

**PLEASANT VALLEY SCHOOL DISTRICT**  
**Board of Education Meeting**  
**February 14, 2008**

**Board Approved February 28, 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, February 14, 2008 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 | Ryan Hinton |
|                                  | H. Charles Hoffman  | Linda Micklos |             |
|                                  | Susan Kresge  | John Sabia    |             |
| <b>Board Absentees:</b>          | Vice-President Tom Murphy, Treasurer Russ Gould   |               |             |
| <b>Administrative Attendees:</b> | Dr. Arnold, Ms. Rissmiller, Ms. Les, Ms. Zeliznik, Mr. C. Fisher, Ms. Kotzmann, Mr. Drake |               |             |
| <b>Solicitor:</b>                | Mr. Daniel Corveleyn  |               |             |

President MiChelle Palmer announced Notification of Executive Sessions as follows:

- ▶ **February 14, 2008 - Personnel - Hiring of new and replacement staff and other issues; Negotiations; and Legal Issues**

**MEETING PROCEDURES:**

President MiChelle Palmer 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. Donna Les Board Secretary, Ms. Linda Zeliznik, Board Recorder**

H. Charles Hoffman motioned; seconded by Linda Micklos to approve the minutes of the meeting held on Thursday, January 24, 2008 as per the attached copy.

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**Roll Call: Voice Vote - 7-0 Carried**

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**TREASURER'S REPORT: President Palmer**

John Sabia motioned; seconded by Susan Kresge to approve the Accounts Payable for 1/1/08 - 1/31/08 (Manual Checks) on page 12; Accounts Payable for 2/1/08 - 2/14/08 on pages 13-17; and the Trial Balance/Financial Statement on pages 18-22 as per the attached copies.

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**Roll Call: 7-0 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. Daniel Corveleyn**

No report

**OTHER**

No reports

**NEW BUSINESS:**

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

Ms. Micklos reported that:

- ▶ Last meeting was on Monday February 4<sup>th</sup>
- ▶ Students in the Machine Technology and Electronics department put together a robot named "HELEN", which will travel to some of the events in which the students participate. "HELEN" stands for **Handy Electronic Learning Electronic Network**.
- ▶ Students attended SKILLS USA competition in Allentown in which 37 awards were given to MCTI students. Thirteen of those awards were presented to Pleasant Valley students. Three students from MCTI received \$10,000 scholarships.
- ▶ Pocono Mountain School District passed their 2008-2009 school calendar.
- ▶ Ms. Moyer has presented the MCTI 2008-2009 Budget to the JOC which reflects a 7% increase. Ms. Moyer will be presenting the Budget to the school districts in the near future.

- ▶ There are approximately 250 students enrolled in the Spring Adult Education Program.
- ▶ The new Pharmacy Tech Program enrollment is about at capacity.

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

Mr. Hinton reported that the next scheduled Board meeting is February 27, 2008 at 7:30 pm.

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

No report.

**ADMINISTRATIVE REPORTS: Dr. Douglas Arnold**

Second Reading \*

- Policy #121 – Field Trips
- Policy #702 – Gifts, Grants and Donations
- Policy #300 – Ethical Behavior of School Administrators
- Policy #400 – Ethical Behavior of Professional Staff
- Policy #500 – Ethical Behavior of Classified Staff

*\*These policies will be recommended for approval at the February 28, 2008 Board Meeting.*

First Reading \*

- Policy #140 – Charter Schools
- Policy #246 – Student Wellness
- Policy #406 – Employment of Summer School Staff
- Policy #505 – Employment of Substitute and Short-Term Employees
- Policy #906 – Public Complaints

*\*These policies will be recommended for approval at the March 13, 2008 Board Meeting.*

Linda Micklos motioned; seconded Susan Kresge to approve the School Affiliated Organization named Pleasant Valley Bears Cheerleading Parents Association.

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**Roll Call: 7-0 Carried**

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Dr. Arnold stated that the decorations from the Board Appreciation Night are available in the Board meeting room if anyone is interested in seeing them. He stated that the students and staff did a nice job.

