

PLEASANT VALLEY SCHOOL DISTRICT
Board of Education Meeting
February 28, 2008

Board Approved March 13, 2008

Excellence in Education: A Community Commitment

The regular meeting of the Pleasant Valley School District Board of Education was called to order by President MiChelle Palmer, on Thursday, February 28, 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:

Board Attendees:	President MiChelle Palmer	Harvey Frable	Ryan Hinton
	Vice-President Tom Murphy	H. Charles Hoffman	Linda Micklos
	Treasurer Russ Gould	Susan Kresge	John Sabia
Board Absentees:	None		
Administrative Attendees:	Dr. Arnold, Mr. Fadule, Ms. Rissmiller, Ms. Les, Ms. Zeliznik, Mr. C. Fisher, Ms. Kotzmann, Ms. Caines, Ms. Derr, Ms. Franco, Ms. Grammes, Mr. Gress, Mr. Heath, Mr. Hines, Mr. Krebs, Dr. Lesisko, Ms. McMasters, Mr. Meinhart, Ms. Metz, Mr. Pierri, Mr. Rushefski, Mr. Scott, Mr. Stefani, Ms. Tartar, Mr. Wunder, Mr. Ken Newman		
Solicitor:	Mr. Daniel Corveleyn		

President MiChelle Palmer announced Notification of Executive Sessions as follows

- ▶ February 28, 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

GOOD NEWS REPORTS:

Polk/Eldred: Ms. Penny Derr, Principal

Ms. Derr, Mr. Krebs and Ms. Tough presented the Giving Back to the Community events that have taken place at Polk and Eldred. These events included:

- ▶ A Thanksgiving Food Drive in November, which fed 11 families;
 - ▶ A Change for Change Fundraiser in December, which helped 6 families;
 - ▶ A Toys for Tots campaign in December;
 - ▶ A February Food Drive;
 - ▶ A Used Book Drive.
 - ▶ Ms. Tough stated that the Knitting Club is still going strong for 3rd and 4th graders, who are making lap blankets for the seniors at Mrs. Bush's Home. Ms. Address is the advisor for the club.
 - ▶ Previously, a parent donated \$500 towards new books for Eldred Elementary.
 - ▶ Another parent donated an interactive white board along with electronic computer-aided activities to Polk Elementary.
 - ▶ Wachovia Bank offers a program where they promote guest readers in school. They donated books for students in grades K-2.
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- ▶ Four students from both elementary schools read essays they wrote on what community service means to them. A plaque was awarded to each student for their outstanding essays.

Susan Kresge commented that community service is an important part of our commitment to the community, and our high school graduation projects should also focus on community service.

High School: Mr. John Gress, Principal

Mr. Gress tabled his presentation until next meeting.

OTHER:

MCTI 2008-2009 Budget Presentation

Ms. Moyer, Director of Monroe County Vo-Tech Institute and Ms. Shelia White, Business Manger, presented the 2008-09 Operating Budget. The budget proposal included a 7.28% increase from last year. Ms. Moyer highlighted the services offered by MCTI and its mission. Ms. Moyer provided a handout, which gave a complete breakdown of the budget proposal.

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

Ryan Hinton motioned; seconded by John Sabia to approve the minutes of the meeting held on Thursday, February 14, 2008 as per the attached copy.

Roll Call: Voice Vote - 9-0 Carried

TREASURER'S REPORT: Mr. Russ Gould

Tom Murphy motioned; seconded by H. Charles Hoffman to approve the Accounts Payable 2/15/08 - 2/28/08 as per the attached copies.

- ▶ Mr. Hoffman asked if check #00181446 was for a bus. Ms. Les stated it was for the repairs to buses.

Roll Call: -0 Carried

OLD BUSINESS:

Solicitor: Mr. Gerard Geiger, Mr. Daniel Corevelyn

No report.

OTHER

No reports.

NEW BUSINESS:

Monroe Career and Technical Institute: Ms. Linda Micklos

No report.

