

PALMERTON AREA SCHOOL DISTRICT

PALMERTON, PA.

July 15, 2008

MINUTES

An executive session was held at 5:30 P.M. concerning personnel/legal matters.

The regularly scheduled meeting of the Palmerton Area School District Board of Directors was held on Tuesday, July 15, 2008, at 7:00 p.m. in the Conference Room of the Central Administration Office. President Bieling presided.

ROLL CALL

Present: Directors Ballard, Bieling, Bollinger, Dwyer, Gasper, Henritz, Pollard, Yeakel
Absent: Director Snyder.

**OTHER
ATTENDANCE**

Carol Boyce, Superintendent, Lisa C. Vignone-Board Secretary, Steven R. Serfass, Solicitor, and representatives from The Times News.

PUBLIC PARTICIPATION:

Susan Arner

- A few months ago when all the things happened with the fall sports positions, we were told the same thing would not happen with spring sports – those positions have not yet been posted; Mrs. Boyce – will meet with athletic director and will move forward with it; posting is an administrative function
- What is the status of the athletic adhoc committee; Mrs. Gasper – not allowed to appoint side committees without a specific purpose and must be for a limited time

Peter Iles

- Last meeting there was discussion regarding naming of building
- How was the name chosen; Director Bieling – 3 names, architect said a name needed to be picked to order the sign; Attorney Serfass – decision is made at construction meeting and ratified at a later meeting
- Official board action is needed
- Is there going to be a tour of the building; Director Gasper – a dedication is being planned
- His son is going to kindergarten there, would like to know if his son will have access to gym, art, music & library
- Construction bond information on website is outdated

George Ashman

- At last month's meeting requested information on graduation rate - has anything happened with that; Mrs. Boyce – will look into it
- With experience in NY state; one of the complaints about PSSA is that the students have no stake in taking the test; Mrs. Boyce – the NY Regents exam is not comparable to PSSA

Anthony Papay

- 2 months ago the question was raised about students in the boro of Palmerton attending Towamensing and who follows up on it; Director Bieling – letter was sent to the individuals who made inquiry; Mrs. Boyce – assured him it will be checked
- What is the policy for hiring coaches; specifically the head coach picking his assistants; Mrs. Boyce – supervisors/administrators make recommendations, board has sole authority to hire all coaches
- Did Michael Snyder include on his resume his job at Jim Thorpe or LCCC

**MINUTES
APPROVED**

Director Ballard moved, seconded by Director Pollard that the Board of Directors of the Palmerton Area School District approve the Minutes of the May 13, 2008 and June 17, 2008 Regular Board Meetings of the Board of Directors. (attachments on file)

Aye Votes: All Directors Present.
Nay Votes: None. Motion Carried.

**FINANCIAL
REPORTS
APPROVED**

Director Dwyer moved, seconded by Director Ballard that the Board of Directors of the Palmerton Area School District approve the following financial reports:

TREASURER'S REPORTS: (attachments on file)

- General Fund, June 30, 2008
- Payroll Fund, June 30, 2008
- Capital Reserve Fund, June 30, 2008
- Construction Fund – 2006, June 30, 2008
- Construction Fund – 2007, June 30, 2008
- Activity Fund, June 1, 2008 – June 30, 2008
- Athletic Fund, June 30, 2008

ACCOUNTS PAYABLE: (attachments on file)

- General Fund, June 18, 2008 – June 30, 2008
- General Fund, July 1, 2008 – July 16, 2008
- Capital Projects Fund, July 16, 2008
- Activity Fund, June 2008
- Athletic Fund, June 2008

Aye votes: All Directors Present.
Nay votes: None. Motion Carried.

**FED FUNDED
ACCTS &
GRANTS
FINANCIAL
REPORTS
APPROVED**

Director Gasper moved, seconded by Director Pollard that the Board of Directors of the Palmerton Area School District approve the federally funded project accounts and grants listed below ending June 2008: (attachments on file)

2007-2008 Accountability Block Grant	2007-2008 I D E A Grant
2007-2008 Drug Free Schools	2007-2008 Project720
2007-2008 Dual Enrollment	2007-2008 Title I
2007-2008 Ed. Assistance Program	2007-2008 Title II, Part A
2006-2007 Environmental Ed Grant	2007-2008 Title V

Aye Votes: All Directors Present.
Nay Votes: None. Motion Carried.