**Other:**

**Personnel and General Administration: Mr. Chris Fisher**

John Sabia motioned; seconded by Harvey Frable to approve items #6.4.1- #6.4.4 and items #6.4.1 - #6.4.5 on addendum #1 with the following revision noted: item #6.4.1.1.1 should read Kathy Parsons and the date is retroactive to 1/7/08. Report is as follows:

| 6.4         | <b><u>Personnel and General Administration</u></b>   | <b><u>February 14, 2008</u></b> |
|-------------|--|---------------------------------|
| 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   | Kathy Parsons was approved for a change of employment status from part-time to full-time bus driver, retroactive to January 7, 2008.   |                                 |
| 6.4.1.1.2   | The following individuals are recommended for the position of part-time bus driver, retroactive to January 16, 2008:   |                                 |
|             | a. Wendy Fisher  |                                 |
|             | b. Cynthia Kossyk  |                                 |
| 6.4.1.1.3   | Robert Siglin was approved for the position of custodian, effective March 2, 2008. His 2007-2008 school year assignment is the high school. (Replacement position for James Conklin)   |                                 |
| 6.4.1.1.4   | Deborah Daly was approved for the position of health room technician, at an annual salary of \$22,810, prorated, effective February 11, 2008. Her 2007-2008 school year assignment is Chestnuthill Elementary School. (Replacement position for Liza LoMonaco) |                                 |
| 6.4.1.1.5   | Substitutes  |                                 |
|             | a. Wayne Hall-Bus Driver, retroactive to 1/28/08   |                                 |
|             | b. Yvette Rodriguez -Transportation Aide/Monitor/Café worker   |                                 |
|             | c. James Tufano -Custodian   |                                 |
| 6.4.1.2     | Professional Staff   |                                 |
| 6.4.1.2.1   | Chestnuthill/Polk Elementary Schools   |                                 |
| 6.4.1.2.1.1 | Heather Gross - BS + 30, Step 1<br>BS, Special Education/<br>Elementary Prorated   | Salary=\$34,800                 |

- 6.4.1.2.2 Tenure  
The following teacher has served Pleasant Valley School District for three (3) years and has been rated as satisfactory. By the provisions of the School Code, he was approved for tenure:

Mark Rehrig

6.4.2 Leaves of Absence

6.4.2.1 Family and Medical Leave

- 6.4.2.1.1 Karen DeNardo, secretary, was approved for Family & Medical Leave, as per Board policy, for approximately seventeen and one-half (17-1/2) days, effective January 29 through February 22, 2008.
- 6.4.2.1.2 Jason Fisher, head maintenance worker, was approved for Family & Medical Leave, as per Board policy, for sixty (60) days, effective September 4, 2007 through November 29, 2007.
- 6.4.2.1.3 John Gesiskie, PVE teacher, was approved for Family & Medical Leave, as per Board policy, for twenty (20) days, effective February 14, 2008 through March 13, 2008.
- 6.4.2.1.4 Jeremy Goff, middle school teacher, was approved for Family & Medical Leave, as per Board policy, for five (5) days, effective January 14 through January 18, 2008.
- 6.4.2.1.5 Jeff Kashner, high school teacher, was approved for Family & Medical Leave, as per Board policy, for four (4) days, effective January 11 through January 16, 2008.

6.4.2.2 Leaves Without Pay (Employees will be responsible for the payment of any benefits the district provides during the period of leave.):

- 6.4.2.2.1 Wanda Bonser, bus driver, was approved for unpaid leave for five (5) days, effective March 3 through March 7, 2008.
- 6.4.2.2.2 The effective date for Barbara Catalano's previously approved unpaid leave should be amended to reflect January 4, 2008, not January 3, 2008.
- 6.4.2.2.3 Katherine Cesare, Eldred monitor, was approved for unpaid leave for two days, effective December 3 and 4, 2007.
- 6.4.2.2.4 Drew Davis, middle school teacher, was approved for unpaid leave for approximately thirty-eight (38) days, effective February 6 through on or about April 9, 2008.
- 6.4.2.2.5 Dino Del Greco, high school monitor, was approved for unpaid leave for three (3) days, effective January 22, 23 and 24, 2008.
- 6.4.2.2.6 Barbara Farrington, PVI cafeteria worker, was approved for unpaid leave for three (3) days, effective March 5, 6 and 7, 2008.
- 6.4.2.2.7 Vicky Garrido, PVE monitor, was approved for unpaid leave for two (2) days, effective January 23 and 31, 2008.
- 6.4.2.2.8 Elizabeth Johnson, PVI monitor, was approved for unpaid leave for five (5) days, effective January 11, 17, 18, 21 and 28, 2008.
- 6.4.2.2.9 Sandra Kaspszyk, Eldred teacher, was approved for unpaid leave for two (2) days, effective April 1 and 2, 2008.
- 6.4.2.2.10 Raymond Krawczyk, middle school monitor, was approved for unpaid leave for two (2) days, effective January 18 and 31, 2008.
- 6.4.2.2.11 The effective date for Melissa William's previously approved unpaid leave should be amended to reflect one (1) day, effective January 31, 2008.
- 6.4.2.2.12 Diana Wojtkowski, PVE teacher, was approved for unpaid leave for two (2) days, effective March 10 and 11, 2008.

