr. C. Fisher, Ms. Derr, Mr. Drake, Ms. McMasters, Ms. Marcheski, Mr. Meinhart, Mr. Scott, Ms. Tartar, Ms. Walters		
Solicitor:	Mr. Daniel Corveleyn		

Ms. Kresge announced Notification of Executive Sessions as follows

- ▶ July 15, 2010 – Personnel – Employee issues including, but not limited to, performance and/or discipline; and Legal Issues.

MEETING PROCEDURES:

Ms. Kresge referred to the agenda that was available to everyone present and to the meeting procedures that were attached.

PLEASANT VALLEY CITIZENS:

None

OTHER:

None

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

Tom Murphy motioned; seconded by Russ Gould, to approve the minutes of the meeting held on Thursday, June 24, 2010 as per the attached copy.

Roll Call: Voice Vote - Carried

TREASURER'S REPORT: Mr. H. Charles Hoffman

Tom Murphy motioned; seconded by John Sabia, to approve the Accounts Payable 6/25/10 – 6/30/10 on pages 14-16; Accounts Payable 6/1/10 – 6/30/10 (manual checks) on page 17; Accounts Payable 7/1/10 – 7/15/10 on pages 18-21; Trial Balance/Financial Statement on pages 22-28; Asset Cost Summary on page 29 and the Revenues/Expenditures on pages 30-33 as per the attached copies.

Roll Call: 6-1-2 Carried Voting no: J. Spinola

Abstaining from check #00192352 – M. Palmer	reason: self
Abstaining from check #00192318 – S. Kresge	reason: self
Abstention Memorandums are attached	

OLD BUSINESS:

Solicitor: Daniel Corveleyn, Esq. / Gerard Geiger, Esq.

No report

OTHER

No reports

NEW BUSINESS:

Monroe Career and Technical Institute: Ms. Linda Micklos

Mr. Sabia stated that the meeting was routine. He stated that everyone met the new director, who will start on July 19, 2010.

Colonial Intermediate Unit 20: Mr. Thomas Murphy

Mr. Murphy stated that the next meeting is scheduled at the end of July

PSBA Liaison Report: Ms. Susan Kresge

Ms. Kresge reported:

- ▶ Ms. Kresge stated that she will appoint herself and Ms. Palmer as voting delegates to the legislative delegate's council. She asked Ms. Kotzmann to submit any required paperwork.

Student Representative: No report

ADMINISTRATIVE REPORTS: Dr. Douglas C. Arnold

6.1 Enrollment Update

Dr. Arnold stated that there is no enrollment report, since we are in the process of closing out the 2009-10 school year and rolling over into next school year. Mr. Fisher added that, at this point, we are not seeing a large number of withdrawals and we have some new registrations pending. We will continue to watch the numbers closely. We will have much stronger indicators in August.

6.2 Policy Revisions

Tom Murphy motioned; seconded by John Sabia, to approve the following policy revisions in item #6.2.1 including additional revisions made to policy #539 and #551:

- 6.2.1 Request for Approval
 - 6.2.1.1 No. 532. Working Periods
 - 6.2.1.2 No. 533. Professional Growth Guidelines
 - 6.2.1.3 No. 534. Sick Leave
 - 6.2.1.4 No. 536. Personal Necessity Leave
 - 6.2.1.5 No. 537. Vacation
 - 6.2.1.6 No. 539. Uncompensated Leave
 - 6.2.1.7 No. 539.1. Child Bearing/Child Rearing Leave
 - 6.2.1.8 No. 540. Responsibility of Staff for Student Welfare
 - 6.2.1.9 No. 542. Jury Duty
 - 6.2.1.10 No. 543. Paid Holidays
 - 6.2.1.11 No. 548. Unlawful Harassment
 - 6.2.1.12 No. 551. Drug and Substance Abuse

- ▶ Dr. Arnold outlined the additional revisions to policy #539 and #551.