**BUDGET
TRANSFERS
APPROVED**

Director Ballard moved, seconded by Director Dwyer that the Board of Directors of the Palmerton Area School District approve the 2007-2008 budget transfers as listed. (attachments on file)

Aye Votes: All Directors Present.
Nay Votes: None. Motion Carried.

**TUITION
REIMBURSE-
MENTS
APPROVED**

Director Dwyer moved, seconded by Director Pollard that the Board of Directors of the Palmerton Areas School District approve the tuition reimbursement requests. (attachment on file)

Aye Votes: All Directors Present.

Nay Votes: None. Motion Carried.

**PURCHASE
OFFICE
FURNITURE FOR
PALMER-
FRANKLIN ED
CENTER
APPROVED**

Director Gasper moved, seconded by Director Ballard that the Board of Directors of the Palmerton Areas School District approve the purchase of Central Administration office furniture for the new offices, cost not to exceed \$70,000.00 from the construction fund.

Aye Votes: All Directors Present.
Nay Votes: None. Motion Carried.

**PURCHASE SIGNS
FOR PALMER-
FRANKLIN ED
CENTER
APPROVED**

Director Dwyer moved, seconded by Director Pollard that the Board of Directors of the Palmerton Area School District approve the purchase of American with Disabilities Act compliant signs from Bayuk Graphic Systems, Inc. for the Palmer Franklin Education Center at a cost of \$1,945.10 from the construction fund. (attachment on file)

Aye Votes: All Directors Present.
Nay Votes: None. Motion Carried.

**PURCHASE
THREE
REFRIGERATORS
FOR PALMER-
FRANKLIN ED
CENTER
APPROVED**

Director Ballard moved, seconded by Director Bollinger that the Board of Directors of the Palmerton Area School District approve the purchase of three (3) refrigerators for the Palmer-Franklin Education Center from Saltzer’s Appliance at a cost of \$1,077.00 from the construction fund. (attachment on file)

Aye Votes: All Directors Present.
Nay Votes: None. Motion Carried.

**EMPLOYMENTS,
AND EXTRA
CURRICULARS
APPROVED**

Director Gasper moved, seconded by Director Ballard that the Board of Directors of the Palmerton Area School District approve the following employments. (attachments on file)

EMPLOYMENTS:

NAME	POSITION	EFFECTIVE DATE	SALARY
Professional			
Robert Dailey	Director of Special Education & Student Services	7/16/08	\$69,000.00 Act 93 Position (Prorated)
Andrew Remsing	Secondary Science	08/09 School Yr	\$37,974.00 Step 2 Column 1
Suzanne Lawrence	Secondary English	08/09 School Yr	\$37,320.00 Step 1 Column 1
Sandra Utsch	.5 Secondary English (1 st Sem)	08/09 School Yr	\$37,320.00 (Prorated) Step 1 Column 1 (Grant Funded Position)
David Lavin	.33 Secondary Social Studies	08/09 School Yr	\$37,320.00 (Prorated) Step 1 Column 1
Support Staff			
Michelle Bisbing	10 Month Health Room Tech	08/09 School Yr	\$13.00 Per Hour
Tracy Smith	Part-Time Secretary – 4 Hrs/Day	8/18/08	\$11.00 Per Hour
AnnTherese Plocinik	Part-Time Secretary – 4 Hrs/Day	8/18/08	\$11.00 Per Hour
Paula Lawson	Part-Time Custodian – 5 Hrs/Day	7/21/08	\$10.30 Per Hour
Jose Paulinho	Part-Time Custodian – 6 Hrs/Day	7/28/08	\$10.30 Per Hour
Barry George	Substitute Custodian	7/16/08	\$8.50 Per Hour
Christine Greenzweig	Cafeteria Staff – 4 Hrs/Day	8/18/08	\$9.59 Per Hour
Lori Schaffer	Cafeteria Staff – 2 Hrs/Day	8/18/08	\$9.59 Per Hour
Curriculum			
Carol Andrews	Health/PE-PHS	08/09 School Yr	\$1,556.00
John Hrebik	Science-PHS	08/09 School Yr	\$1,556.00
Pamela Wuest	Math-PHS	08/09 School Yr	\$1,556.00
Anna Corby	English (Co)-PHS	08/09 School Yr	\$778.00
Bonnie Tavella	English (Co)-PHS	08/09 School Yr	\$778.00

