SCHUYLKILL VALLEY SCHOOL DISTRICT
929 Lakeshore Drive
Leesport, PA 19533-8631

MINUTES

September 24, 2018

1.0 The Regular Meeting was called to order at 7:02 p.m. by the Board President, Kevin Raudenbush, in the LeRoy K. Seip Memorial Meeting Room of the Schuylkill Valley High School.

1.1 PLEDGE OF ALLEGIANCE TO THE FLAG

1.2 ROLL CALL
Members Present: Paul L. Bendigo, Robert M. Dempsey, Nicoleen M. Kleffel, Linda R. Lash, Jay R. Melvin, George H. Mertz III, G. Dane Miller, Kevin Raudenbush, Alfonso F. Rossi

Secretary: Linda R. Lash

Treasurer: Changming Wang

Recording Secretary: Susan A. Christman

Administrative Staff Present: Dr. Cynthia S. Mierzejewski, Michael Billman, Wendy Boarder, Robin Brightbill, Maggie Drake, Dawn Harris, Jeffrey Kerchner, Changming Wang

1.3 APPROVAL OF MINUTES
Moved by George Mertz and seconded by Linda Lash to approve the minutes of the regular meeting of August 27, 2018.

Yeas: Bendigo, Dempsey, Kleffel, Lash, Melvin, Mertz, Miller, Raudenbush, Rossi

Motion passed unanimously.

1.4 EXECUTIVE SESSION
Mr. Raudenbush reported that the Board met in executive session on September 17, 2018, for a personnel matter.

2.0 REPORTS OF OFFICERS AND BOARD REPRESENTATIVES

2.1 PRESIDENT – Kevin Raudenbush
No report.

2.2 SECRETARY – Linda R. Lash
No report.

2.3 BERKS COUNTY I.U. BOARD – Linda R. Lash
Mrs. Lash reported that the BCIU will be hiring a new CFO/COO to replace Mr. Carl Blessing who will be retiring at the end of the school year. Also, there are new requirements for school board members. If you are appointed/elected in the 2018-19 school year you are required to do the new school board training. After this year everyone who is newly elected will be required to do the training. The training is through PDE however the BCIU will be offering courses. The BCIU will also be involved in the school safety grants.
BERKS CAREER AND TECHNOLOGY CENTER – Jay Melvin
Dr. Melvin reported that their next meeting will be held on September 26, 2018.

TAX COLLECTION COMMITTEE – Paul L. Bendigo
Mr. Bendigo reported that their next meeting will be held on September 27, 2018 at 6 p.m.

PA SCHOOL BOARDS ASSOCIATION LIAISON – Linda R. Lash
Mrs. Lash reported that the PASA-PSBA School Leadership Conference will be held on October 17-19, 2018. She will be representing the Board as our voting delegate. Mrs. Lash and Dr. Mierzejewski will be attending the sessions and she urged other Board members to attend. She also noted that Sen. Argall sent correspondence regarding the Safe2Say Something program. This legislation added flexibility for school districts to hire professionals to focus on students’ mental health i.e., social workers, school psychologists and guidance counselors. Another requirement is that all employees will be required to have three hours of training every five years on school safety. There is $50 million in funding for the initiative and no school will receive less than $25,000. The funding deadline for the application is October 12, 2018. Pending proposals currently include Senate Bill 1065 which states that it will make sure there is recurring revenue for school safety initiatives. Senate Bill 1165 looks at securing and evaluating juveniles charged with making terroristic threats. Senate Bill 1181 requires that each student receive a depression screening along with their required physical exam in 6th and 11th grade.

