

**Muncy School District**  
Board of Education  
Regular Monthly Public Meeting  
July 16, 2018

The Muncy School District Board of Directors held their regular monthly public meeting at 7:00 p.m. in the Muncy Junior/Senior High School Library, 200 West Penn Street, Muncy, PA 17756.

Members of the board present: President Scott McLean, Ty Fry, Rhondel Moyle, Robert Titman, Kim Walker and Sarah Woodward. Connie Coyner and Vice President Lisa Sleboda attended via speaker phone. Justin Reis was absent.

Members of the administration present: Superintendent Craig Skaluba, Assistant to the Superintendent for Curriculum and Instruction Kimberly Hamilton, Business Administrator David Edkin, and Solicitor David Smith.

President McLean called the meeting to order at 7 p.m. The Pledge of Allegiance to the Flag was recited. There were seventeen visitors.

**ANNOUNCEMENT OF EXECUTIVE SESSION**

President McLean announced that an executive session for personnel took place before tonight's meeting.

**REVIEW AND APPROVAL OF MINUTES**

Mrs. Woodward moved to approve the minutes of the June 25, 2018 Regular Public Meeting of the Muncy School District Board of Directors. Mr. Fry seconded the motion and it passed unanimously.

**REVIEW OF PROCEDURES**

Dr. Skaluba reviewed the Muncy School District public input procedures.

**RECOGNITION OF CITIZENS**

- Brian Kustenbauter, Muncy Creek Township, asked the board about other school board candidates.
- Amy Ruth Swart, Muncy Township, made statements regarding the number of executive sessions, appointment of board members, and elementary school resignations.
- Jennifer Harer, Muncy Creek Township, asked the board how members are selected for the Athletic Committee.

**INFORMATION AND VISITORS' PRESENTATIONS**

Mike Davis, high school teacher, presented information about the Muncy Jr./Sr. High School's Speech and Debate Club.

### **RESIGNATION OF SCHOOL BOARD DIRECTOR**

Mrs. Moyle recommended the acceptance of the resignation of School Board Director Justin Reis (Muncy Creek Township) effective June 26, 2018. Mr. Walker moved to approve the recommendation and Mrs. Woodward seconded the motion and it passed unanimously. (Copied in Minutes)

### **INTERVIEWS FOR MUNCY CREEK TOWNSHIP BOARD VACANCY**

Dr. Mary Bennardi and Mr. Brian Kustenbauter answered interview questions from the Board.

### **NONMINATION FOR CANDIDATE FOR MUNCY CREEK TOWNSHIP BOARD VACANCY**

Board member Mr. Walker nominated candidate Dr. Mary Bennardi to serve as Muncy Creek Township School Director for the remaining term ending December 2019. Mrs. Woodward moved to close the nominations. Mr. Fry seconded the motion and it passed unanimously. A voice vote for the nominee was unanimous.

### **ANNOUNCEMENT OF NEW BOARD MEMBER AND OATH OF OFFICE**

Dr. Mary Bennardi was announced by the President as the new board member representing Muncy Creek Township. Solicitor J. David Smith administered the oath of office to Dr. Bennardi. Mrs. Coyner's telephone disconnected at this time and therefore left the meeting.

### **OLD BUSINESS**

Mr. Fry moved to approve the second reading and final approval of the following school district policies.