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Tom Smelas	Business Ed-PHS	08/09 School Yr	\$1,556.00
Ted Plessl	Social Studies-PHS	08/09 School Yr	\$1,556.00
Maria Plessl	Foreign Language-PHS	08/09 School Yr	\$1,556.00
Computer Coach			
William Acierno	SS Palmer	08/09 School Yr	\$1,619.00
Joyce Paulinho	Towamensing	08/09 School Yr	\$1,619.00
Amy Morgan	Jr. HS	08/09 School Yr	\$1,619.00
Karen Bernaski	PHS	08/09 School Yr	\$1,619.00
Michelle Muffley	PHS	08/09 School Yr	\$1,619.00
Extra Curricular			
Pam Andrews	Computer Club-SS Palmer	08/09 School Yr	\$698.00
Pam Storm	Student Council-SS Palmer	08/09 School Yr	\$349.00
Bobbi Beckley	Student Council-SS Palmer	08/09 School Yr	\$349.00
Kathy Hassler	Safety Patrol-SS Palmer	08/09 School Yr	\$698.00
Pam Andrews	Yearbook-SS Palmer	08/09 School Yr	\$698.00
Bobbi Beckley	Sixth Sense-SS Palmer	08/09 School Yr	\$355.00
Pamela Storm	Sixth Sense-SS Palmer	08/09 School Yr	\$355.00
Carole Burkhardt	Elem Chorus-SS Palmer	08/09 School Yr	\$1,311.00
Deanna Iles	Environmental Club-SS Palmer	08/09 School Yr	\$530.00
Lynn Sutton	Environmental Club-SS Palmer	08/09 School Yr	\$530.00
Jodi Kocher	Student Council-Towamensing	08/09 School Yr	\$349.00
Deborah Heydt	Student Council-Towamensing	08/09 School Yr	\$349.00
Joyce Paulinho	Yearbook-Towamensing	08/09 School Yr	\$698.00
Natalie Dize	Elem Chorus-Towamensing	08/09 School Yr	\$1,311.00
Kathy Englert	Student Council-Jr. HS	08/09 School Yr	\$441.50
Chris Kery	Student Council-Jr. HS	08/09 School Yr	\$441.50
Patricia Boyd	Academic Challenge Eighth	08/09 School Yr	\$710.00
Kevin Kolodziejski	Newspaper-Jr. HS	08/09 School Yr	\$1,741.00
Brad Landis	National Jr Honor Society	08/09 School Yr	\$886.00
Ken Mettam	Band-Jr. HS	08/09 School Yr	\$1,377.00
Joseph Plechavy	Chorus-Jr. HS	08/09 School Yr	\$1,377.00
Kevin Kolodziejski	Yearbook-Jr. HS	08/09 School Yr	\$870.50
Amy Morgan	Yearbook-Jr. HS	08/09 School Yr	\$870.50
Robert Falkenstein	Avenger (Newspaper)-PHS	08/09 School Yr	\$3,483.00
Thomas Heinick	Concert Band-PHS	08/09 School Yr	\$1,904.00
Thomas Heinick	Jazz Band-PHS	08/09 School Yr	\$1,904.00
David Kellerman	Chess Club-PHS	08/09 School Yr	Non-Paid Volunteer
Joseph Plechavy	Chorus-PHS	08/09 School Yr	\$1,904.00
Kerry Palumbo	Debate-PHS	08/09 School Yr	\$1,771.00
Deanna Iles	Drama (Co)-Jr/Sr HS	08/09 School Yr	\$773.50
Lynn Sutton	Drama (Co)-Jr/Sr HS	08/09 School Yr	\$773.50
David Kellerman	Environmental Club-PHS	08/09 School Yr	\$1,060.00
Extra Curricular			
Michelle Muffley	FBLA-PHS	08/09 School Yr	\$1,060.00
Robert Falkenstein	Freshman Class-PHS	08/09 School Yr	\$1,238.00
Jose Elvir	International Travelers-PHS	08/09 School Yr	Non-Paid Volunteer
Tammy Recker	Junior Class-PHS	08/09 School Yr	\$1,238.00
Tammy Muniz	LEO Club-PHS	08/09 School Yr	\$1,060.00
Dan Heaney	Library Book Club-PHS	08/09 School Yr	Non-Paid Volunteer
Jessica Fritz	Lookin' Out Club-PHS	08/09 School Yr	Non-Paid Volunteer