PERSONS WHO WISH TO ADDRESS THE BOARD
Mrs. Kelly Myers, Leesport resident, representing the elementary school SV PTO as their president, asked for approval from the Board regarding an electronic LED sign for the elementary school similar to what the high school is currently using. The PTO has received approval from Mr. Crills and Mrs. Rhoads. This will replace the current sign however more voltage will need to be added to the site but the PTO would cover the cost of this. Mr. Raudenbush asked what kind of information would be on the sign. Mrs. Myers stated that it would include PTO events and anything related to the elementary school. Dr. Mierzejewski asked if the PTO would need to place this out for bid. Mrs. Boarder stated that if the PTO makes a monetary donation to the school district, the district is responsible to put up the sign. Dr. Mierzejewski asked the PTO to put together a proposal that they can then bring to the Building and Grounds Committee. The Board gave their consensus to have the PTO move forward with the project investigation to bring to the Buildings and Grounds Committee.

BOARD

SUPERINTENDENT

Monthly Reports

The following monthly reports have been provided to the Board:

5.1.1 Enrollment Year-To-Date
5.1.2 Principals’ Reports
5.1.3 Dropout Report

Dr. Mierzejewski asked the Board about the enrollment reports in Item 5.1.1 and does the Board still need the elementary and middle school reports on a monthly basis. Mr. Miller stated that it would be nice to see them at the beginning of the year. Dr. Mierzejewski stated that we would continue with the monthly district enrollment report showing all grade totals, but the elementary and middle school reports would only be provided at the beginning, middle and end of the year.

Right-to-Know Requests

Dr. Mierzejewski noted that she provided a summary spreadsheet of the district’s Right-to-Know requests as information to the Board. Some of the requests do require solicitor attention which involve a cost to the district.
Board Meeting at BCTC in 2019

5.3 Dr. Mierzewski stated that it had been previously discussed about having a Board meeting at the BCTC. The BCTC has confirmed that they are able to host the meeting on Tuesday, March 26, 2019. The schedule would be 5:30 p.m. for dinner; 6:30 p.m. for a tour of the facilities and 7 p.m. for the board meeting.

6.0 POLICY, PERSONNEL AND PUBLIC RELATIONS

Summary of Committee Deliberations – Linda R. Lash

The Policy, Personnel and Public Relations Committee met at 6:30 p.m. on Monday, September 17, 2018, in the Schuykill Valley High School LeRoy K. Seip Memorial Meeting Room. The next meeting of the Committee will be held on Monday, October 15, 2018.

Committee Recommendations for Board Consideration

Be It Resolved, That the Board of School Directors:

6.1 Approves the employment of the following (all elections are contingent upon receipt and district approval of all necessary pre-employment forms, certification, state-mandated physical examinations, clearances, etc.):

6.1.1 Mrs. Conni DeAcosta, Part-Time Non-Certified Special Education Paraprofessional at the Elementary School, 5.75 hours a day at an hourly rate of $10.40, to fill the vacancy created by the transfer of Mrs. Sara Kubacki to the Part-Time Title I Reading Paraprofessional position created by the change of status of Mrs. Melanie LeRoy.

6.1.2 Ms. Georgene Zeiner, Part-Time Non-Certified Special Education Paraprofessional at the Elementary School, 5.75 hours a day at an hourly rate of $10.25, to fill the vacancy created by the resignation of Miss Alayna Hayick.

6.1.3 Increase in hours worked for Ms. Elizabeth Bender, Part-Time Non-Certified Special Education Paraprofessional at the Middle School, from 5.75 hours a day to 6.50 hours a day, due to an increase in student needs.

Board Action: Moved by Jay Melvin and seconded by George Mertz to approve the employment in Items 6.1.1 through and including 6.1.3, as presented.

Yea: Bendigo, Dempsey, Kleffel, Lash, Melvin, Mertz, Miller, Raudenbusch, Rossi

Motion passed unanimously.

6.1.4 Seasonal Game Manager for the 2018-19 school year.

6.1.5 Volunteer Fall Coaching Staff for the 2018-19 school year.

6.1.6 Substitutes for the 2018-19 school year.

6.1.7 Volunteers for the 2018-19 school year.

Board Action: Moved by Jay Melvin and seconded by George Mertz to approve the employment in Items 6.1.4 through and including 6.1.7, as presented.