Colonial Intermediate Unit 20: Mr. Ryan Hinton

Mr. Hinton reported that the last meeting of the Colonial Intermediate Unit Board was held on February 27th. Mr. Hinton distributed the January and February edition of "The Twenty". The next meeting of the IU Board is scheduled for March 26th at 7:30 pm.

PSBA Liaison Report: Ms. Susan Kresge

Ms.Kresge reported that:

- ▶ The Department of Health has proposed changes to the immunization requirements.
- ▶ PSBA continues to urge school boards to adopt the sample resolution which opposes the State's Board of Educations' plans to amend the Chapter 4 regulations.

Student Representative: Jessica Rizzo or Lukas Miedreich

No report.

ADMINISTRATIVE REPORTS: Dr. Douglas C. Arnold

Enrollment

Dr. Arnold stated efforts are still being made towards more accurate enrollment figures. Overall, enrollment numbers are down from last year and we are tracking our student population. This is an important piece of our enrollment; since the cost of consumables impacts our district. These items are not reusable for new students.

Dr. Arnold stated that he wrote an article for a newsletter on transiency and will share that with the school board members.

John Sabia motioned; seconded by Harvey Frable to approve the following policy revisions:

- 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

- ▶ Tom Murphy had some concerns over Policy #702; some minor revisions will be added at his request.

Roll Call: 9-0 Carried

Second 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.*

First Reading *

- Policy #916 - School Volunteers**

**This policy will be recommended for approval at the March 27, 2008 Board Meeting.*

Other:

Tom Murphy motioned; seconded by Charles Hoffman to approve the homebound instruction requests as follows:

High School

ID#	Reason
203601	Medical, retroactive to January 22, 2008
204014	Expulsion, retroactive to January 23, 2008
204391	Medical, retroactive to January 31, 2008
202275	Expulsion, retroactive to February 4, 2008
204406	Medical, retroactive to February 5, 2008
202765	Medical, retroactive to February 6, 2008
203574	Medical, retroactive to February 13, 2008
100806	Medical, retroactive to February 15, 2008

Roll Call: 9-0 Carried

Presentation to Ms. Donna Les, Business Manager

Dr. Arnold presented a certificate of renewal to Ms. Les from the Board of Directors of PASBO as a Pennsylvania Registered School Business Administrator. A press release will be sent out.

Recognition of PVSD from Big Brothers Big Sisters of the Bridge

A certificate was given to Ms. Palmer from the Big Brothers Big Sisters of the Bridge for the school district’s support of the organization.

Monroe County Conservation District

Ms. Judi Hartzler, teacher at PVE, has been selected as Monroe County Conservation Educator of the Year for 2007. She will be honored at a dinner on March 28th at the Stroudsmor Inn.

Amy Braxmeir and Shelly Franco, both assistant principals, just completed unit one of the grow component of PA Inspired Leadership.

Governor Pat Browne’s office sent certificates of appreciation to each board member in recognition of School Board Appreciation Month – January.

Dr. Arnold received a letter from PVEN thanking the district for their generous donations. Dr. Arnold stated that the district collected over \$1600, which was divided between both West End food kitchens. The food drive also netted 111 boxes of food.

Mr. Wunder, United Way representative, announce that the district contributed over \$21,000, a new record. The district received the Shining Star Award.

Personnel and General Administration: Mr. Anthony Fadule

Tom Murphy motioned; seconded by Susan Kresge to approve item #6.4.1- #6.4.3 on pages 32 & 33; item #6.4.1- #6.4.4 on addendum #1 and item #6.4.1-#6.4.2 on addendum #2. The following revisions are noted: #6.4.1.3.1 on addendum #1, salary should read \$41,500 and item #6.4.2.2.5 on addendum #1 the dates should be 2/21 & 2/25/08. Report is as follows:

6.4	<u>Personnel and General Administration</u>	<u>February 28, 2008</u>
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	
a.	Georgia Schaffer-	Cafeteria Worker
b.	Donna Szeliga -	Cafeteria Worker/PPA
6.4.2	Leaves of Absence	
6.4.2.1	Family and Medical Leave	
6.4.2.1.1	Carol Garcia, Chestnuthill Elementary School paraprofessional associate, was approved for Family & Medical Leave, as per Board policy, for approximately fourteen (14) days, effective February 26, 2008 through March 14, 2008.	
6.4.2.1.2	Evan Reese, PVI teacher, was approved for Family & Medical Leave, as per Board policy, for approximately twenty-eight (28) days, effective March 25, 2008 through May 1, 2008.	
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 Vicky Garrido, PVE monitor, was approved for unpaid leave for one (1) day, effective February 11, 2008.
 - 6.4.2.2.2 Carol Kearns, high school monitor, was approved for unpaid leave for five (5) days, effective March 3 through March 7, 2008.
 - 6.4.2.2.3 Kristen Keller, Polk Elementary School cafeteria worker, was approved for unpaid leave for one-half (.5) day, effective February 15, 2008.
 - 6.4.2.2.4 Christine Koflanovich, middle school monitor, was approved for unpaid leave for approximately forty-six and one-half (46-1/2) days, effective January 23, 2008 through April 8, 2008.
 - 6.4.2.2.5 Patricia Rubelowsky, PVE PPA was approved for unpaid leave for one (1) day, effective February 29, 2008.
 - 6.4.2.2.6 William Shiner, middle school custodian, was approved for unpaid leave for one (1) day, effective February 13, 2008.
 - 6.4.2.2.7 Dolores Warnken, high school monitor, was approved for unpaid leave for one (1) day, effective February 14, 2008.
 - 6.4.2.2.8 Karen Verhage, PVI monitor, was approved for unpaid leave for one (1) day, effective February 8, 2008.
- 6.4.3 Retirement
Approval was granted to accept the letter of retirement from the following employee:
- a. Linda Weiss, PVE teacher, effective the end of the 2007-2008 school year.

6.4 **Personnel and General Administration - Addendum #1** **February 28, 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 bus driver:
 - a. Katie Alicea, retroactive to February 13, 2008
 - b. Michael Walters, retroactive to February 20, 2008
 - c. Valerie Dorn, retroactive to February 20, 2008
 - 6.4.1.1.2 Amanda Stecko were approved for a change of employment status from part-time to full-time transportation aide, retroactive to February 20, 2008.
 - 6.4.1.1.3 Angenette Marbury's, Polk Elementary School paraprofessional associate, effective date of hire is February 25, 2008.
 - 6.4.1.1.4 Substitutes
 - a. Danielle Baclawski - PPA
 - b. Patricia Benoit - Secretary
 - 6.4.1.2 Professional Staff
 - 6.4.1.2.1 High School
 - 6.4.1.2.1.1 Michele Vadelund - BS + 18, Step 1
BS, Management Salary=\$34,800
Cedar Crest College Prorated
Business/Computer Certification,
Delaware Valley College
(Replacement Business/Computer Teacher for Adam Whisel, effective March 3, 2008)
 - 6.4.1.2.2 Substitutes
 - a. Ann Behringer -School Nurse, retroactive to 10/18/2007
 - 6.4.1.3 Administration
 - 6.4.1.3.1 Nelia Marcheski was approved for the Act 93 position of Access Coordinator at an annual salary of \$41,500, prorated, effective March 17, 2008. (New Position)
- 6.4.2 Leaves of Absence
 - 6.4.2.1 Family and Medical Leave
 - 6.4.2.1.1 Elliott Castillo, middle school custodian, was approved for Family & Medical Leave, for seven (7) days, effective February 4 through February 12, 2008.
 - 6.4.2.1.2 Karen Rice, bus driver, was approved for Family & Medical Leave, for sixty (60) days, effective November 21, 2007 through on or about March 10, 2008.
 - 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 Jeanne Bizousky, PVI monitor, was approved for unpaid leave for four (4) days, effective April 1 through April 4, 2008.
- 6.4.2.2.2 Patricia Cambria, PVI cafeteria worker, was approved for unpaid leave for two (2) days, effective February 19 and 20, 2008.
- 6.4.2.2.3 Barbara Catalano, bus driver, was approved for an extension of her unpaid leave, effective March 13, 2008 through April 25, 2008.
- 6.4.2.2.4 Raymond Krawczyk, middle school monitor, was approved for unpaid leave for one (1) day, effective February 26, 2008.
- 6.4.2.2.5 Vassiliki Theodoropoulos, PVI PPA, was approved for unpaid leave for two (2) days, effective February 21 and 25, 2008.
- 6.4.2.2.6 Cindy Walters, high school monitor, was approved for unpaid leave for two (2) days, effective February 19 and 20, 2008.

