

**PLEASANT VALLEY SCHOOL DISTRICT**  
**Board of Education Meeting**  
**December 20, 2007**

**Board Approved January 10, 2008**

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 MiChelle Palmer, on Thursday, December 20, 2007 at 8:05 p.m. President Palmer welcomed those present followed by the Pledge of Allegiance. The meeting was held in the Pleasant Valley School District Offices, Brodheadsville, PA.

**ROLL CALL:**

<b>Board Attendees:</b>	President MiChelle Palmer	Harvey Frable	Susan Kresge
	Vice-President Tom Murphy	Ryan Hinton	Linda Micklos
	Treasurer Russ Gould	H. Charles Hoffman	John Sabia
<b>Board Absentees:</b>	None		
<b>Administrative Attendees:</b>	Dr. Arnold, Mr. Fadule, Ms. Rissmiller, Ms. Les, Ms. Zeliznik, Mr. C. Fisher, Ms. Kotzmann, Ms. Derr, Mr. Drake, Ms. Franco, Ms. Grammes, Mr. Gress, Mr. Hines, Mr. Heath, Mr. Kello, Dr. Lesisko, Ms. McMasters, Mr. Meinhart, Mr. Pierri, Mr. Scott, Mr. Smith, Mr. Stefani, Ms. Tartar and Mr. Wunder		
<b>Solicitor:</b>	Mr. Gerard Geiger		

President Palmer announced Notification of Executive Sessions as follows

- ❖ December 6, 2007 - Personnel - Hiring of new and replacement staff and other issues; Negotiations; and Legal Issues
- ❖ December 18, 2007 - Negotiations and Legal Issues
- ❖ December 20, 2007 - Personnel - Hiring of new and replacement staff and other issues; Negotiations; and Legal Issues

**MEETING PROCEDURES:**

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

**PLEASANT VALLEY CITIZENS:**

Darlene Johnson, Polk Township, asked if the board had made a decision on the cafeteria bids and when would the public be informed. Dr. Arnold stated that there were no bids submitted, they were proposals and the board has not acted on them. Ms. Johnson then stated that the cafeteria workers want to remain district employees.

**OTHER:**

None

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

Harvey Frable motioned; seconded by H. Charles Hoffman to approve the minutes of the meeting held on Thursday, December 6, 2007 as per the attached copy.

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

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**TREASURER'S REPORT: Mr. Russ Gould**

Tom Murphy motioned; seconded by Harvey Frable to approve the Accounts Payable 11/1/07-11/30/07 - Manual Checks on page 10; Accounts Payable 12/7/07-12/20/07 on pages 11-17 and Trial Balance/Financial Statement on pages 18-22 as per the attached

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**Roll Call: 9-0 Carried**

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The Asset Cost Summary on page 23 and the Revenues/Expenditures on pages 24-27 were included for information only.

**OLD BUSINESS:**

**Solicitor: Mr. Gerard Geiger, Mr. Daniel Corevelyn**

No report

**OTHER**

No reports

**NEW BUSINESS:**

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

- ❖ At the December 10th meeting, six new board members were welcomed; Susan Kresge was elected as Treasurer and Linda Micklos as secretary.
- ❖ New for the spring is an Adult Continuing Education booklet, which is currently being drafted.

- ❖ An agreement was reached between CVS and MCTI. CVS will be used as a clinical site for students enrolled in the allied health program for training as a pharmacy technician.
- ❖ An internship program is being held at Tobyhanna Army Depot which will include the shadowing of employees. Students will be involved from February through May. Approximately 30 students will be participating.

**Colonial Intermediate Unit 20: Mr. Ryan Hinton**

Mr. Hinton reported:

- ❖ The last meeting took place on December 12<sup>th</sup> which was the annual Holiday gathering. Re-elections took place with two new members taking seats on the board.
- ❖ Dr. Brennan is campaigning to get the Operating Budget passed and would like to come to the January meeting to review the 2008 budget.
- ❖ The next regular meeting is scheduled for January 23, 2008.

