

**PLEASANT VALLEY SCHOOL DISTRICT**  
**Board of Education Meeting**  
**January 13, 2011**

**Board Approved January 27, 2011** Excellence in Education: A Community Commitment

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The regular meeting of the Pleasant Valley School District Board of Education was called to order by President Susan Kresge on Thursday, January 13, 2011 at 8:06 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 Office, Brodheadsville, PA.

**ROLL CALL:**

<b>Board Attendees:</b>	President Susan Kresge	Harvey Frable	Tom Murphy
	Vice-President MiChelle Palmer	Russ Gould	John Sabia
	Treasurer H. Charles Hoffman	Linda Micklos	Jim Spinola
<b>Board Absentees:</b>	None		
<b>Administrative Attendees:</b>	Dr. Arnold, Mr. Fadule, Ms. Geary, Ms. Famularo, Mr. C. Fisher, Ms. Zeliznik, Ms. Kotzmann		
<b>Solicitor:</b>	Mr. Gerard Geiger		

President Susan Kresge announced Notification of Executive Sessions as follows:

- ▶ January 13, 2011 – Personnel – Employee issues including, but not limited to, performance and/or discipline; Negotiations and Legal Issues

**MEETING PROCEDURES:**

President Susan 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 John Sabia, to approve the minutes of the meeting held on Thursday, December 16, 2010 as per the attached copy.

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**Roll Call: Voice Vote – 9-0 Carried**

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**TREASURER'S REPORT: Mr. H. Charles Hoffman**

Tom Murphy motioned; seconded by Russ Gould, to approve the Accounts Payable from 12/17/10-12/29/2010 on pages 17-21; Accounts Payable from 12/1/2010 – 12/31/2010 (manual checks) on page 22; Accounts Payable from 1/1/11-1/13/2011 on pages 23-26; Trial Balance/Financial Statement on pages 27-34; Asset Cost Summary on page 35 and Revenues/Expenditures on pages 36-39 as per the attached copies.

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<b>Roll Call: 7-0-3 Carried</b>	<b>Abstaining from vote on check # 00194561 – S. Kresge</b>	<b>Reason: Self</b>
	<b>Abstaining from vote on check #00194603 – J. Sabia</b>	<b>Reason: Relative</b>
	<b>Abstaining from vote on check# 00194422 – T. Murphy</b>	<b>Reason: Relative</b>
	<b>Abstaining from vote on check #00194424 – T. Murphy</b>	<b>Reason: Self</b>
	<b>Abstaining from vote on check # 00194573 – T. Murphy</b>	<b>Reason: Relative</b>
	<b>Abstention Memoranda are attached</b>	

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**OLD BUSINESS:**

**Solicitor: M Daniel Corvelevn, Esq. / Gerard Geiger, Esq.**

No report

**OTHER**

No reports

**NEW BUSINESS:**

**Monroe Career and Technical Institute: Ms. Linda Micklos**

Ms. Micklos reported:

- ▶ The most recent JOC meeting was held on Monday, January 10<sup>th</sup>
- ▶ MCTI students are preparing for the following upcoming events:
  - Skills USA competition will be held on February 2<sup>nd</sup> in Allentown
  - DECA State Career Conference will be held from February 23-25<sup>th</sup> in Hershey
  - PA State Hotel Lodging and Management competition will be held from March 9-11<sup>th</sup> in State College
  - Career and Technical Education Week is February 7-11
- ▶ Spring registration for adult education classes began on January 5<sup>th</sup>

- ▶ The remainder of the meeting was routine business
- ▶ The next JOC meeting is scheduled for February 7<sup>th</sup>

**Colonial Intermediate Unit 20: Mr. Thomas Murphy**

Mr. Murphy reported:

- ▶ The 2011-12 General Operating Budget has no increase for Pleasant Valley and is on the agenda for approval tonight. This is one of many IU budgets.
- ▶ The next meeting is scheduled to be held in two weeks

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

Ms. Kresge reported:

- ▶ PSBA has informed us that Ronald J. Tomalis will be nominated as PA Education Secretary
- ▶ Tuition voucher legislation has been introduced by Senators Piccola and Williams as Senate Bill 1.
- ▶ Quality Counts reports that Pennsylvania is ranked 7<sup>th</sup> in the nation for K-12 Achievements and 9<sup>th</sup> overall according to the new report by Education Week magazine.
- ▶ PSBA is offering labor relations and collective bargaining classes for Negotiating teams, if anyone is interested in attending, to let her know.
- ▶ A county legislative meeting is being held tonight at MCTI. PV is not able to attend due to tonight's Board meeting.

