

**EAST STROUDSBURG AREA SCHOOL DISTRICT
BOARD OF EDUCATION
SPECIAL MEETING – AUGUST 31, 2004
J. T. Lambert Intermediate School
6:00 p.m.**

Minutes

- I. President Cole called the meeting to order at 6:00 p.m. and led those present in the Pledge of Allegiance. Secretary Marie S. Guidry called the roll.
- II. Members present were: Christopher Baj, Horace Cole, Patrick Forney, Bet Hays, Robert Huffman, Don Motts, Michal Peterson, William Searfoss and William Zacharias.
- III. School personnel present: Douglas Arnold, Patricia Baughman, Hugh Braun, Mark Brown, John Burrus, Rick Carty, Irene Duggins, Marie Guidry, Rachael Heath, Lynda Hopkins, Sharon Laverdure, Michael Michaels, Patricia Mulroy, Gregory Naudascher, Lois Palio, Annelle Prefontaine, James Shearouse, Mike Silvoy, Brian Snapp, Linda Snyder, and Steve Zall. Also present was: Thomas Dirvonas - Solicitor.
- IV. Media Guest present: Aaron Applegate – **Pocono Record**
- Community members present: Millie Baj, Kim Drayton, R. David Heath, Paul Lopez, Jr., Pete Pappalardo and Robyn Pugh.
- V. **APPROVAL OF MINUTES AND AGENDA**

ACTION BY THE BOARD

Motion was made by Christopher Baj to approve this agenda for August 31, 2004, (pages 1-6), as submitted, with addendum items as presented, with the Board of Education reserving the right to add to the agenda and take further action on any items raised in executive session where immediate action on such items is considered to be in the best interest of the District. Motion was seconded by Robert Huffman and carried unanimously, 9-0.

VI. SUPERINTENDENT'S REPORT

Dr. Heath stated she has met with staff and attended staff meetings (cafeteria, security, monitors, aides, secretaries, maintenance and custodians).
Dr. Heath stated Opening Day went well.
Dr. Heath reported on the J. T. Lambert Intermediate School water problem.
Mr. Gregory Naudascher reported on the results of the PSSA test scores and how the problems are being addressed.

VII. PUBLIC PARTICIPATION

Pete Pappalardo asked if there was a schedule yet for the renovation project for the High School South.

Jim Robinson questioned why Kid's First Choice is using our buildings.

VIII. PERSONNEL ITEMS

A. Support Staff

ACTION BY THE BOARD

Motion was made by Christopher Baj to approve the resignations, and appointments to the support staff designated, in accordance with the approved applicable policies, procedures [*subject to proper completion of all necessary documents and obtaining all necessary positive clearances*] and contractual agreement. Motion was seconded by Donald Motts and carried unanimously, 9-0.

1. Resignations

Name	Position Held
a. Chirco, Dawn	Cafeteria Monitor - Lehman Intermediate Effective Date: August 16, 2004
b. Ogg, Terri	Bus Driver (Full-time) Effective Date: August 20, 2004
c. Roeber, Brenda	Instructional Aide - Resica Elementary Effective Date: August 23, 2004
d. White, Cheryl	Instructional Aide – Smithfield Elementary Effective Date: August 24, 2004

(Pages 7-10)