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

No report

**Student Representative: Jessica Rizzo or Lukas Miedreich**

Lukas Miedreich reported:

- ❖ Homecoming was a success, students raised \$5,500 to donate to the courtyard garden
- ❖ Senior clothing sale is going well, already raised over \$2,000
- ❖ Not so Silent Night is going on now
- ❖ Concession stand is doing well, every night the stand brings in approx. \$200
- ❖ Senior Prom scheduled for may 10<sup>th</sup> from 7 to 12:00 at the Sky Lands, in Randolph, NJ
- ❖ Junior class had the most successful Jr. Prom in recent years
- ❖ Juniors are planning a Guitar Hero competition in the spring and a Kiss Tribute concert
- ❖ Sophomore class has a candy grams sale going on now
- ❖ Sophomore class is preparing for the Sweethearts Dance in February

**ADMINISTRATIVE REPORTS: Dr. Douglas C. Arnold**

**Enrollment Report:**

Dr. Arnold stated that enrollment is in a holding pattern. We are approximately 150 students less than this time last year.

Tom Murphy motioned; seconded by Russ Gould to approve the following Policy Revisions:

**Policy #845 - Employee and Visitor ID Badges**

**Policy #907 - School Visitors**

**Roll Call: 9-0 Carried**

Second Reading \*

**Policy #109 - Resource Materials - Selection**

*\*This policy will be recommended for approval at the January 10, 2008 Board Meeting*

First Reading \*

**Policy #209 - Health Examinations/Screenings**

**Policy #216 - Student Records**

**Policy #522 - Gifts**

**Policy #830 - Breach of Computerized Personal Information**

*\*These policies will be recommended for approval at the January 24, 2008 Board Meeting*

**Other:**

Tom Murphy motioned; seconded by John Sabia to approved the resolution supporting the Report on the Cost of an Adequate Education prepared at the direction of the General Assembly for the State Board of Education. A copy is attached.

**Roll Call: 9-0 Carried**

Dr. Arnold stated that he would be forwarding the resolution to our legislators and representatives.

Susan Kresge motioned; seconded by Charles Hoffman to approve the following requests for homebound instruction: **Pleasant Valley High School**

ID#	Reason
203615	Medical, retroactive to November 2, 2007
204101	Medical, retroactive to November 14, 2007
202880	Medical, retroactive to November 15, 2007
100169	Medical, retroactive to November 21, 2007
100806	Medical, retroactive to November 28, 2007
204023	Medical, retroactive to December 10, 2007

*As per Board policy, a re-evaluation will be done in 90 days.*

**Roll Call: 9-0 Carried**

**Personnel and General Administration: Mr. Anthony Fadule**

John Sabia motioned; seconded by Russ Gould to approve item #6.4.1- #6.4.4 and item #6.4.1 - #6.4.3 with the following revisions noted: item #6.4.1.1.1 leave is for one day; Addendum, item #6.4.1.1.1 is a part time aide; item #6.4.1.2.1.1 effective date is January 3, 2008 and item #6.4.2.1.2 is deleted. Report is as follows:

- 6.4 Personnel and General Administration December 20, 2007
- 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 Kathleen Alicea was approved for the position of full-time transportation aide, retroactive to October 9, 2007.
      - 6.4.1.1.2 Angelo Catalano was approved for the position of temporary, full-time transportation aide, effective November 5, 2007.
      - 6.4.1.1.3 The effective date of hire for Michael Meckes, mechanic, is January 3, 2008.
      - 6.4.1.1.4 Substitutes
        - a. Loretta Brown - Cafeteria Worker/Custodian
        - b. Marie Sottile - PPA
    - 6.4.1.2 Professional Staff
      - 6.4.1.2.1 Substitutes
        - a. Lynn Giaquinto - Special Education/Elementary
        - b. Helen Luck- Elementary/Business Education/Library
        - c. Gloriselma Rodriguez - All Areas
  - 6.4.2 Leaves of Absence
    - 6.4.2.1 Family and Medical Leave
      - 6.4.2.1.1 Bron Leupold, Middle School teacher, was approved for Family & Medical Leave, as per Board policy, for eleven (11) days, effective November 20, through December 7, 2007.
      - 6.4.2.1.2 Liza LoMonaco, Chestnuthill Elementary School, health room technician, was approved for intermittent Family & Medical Leave, as per board policy, for approximately five and one-half (5.5) days, effective October 18, 2007 through January 29, 2008.
      - 6.4.2.1.3 Helen Sabo, high school secretary, was approved for Family & Medical Leave, as per Board policy, for ten (10) days, effective October 8, through October 19, 2007.
    - 6.4.2.2 Leaves Without Pay (Employees are responsible for the payment of any benefits the district provides during the period of leave.):
      - 6.4.2.2.1 Sandy Costenbader, PVI cafeteria worker, was approved for unpaid leave for four (1) day, effective January 8, 2008.
      - 6.4.2.2.2 MaryJane Feeley, PVI monitor, was approved for unpaid leave for one (1) day, effective December 3, 2007.
      - 6.4.2.2.3 The effective date for Caroline Gold's previously approved unpaid leave should be amended to reflect one (1) day, effective November 28, 2007.
      - 6.4.2.2.4 Melanie Hineline, PVE PPA, was approved for unpaid leave for twelve and one-half (12.5) days, effective November 9 through December 3, 2007.
      - 6.4.2.2.5 Raymond Krawczyk, middle school monitor, was approved for unpaid leave for one (1) day, effective December 10, 2007.
      - 6.4.2.2.6 Vickie O'Rourke, PVE monitor, was approved for unpaid leave for the following two (2) days, effective December 14 and December 21, 2007.
  - 6.4.3 Resignation

Approval was granted to accept the letter of resignation from the following employee:

    - a. Christine Lorch, from the position of monitor at PVE, effective December 21, 2007. (Ms. Lorch will remain in her position of part-time PPA as well as on the PPA substitute list.)
  - 6.4.4 Retirement

Approval was granted to accept the letter of retirement from the following employee:

    - a. Joan Stokes, PVI teacher, effective the conclusion of the 2007-2008 school year.
- 6.4 Personnel and General Administration - Addendum December 20, 2007
- 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 Rosemary Youmans was approved for the position of part time transportation aide, effective October 29, 2007.
  - 6.4.1.1.2 Substitutes
    - a. Doreen Cruz -PPA, Retroactive to December 19, 2007
- 6.4.1.2 Professional Staff
  - 6.4.1.2.1 Pleasant Valley Intermediate School
    - 6.4.1.2.1.1 Vivien Kloss                      BS + 6, Step 2  
BS, Elementary Salary=\$35,000  
ESU                                      (Prorated)  
(6<sup>th</sup> grade teacher, replacement position for Eric Griffin, effective January 3, 2008)
  - 6.4.1.2.2 Substitutes
    - a. Suzanne Frink - Elementary
- 6.4.2 Leaves of Absence
  - 6.4.2.1 Leaves Without Pay (Employees are responsible for the payment of any benefits the district provides during the period of leave.):
    - 6.4.2.1.1 Patricia Cambria, PVI cafeteria worker, was approved for unpaid leave for one (1) day, effective December 10, 2007.
- 6.4.3 Retirement
  - Approval was granted to accept the letter of retirement from the following employee:
    - b. Rick Martin, PVI teacher, effective the conclusion of the 2007-2008 school year.

**Roll Call: 9-0 Carried**

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

Susan Kresge motioned; seconded by Linda Micklos to approve item #6.5.1 on page 39 as follows:

6.5.1 For Approval

6.5.1.1 Field Trip Request: **Pleasant Valley Intermediate School**

6.5.1.1.1 Grade/organization – 7<sup>th</sup> Grade Ski Club

Teacher (s) Involved: Melinda Ludwig, Marc Fleming, Robyn Bok

Destination of Trip – Blue Mountain Ski Area

Dates of Trip – January 8, 15, 22, 29; February 5, 12, 2008

Buses Needed: 1

Cost per Student - \$150.00+

**Roll Call: 9-0 Carried**

Informational Items included:

- ▶ District Events List
- ▶ Metal Detector Report

**Food Services: Ms. Bonnie Grammes**

Participation reports were attached.