1. Policy #103 – Nondiscrimination in School and Classroom Practices (Revised)
2. Policy #103.1 – Nondiscrimination – Qualified Students with Disabilities (Revised)
3. Policy #104 – Nondiscrimination in Employment Practices (Revised)
4. Policy #105 – Curriculum (Revised)
5. Policy #138 – Language Instruction Educational Program for English Learners (Revised)
6. Policy #150 – Comparability of Services (New)
7. Policy #248 – Unlawful Harassment (Deleted due to integration into Policy #103 )
8. Policy #348 – Unlawful Harassment (Deleted due to integration into Policy #104)
9. Policy #301 – Creating a Position (Revised; Merged with Policy #401 and Policy #501)
10. Policy #302 – Employment of Superintendent / Assistant Superintendent (Revised)

**OLD BUSINESS (continued)**

11. Policy #303 – Employment of Administrators (Deleted; Merged into Policy #404)
12. Policy #304 – Employment of District Staff (New; Merged with Policy # 303;404;504)
13. Policy #305 – Employment of Substitutes (New; Merged with Policy # 405; 505; 529)
14. Policy #306 – Employment of Summer School Staff (New; Merged with Policy #406)
15. Policy #307 – Student Teachers / Interns (New; Merged with Policy #407)
16. Policy #308 – Employment Contract / Board Resolution (Revised; Merged with Policy #408)
17. Policy #309 – Assignment and Transfer (Revised; Merged with Policy # 409; 509)
18. Policy #311 – Reduction of Staff (Revised; Merged with Policy #411; 511)
19. Policy #312 – Performance Assessment of Superintendent / Assistant Superintendent (Revised)
20. Policy #313 – Evaluation of Employees (Revised; Merged with Policy # 412; 413; 512)
21. Policy #314 – Physical Examination (Revised; Merged with Policy # 414; 514)
22. Policy #314.1 – HIV Infection (Revised; Merged with Policy #414.1; #514.1)
23. Policy #315 – Disqualification by Reason of Health (Deleted)
24. Policy #316 – Non-tenured Employees (Deleted)
25. Policy #317 – Conduct Disciplinary Procedures (Revised; Merged with Policy # 417; 517)
26. Policy #317.1 – Educator Misconduct (New)
27. Policy #318 – Penalties for Tardies (New)
28. Policy #319 – Outside Activities (New)
29. Policy #320 – Freedom of Speech in Non-School Settings (New)
30. Policy #321 – Political Activities (New)
31. Policy #322 – Gifts / Personal Gain (Revised)
32. Policy #323 – Tobacco (Revised; Merged with Policy # 423; 523)
33. Policy #324 – Personnel Files (Revised; Merged with Policy # 424; 524)
34. Policy #325 – Dress and Grooming (Revised; Merged with Policy # 425; 525)
35. Policy #326 – Complaint Process (Revised; Merged with Policy # 426; 526)
36. Policy #327 – Management Team (Deleted)
37. Policy #328 – Compensation Plans / Salary Schedules (New; Merged with Policy #428)
38. Policy #330 – Overtime (New; Merged with Policy # 530)
39. Policy #331 – Job Related Expenses (Revised: Merged with Policy # 431; 531)
40. Policy #332 – Working Periods (New Merged with Policy # 432; 532)
41. Policy #333 – Professional Development (Revised: Merged with Policy # 433; 533)
42. Policy #334 – Sick Leave (Revised; Merged with Policy # 434; 534)
43. Policy #335 – Family and Medical Leaves (Revised; Merged with Policy # 435; 535)
44. Policy #336 – Personal Necessity Leave (Revised; Merged with Policy # 436; 536)
45. Policy #337 – Vacation (Revised; Merged with Policy # 537)
46. Policy #338 – Sabbatical Leave (Revised; Merged with Policy # 438)
47. Policy #338.1 – Compensated Professional Leave (Revised; Merged with Policy # 338.1)
48. Policy #339 – Uncompensated Leave (Revised; Merged with Policy # 439; 539)
49. Policy #340 – Responsibility for Student Welfare (New; Merged with Policy # 440)
50. Policy #341 – Benefits for Part-Time Employees (New; Merged with Policy #541)