2. Appointments Regular

Name	Appointment
a. Herbster, Nina	Cafeteria Monitor (Part-time)- J. T. Lambert Intermediate Hourly Rate: \$8.13 Effective Date: August 30, 2004 Nina replaces Jane Fetherman who was reassigned.
b. Henry, Rose	Cafeteria Worker (Part-time) - High School South Hourly Rate: \$8.23 Effective Date: August 30, 2004 Rose replaces Theresa Bolles.
c. Hilliard, Alissa	Cafeteria Worker (Part-time) – Resica Elementary Hourly Rate: \$8.23 Effective Date: August 30, 2004 Alissa replaces Diane Jiorle who has resigned.
d. Kirschner, Kenneth	Security (First Shift) - J. T. Lambert Intermediate Hourly Rate: \$10.08 Effective Date: August 30, 2004 Kenneth replaces Stephen Drake who has retired.
e. Martin, Rita	Cafeteria Monitor (Part-time) - Lehman Intermediate Hourly Rate: \$8.13 Effective Date: August 30, 2004 Rita replaces Dawn Chirco who has resigned.
f. McCue, Catherine	Student Helper – Middle Smithfield Elementary Hourly Rate: \$8.26 Effective Date: August 30, 2004 This is a new position funded by IDEA.
g. San Souci, William	Maintenance II Worker (Second Shift) Hourly Rate: \$12.00 Effective Date: August 30, 2004 William replaces Alex Beach who was terminated.

B. Professional Staff

ACTION BY THE BOARD

Motion was made by Bet Hays to approve the resignations, and appointments to the professional staff designated, in accordance with the approved applicable policies, procedures [*subject to proper completion of all necessary documents and obtaining all necessary positive clearances*] and contractual agreement. Motion was seconded by William Searfoss and carried unanimously, 9-0.

1. Resignations

Name	Position Held
a. Gregoris, Jennifer	Grade 4 Teacher - Middle Smithfield Elementary Effective Date: August 25, 2004
b. McGrail, Kathleen	Guidance Counselor - High School North Effective Date: At the end of the workday on September 2, 2004
c. Metzgar, Dean	Biology Teacher - High School North Effective Date: August 19, 2004

(Pages 11-13)

2. Rescission

Name	Position
a. Cramer, William	Special Education Teacher - High School South – (LTS)

3. Appointments Regular

Name	Appointment
a. Baldwin, Kelly	Grade 4 Teacher - Middle Smithfield Elementary - (TPE) Annual Salary: \$33,765 Step: 1 Column: 1 Effective Date: August 26, 2004 Kelly replaces Jennifer Gregoris who has resigned.
b. Corry, Colleen	Guidance Counselor - High School North – (TPE) Annual Salary: \$37,365 Prorated Step: 1 Column: 8 Colleen will have three supplemental days for the 2004-2005 fiscal year. Effective Date: September 7, 2004 Colleen replaces Kathleen McGrail who has resigned.
c. Donlon, Donn	Special Education Teacher - Lehman Intermediate (TPE) Annual Salary: \$38,440 Step: 1 Column: 10 Effective Date: August 26, 2004 Donn replaces Chastity Mewhort who has resigned.

(Pages 14-16)

4. **Appointments – Long Term Substitute**

Name	Appointment
a. DiMino, Diana	Special Education Teacher - High School South – (LTS) Annual Salary: \$33,765 Prorated Step: 1 Column: 1 Effective Date: August 26, 2004 and continue through the end of the first semester of the 2004-2005 school year only. Diana replaces Robyn Fasolino who is on a leave.

C. **Extra Responsibility Positions**

ACTION BY THE BOARD

Motion was made by Christopher Baj to approve the resignation and appointments according to the 2000-2005 contractual agreement between the East Stroudsburg Area School District and the East Stroudsburg Education Association. Motion was seconded by Donald Motts and carried unanimously, 9-0.

1. **Rescission**

Name	Position Held
a. Metzgar, Dean	Golf Head Coach - High School North

2. **Appointments for the 2004-2005 School Year**

	Name	Position	Salary
a.	Cooke, Robert	Department Chairperson – Math – Lehman	\$2,870.00
b.	Schneider, Christian	Head Golf Coach - High School North	\$2,315.00

D. **Administrative Staff**

ACTION BY THE BOARD

Motion was made by Christopher Baj to approve the resignation to the administrative staff designated, in accordance with the approved applicable policies, procedures [*subject to proper completion of all necessary documents, obtaining all necessary positive clearances and securing the proper instructional certificates*] and contractual agreement. Motion was seconded by William Searfoss and carried unanimously, 9-0.