6.4.3 Resignation

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

- a. Nirupa (Nisha) Shah, transportation aide, effective January 31, 2008. Ms. Shah wishes to remain on the substitute list for bus driver/transportation aide.

6.4.4 Retirement

Approval was granted to accept the letters of retirement from the following employees:

- a. Barbara Holden, PVE teacher, effective the end of the 2007-2008 school year. Ms. Holden wishes to remain on the substitute teacher for elementary art, in the event of an emergency substitute shortage.
- b. Rose Kwolek, middle school guidance counselor, effective June 30, 2008.

- c. Marcia Schmidt, PVI special education teacher, effective the conclusion of the 2007-2008 school year.

6.4 **Personnel and General Administration – Addendum #1** **February 14, 2008**

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 The following individuals were approved for the position of part-time para-professional associate, at an annual salary of \$19,250, prorated:

| NAME             | BUILDING  | EFFECTIVE DATE    |
|------------------|---|-------------------|
| Florence Fludd   | Polk, New Position                                | March 3, 2008     |
| Angenete Marbury | Polk, New Position                                | February 19, 2008 |
| Nicole Maxey     | PVE, Replacement Position for Elizabeth Valentine | February 19, 2008 |

6.4.1.1.2 Security

- a. Gary Snyder approval was granted for the position of casual security officer, at an hourly rate of \$10.00.

6.4.1.1.3 Substitutes

- a. Liza Lo Monaco - Health Room Technician
- b. Nancy Silva - Cafeteria Worker/Monitor
- c. Kim Dieter - Secretary

6.4.2 Leaves of Absence

6.4.2.1 Family & Medical Leave

6.4.2.1.1 Tara Bunchalk-Orefice, middle school teacher, was approved for family & medical leave, as per Board policy, effective on or about April 2, 2008 through April 30, 2008.

6.4.2.1.2 Ruth Frable, bus driver, was approved for family & medical leave, as per Board policy, for forty-one and one-half (41-1/2 days) effective January 28, 2008 through April 2, 2008.

6.4.2.1.3 Jessica Henninger, PVE teacher, was approved for family & medical leave, as per Board policy, for approximately forty-eight (48) days, effective on or about April 7, 2008 through the conclusion of the 2007-2008 school year.

6.4.2.1.4 Teresa Weinman, PVE teacher, was approved for family & medical leave, as per Board policy, for six (6) days, effective January 22 through January 29, 2008.

6.4.2.2 Sabbatical Leave of Absence

6.4.2.2.1 Teresa Weinman, PVE teacher, was approved for sabbatical leave, effective for the 2<sup>nd</sup> semester of the 2007-2008 school year.

6.4.2.3 Leaves Without Pay (Employees will be responsible for the payment of any benefits the district provides during the period of leave.):

6.4.2.3.1 Colleen Dans, transportation aide, was approved for unpaid leave for two (2) days, effective February 19 and 20, 2008.

6.4.2.3.2 Elsa Henn, high school monitor, was approved for unpaid leave for one (1) day, effective February 5, 2008

6.4.2.3.3 Raymond Krawczyk, middle school monitor, was approved for unpaid leave for the following two (2) days, effective February 6 and February 11, 2008.

6.4.2.3.4 Fern Smith, Chestnuthill cafeteria worker, was approved for unpaid leave for five (5) days, effective April 7 through April 11, 2008.

6.4.2.3.5 Diana Wojtkowski, PVE teacher, was approved for unpaid leave for one (1) day, effective March 6, 2008.

6.4.3 Termination

Approval was granted for employee #TRA02142008 to be terminated.