Roll Call: 6-1 Carried Voting no: J. Spinola

- 6.2.2 Second Reading
 - 6.2.2.1 No. 335. Family and Medical Leaves
 - 6.2.2.2 No. 336. Personal Necessity Leave
 - 6.2.2.3 No. 414.1. HIV Infection
 - 6.2.2.4 No. 431. Job Related Expenses
 - 6.2.2.5 No. 435. Family and Medical Leaves
 - 6.2.2.6 No. 438. Sabbatical Leave
 - 6.2.2.7 No. 438.1. Compensated Professional Leaves
 - 6.2.2.8 No. 447. Workers' Compensation Transitional Return-to-Work Program
 - 6.2.2.9 No. 514.1. HIV Infection
 - 6.2.2.10 No. 529. Substitute Compensation
 - 6.2.2.11 No. 531. Job Related Expenses
 - 6.2.2.12 No. 535. Family and Medical Leaves
 - 6.2.2.13 No. 541. Benefits for Regularly Employed Part-Time Personnel
 - 6.2.2.14 No. 543. Paid Holidays
 - 6.2.2.15 No. 547. Workers' Compensation Transitional Return-to-Work Program

These policies will be recommended for approval at the August 12, 2010 Board meeting.

- 6.2.3 First Reading
 - 6.2.3.1 No. 210. Use of Medications
 - 6.2.3.2 No. 351. Drug and Substance Abuse

These policies will be recommended for approval at the August 26, 2010 Board meeting.

6.3 Other

6.3.1 PVSD Employee Handbook

Dr. Arnold stated that Board members were provided a draft copy of an employee handbook and approval will be sought at the August 12th meeting.

6.3.2 2010-11 District Goals

Dr. Arnold stated that Board members were provided a copy of the 2010-11 District Goals. He stated that there were no changes made, since goals are the result of the strategic planning process, and approval will be sought at the August 12th meeting.

6.3.3 Buildings & Grounds – July 19th Meeting Cancelled

6.3.4 **Noteworthy Information, Accomplishments and Events**

- Dr. Arnold announced that a second PVSD student has received a \$4,000 scholarship from the Salvation Army. She is Ms. Kelsey McGarvey.
- On July 17th, Dr. Arnold will travel to Harrisburg to attend a program in which Mr. Mark Tramontina will be recognized as the PA American Legion Education of the Year.
- Mr. John Alleger is this month's WBRE Teacher of the Month.
- Ms. Walters stated that we have been awarded a \$15,000 Active Schools grant, which will fund a pilot program for second grade students and will monitor student heart rates throughout the instructional day.
- Dr. Arnold stated that he greatly enjoyed reading to students at the Summer Reading Camp on Wednesday.

Other:

Personnel and General Administration: Mr. Anthony Fadule

Tom Murphy motioned; seconded by H. Charles Hoffman, to approve items #6.4.1- #6.4.3 on the Personnel Report and items #6.4.4 - #6.4.7 on Addendum #1 as follows:

6.4 **Personnel and General Administration**

July 15, 2010

- 6.4.1 Hiring of Personnel (The hiring of all personnel is pending receipt of all required paperwork)
 - 6.4.1.1 Support Staff
 - The following individuals were approved for the position of summer computer technician effective July 1, 2010, at an hourly rate of \$10.47:
 - 6.4.1.1.1 Megan Sterenchock
 - 6.4.1.1.2 Charles Tomori
- 6.4.2 Abolishment of Positions
 - 6.4.2.1 Professional Staff
 - Approval was granted for the following positions to be abolished effective August 23, 2010.
 - 6.4.2.1.1 One (1) Art Position
 - 6.4.2.1.2 One (1) Spanish Position
- 6.4.3 Non-Renewal
 - 6.4.3.1 Professional Staff
 - The following Temporary Professional Employees were approved for non-renewal effective August 23, 2010:
 - 6.4.3.1.1 Nancy Yurkovich
 - 6.4.3.1.2 Darlene DiCarlo