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Audrey Larvey	National Honor Society(Co)-HS	08/09 School Yr	\$885.50
Michelle Muffley	National Honor Society(Co)-HS	08/09 School Yr	\$885.50
Bonnie Tavella	Oratory Advisor-PHS	08/09 School Yr	\$1,060.00
Joseph Plechavy	Pro-Tech (Stage Crew)-PHS	08/09 School Yr	\$1,826.00
Maria Plessl	PYEA-PHS	08/09 School Yr	\$1,060.00
Jeanne Knepper	Scholastic Scrimmage-PHS	08/09 School Yr	\$886.00
Thomas Gilligan	Senior Class-PHS	08/09 School Yr	\$1,765.00
Audrey Larvey	Sophomore Class-PHS	08/09 School Yr	\$1,238.00
David Kellerman	Souled Out-PHS	08/09 School Yr	Non-Paid Volunteer
Travis Fink	Student Council (Co)-PHS	08/09 School Yr	\$882.50
Tammy Recker	Student Council (Co)-PHS	08/09 School Yr	\$882.50
Vicki McHugh	Student Life-PHS	08/09 School Yr	Non-Paid Volunteer
Robert Falkenstein	Yearbook-PHS	08/09 School Yr	\$3,483.00
Andrew Remsing	Football	08/09 School Yr	Non-Paid Volunteer
Ralph Andrews	Football	08/09 School Yr.	Non-Paid Volunteer
Jeff Kirkland	Boy's Soccer	08/09 School Yr.	Non-Paid Volunteer
Derek Strohl	Boy's Soccer	08/09 School Yr.	Non-Paid Volunteer
Kim Rodrigues	Girl's Field Hockey	08/09 School Yr.	Non-Paid Volunteer
Casey Ord	Girl's Field Hockey	08/09 School Yr.	Non-Paid Volunteer

Aye Votes: All Directors Present.
Nay Votes: None. Motion Carried.

**MENTOR
APPROVED**

Director Ballard moved, seconded by Director Henritzky that the Board of Directors of the Palmerton Area School District approve Michael Stefanek, Secondary Social Studies Teacher in the Jr. High School to mentor inductee, David Lavin for the 2008-2009 school year. Mr. Stefanek's mentor salary is \$1,295.00. (attachment on file)

Aye Votes: All Directors Present.
Nay Votes: None. Motion Carried.

**MEMORANDUM
OF
UNDERSTANDING
FOR PART-TIME
EMPLOYEES
APPROVED**

Director Yeakel moved, seconded by Director Pollard that the Board of Directors of the Palmerton Area School district approve the Memorandum of Understanding between PAESPA and PASD to employ two (2) part-time Secretaries (attachment on file)

Aye Votes: All Directors Present.
Nay Votes: None. Motion Carried.

**ATHLETIC
DIRECTOR
CONTRACT
APPROVED**

Director Ballard moved, seconded by Director Gasper that the Board of Directors of the Palmerton Area School District approve the 2008-2009 Athletic Director Contract for employment. (attachment on file)

Aye Votes: Directors Ballard, Bieling, Dwyer, Gasper, Henritzky, Pollard, Yeakel
Nay Votes: None
Abstentions: Director Bollinger Motion Carried.

**STAFF
DEVELOPMENT
RELEASE
APPROVED**

Director Ballard moved, seconded by Director Gasper that the Board of Directors of the Palmerton Area School District approve the staff development request from Towamensing Elementary School Principal Gary Bruch to attend the PA Inspired Leadership Program conference series. Mileage reimbursement will be the only cost to the district. (attachment on file)

Aye Votes: All Directors Present.

Nay Votes: None. Motion Carried.

**ADOPTION OF
NIMS
REQUIREMENTS
APPROVED**

Director Ballard moved, seconded by Director Gasper that the Board of Directors of the Palmerton Area School District formally adopts the National Incident Management System and will utilize the Incident Command System to manage emergency preparedness incidents. (attachment on file)

**MULTI-DAY
FIELD TRIP
APPROVED**

Aye Votes: All Directors Present.
Nay Votes: None. Motion Carried.