**Student Representative:**

No report

**ADMINISTRATIVE REPORTS: Dr. Douglas Arnold**

Dr. Arnold stated that there is no enrollment report for tonight.

Tom Murphy motioned; seconded by John Sabia, to approve the following policy revisions:

- ▶ No. 808.1 Free/Reduced-Price Meals and Free Milk
- ▶ No. 810.5 Vehicle Idling
- ▶ No. 814 Copyright Materials
- ▶ No. 825 State Mandate Waivers
- ▶ No. 901 Public Relations Objectives
- ▶ No. 902 Publications Program
- ▶ No. 903 Public Participation in Board Meetings

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**Roll Call: 8-1 Carried Voting no: J. Spinola**

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Second Reading

- ▶ No. 905. Citizen Advisory Committees
- ▶ No. 906. Public Complaints
- ▶ No. 907. School Visitors
- ▶ No. 908. Relations With Parents/Guardians
- ▶ No. 909. Municipal government Relations
- ▶ No. 910. Community Engagement
- ▶ No. 911. News Media Relations
- ▶ No. 914. Relations With Intermediate Unit
- ▶ No. 918. Title I Parent Involvement

*These policies will be recommended for approval at the January 27, 2011 Board meeting.*

First Reading

- ▶ No. 912 Relations With Educational Institutions
- ▶ No. 913 Nonschool Organizations/Groups/Individuals
- ▶ No. 916 School Volunteers
- ▶ No. 917 Parental/Family Involvement
- ▶ No. 919 District/School Report Cards

*These policies will be recommended for approval at the February 10, 2011 Board meeting.*

Tom Murphy motioned; seconded by Russ Gould, to approve the PVSD Calendar for the 2011-2012 school year, which includes days designated as Official Local School District Holidays in accordance with §15-1502 of the PA School Code, as amended, per the attached copy

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**Roll Call: 9-0 Carried**

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**Noteworthy Accomplishments and Events/Gifts/Donations**

Dr. Arnold stated:

- ▶ The dates for some 50<sup>th</sup> Anniversary activities have been moved as follows:
  - The District Champion Recognition Reception at the PVHS Library has been moved from January 21<sup>st</sup> to January 28<sup>th</sup>
  - The National Art Honor Society Induction has been moved from January 12<sup>th</sup> to January 26<sup>th</sup>
  - The "crossover day", which signals the close of the first semester, is scheduled for January 21<sup>st</sup> and includes an early dismissal for students

**Other:**

Tom Murphy motioned; seconded by H. Charles Hoffman, to approve the following student agreements on the Addendum under item #6.3, as follows:

Approval of student agreement #E0111UC-M

Approval of student agreement #E01411UM-H

Approval of student agreement #E0111LN-H

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**Roll Call: 9-0 Carried**

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**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 Personal Report and items #6.4.4 - #6.4.6 on the Addendum as follows:

**6.4 Personnel and General Administration January 13, 2011**

- 6.4.1 Hiring of Personnel (The hiring of all personnel is pending receipt of all required paperwork)
  - 6.4.1.1 Support Staff
    - 6.4.1.1.1 Substitutes
      - 6.4.1.1.1.1 Cerina Bender - Paraprofessional Associate
      - 6.4.1.1.1.2 Dawn Heimerle - Paraprofessional Associate
    - 6.4.1.1.2 Transfer
      - The following custodian was approved for transfer retroactive to January 3, 2011:
      - 6.4.1.1.2.1 Mark Sandt, from middle school/district office to Pleasant Valley Elementary School.
  - 6.4.1.2 Professional Staff
    - 6.4.1.2.1 Pleasant Valley Elementary School
      - 6.4.1.2.1.1 Amy Buckner was approved to continue as a long-term substitute music teacher for Amy Boligitz effective the beginning of the 4<sup>th</sup> marking period, through the conclusion of the 2010-2011 school year.
    - 6.4.1.2.2 Substitutes
      - 6.4.1.2.2.1 Luann James -Family & Consumer Sciences (Retroactive to January 3, 2011.)
      - 6.4.1.2.2.2 Michele Mann- Homebound/Special Education
      - 6.4.1.2.2.3 Francesca McCutchan - English
      - 6.4.1.2.2.4 DeAnna Rayam - Health & Physical Education
- 6.4.2 Leaves of Absence
  - 6.4.2.1 Child Bearing/Child Rearing Leave
    - 6.4.2.1.1 Amy Boligitz, PVE teacher, was approved for an extension of her Child-Rearing Leave of Absence, effective the beginning of the 4<sup>th</sup> marking period through the conclusion of the 2010-2011 school year.
  - 6.4.2.2 Family & Medical Leave
    - 6.4.2.2.1 Nicole Anderton, middle school teacher, was approved for Family & Medical Leave, as per Board policy for sixty (60) days, effective March 3, 2011 and Child-Rearing Leave through the conclusion of the 2010-2011 school year.
    - 6.4.2.2.2 John Gesiskie, middle school teacher, was approved for Family & Medical Leave, as per Board policy, for twenty-seven (27) days, effective November 16, 2010 through January 4, 2011.
    - 6.4.2.2.3 Jennifer Keller, high school teacher, was approved for Family & Medical Leave, as per Board policy, for sixty (60) days, effective January 3, 2011 through March 29, 2011.
    - 6.4.2.2.4 Melissa Ruschak, high school teacher, was approved for Family & Medical Leave, as per Board policy, for thirty-eight (38) days, effective January 7, 2011 through March 3, 2011.
    - 6.4.2.2.5 James Serfass, Polk head custodian, was approved for Family & Medical Leave, as per board policy, for sixteen (16) days, effective January 14, 2011 through February 4, 2011.
    - 6.4.2.2.6 Edward Slatky, high school teacher, was approved for Family & Medical Leave, as per Board policy, for eight (8) days, effective January 3, 2011 through January 12, 2011.
    - 6.4.2.2.7 Joseph Velez, security officer, was approved for Family & Medical Leave, as per board policy, for twenty-one (21) days, effective November 16, 2010 through December 14, 2010.
  - 6.4.2.3 Leaves Without Pay (Employees are responsible for the payment of any benefits the district provides during the period of leave.):
    - 6.4.2.3.1 Ethel Acevedo, PVE paraprofessional associate, was approved for unpaid leave for one (1) day, effective December 3, 2010.
    - 6.4.2.3.2 Sue Bongiovanni, PVE paraprofessional associate, was approved for unpaid leave for one (1) day, effective January 6, 2011.

- 6.4.2.3.3 Marlene Briglio, PVI paraprofessional associate, was approved for unpaid leave, effective January 18, 2011 through March 1, 2011.
  - 6.4.2.3.4 Jenine Havens, PVI monitor, was approved for unpaid leave for one (1) day, effective December 23, 2010.
  - 6.4.2.3.5 Judy Sanbeg, PVI cafeteria worker, was approved for unpaid leave for one (1) day, effective January 6, 2011.
  - 6.4.2.3.6 Christie Sosko, PVE cafeteria worker, was approved for unpaid leave for one (1) day, effective December 14, 2010.
- 6.4.3 Retirement  
Approval was granted to accept the letter of retirement from the following employee:
- a. George Kresge, PVE head custodian, effective March 4, 2011.