6.4.4 Resignation

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

- a. Timothy J. O'Connor, Chestnuthill Special Education Teacher, effective May 7, 2008, or sooner, depending upon release.

6.4.5 Retirement

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

- a. Dan Wunder, PVE Principal, effective September 5, 2008.

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**Roll Call: 7-0 Carried**

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

Charles Hoffman motioned; seconded by Susan Kresge to approve the following requests for facility usage:

**6.5.7 Facilities – Mr. Christopher Fisher, Mr. James Percey**

6.5.7.1 Facility Use Requests: 7

- |           |                    |   |
|-----------|--------------------|---|
| 6.5.7.1.1 | Organization       | West End Dance Academy  |
|           | Facility Requested | High School New Auditorium  |
|           | Purpose            | Dance Recital   |
|           | Dates/Times        | May 30, 2008, Friday, 6:00 pm -10:00 pm, Dress Rehearsal<br>May 31, 2008, Saturday, 2:00 pm – 6:00 pm, Dress Rehearsal<br>June 1, 2008, Sunday, 1:00 pm – 4:00 pm and 6:00 pm – 10:00 pm<br>Dance Recital |
|           | Requestor          | Mary Louise Behrends  |
|           | Attendance         | 600   |
|           | Tuition            | \$8.00  |
|           | Fee by District    | Class 4, All Appropriate Custodial & Security Fees Apply  |
| 6.5.7.1.2 | Organization       | West End Soccer League  |
|           | Facility Requested | JCM Cafeteria   |
|           | Purpose            | Soccer League Registration  |
|           | Dates/Times        | April 2 and 3, 2008, Saturday and Sunday, 8:00 am – 2:00 pm   |
|           | Requestor          | Brett Moyer   |
|           | Attendance         | 600 Total   |
|           | Tuition            | None  |
|           | Fee by District    | Class 3, All Appropriate Custodial & Security Fees Apply  |
| 6.5.7.1.3 | Organization       | West End Soccer League  |
|           | Facility Requested | Polk Field Area Behind School, PVE Westside Field - Outfield  |
|           | Purpose            | Soccer Practice and Games   |
|           | Dates/Times        | July 12, 2008 – November 15, 2008, Monday - Friday, 8:00 am – Dark<br>(5:00 pm – Dark When School is in Session)<br>Saturday and Sunday, 8:00 am - Dark   |
|           | Requestor          | Brett Moyer   |
|           | Attendance         | 300   |
|           | Tuition            | None  |
|           | Fee by District    | Class 3, All Appropriate Custodial & Security Fees Apply  |
| 6.5.7.1.4 | Organization       | West End Soccer League  |
|           | Facility Requested | Middle School Gymnasium   |
|           | Purpose            | Award Ceremony  |
|           | Dates/Times        | November 8, 2008, Saturday, 9:00 am – 12:00 pm  |
|           | Requestor          | Brett Moyer   |
|           | Attendance         | 300   |
|           | Tuition            | None  |
|           | Fee by District    | Class 3, All Appropriate Fees Custodial & Security Fees Apply   |
| 6.5.7.1.5 | Organization       | West End Soccer League  |
|           | Facility Requested | Middle School Gymnasium   |
|           | Purpose            | Picture Day   |
|           | Dates/Times        | September 7, 2008, Sunday, 11:00 am – 5:30 pm   |
|           | Requestor          | Brett Moyer   |
|           | Attendance         | 1000  |
|           | Tuition            | None  |
|           | Fee by District    | Class 3, All Appropriate Custodial & Security Fees Apply  |
| 6.5.7.1.6 | Organization       | West End Rotary   |
|           | Facility Requested | High School Cafeteria   |
|           | Purpose            | 5K Race   |
|           | Dates/Times        | May 18, 2008, Sunday, 7:00 am – 11:00 am  |

|           |                    |  |
|-----------|--------------------|--|
|           | Requestor          | Jim Mannello   |
|           | Attendance         | 100  |
|           | Tuition            | \$15.00  |
|           | Fee by District    | Class 3A, All Appropriate Custodial & Security Fees Apply          |
| 6.5.7.1.7 | Organization       | Mountain Militia Wrestling Club                                    |
|           | Facility Requested | Wrestling Room   |
|           | Purpose            | Wrestling Club   |
|           | Dates/Times        | March 10, 2008 – June 28, 2008, Monday – Thursday, 5:45 pm-8:15 pm |
|           | Requestor          | Mark Getz  |
|           | Attendance         | 50-75 kids   |
|           | Tuition            | \$175.00 - \$200.00  |
|           | Fee by District    | Class 3, All Appropriate Custodial & Security Fees Apply           |