Director Ballard moved, seconded by Director Dwyer that the Board of Directors of the Palmerton Area School District approve the multi-day field trip request for the PHS FBLA Club to attend an educational State Leadership Workshop at Penn State University from October 26, 2008 to October 27, 2008. The cost to the district approximately \$400.00 for two teacher substitutes for one day and the use of two school vans. (attachment on file)

**HIRE DIRECTOR
OF DISTRICT
FACILITIES
APPROVED**

Aye Votes: All Directors Present.
Nay Votes: None. Motion Carried.

Director Gasper moved, seconded by Director Pollard that the Board of Directors of the Palmerton Area School District approve hiring David Rodrigues as Director of District Facilities effective August 4, 2008 at the salary of \$45,000 under ACT 93.

Aye Votes: All Directors Present.
Nay Votes: None. Motion Carried.

**IMPLEMENT ONE
FULL-DAY
KINDERGARTEN
APPROVED**

Director Ballard moved, seconded by Director Pollard that the Board of Directors of the Palmerton Area School District approve implementing one full-day kindergarten session at Palmer-Franklin Education Center effective with the 2008-09 school year.

**TEST AIR
QUALITY AT
PALMER-
FRANKLIN ED
CENTER
APPROVED**

Aye Votes: All Directors Present.
Nay Votes: None. Motion Carried.

Director Yeakel moved, seconded by Director Ballard that the Board of Directors of the Palmerton Area School District approve Barry Issett to do preoccupancy air quality testing at the Palmer-Franklin Education Center at a cost of \$2,250.00.

**INCREASE
STUDENT
PARKING FEE
APPROVED**

Aye Votes: All Directors Present.
Nay Votes: None. Motion Carried.

Director Pollard moved, seconded by Director Dwyer that the Board of Directors of the Palmerton Area School District approve increasing the student parking fee to \$10.00 effective with the 2008-09 school year.

Aye Votes: Directors Bieling, Bollinger, Dwyer, Gasper, Henritz, Pollard, Yeakel
Nay Votes: Director Ballard Motion Carried.

INFORMATIONAL ITEMS: (attachments on file)

1. PASD Buildings and Grounds Committee Meeting Minutes – June 3, 2008
2. CCTI Graduation Program – June 4, 2008
3. Palmerton Library Association Correspondence – June 24, 2008
4. CLIU #21 – Agenda for June 16, 2008
5. CLIU #21 – Board Briefs June 16, 2008
6. CLIU #21 – Update June 2008
7. LCCC – President’s Desk, May 2008
8. PASD Updated job Descriptions – June 2008 (attachment on file)
 - a. Bookkeeper/Business Office Secretary
 - b. Business Administrator’s Secretary
 - c. Curriculum & Instruction Secretary
 - d. Payroll & Benefits Secretary
 - e. Special Ed & Student Services Secretary
 - f. Superintendent’s Secretary
 - g. School Building Secretary
 - h. District Services Secretary
 - i. HS Guidance Office Secretary
 - j. Director of District Services
 - k. Director of District Facilities

PUBLIC PARTICIPATION:

Denise Snyder

- Explain reason for doubled amount for student parking and where does the money go; Director Bieling – goes to the high school to offset costs

Peter Iles

- What was the item about full-day kindergarten; Mrs. Boyce – we have a program at Towamensing for youngsters who need extra help and we now will offer a parallel program at Palmer-Franklin

Audrey Larvey

- AD contract, should we be made aware of salary; Director Bieling - \$20,550
- Purchasing office furniture, not to exceed \$70,000; Mrs. Boyce – filing cabinets, cabinets, chairs, staff development, desks

Marian Hoffner

- What are the plans for this section; Director Bieling – not an agenda item; Director Gasper – talk with Thad

ADJOURNMENT

ADJOURNMENT:

Director Yeakel moved, seconded by Director Ballard that the Board of Directors of the Palmerton Area School District adjourn the meeting at 7:39 PM.

Aye Votes: All Directors Present

Nay Votes: None. Motion Carried

Respectfully submitted,

July 15, 2008

Lisa C. Vignone
Business Administrator/Bd. Secretary

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July 15, 2008