Yea: Bendigo, Dempsey, Kleffel, Lash, Melvin, Mertz, Miller, Raudenbusch, Rossi

Motion passed unanimously.
6.1.8 Mrs. Lori Shuart, Special Education (Autistic Support) Teacher at the Elementary School, MS+24, Step 9, $69,773 (prorated for actual days worked), to fill the vacancy created by the transfer of Mrs. Melissa Bachman to the newly created Special Education (Life Skills/Learning Support) position at the elementary school, effective pending release from current assignment.

6.1.9 Community aquatics staff for the 2018-19 school year.

6.1.10 Change of co-curricular positions and salaries for 2018-19.

Board Action: Moved by Dane Miller and seconded by George Mertz to approve the employment in Items 6.1.8 through and including 6.1.10, as presented.

Yeas: Bendigo, Dempsey, Kleffel, Lash, Melvin, Mertz, Miller, Raudenbush, Rossi

Motion passed unanimously.

6.1.11 Mrs. Tiffany Rollman, Part-Time Non-Certified Special Education Paraprofessional at the Elementary School, 5.75 hours a day at an hourly rate of $12.36, to fill the vacancy created by the resignation of Miss Alyson Helwig, effective September 18, 2018.

6.1.12 Increase in hours worked for Mrs. Sara Kubacki and Mrs. Diane Rothenberger, Part-Time Non-Certified Reading Paraprofessionals at the Elementary School, from 5.75 hours a day to up to 29.5 hours per week, due to an increase in student needs, effective August 6, 2018.

Board Action: Moved by Linda Lash and seconded by Jay Melvin to approve the employment in Items 6.1.11 and 6.1.12, as presented.

Yeas: Bendigo, Dempsey, Kleffel, Lash, Melvin, Mertz, Miller, Raudenbush, Rossi

Motion passed unanimously.

6.2 Accepts the proposal from eFileCabinet for the annual software fee for the district’s electronic employee file management system in the amount of $741.00.

6.3 Approves the appointment of Dr. Cindy Mierzejewski as the “Safe2Say Something” contact as per Act 44 of 2018. This administrative contact serves in the beginning phase of the program for dissemination of information and uploading additional contacts.

Board Action: Moved by George Mertz and seconded by Jay Melvin to accept the proposal from eFileCabinet for the annual software fee for the district’s electronic employee file management system in the amount of $741.00; and to approve the appointment of Dr. Cindy Mierzejewski as the “Safe2Say Something” contact as per Act 44 of 2018.

Yeas: Bendigo, Dempsey, Kleffel, Lash, Melvin, Mertz, Miller, Raudenbush, Rossi

Motion passed unanimously.

6.4 Approves the second reading and final adoption of Policy 113.3: Screening and Evaluations for Students with Disabilities, as revised.

6.5 Approves the second reading and final adoption of Policy 217: Graduation Requirements, as revised.
6.6 Approves the second reading and final adoption of Policy 249: Bullying/Cyberbullying, as revised.

6.7 Approves the second reading and final adoption of Policy 918: Title I Parent and Family Engagement, as revised.

Board Action: Moved by Dane Miller and seconded by Linda Lash to approve the second reading and final adoption of Policy 113.3: Screening and Evaluations for Students with Disabilities, as revised; and to approve the second reading and final adoption of Policy 217: Graduation Requirements, as revised; and to approve the second reading and final adoption of Policy 249: Bullying/Cyberbullying, as revised; and to approve the second reading and final adoption of Policy 918: Title I Parent and Family Engagement, as revised.

Yeas: Bendigo, Dempsey, Kleffel, Lash, Melvin, Mertz, Miller, Raudenbush, Rossi

Motion passed unanimously.

6.8 Approves the job description for the Director of Human Resources and Communications, and the salary adjustment in the amount of $2,705 for Ms. Robin Brightbill, reflecting the additional responsibilities in the job description, effective October 1, 2018.

6.9 Approves the conference request from Mr. Jeremy Crills, Ms. Lori Messner, Mrs. Marsha Townsend, Mrs. Stephanie Jacobs, Mrs. Elizabeth Schucker, and Mr. Daniel Shuman, to attend the 2018 Keystone State Literacy Association’s 51st Annual Conference from October 26-31, 2018, in State College, PA, at the approximate cost of $4,319.50.