6.4 **Personnel and General Administration – Addendum #1**

July 15, 2010

- 6.4.4 Hiring of Personnel (The hiring of all personnel is pending receipt of all required paperwork)
 - 6.4.4.1 Support Staff
 - 6.4.4.1.1 Security
 - Joy La Badie was approved for the position of Security Sergeant, effective July 18, 2010. (Replacement position for Terry Hunter)
 - 6.4.4.1.2 Substitutes
 - a. Judith Jackowski - Custodian
 - 6.4.4.2 Professional Staff
 - 6.4.4.2.1 Middle School Summer School
 - The following were approved for middle school summer school at the full stipend of \$1600:
 - a. Rollene Gougher, Mathematics
 - b. Sarah Rusnock, Mathematics
 - c. April Kresge, Reading
 - 6.4.4.2.2 High School Summer School
 - The following were approved for high school summer school:
 - a. Shavonne Liddic, Mathematics, 1 credit course (30 hours, full stipend, \$1600)
 - b. Danielle Unger, English, 1 credit course (30 hours, full stipend, \$1600)
 - c. Cristina Dixon, Social Studies, 1 credit course (30 hours, full stipend, \$1600)
 - 6.4.4.2.3 High School Spring School
 - The following individual was approved for payment for services rendered during spring school 2010:
 - a. Josephine Dyett-Fields, .5 credit course (15 hours, one-half of

stipend, \$800)

- 6.4.5 Leaves of Absence
 - 6.4.5.1 Family and Medical Leave
 - 6.4.5.1.1 Edward Pietroski, high school Assistant Principal, was approved for Family & Medical Leave, as per Board policy, for ten (10) days, effective June 14, 2010 through June 25, 2010.
 - 6.4.5.1.2 Diane Wicknick, PVE custodian, was approved for Family & Medical Leave, as per Board policy, for thirty and one-half (30.5) days, effective June 23, 2010 through August 5, 2010.
 - 6.4.5.2 Leaves Without Pay (Employees are responsible for the payment of any benefits the district provides during the period of leave.):
 - 6.4.5.2.1 Marlene Briglio, PVI paraprofessional associate, was approved for unpaid leave for sixty (60) days, effective March 17 through June 14, 2010.
 - 6.4.5.2.2 Marie Burger, high school cafeteria worker, was approved for unpaid leave for one (1) day, effective September 2, 2010.
- 6.4.6 Resignation
 - 6.4.6.1 Approval was granted to accept the letter of resignation from the following employee:
 - a. Angela Frantz, middle school paraprofessional associate, effective August 23, 2010.
- 6.4.7 Retirement
 - 6.4.7.1 Approval was granted to accept the letter of retirement from the following employee:
 - a. Bruce H. Smith, high school social studies teacher, effective June 11, 2010.

Roll Call: 7-0 Carried

Asst. To The Superintendent For Professional /Support Personnel: Mr. Christopher Fisher

Tom Murphy motioned; seconded by Russ Gould, to approve item #6.5.1 and item #6.5.7, with one revision noted: item #6.5.1.1, adding the language “not to exceed a cost of \$9,000”. Report is as follows:

6.5 Professional & Support Services July 15, 2010

- 6.5.1 For Approval
 - 6.5.1.1 Permission was granted to have the concrete landing located at the Parent Drop Off at the Pleasant Valley Intermediate School repaired by Stan A. Serfass, Inc. cost not to exceed a cost of \$9,000.