**6.4 Personnel and General Administration – Addendum January 13, 2011**

- 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 Substitutes
      - 6.4.4.1.1.1 Nicole Borger -Paraprofessional Associate
  - 6.4.4.2 Professional Staff
    - 6.4.4.2.1 Substitutes
      - 6.4.4.2.1.1 Justine Shamey - Special Education
      - 6.4.4.2.1.2 Andrea Stiff - Music
      - 6.4.4.2.1.3 Michelle Summerville- Elementary
      - 6.4.4.2.1.4 Natisha Versuk - Family & Consumer Sciences
    - 6.4.4.2.2 Pleasant Valley Middle School/Pleasant Valley Intermediate School
      - 6.4.4.2.2.1 Cindy Weimer BA, Step 1  
BA, German Salary=\$39,200  
Moravian College Prorated  
(Replacement German teacher for Susan Featro, effective January 18, 2011.)
- 6.4.5 Leaves of Absence
- 6.4.5.1 Family & Medical Leave
    - 6.4.5.1.1 Ken Newman, mathematics supervisor, was approved for an extension of Family & Medical Leave for five (5) days, effective January 10, 2011 through January 14, 2011.
- 6.4.6 General Administration
- 6.4.6.1 Kings College  
Approval was granted for the Affiliation Agreement between Kings College and the Pleasant Valley School District, effective January 13, 2011 for a period not to exceed five (5) years for Field, Student Teaching, Professional Development School (PDS Students), Interns, and Student Observers.

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**Roll Call: 9-0 Carried**

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

Tom Murphy motioned; seconded by John Sabia, to approve items #6.5.1 and #6.5.7 as follows:

**6.5 Professional & Support Services January 13, 2011**

- 6.5.1 For Approval
  - 6.5.1.1 Chestnuthill Elementary Parent Volunteer - Ms. Karen Marks
  - 6.5.1.2 Please accept the resignation of Ms. Teresa Galicki as the 2010-2011 FBLA Advisor.
  - 6.5.1.3 Approval is requested for Mr. Jeremy Gigliotti to serve an internship in the Pleasant Valley School District Athletic Department to begin January 14, 2011 and extend through the end of the 2010-2011 academic year.
  - 6.5.1.4 2010 – 2011 Co-curricular Advisor Position
    - 6.5.1.4.1 Asst. High School Musical Director - Mr. John DeVivo
  - 6.5.1.5 Field Trip Request – Pleasant Valley High School
    - 6.5.1.5.1 Grade/Organization – Ski Club, grades 10-12  
Teacher(s) Involved – Ms. Amy Kucheruck  
Destination of Trip – Big Boulder Ski Area  
Date of Trips – 6 trips beginning January 19, 2011  
District Buses Needed – yes  
Cost per Student – ski package
  - 6.5.1.6 Field Trip Requests – Pleasant Valley Middle School
    - 6.5.1.6.1 Grade/Organization – Ski Club, grades 8 and 9  
Teacher(s) Involved – Mr. Rob Petit-Clair  
Destination of Trip – Blue Mountain Ski Resort  
Date of Trips – 6 trips beginning January 20, 2011  
District Buses Needed – yes

Cost per Student – ski package  
 6.5.1.6.2 Grade/Organization – Middle School Chorus, grade 8  
 Teacher(s) Involved – Ms. Rachel Macey  
 Destination of Trip – Nazareth Area High School  
 Date of Trip – March 4, 2011  
 District Buses Needed – yes  
 Cost per Student - none

6.5.7 Facilities – Mr. Christopher Fisher, Ms. Viola Murphy

6.5.7.1 Facility Use Requests:

6.5.7.1.1 Organization Aardvark First Strides Walking Program  
 Facility Requested PV Parking Lots & Grounds (start JCM & end JCM)  
 Purpose Women’s Walking and Running Program  
 Dates/Times Tuesdays, March 21, 2011 thru June 6, 2011  
 6:00 pm-7:30 pm  
 Requestor Tricia D’Imperio  
 Attendance 40  
 Tuition None  
 Fee by District Class 3- All Appropriate Fees Apply

6.5.7.1.2 Organization Pleasant Valley Bruins  
 Facility Requested High School New Gym and Concession Stand  
 Purpose Wrestling Tournament  
 Dates/Times Saturday, March 19, 2011 – 6:00-8:00 pm – Set Up  
 Sunday, March 20, 2011 – 6:30 am-6:00 pm – Tournament  
 Requestor Nellie Gehr  
 Attendance 300  
 Tuition None  
 Fee by District Class 3- All Appropriate Fees Apply