**OLD BUSINESS (continued)**

51. Policy #342 – Jury Duty (New; Merged with Policy # 442; 542)
52. Policy #343 – Paid Holidays (New; Merged with Policy # 543)
53. Policy #347 – Workers’ Compensation Transitional Return to Work Program (New)
54. Policy #349 – Retirement (Deleted)
55. Policy #351 – Drug and Substance Abuse (Revised; Merged with Policy # 441; 541)
56. Policy #401 – Creating a Position (Deleted; Merged with Policy #301)
57. Policy #404 – Employment of Professional Employees (Deleted; Merged with Policy #304)
58. Policy #405 – Employment of Substitute Professional Employees (Deleted; Merged with #305)
59. Policy #406 – Employment of Summer School Staff (Deleted; Merged into Policy #306)
60. Policy #407 – Student Teachers (Deleted; Merged into Policy #407)
61. Policy #408 – Employment Contract (Deleted; Merged into Policy #308)
62. Policy #409 – Assignment and Transfer (Deleted; Merged into Policy #309)
63. Policy #410 – Abolishing a Position (Deleted; To be Merged into Policy #310)
64. Policy #411 – Suspensions and Furloughs (Revised; Merged into Policy # 311)
65. Policy #412 – Evaluation of Professional Employees (Deleted; Merged into Policy #313)
66. Policy #413 – Evaluation of Temporary Professional Employees (Deleted; Merged into #313)
67. Policy #414 – Physical Examination (Deleted; Merged into Policy # 314)
68. Policy #414.1 – HIV Infection (Deleted; Merged into Policy #314.1)
69. Policy #415 – Disqualification by Reason of Health (Deleted)
70. Policy #416 – Non-tenured Staff Members (Deleted)
71. Policy #417 – Disciplinary Procedures (Deleted; Merged into Policy # 317)
72. Policy #423 – Tobacco Use (Deleted; Merged with Policy #323)
73. Policy #424 – Personnel Files (Deleted; Merged into Policy # 324)
74. Policy #425 – Dress and Grooming (Deleted; Merged into Policy # 325)
75. Policy #426 – Complaint Process (Deleted; Merged into Policy # 326)
76. Policy #428 – Salary Determination (Deleted; Merged into Policy #328)
77. Policy #431 – Job Related Expenses (Deleted; Merged into Policy # 331)
78. Policy #432 – Working Periods (Deleted; Merged into Policy # 332)
79. Policy #433 – Professional Development (Deleted; Merged into Policy # 333)
80. Policy #433.1 – Grant Incentive (Deleted)
81. Policy #434 – Sick Leave (Deleted; Merged into Policy # 334)
82. Policy #435 – Anticipated Disability (Deleted; Merged into Policy # 335)
83. Policy #436 – Personal Necessity Leave (Deleted; Merged into Policy #336)
84. Policy #438 – Sabbatical Leave (Deleted; Merged into Policy # 338)
85. Policy #438.1 – Compensated Professional Leaves (Deleted; Merged into Policy # 338.1)
86. Policy #439 – Uncompensated Leave (Deleted; Merged into Policy # 339)
87. Policy #440 – Responsibility of Staff for Student Welfare (Deleted; Merged into Policy # 340)
88. Policy #442 – Jury Duty (Deleted; Merged with Policy # 342)
89. Policy #448 – Unlawful Harassment (Deleted due to integration with Policy # 104)
90. Policy #449 – Retirement (Deleted)