Board Action: Moved by Jay Melvin and seconded by George Mertz to approve the job description for the Director of Human Resources and Communications, and the salary adjustment in the amount of $2,705 for Ms. Robin Brightbill, reflecting the additional responsibilities in the job description, effective October 1, 2018; and to approve the conference request in Item 6.9, as presented.

Yeas: Bendigo, Dempsey, Kleffel, Lash, Melvin, Mertz, Miller, Raudenbush, Rossi

Motion passed unanimously.

6.10 Approve the proposal from Scenario Learning D/B/A Vector Solutions for the annual software fee for the SafeSchools training system, in the amount of $1,420.40, and further, authorizes the Director of Human Resources to execute the proposal.

Board Action: Moved by George Mertz and seconded by Jay Melvin to approve the proposal in Item 6.10, as presented.

Yeas: Bendigo, Dempsey, Kleffel, Lash, Melvin, Mertz, Miller, Raudenbush, Rossi

Motion passed unanimously.

6.11 Other (Old/New Business)
Ms. Brightbill stated that at the beginning of the 2017-18 school year we revised the support staff evaluation. At that point in time it was rolled out to the director level and it was instituted for the evaluation process for that year. As that process was wrapping up it was brought to our attention that the dissemination was not handled according to the school board policy. At that time, we went back to all of the individuals who received that evaluation and asked whether or not they would like to be evaluated on the previous evaluation form until we had time to put some additional measures into place and also revise Policy 313, Evaluation of Employees. Missing from the dissemination process was the review process with the employees and we are not sure
how effectively that was distributed throughout the organization. The other piece to this was that there is an informational item that was supposed to be presented to the Board regarding the revised evaluation and that was missed. Policy 313 is scheduled in the next round of policies to be evaluated and we already have some thoughts to ensure that this process is more transparent and consistent moving forward. One of the items is adding a training piece into the language. The training will be handled shortly with the existing supervisors and directors regarding the evaluation form to make sure they understand the tool and the evaluation process.

Additionally, the policy stipulates a review process with employees. Ms. Brightbill was looking at something similar to a 30-day review period that it’s out to them before any additional revised changes are implemented. One of the suggestions given was to include this in the new hire process which she has already instituted. New hires are now given this document to review during the hire process.

Mr. Miller asked if this was a uniform evaluation tool throughout maintenance, food services and all of the different departments that are affected. Ms. Brightbill stated that was correct. Mr. Miller asked if the supervisors have taken advantage of the new school year to sit down with their staffs and discuss the tool so that employees know what we’re looking for as far as the criteria. Ms. Brightbill answered that she will be sitting down with supervisors and training them on the revised tool and the overall evaluation perspective. She will be asking that they have these conversations and re-disseminate the information. At the point in time this was discovered she did notify all of the impacted individuals of the transition and this will be reiterated through the supervisors. Mr. Miller stated that he believes this is an important piece. Mr. Raudenbush added that the important piece to him is that it’s taken very seriously. This is how we officially provide feedback to our employees and if it’s not taken seriously by the supervisors it’s just not effective. Not every supervisor is good at evaluating employees and it’s something that they need constant training on. Ms. Brightbill stated that the training process will be built into the revised policy. Mr. Mertz asked if there would be written guidelines for supervisors who need assistance with the process and Ms. Brightbill stated they could build this. Mr. Bendigo asked if a mid-term meeting could be added in January where the supervisor sits down with their employees and reviews any deficient areas so the employee has the opportunity to improve on those areas before the end of the rating period. Ms. Brightbill confirmed this could be done. The Board thanked Ms. Brightbill for the information.

7.0 CURRICULUM AND TECHNOLOGY

Summary of Committee Deliberations – Robert M. Dempsey

The Curriculum and Technology Committee met at 7:00 p.m. on Monday, September 17, 2018, in the Schuylkill Valley High School LeRoy K. Seip Memorial Meeting Room. The next meeting of the Committee will be held on Monday, October 15, 2018.