6.5.7.1.3 Organization Pocono Family YMCA  
 Facility Requested High School New Gym  
 Purpose Dodge Ball Tournament  
 Dates/Times Saturday, April 16, 2011 from 8:00 am-5:00 pm  
 Requestor Nicole Hill  
 Attendance 50-100  
 Tuition None  
 Fee by District Class 3- All Appropriate Fees Apply

6.5.7.1.4 Organization American Cancer Society  
 Facility Requested Middle School Cafeteria  
 Purpose Basket Auction  
 Dates/Times Friday, April 1, 2011 from 4:00-8:00 pm for set-up  
 Saturday, April 2, 2011 from 7:30 am – 4:00 pm for the auction  
 Requestor Mike Hurley  
 Attendance 100  
 Tuition None  
 Fee by District Class 3- All Appropriate Fees Apply

6.5.7.1.5 Organization PV Ballerz Basketball Association  
 Facility Requested High School Old & New Gyms  
 Purpose Tournament  
 Dates/Times Saturday and Sunday, April 23 & 24, 2011  
 From 9:00 am – 9:00 pm  
 Requestor Pernell Hosier  
 Attendance 200  
 Tuition None  
 Fee by District Class 3- All Appropriate Fees Apply

6.5.7.1.6 Organization West End Park and Open Space Commission  
 Facility Requested PVI Grounds (Hill adjacent to football field)  
 Purpose Sleigh riding  
 Dates/Times Saturday, February 19, 2011 from 11:00 am – 1:00 pm  
 Requestor Bernie Kozen  
 Attendance 30  
 Tuition None  
 Fee by District Class 3- All Appropriate Fees Apply

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**Roll Call: 9-0 Carried**

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**Informational reports attached: Metal Detector and 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 and Warehouse: Mr. Howard Scott - No report
- ❖ Food Services: Ms. Bonnie Grammes - No report

**CURRICULUM AND STAFF DEVELOPMENT: Ms. Carole Geary**

- ❖ Mathematics – Mr. Kenneth Newman - No report
- ❖ Reading – Ms. Dora Tartar - No report
- ❖ Special Education – Ms. Ellen McMasters, Ms. Cheryl Caines - No report
- ❖ Technology Services – Dr. Lee Lesisko - No report
- ❖ Title I and Title II - No report

❖ Elementary Divisions – No reports

**Pleasant Valley Middle School** – Mr. Howard Drake, Mr. Michael Kello, Ms. Shelley Larthey No report

**Pleasant Valley Cyber Academy** – Mr. Robert Hines – No report.

**Pleasant Valley High School** – Mr. John Gress, Ms. Tresa Malligo, Mr. Pietroski – No Report

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

Tom Murphy motioned; seconded by John Sabia, to approve items #6.11.1 – 6.11.7 and items #6.11.9 – #6.11.11 on the Addendum with the following revisions: For item #6.11.7, the recommendation is to “deny”; item #6.11.8 is being withdrawn; and for item #611.11 the effective date is 12/23/2010. The report is as follows:

**6.11 Business Management January 13, 2011**

- 6.11.1 The following student placements were approved:
  - 6.11.1.1 Student #121510DE Manos House – Effective 12/15/10
  - 6.11.1.2 Student #112210WK Lehigh County Detention – Effective 11/22/10
  - 6.11.1.3 Student #121310SN Northwestern Academy – Effective 12/13/10
  - 6.11.1.4 Student #111710WK Northampton Co. Detention Home – Effective 11/17/10
  - 6.11.1.5 Student #110410DG Northampton Co. Detention Home – Effective 11/04/10
  - 6.11.1.6 Student #102610BH Northampton Co. Detention Home – Effective 10/26/10
  
- 6.11.2 Approval was granted to advertise for sealed bids for the following items:
  - Janitorial Supplies and Equipment
  - General Supplies
  - Office and Classroom Furniture
  - Audio Visual Supplies and Equipment
  