**OLD BUSINESS (continued)**

91. Policy #451 – Drug and Substance Abuse (Deleted; Merged with Policy # 351)
92. Policy #501 – Creating a Position (Deleted; Merged with Policy #301)
93. Policy #504 – Employment of Classified Employees (Deleted; Merged with Policy #304)
94. Policy #505 – Employment of Substitute and Short-Term Employees (Deleted; Merged w 305)
95. Policy #509 – Assignment and Transfer (Deleted; Merged into Policy #309)
96. Policy #511 – Suspensions or Layoffs (Deleted; Merged into Policy # 311)
97. Policy #512 – Evaluation of Classified Employees (Deleted; Merged into Policy #313)
98. Policy #514 – Physical Examination (Deleted; Merged into Policy #314)
99. Policy #514.1 – HIV Infection (Deleted; Merged into Policy # 314.1)
100. Policy #515 – Disqualification by Reason of Health (Deleted)
101. Policy #517 – Disciplinary Procedures (Deleted; Merged into Policy # 317)
102. Policy #523 – Tobacco Use (Deleted; Merged into Policy #323)
103. Policy #524 – Personnel Files (Deleted; Merged into Policy #324)
104. Policy #525 – Dress and Grooming (Deleted; Merged into Policy # 325)
105. Policy #526 – Complaint Process (Deleted; Merged into Policy #326)
106. Policy #529 – Salary Determination (Deleted; Merged with Policy # 305)
107. Policy #530 – Overtime (Deleted; Merged into Policy # 330)
108. Policy #531 – Job Related Expenses (Revised; Merged with Policy # 331)
109. Policy #532 – Working Periods (Revised; Merged with Policy # 332)
110. Policy #533 – Professional Growth Guidelines (Revised; Merged with Policy # 333)
111. Policy #534 – Sick Leave (Revised; Merged into Policy 334)
112. Policy #535 – Anticipated Disability (Revised; Merged into Policy # 335)
113. Policy #536 – Personal Necessity Leave (Deleted; Merged into Policy # 336)
114. Policy #537 – Vacation (Deleted; Merged into Policy # 337)
115. Policy #539 – Uncompensated Leave (Deleted; Merged into Policy #339)
116. Policy #541 – Benefits for Regularly Employed Part-Time Personnel (Deleted; Merged 341)
117. Policy #542 – Jury Duty (Deleted; Merged into Policy # 342)
118. Policy #543 – Paid Holidays (Deleted; Merged into Policy #343)
119. Policy #548 – Unlawful Harassment (Deleted due to integration with Policy # 104)
120. Policy #549 – Retirement (Deleted)
121. Policy #551 – Drug and Substance Abuse (Deleted; Merged into Policy # 351)

Mr. Walker seconded the motion and it passed unanimously. (Copied in Minutes)

## **NEW BUSINESS**

### **FINANCIAL REPORTS**

Mrs. Woodward moved to approve the following July 2018 Financial Reports:

1. Treasurer's Report
2. General Fund
3. Food Service Report
4. Student Activities
5. Capital Projects

Mr. Fry seconded the motion and it passed unanimously. (Copied in Minutes)

### **AGREEMENTS**

Mrs. Moyle moved to approve the following agreements.

<u>Vendor/Party</u>	<u>Svcs./Terms/Fees</u>
Muncy Borough	Operation & Maintenance Agreement Storm Water Management
Bloomsburg University	M.O.U. ACE Dual Enrollment Program
JusticeWorks, Inc.	1 Yr. Renewal Alternative Education Svcs.\$75.50-\$83.50 per day
BLaST IU 17	M.O.U. Medical Access Billing Svcs./10% of Claims
Port Elevator, Inc.	Elevator Testing/\$900.00

Mr. Walker seconded the motion and it passed unanimously. (Copied in Minutes)

### **ASSESSMENT APPEALS**

Dr. Bennardi moved to appeal assessments based on recent sale prices of the parcels listed. Mrs.

Woodward seconded the motion and it passed unanimously. (Copied in Minutes)

### **HANDBOOK APPROVALS**

Mr. Fry moved to approve the following handbooks for the 2018-2019 school year.

- Muncy Jr./Sr. High School Student Handbook (Pathfinder)
- Muncy Jr./Sr. High School Club and Activities Handbook
- Muncy Jr./Sr. High School Faculty Handbook
- Myers Elementary School Student Handbook

- Myers Elementary Faculty Handbook
- Teacher Equity Plan

Mrs. Moyle seconded the motion and it passed unanimously. (Copied in Minutes)

### **PERSONNEL (Copied in Minutes)**

#### **Administration:**

Mrs. Woodward moved to approve the Muncy School District performance payments for 2018-2019.  
Mr. Walker seconded the motion and it passed unanimously.