**Transportation Services: Mr. Tony Pierri, Ms. Viola Murphy**

No report

**Custodial and Warehouse : Mr. Howard Scott**

No report

**Buildings and Grounds: Mr. Mark Meinhart**

No report

**Technology Systems Coordinator: Mr. Rocco Seiler**

No report

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

Ms. Geary-Rissmiller distributed Achievement Recognition Awards for AYP to Ms. Derr for Polk and Eldred Elementary Schools and to Mr. Rushefski for Chestnuthill Elementary School.

**Mathematics: Mr. John Rushefski, Ms. Carole Geary-Rissmiller**

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

**Pleasant Valley Intermediate: Mr. J. Storm, Mr. D. Heath, Ms. A. Braxmeier**

Mr. Storm’s report was informational and included the enrollment report.

**Pleasant Valley Elementary School: Mr. Dan Wunder, Ms. Lila Metz, Mr. Patrick Smith**

Mr. Wunder’s report was informational and included the enrollment report.

**Polk/Eldred Elementary: Ms. Penny Derr, Mr. Joshua Krebs**

Ms. Derr’s report was informational and included the enrollment report.

**Chestnuthill Elementary: Mr. John Rushefski**

Mr. Rushefski’s report was informational and included the enrollment report.

**Pleasant Valley Middle School: Mr. Howard Drake, Mr. Michael Kello, Ms. Shelley Franco**

Mr. Drake’s report was informational and included the enrollment report.

**Pleasant Valley High School: Mr. John Gress, Mr. R. Hines, Mr. D. Stefani, Mr. G. Donadi**

John Sabia motioned; seconded by Tom Murphy to approve the High School Program of Students for the 2008-2009 school year.

- ❖ Sue Kresge asked how many students would be enrolled in the new Calculus 2 course.
- ❖ Ryan Hinton expressed his opinion stating that we need to expand our foreign language program. He offered to sit on any committee or do whatever is necessary to get that incorporated.
- ❖ MiChelle Palmer asked if we looked into adding any drama or technology classes.

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**Roll Call: 8-1 Carried      Voting no: M. Palmer**

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Remainder of Mr. Gress’s report was informational. Enrollment report was attached.

**Business Manager: Ms. Donna Les, Ms. Monica Kotzmann**

Susan Kresge motioned; seconded by H. Charles Hoffman is approve items #6.10.1-#6.10.7

**6.10      Business Management      December 20, 2007**

- 6.10.1      Approval was granted for the Cafeteria Accounts Payable for November 2007 be approved for payment. Total amount: \$238,186.65.  
  
Approval was granted for the Cafeteria Bills Payable for December 2007 be approved for payment. Total amount: \$103,697.06.
- 6.10.2      Student Activity Accounts – for informational purposes
 

Beginning Balance, 11/1/07		\$277,958.58
Revenue		78,284.40
Expenditures		45,801.39
Ending Balance, 10/31/07	\$310,441.59	
- 6.10.3      District Investment Report -- attachment
- 6.10.4      As a result of the Colonial Academy reconciliation for the 2006-2007 school year, Pleasant Valley will be receiving a refund of \$289,457.30. This is a result of having several of our allocated slots “sold” to other school districts. Approval was granted for these funds to be transferred to the capital reserve fund to be used toward the purchase of the new communications system.
- 6.10.5      Approval was granted to make the last payment for the Kreger property. Payment would be made between January 1 and January 15, 2008 from the capital reserve fund in the amount of \$134,640.00.
- 6.10.6      Please let the minutes record the receipt of PDE approval of PlanCon Part E, Design Development, for the Middle School project.
- 6.10.7      The following invoices were approved for payment from the bond fund indicated:

	1996 Bond Fund	
Quad Three Group		\$28,896.57
Middle School Wastewater project		
Total		\$28,896.57

**Roll Call: 8-1 Carried Voting no: H. Frable**

**Business Management - Addendum December 20, 2007**

Susan Kresge motioned; seconded by Tom Murphy to approve the following request:

6.10.9.1 Approval was granted to exonerate the 2007 school property taxes on the following properties:

Owner:	Western Pocono community Library
Property #:	2/9A/1/2
Base amount:	\$95.86

Owner:	Western Pocono community Library
Property #:	2/9/1/8
Base amount:	\$1,004.51

**Roll Call: 9-0 Carried**

Tom Murphy motioned; seconded by Harvey Frable to approve the following request:

6.10.9.2 Approval was requested to refund the 10% penalty on the 2007 school property taxes for property #15/2/1/26-5. The county made an incorrect change on the property mailing address and the property owner did not receive his tax bill. Recommendation request was received from the Monroe County Board of Assessment Appeals.

**Roll Call: 4-5 Not Carried Voting no: M. Palmer T. Murphy H. Frable C. Hoffman L. Micklos**

Susan Kresge motioned; seconded by John Sabia to approve item 6.10.9.4 as follows:

6.10.9.4 Revised investment report for November 2007 as per attached copy

**Roll Call: 9-0 Carried**

Susan Kresge motioned; seconded by John Sabia is approve the following request:

6.10.9.5 The following fuel bids were presented for approval for the 2008-2009 fiscal year:

**Pleasant Valley School District**

Farm and Home	
Ultra low sulfur diesel	\$2.8210/gal
	Estimated total cost: \$677,040

Petroleum Traders	
#2 Fuel Oil, consumer tank	\$2.8593/gal
#2 Fuel Oil, tank transport	\$2.7093/gal
	Estimated total cost: \$511,613

89 Octane gasoline	\$2.3854/gal
	Estimated total cost: \$97,802

**Monroe Career and Technical Institute**

Petroleum Traders	
#2 Fuel Oil, consumer tank	\$2.8593/gal
#2 Fuel Oil, tank transport	\$2.7093/gal
	Estimated total cost: \$96,970

89 Octane gasoline	\$2.5454/gal
	Estimated total cost: \$1,790

❖ Mr. Sabia stated that the district should not accept the bids and advised that we should to wait until February to re-bid. He feels the costs will come down. Some discussion occurred and the following action took place:

**Roll Call: 0-9 NOT CARRIED**

Ms. Les distributed to the board, a document containing the status of the Bond Funds.

Charles Hoffman motioned; seconded by John Sabia to approve the minutes of the special meeting on December 18, 2007 as per the attached copy.

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

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**Solicitor: Mr. Daniel Corveleyn, Mr. Gerard Geiger**

No report

**Pleasant Valley School Directors:**

- ❖ Sue Kresge asked for explanation of Revenue and Expenditures on page 26.
- ❖ Tom Murphy asked when an original investment was made from Arthur LeStrange.
- ❖ Dr. Arnold stated the administration is looking recovering additional monies for students with severe needs. The district is trying to increase the amount of revenues brought in for these students. The district is currently working with someone to help with this issue at no cost to the district.

**Pleasant Valley Citizens:**

Francesca Zielkowski expressed her opinion and asked that the board not remove the word Christmas from the 2008 district calendar.

Beth Archangel, Chestnuthill Township, expressed her opinion regarding the new Calculus 2 course that is being added to the High School Program of Studies for next year.

**Adjournment:**

There being no further business to come before the Board, President MiChelle Palmer motioned, seconded by John Sabia and unanimously approved by the Board to adjourn the meeting at approximately 8:57 PM.

Carried

<b>NEXT SCHEDULED MEETING: January 10, 2008 AT 8:00 PM, District Office</b>
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Respectfully submitted,

Donna Les  
Board Secretary

Linda Zeliznik  
Board Recorder