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**Roll Call: 7-0 Carried**

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Informational Items included:

- ▶ District Events List
- ▶ Metal Detector Report

**Food Services: Ms. Bonnie Grammes**

No report.

**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 Rissmiller**

No reports.

**SECONDARY DIVISIONS:**

**Pleasant Valley Middle School - Mr. Howard Drake**

John Sabia motioned, seconded by Susan Kresge to approve the 2008-2009 Pleasant Valley Middle School Program of Studies.

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**Roll Call: 7-0 Carried**

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

Susan Kresge motioned; seconded by H. Charles Hoffman to approve items #6.10.2-#6.10.4; items #6.10. 5.1 -2 on addendum #1 and items #6.10.6.1-2 on addendum #2 with one deletion noted: item #6.10.1 on the Business Report was deleted. Report is as follows:

|        |   |                          |
|--------|---|--------------------------|
| 6.10   | <u>Business Management</u>  | <u>February 14, 2008</u> |
| 6.10.1 | Deleted   |                          |
| 6.10.2 | Approval was granted to advertise for the following items:  |                          |
|        | Aluminum Ornamental Fencing   |                          |
|        | General Office Supplies   |                          |
|        | Office/Classroom Furniture  |                          |
|        | Audio Visual Supplies and Equipment   |                          |
|        | Janitorial Supplies and Equipment   |                          |
|        | Musical Instruments   |                          |
| 6.10.3 | Approval was granted to purchase the most current Pennsylvania Department of Revenue Taxpayer Information for use in the collection of the Earned Income Tax. Total cost will be \$240 for five (5) cds. Each township will contribute toward the purchase. |                          |
| 6.10.4 | Approval was granted to make the following payment from the Capital Reserve Fund:   |                          |
|        | Rohrer Bus Sales  |                          |
|        | Seven (7) 2009 model 72-passenger school buses  |                          |

As per bid

\$582,757.00

**6.10 Business Management - Addendum #1 February 14, 2008**

6.10.5 Supplement

- 6.10.5.1 It is recommended that the attached REVISED Resolution pertaining to the refinancing of the Monroe County Area Vocational-Technical School Authority Series of 2001 Revenue Bonds be approved. The savings will be not less than \$140,000 (approximately 2%).
- 6.10.5.2 It is recommended that the filing of a petition with the Court of Common Pleas be approved. The petition seeks to allow for a millage increase above the index for the purpose of the implementation of a Court or Administrative Order. This approval would be retroactive to February 7, 2008. The value of the exception is \$913,769.16.

**6.10 Business Management - Addendum #2 February 14, 2008**

6.10.6 Supplement

- 6.10.6.1 Approval was granted for the Petition to be filed with Court of Common Pleas of Monroe County on February 7, 2008 be withdrawn effective February 13, 2008.
- 6.10.6.2 Approval was granted for the request of a minimum six (6)-month extension from the Pennsylvania Department of Education for the filing of PlanCon Part J - Final Completion Report, for the High School Project.

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**Roll Call: 7-0 Carried**

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

**Pleasant Valley School Directors:**

- ▶ John Sabia asked Mr. Fisher about the monitoring wells that may be required for the sewage treatment facility upgrade. Mr. Fisher stated there was nothing official at this point.
- ▶ Charles Hoffman thanked the people involved in the Hall of Fame presentation in which his father was inducted.

**Pleasant Valley Citizens:**

None

**Adjournment:**

There being no further business to come before the Board, President MiChelle Palmer asked for a motion to adjourn: Charles Hoffman motioned, seconded by John Sabia to adjourn the meeting at approximately 8:17 PM.  
Carried

**NEXT SCHEDULED MEETING: February 28, 2008 AT 8:00 PM, District Office**

Respectfully submitted,

Donna Les  
Board Secretary

Linda Zeliznik  
Board Recorder