1. **Resignation**

Name	Position Held
a. Setar, Tricia	Supervisor of Special Education K-5 Effective Date: To be determined.

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IX. **HANDBOOK**

ACTION BY THE BOARD

Motion was made by Robert Huffman to approve the East Stroudsburg Senior High School North's handbook for use in the East Stroudsburg Area School District. Motion was seconded by Donald Motts and carried unanimously, 9-0.

X. **CONTRACTS**

ACTION BY THE BOARD

Motion was made Robert Huffman by to approve the contracts listed for their specific services, rates and effective dates. Motion was seconded by William Searfoss and carried unanimously, 9-0.

	Name	Service	Rate	Payment From	Effective Date
1.	Burke, Mary	Survival Tips for New Teachers	\$125.00	Staff Development	8/23/04
2.	Lastra, Steve	Assembly – Character Education	\$250.00	Bushkill Elementary	2/6/05
3.	Lastra, Steve	Assembly – Dr. Planet	\$250.00	Bushkill Elementary	9/30/04
4.	Piccirillo, Tim	The Magic of Your Potential	\$1,000.00	J. T. Lambert Intermediate	10/28/04
5.	Torpey, Antonia	Mobility Therapy	\$216.38	Special Education	8/26-2/9/04

XI. **FISCAL ITEMS**

A. **Berkheimer Associates**

ACTION BY THE BOARD

Motion was made by Christopher Baj to approve a contract with Berkheimer Associates, Bangor, PA for the printing and mailing on October 18, 2004 and December 31, 2004, of the Homestead Applications required under Act 72 at an estimated cost of \$0.488 (includes postage) per application. Programming and initial database costs are estimated at an additional \$300.00. Total costs not to exceed \$12,000.00. Motion was seconded by Donald Motts and carried unanimously, 9-0.

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ACTION BY THE BOARD:

Motion was made by Christopher Baj to suspend the rules to add to the agenda. Motion was seconded by William Searfoss. A roll call vote was taken. *Voting in favor:* Christopher Baj, Horace Cole, Donald Motts, Michal Peterson, William Zacharias, William Searfoss, Robert Huffman and Patrick Forney. *Against:* Bet Hays The motion carried YES 8 No 1.

ACTION BY THE BOARD:

Motion was made by Christopher Baj to approve the removal of the J. S. Bunnell building at the end of the completion of the High School South. Motion was seconded by William Searfoss. A roll call vote was taken. *Voting in favor:* Christopher Baj, Horace Cole, Michal Peterson, William Zacharias, William Searfoss and Robert Huffman. *Against:* Bet Hays, Donald Motts and Patrick Forney. The motion carried. YES 6 No 3.

ACTION BY THE BOARD:

Motion was made by Christopher Baj to approve the removal of the North Courtland building at the end of the completion of the High School South. Motion was seconded by Michal Peterson. A roll call vote was taken. *Voting in favor:* Christopher Baj, Horace Cole, Michal Peterson, Bet Hays, Donald Motts, Patrick Forney, William Zacharias, William Searfoss and Robert Huffman. The motion carried. YES 9 No 0.

B. **Bunnell Roof**

ACTION BY THE BOARD

Motion was made by Christopher Baj to authorize development of bid specifications by The Architectural Studio for roof replacement for the Bunnell building. Motion was seconded by Robert Huffman and carried unanimously, 9-0.

C. **Advertise for Bids**

ACTION BY THE BOARD

Motion was made by Robert Huffman to authorize the Business Manager to advertise for bids for roof replacement for the Bunnell Building. Motion was seconded by Donald Motts and carried unanimously, 9-0.

D. **Storm Water System**

ACTION BY THE BOARD

Motion was made by Robert Huffman to approve the contract with Norm Fish Excavating, for installation of a storm water system at High School South at a cost not to exceed \$3,800. Motion was seconded by Donald Motts and carried unanimously, 9-0.