- 6.11.3 The following contracts were approved.
  - 6.11.3.1 Super Heat, Inc.: \$7,800 to cover the cost of labor and materials to supply and install a replacement A.O. Smith water heater at the Pleasant Valley High School; includes a one-year warranty on all parts and labor. (Three quotes have been received and Super Heat is the lowest.)
  - 6.11.3.2 NuChem Corp.: \$714.00 annually. Yearly water treatment program for Polk Elementary School in effect from December 11, 2010 through December 10, 2013. No increase from the contract of December 11, 2007 through December 10, 2010.
  - 6.11.3.3 Colonial Intermediate Unit 20 Special Education contract for the 2010-2011 school year; the costs for special education services are estimated to be \$2,049,559.57. The final reconciliation of the charges is to be made by August of 2011.
  - 6.11.3.4 Kenmark, Inc. Rental: \$566.00 for backdrop screen of 14<sup>th</sup> Street (17’x 43’) for the “Hello Dolly” PVHS musical.
  
- 6.11.4 The following invoices were approved for payment from the Bond Fund as indicated.
  - 2006 Bond Fund as per attached list \$19,125.00
  
- 6.11.5 Approval was granted to approve the Colonial Intermediate Unit #20 2011-12 General Operating Budget (GOB). Pleasant Valley’s contribution is not to exceed \$29,697.69. There is no increase from the 2010-11 GOB.
  
- 6.11.6 Approval was granted for a homestead adjustment in the amount of \$459.88 for Homestead Application Parcel #6/8/11-2 for 2009-2010 tax bill. This is being recommended by the Monroe County Assessment Office due to their error. All filings were submitted in a timely manner by the taxpayer to the Monroe County Assessment Office.
  
- 6.11.7 Approval was granted by the Board to deny the request to forgive the penalty amount of \$466.78 for Parcel #02/17B/1/235. Taxpayer is requesting forgiveness claiming that he did not receive his taxes by U.S. Mail.
  
- 6.11.8 Withdrawn

6.11 **Business Management Addendum** **January 13, 2011**

6.11.9 Approval was granted to confirm the December 8, 2010 award of the Northampton/Monroe/ Pike County Joint Purchasing Board for fuel items for the 2011-2012 school year as listed below for Monroe County:

Item #2: #2 Fuel Oil, Consumer Tank, Fluctuating at Macungie, PA rack price plus \$.2500/per gallon for delivery, overhead, and profit, awarded to Petroleum Traders Corp.

Item #3: #2 Fuel Oil Tank Transport, Firm at \$2.8254 per gallon, awarded to East River Energy.

Item #13: Unleaded 89 Octane, Tank Transport, Fluctuating at Macungie, PA rack price plus \$.0086 per gallon for delivery, overhead, and profit, awarded to Petroleum Traders Corp.

Bid Tabulation is attached.

6.11.10 Approval was granted for the following contract:

6.11.10.1 Simplex Grinnell for fire alarm repair (to replace the 4009 NAC Panel with IDNET) at Pleasant Valley Intermediate. Cost: \$2,258.

6.11.11 The following student placement was granted approval:

6.11.11.1 Student # 122310NG – Tioga County Detention Center – Effective 12/23/2010

**Roll Call: 9-0 Carried**

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

No Report

**Pleasant Valley School Directors:**

Mr. Spinola stated that he attended a conference and brought back two booklets from a vendor for review. One booklet was on teen suicide and the other was on bullying.

**Pleasant Valley Citizens:**

None

**Adjournment:**

There being no further business to come before the Board, President Kresge asked for a motion to adjourn. H. Charles Hoffman motioned; seconded by John Sabia, to adjourn the meeting at approximately 8:23 p.m. The motion was unanimously carried.

*Respectfully submitted,*

Susan Famularo, Board Secretary \_\_\_\_\_

Linda Zeliznik, Board Recorder \_\_\_\_\_

**Next Regularly Scheduled School Board Meeting:  
January 27, 2011 at 8:00 p.m. in the PVSD Administration Office**