6.4.3 Resignation

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

- a. Tammy Cannon, PVI monitor, effective March 7, 2008. Ms. Cannon wishes to remain on the substitute list for monitor.
- b. George Donadi, high school assistant principal, effective April 25, 2008, or sooner, depending upon release.
- c. Katie Alicea, from the position of full-time transportation aide, effective February 12, 2008. Ms. Alicea wishes to remain on the substitute transportation aide list.

6.4.4 Retirement

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

- b. Connie Moretz, Polk reading specialist, effective the end of the 2007-2008 school year.

6.4 **Personnel and General Administration - Addendum #2** **February 28, 2008**

6.4.1 Hiring of Personnel (The hiring of all personnel is pending receipt of all required paperwork)

6.4.1.1 Professional Staff

High School was approved for high school winter school:

Name	Course	Stipend
Melissa Ruschak	Graduation Project	.5 credit course (One 15 hour session)
Jamie Hyde	Graduation Project	Two .5 credit course (Two 15 hour sessions)
William Kozicki	English	1 credit course (One 30 hour session)
Barbara Arroyo	English	1 credit course (One 30 hour session)
Bernadette Fierro	English	1 credit course (One 30 hour session)
Mark Johnson	Mathematics	1 credit course (One 30 hour session)
Jillian Bruch	Mathematics	1 credit course (One 30 hour session)
Ed Slatky	Mathematics	1 credit course (One 30 hour session)
Andrew Witinski	Mathematics	1 credit course (One 30 hour Session)
Pete Pappalardo	Science	1 credit course (One 30 hour session)
Social Studies	Jason Robbins	1 credit course (One 30 hour session)

6.4.1.2 Support Staff

- 6.4.1.2.1 Cynthia Kossyk was approved for a change of employment status from part-time to full-time bus driver, retroactive to February 19, 2008.

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 Christie Fleming, PVE cafeteria worker, was approved for unpaid leave for one (1) day, effective February 25, 2008.
- 6.4.2.1.2 Raymond Krawczyk, middle school monitor, was approved for unpaid leave for one (1) day, effective March 6, 2008.

- 6.4.2.1.3 Mary Ann Scott, bus driver, was approved for unpaid leave for two (2) days, effective March 11 and 13, 2008.
- 6.4.2.1.4 William Shiner, middle school custodian, was approved for unpaid leave for one (1) day, effective February 22, 2008.

Roll Call: 9-0 Carried

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

Susan Kresge motioned; seconded by John Sabia to approve item #6.5.1 as follows:

6.5 Professional & Support Services February 28, 2008

- 6.5.1 For Approval
 - 6.5.1.1 Spring 2008 Assistant Coaching Positions
 - 6.5.1.1.1 Jr. High Track - Jonathan Clouser
 - 6.5.1.1.2 Jr. High Track - Janel Semmel
 - 6.5.1.2 Spring 2008 Volunteer Coaching Positions
 - 6.5.1.2.1 Jr. High Track - Drew Davis
 - 6.5.1.2.2 Varsity Track - Kyle Bonser
 - 6.5.1.2.3 Girls' Varsity Soccer - Jenna Heffelfinger

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

Cyber Academy

Ms. Geary-Rissmiller and Mr. Fisher distributed documentation along with presenting a PowerPoint regarding a proposal to create the Pleasant Valley Cyber Academy. They shared the concerns that the district presently has and the current budget costs to the district for cyber school students. There are presently 176 Pleasant Valley students who attend cyber/charter schools. After a question and answer session for the Board, the following action took place:

Russ Gould motioned; seconded by John Sabia to approve a contract with VLN Partners, not to exceed \$30,000, for Cyber School Services for the 2008-09 school year, pending review of the contract by our solicitor.