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E. **Bleachers**

ACTION BY THE BOARD

Motion was made by Robert Huffman to approve a contract with G. C. Wall for site preparation work at the North campus in preparation for installation of bleachers as per bids received August 31, 2004, at a total cost of \$137,800.

F. **Requests Student Activity Account**

ACTION BY THE BOARD

Motion William Zacharias to approve the opening of a Special Activity Account for High School South Tennis. Motion was seconded by William Searfoss and carried unanimously, 9-0.

G. **The Architectural Studio Contract**

ACTION BY THE BOARD

Motion was made by Christopher Baj to approve Administration and Solicitor negotiate a revision to the Architectural Studio existing contract for fees for the High School South Renovation and Addition project. Motion was seconded by Robert Huffman and carried unanimously, 9-0.

H. **Bonds**

ACTION BY THE BOARD

Motion was made by Robert Huffman to approve the resolution as presented by Public Financial Management and Bond Counsel authorizing the Forward Borrowing Commitment for the sale, issuance and delivery of General Obligation Bonds, Capital Project Series, in the amount of \$37,500,000. Motion was seconded by Donald Motts. A roll call vote was taken. *Voting in favor:* Christopher Baj, Horace Cole, Michal Peterson, Bet Hays, Donald Motts, Patrick Forney, William Zacharias, William Searfoss and Robert Huffman. The motion carried. YES 9 No 0.

I. **Construction Management Services**

ACTION BY THE BOARD

Motion was made by William Searfoss to authorize the Business Manager and Solicitor to solicit Request for Proposals for Construction Management Services for the High School South Renovation/Addition project. Motion was seconded by William Zacharias and carried unanimously, 9-0.

**EAST STROUDSBURG AREA SCHOOL DISTRICT
BOARD OF EDUCATION
August 31, 2004
6:00 p.m.**

ADDENDUM

IX. PERSONNEL ITEMS

A. Support Staff

ACTION BY THE BOARD

Motion was made by William Zacharias to approve the resignation, supplemental position and terminations to the support staff designated, in accordance with the approved applicable policies, procedures [*subject to proper completion of all necessary documents and obtaining all necessary positive clearances*] and contractual agreement. Motion was seconded by William Searfoss and carried unanimously, 9-0.

1. Resignation

Name	Position Held
e. Pizanie, Katherine	Cafeteria Monitor – North Campus Effective Date: August 27, 2004

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3. Terminations

Name	Position Held
a. Cramer, Kathaleen	Bus Driver (Full-time) Effective Date: August 31, 2004 Due to lack of state required credentials.
b. Joye, Elaine	Instructional Aide – J. M. Hill Elementary Effective Date: August 31, 2004 Due to job abandonment.

4. Supplemental Position

Name	Appointment
a. Castillo, Donna	Secretary at ITEC appointed to the supplemental position of telephone caller for substitute bus drivers for the 2004-2005 school year. Salary for this ten-month position is \$800.00. Fringe benefits are not included with this position.

B. Professional Staff

ACTION BY THE BOARD

Motion was made by William Zacharias to approve the appointment to the professional staff designated, in accordance with the approved applicable policies, procedures [*subject to proper completion of all necessary documents and obtaining all necessary positive clearances*] and contractual agreement. Motion was seconded by Donald Motts and carried unanimously, 9-0.

3. Substitute Appointments

	Name	Certification
a.	Corry, Colleen	Guidance
b.	Wilson, Jennifer	Elementary

X. STUDENT ITEM

ACTION BY THE BOARD

Motion was made by Robert Huffman to approve the addition of 4:15 p.m. activity buses for the North Campus. The additional runs are estimated to cost \$48,880.00. Monies will be taken from budgetary reserve. Motion was seconded by William Searfoss and carried unanimously, 9-0.

XII. ADJOURNMENT – 9:00 p.m.

Respectfully Submitted,

Marie S. Guidry
Board Secretary