Stan A. Serfass, Inc.	\$ 9,000.
Big Creek Concrete, Inc.	\$ 9,074.
A. J. Trunzo, Inc.	\$16,895.
 - 6.5.1.2 Approval was granted to purchase 100 Pleasant Valley Cyber Academy Licenses from VLN Partners for the 2010-11 school year at a cost of 425,000.
 - 6.5.1.3 Disposal of School District Property
 - 6.5.1.3.1 Permission was granted for one Nakajima AE-740 Typewriter – Serial #A84402317 located in District Office. The item no longer functions and repair is not cost efficient.
- 6.5.7 Facilities – Mr. Christopher Fisher, Ms. Viola Murphy
 - 6.5.7.1 Facility Use Requests: 1
 - 6.5.7.1.1

Organization	Drum Corps International
Facility Requested	Stadium, HS Gym, 6 classrooms
Purpose	Lodging and practice
Dates/Times	August 6, 2010 – 2:00 am to 6:00 pm August 7, 2010 – 6:00 am to 6:00 pm
Requestor	Jeff Cox
Attendance	200 each day
Tuition	None
Fee by District	Class 3a – All Appropriate Fees Custodian and Security Fees Apply

- ▶ Mr. Spinola asked if in item #6.5.1.1 if they were original bids
- ▶ Mr. Spinola questioned the time of the facility request

Roll Call: 7-0 Carried

Informational –District Events

Transportation Liaison/Asst. Custodial Supervisor – Mr. Anthony Pierri – No report

Buildings and Grounds – Mr. Mark Meinhart – No report

Technology Systems Coordinator – Mr. Rocco Seiler – No report

Custodial / Warehouse – Mr. Howard Scott – No report

Cafeteria Services – Ms. Bonnie Grammes – No report

CURRICULUM AND STAFF DEVELOPMENT: Ms. Carole Geary

No report

Mathematics Supervisor: Mr. Ken Newman - No report

Reading Supervisor: Ms. Dora Tartar - No report

Special Education: Ms. Ellen McMasters, Ms. Cheryl Caines - No report

Technology: Dr. Lee Lesisko - No report

Title 1 and Title III - No report

Pleasant Valley Intermediate: Mr. James Storm, Mr. D. Heath, Ms. D. Siani - No report

PV Elementary School: Ms. P. Derr, Mr. J. Krebs, Mr. T. Van Nortwick, Ms. E. Walters - No report

Polk Elementary: Mr. Joseph Kondisko - No report

Chestnuthill Elementary: Ms. Amy Braxmeier - No report

Pleasant Valley Middle School: Mr. H. Drake, Mr. M. Kello, Ms. S. Larthey - No report

Pleasant Valley Cyber Academy: Mr. Robert Hines - Informational

Pleasant Valley High School: Mr. John Gress, Ms. Malligo, Mr. Pietroski - No report

Business Manager: Ms. Monica Kotzmann, Ms. Susan Famularo

John Sabia motioned; seconded by Tom Murphy, to approve items #6.11.1 - #6.11.7 on the Business Report; and items #6.11.9 - #6.11.13 on Addendum #1 as follows:

6.11 Business Management July 15, 2010

6.11.1 Approval was granted for the cafeteria accounts payable for June 2010 to be approved.
Total amount: \$200,786.40

Approval was granted for the bills payable for June 2010 to be approved.
Total amount: \$7,362.42

6.11.2 Student Activity Accounts
Beginning Balance, June 1, 2010 \$248,780.72
Receipts 34,389.68
Expenditures 33,104.45
Ending Balance, June 30, 2010 \$250,065.95

6.11.3 The following invoices/applications were approved for payment from the Bond Fund as indicated.
2006 BOND FUND as per attached list \$12,482.55
2004 BOND FUND as per attached list \$9,400.00

6.11.4 The following contracts were approved:

6.11.4.1 Transportation Services to Fort Washington with First Student for the Food Service Department – estimated cost \$441.75.

6.11.4.2 Renewal Subscription to BOOKFLIX for entire district - \$4,156 – 10/18/10 to 10/18/11.

6.11.4.3 The Palace Center – 2010-2011 High School Prom – cost approximately \$20,000 – paid by attendees and high school class funds.