Committee Recommendations for Board Consideration

Be It Resolved, That the Board of School Directors:

7.1 Approves the legal services consultation agreement with Sweet, Stevens, Katz and Williams LLP, for the 2018-19 school year, at a cost of $10,000, to be used for special education matters, and further, authorizes the Director of Special Education to execute the agreement.

Board Action: Moved by Dane Miller and seconded by George Mertz to approve the agreement in Item 7.1, as presented.

Yeas: Bendigo, Dempsey, Kleffel, Lash, Melvin, Mertz, Miller, Raudenbush, Rossi

Motion passed unanimously.
7.2 Approves the contracts with The Art of Sound for high school events scheduled for December 21, 2018, and April 12, 2019, at a cost of $650, and further, authorizes the building principal to execute the agreements.

7.3 Approves the contracts with The Art of Sound for middle school dances scheduled for September 14, 2018; December 7, 2018; February 8, 2019; March 8, 2019; May 10, 2019; and May 31, 2019, at a cost of $250 per dance, and further, authorizes the building principal to execute the agreements.

Board Action: Moved by Linda Lash and seconded by George Mertz to approve the contracts in Items 7.2 and 7.3, as presented.

Yeas: Bendigo, Dempsey, Kleffel, Lash, Melvin, Mertz, Miller, Raudenbush, Rossi

Motion passed unanimously.

7.4 Approves the contract for services with Mrs. Melney Reich for special education services, at a cost of $60 per hour, from September 24, 2018 through June 30, 2019, and further, authorizes the Director of Special Education to execute the contract.

Board Action: Moved by George Mertz and seconded by Jay Melvin to approve the contract in Item 7.4, as presented.

Yeas: Bendigo, Dempsey, Kleffel, Lash, Melvin, Mertz, Miller, Raudenbush, Rossi

Motion passed unanimously.

7.5 Approves the funding for kindergarten and first grade iPads i-Ready for Students Initiative for the purchase of iPads, iPad cases and related equipment, at a cost not to exceed $30,000, to be paid from the Technology Reserve Fund, and further, authorizes the Director of Instructional and Information Technology to execute the purchases.

7.6 Approves the proposal from Berkshire Systems Group, Inc., for the hardware and installation of replacement operating system hard drives for the high school CCTV server, not to exceed $2,120.77, and further, authorizes the Director of Instructional and Information Technology to execute the proposal.

Board Action: Moved by George Mertz and seconded by Jay Melvin to approve the actions in Items 7.5 and 7.6, as presented.

Yeas: Bendigo, Dempsey, Kleffel, Lash, Melvin, Mertz, Miller, Raudenbush, Rossi

Motion passed unanimously.

8.0 BUDGET AND FINANCE

Summary of Committee Deliberations – Jay R. Melvin

The Budget and Finance Committee met at 7:56 p.m. on Monday, September 17, 2018, in the Schuylkill Valley High School LeRoy K. Seip Memorial Meeting Room. The next meeting of the Committee will be held on Monday, October 15, 2018.

Committee Recommendations for Board Consideration

Be ItResolved, That the Board of School Directors:
8.1 Approves/ratifies the payment of bills in the following amounts from August 22, 2018, to September 25, 2018, as presented.

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL FUND</td>
<td>$551,260.52</td>
</tr>
<tr>
<td>CAFETERIA FUND</td>
<td>$46,100.02</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>$597,360.54</td>
</tr>
</tbody>
</table>

Board Action: Moved by George Mertz and seconded by Jay Melvin to approve/ratify the payment of bills in Item 8.1 from August 22, 2018, to September 25, 2018, as presented.

Yeas: Bendigo, Dempsey, Kleffel, Lash, Melvin, Mertz, Miller, Raudenbush, Rossi

Motion passed unanimously.


Board Action: Moved by Jay Melvin and seconded by George Mertz to approve the Treasurer's Report and the Financial Reports for August 2018.