- ▶ Harvey Frable had concerns over the enrollment report numbers and the cyber school numbers not matching.

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

Mathematics: Mr. John Rushefski, Ms. Carole 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

Mr. Gress's report was informational and included the enrollment report.

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

John Sabia motioned; seconded by H. Charles Hoffman to approve items #6.10.1-#6.10.6 on pages 51 & 52 and item #6.10.9.1 on addendum #1 with one revision noted, item #6.10.4, the removal of all reference to School Library Tax in the sentence. Report is as follows:

6.10	<u>Business Management</u>	<u>February 28, 2008</u>
6.10.1	Approval was granted for the Cafeteria Accounts Payable for January 2008 be approved for payment. Total amount: \$151,997.20.	
	Approval was granted for the Cafeteria Bills Payable for February 2008 be approved for payment. Total amount: \$109,281.53.	
6.10.2	Student Activity Accounts – for informational purposes	
	Beginning Balance, 1/1/08	\$333,819.23
	Revenue	25,633.87
	Expenditures	72,076.72
	Ending Balance, 12/31/07	\$287,376.38
6.10.3	District Investment Report -- Attachment	
6.10.4	Approval was granted to refund the 2007 school property tax paid on property #06/10A/1/37. This property owner received a veteran's exemption effective July 6, 2007. Total amount of taxes to be refunded: \$2,074.45 in school property tax.	
6.10.5	The following invoices were approved for payment from the bond fund indicated:	
	2006 Bond Fund	
	Quad Three Group	\$12,461.25
	Middle School Project	
	Quad Three Group	2,662.00
	Middle School Project	
	Quad Three Group	3,250.00
	Athletic Field Project	
	Total	\$18,373.25
	1996 Bond Fund	
	Quad Three Group	\$4,350.00
	Wastewater Plant Project	
	Total	\$4,350.00
6.10.6	The following bid awards were approved:	
	Fall Athletic Supplies and Equipment	
	Arc Sports	\$897.60
	Bethlehem Sporting Goods	2,550.78
	Collins Sports Medicine	265.51
	Coplay Sporting Goods	203.50
	Garden State Tees	2,948.45
	Henry Schein, Inc.	386.02
	Kelly Sports Ltd.	4,472.60

Longstreth	95.95
Medco	1,283.30
Passon's Sports	91.44
Porta Phone	600.00
Riddell	1,248.39
School Health	85.92
Sportsmans	6,525.45
Triple Crown Sports	1,711.20
Total	\$23,366.11

6.10 Business Management - Addendum #1 February 28, 2008

6.10.9 Supplement

6.10.9.1 The following invoices were approval for payment from the Pleasant Valley High School Courtyard Fund. Checks will only be issued when sufficient funds are available.

Saylorsburg Lumber	\$1,595.00
Lumber for benches	
Sugar Hollow Farm	175.00
Mulch	
Saylorsburg Lumber	572.50
Assorted lumber	
Kim Economy	209.20
Reimbursement for supplies	
Jason Smith	640.00
Garden bridge and materials	
Robert Young	94.45
Reimbursement for supplies	
Total	\$3,286.15

- ▶ Sue Kresge asked about the High School courtyard account if it had sufficient funds to begin issuing checks.
- ▶ Charles Hoffman asked for further explanation of 6.10.4. Ms. Les explained that the property owner received a veteran's exemption effective July 6, 2007 from the state due to financial hardship.

Roll Call: 9-0 Carried

Solicitor: Mr. Daniel Corveleyn, Mr. Gerard Geiger

No report.

Pleasant Valley School Directors:

- ▶ Sue Kresge stated she had a flute and music stand available to anyone who may need it.
- ▶ Sue Kresge wished good luck to t the teachers who will be retiring.

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 9: 45 PM.

Carried

NEXT SCHEDULED MEETING: March 13, 2008 AT 8:00 PM, District Office

Respectfully submitted,

Donna Les
Board Secretary

Linda Zeliznik
Board Recorder