6.11.5 Approval was granted for the Janitorial Supplies and Equipment bids be awarded as follows (a full tabulation is available in the business office):

Master Chemical	\$10,630.57
M & S Hardware	272.72
Philip Rosenau	9,331.55
PA Paper & Supply	47,127.48
Calico	4,956.83
Northeast Janitorial Supply	11,989.26
LJC Dist/Fuller Brush	18,874.99
Indco Inc.	2,207.69
LL Clean Co.	361.86
American Janitor and Paper Supply	21,101.35
Total	\$126,854.30

6.11.6 The following student placements were approved:
Student #032510BH Pyramid Behavioral Health Effective date: 3/25/10
Student #050610SS L.V. Hospital Transitions Effective date: 5/6/10
Student #051710NM Lehigh County Detention Center Effective date: 5/17/10
Student #050310KB Lehigh County Detention Center Effective date: 5/3/10

6.11.7 Approval was granted to advertise for sealed bids for the following items.
Spring Athletic Supplies and Equipment

6.11 **Business Management Addendum #1**

July 15, 2010

- 6.11.9 Approval was granted for the following contracts:
- 6.11.9.1 Shawnee Academy – for special educational services for the 2010-11 school year.
Extended School Year (ESY) - \$90.00/day
Day Special Education (DSE) - \$115.00/day
Day Intensive Special Education (DISE) - \$137.00/day
Alternative Education Program - \$122,445
 - 6.11.9.2 Coordinated Health – Contract 1 for (2) Certified Athletic Trainers (Full Time) – Pleasant Valley High School 3 year term - 2010-2011- \$60,868.61, 2011-2012 - \$62,299.01 and 2012-2013 - \$65,203.98.
Contract 2 for (1) Assistant Certified Athletic Trainer (Part Time) – Pleasant Valley Intermediate School 3 year term 2010-2011 - \$15,000.00, 2011-2012 - \$15,000.00, 2012-2012 - \$15,000.00 Both contracts Effective August 1, 2010 to June 1, 2013.
- 6.11.10 Informational – District investment report for June 2010.
- 6.11.11 The following invoices/applications were approved for payment from the Bond Fund as indicated.
2006 BOND FUND as per attached list \$2,258.30
- 6.11.12 The following student placement was approved:
Student # 050510MA KidsPeace Effective date: 5/5/10
- 6.11.13 The following bid award was approved:
HVAC Filter Bid
Quality Air Specialists, Inc. \$16,292.26

Roll Call: 7-0 Carried

Solicitor: Daniel Corveleyn, Esq. / Gerard Geiger, Esq.

Mr. Corveleyn stated that, on July 8th and July 9th, he attended the semi-annual PSBA School Solicitor’s Symposium at Penn State. He outlined the various workshops that he attended and will be submitting a report to the Board.

Pleasant Valley School Directors:

- ▶ Mr. Murphy asked if we are monitoring our use of electricity for the summer in light of the 4-day workweek. Mr. Fisher stated that it is difficult to determine what our savings has been, since last summer was very wet and temperatures were significantly lower. He stated that thus far we have only received the June bill, which only accounts for two weeks of the new workweek. Once the July bill is received, we may have more luck in determining the effect.
- ▶ Mr. Murphy asked what the custodial hours are for the summer. Mr. Scott responded.
- ▶ Mr. Murphy asked if the school district plans on making any changes to the standardized student dress policy for next school year. Dr. Arnold indicated that we are not planning to re-open the policy for revision at this time.
- ▶ Mr. Murphy asked when AYP numbers will be available. Dr. Arnold said that we are expecting results by the end of the month.
- ▶ Ms. Kresge commended on the administration’s plans for a clothing swap for parents to bring in any outgrown clothing items to swap for appropriate sizes for their students.

Pleasant Valley Citizens:

None

Adjournment:

There being no further business to come before the Board, President Kresge asked for a motion to adjourn. Tom Murphy motioned; seconded by H. Charles Hoffman, to adjourn the meeting at approximately 8:33 p.m. The motion was unanimously carried.

Respectfully submitted,

Monica Kotzmann, Asst. Board Secretary _____

Linda Zeliznik, Board Recorder _____

**Next Regularly Scheduled Meeting:
August 12, 2010 at 8:00 p.m. in the PVSD Administration Offices**