Yeas: Bendigo, Dempsey, Kleffel, Lash, Melvin, Mertz, Miller, Raudenbush, Rossi

Motion passed unanimously.

8.3 In conjunction with closing the 2017-18 financial audit, approves transferring $375,000 from the unassigned fund balance to the technology reserve fund.

Board Action: Moved by Dane Miller and seconded by George Mertz that in conjunction with closing the 2017-18 financial audit, approve transferring $375,000 from the unassigned fund balance to the technology reserve fund.

Yeas: Bendigo, Dempsey, Kleffel, Lash, Melvin, Mertz, Miller, Raudenbush, Rossi

Motion passed unanimously.

8.4 Approves entering into a consortium with Fleetwood Area School District for the Title III grant, with Schuylkill Valley’s share to be $2,568.

Board Action: Moved by Linda Lash and seconded by Jay Melvin to approve entering into a consortium with Fleetwood Area School District for the Title III grant, with Schuylkill Valley’s share to be $2,568.

Yeas: Bendigo, Dempsey, Kleffel, Lash, Melvin, Mertz, Miller, Raudenbush, Rossi

Motion passed unanimously.

8.5 Approves accepting a donation from Mrs. Rozanne Dubee in the amount of $15.00, to be used for the Aquatics Program.

Board Action: Moved by George Mertz and seconded by Jay Melvin to approve accepting a donation from Mrs. Rozanne Dubee in the amount of $15.00, to be used for the Aquatics Program.

Yeas: Bendigo, Dempsey, Kleffel, Lash, Melvin, Mertz, Miller, Raudenbush, Rossi

Motion passed unanimously.
Update on Donation from United Health Group

8.6 A donation was accepted at $1,000 in July, 2018; the district will only be receiving $500.

8.7 Information
Meeting with Herbein & Co. Auditors – 2017-18
October 10, 2018 at 9 a.m. – Administrative Building Conference Room

8.8 Approves accepting a donation of school supplies from Rev. David Blitch and Salem Bellemen's Church.

Board Action: Moved by George Mertz and seconded by Jay Melvin to approve accepting a donation of school supplies from Rev. David Blitch and Salem Bellemen's Church.

Yea: Bendigo, Dempsey, Kleffel, Lash, Melvin, Mertz, Miller, Raudenbush, Rossi

Motion passed unanimously.

9.0 BUILDINGS AND GROUNDS

Summary of Committee Deliberations – Paul L. Bendigo

The Buildings and Grounds Committee met at 7:22 p.m. on Monday, September 17, 2018, in the Schuykill Valley High School LeRoy K. Seip Memorial Meeting Room. The next meeting of the Committee will be held on Monday, October 15, 2018.

Committee Recommendations for Board Consideration

There were no Committee recommendations.

10.0 EXTRACURRICULAR ACTIVITIES

Summary of Committee Deliberations – G. Dane Miller

The Extracurricular Activities Committee met at 8:23 p.m. on Monday, September 17, 2018, in the Schuykill Valley High School LeRoy K. Seip Memorial Meeting Room. The next meeting of the Committee will be held on Monday, October 15, 2018.

Committee Recommendations for Board Consideration

There were no Committee recommendations.

10.1 Other (Old/New Business)
Mr. Miller commented that there was a Panther Pride Stadium Committee meeting on September 20. They are revisiting plans for the field house but at this point they are still in the preliminary stage. Mr. Raudenbush asked if the committee still worked to raise funds and Mr. Miller confirmed that was correct.

11.0 OTHER BUSINESS/GOOD OF THE ORDER

12.0 ADJOURNMENT
Moved by Dane Miller and seconded by George Mertz, there being no further business to come before the Board, the meeting be adjourned.

Yea: Bendigo, Dempsey, Kleffel, Lash, Melvin, Mertz, Miller, Raudenbush, Rossi

Motion passed unanimously.
The meeting was adjourned at 7:45 p.m.

[Signature]
Linda R. Lash, Secretary
Board of School Directors