#### **Professional:**

Mrs. Woodward moved to approve the following.

<u>Department Chair Name</u>	<u>Effective</u>	<u>Classification</u>
Gary Smith – Math	2018-19	IX
Jennifer Gotshall – English	2018-19	IX
Beth Baker – Social Studies	2018-19	IX
Robin Peterman – Science	2018-19	IX
Mark Kreisher – Unified Arts	2018-19	IX

#### Dean of Students

Michael Weber	2018-19 school year	Rate of Pay: \$5,375
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#### Hallway Monitor

Bradley Watkins	August 22, 2018 through the end of the 2018-19 school year	Rate of Pay: Per quarter hour/day (CBA rate)
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#### Hallway Monitor Substitute

Brooke Walters	August 22, 2018 through the end of the 2018-19 school year	Rate of Pay: Per quarter hour/day (CBA rate)
Bryan Waltz	August 22, 2018 through the end of the 2018-19 school year	Rate of Pay: Per quarter hour/day (CBA rate)

Payment for a pre-approved on-line course taught by a certified content area staff member as follows:  
\$1,500 – 1-5 students                      \$2,400 – 6-10 students

The following teachers for tenure: Michael Buck, Adam Fisher, Elizabeth McClure, Patrick Nork, Katherine Sick and Zachary Wallace.

## PERSONNEL

### **Professional (continued):**

Out-of-State conference request for the following teachers:

Edie Shull

Destination: NASA Goddard Space Flight Center,  
Greenbelt, MD

Dates: July 16 – 20, 2018

Cost: \$518

Matthew Alexander

Destination: NASA Goddard Space Flight Center,  
Greenbelt, MD

Dates: July 16 – 20, 2018

Cost: \$950

To pay professional staff at the homebound rate using federal funds (Title II / Title IV) for participating in professional development activities.

Kristy Rosario for participation in the kindergarten readiness program at their current homebound rate.

Mr. Fry seconded the motion and it passed unanimously.

### **Classified:**

Mr. Fry moved to approve the following.

The appointment of Heather Peters, Position: Cafeteria Worker/Dish Room, Effective: August 1, 2018  
Rate of Pay: \$9.50 per hour.

The Muncy School District staff salary/wage adjustments and performance/longevity payments for 2018-2019.

The approval of the Renee Shearer, paraprofessional, for participation in the kindergarten readiness program at their current board approved hourly rate.

Mrs. Moyle seconded the motion and it passed unanimously.

### **Athletic:**

Mr. Walker moved to approve the following.

<u>Name</u>	<u>Position</u>	<u>Season</u>	<u>Classification</u>
Bob Titman	Boys Varsity Soccer Volunteer	Fall 2018	----
Armando Sassano	Boys Varsity Soccer Volunteer	Fall 2018	----
Joe Tedesco	Head Jr. High Softball Coach	Fall 2018	V
Mike Kuhns	Assistant Jr. High Softball Coach	Fall 2018	VII
Sue Hetrick	Game Manager	2018-2019	per season rate
Woody Fry	Game Manager	2018-2019	per season rate
Katie Sick	Game Manager	2018-2019	per season rate
Dave Brink	Game Worker	2018-2019	per season rate



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<u>Name</u>	<u>Position</u>	<u>Season</u>	<u>Classification</u>
Diane Brink	Game Worker	2018-2019	per season rate
John Brink	Game Worker	2018-2019	per season rate
Roger Campbell	Game Worker	2018-2019	per season rate
Chris Ebner	Game Worker	2018-2019	per season rate
Mackenzie Frederick	Game Worker	2018-2019	per season rate
Nancy Hatches	Game Worker	2018-2019	per season rate
Sue Hetrick	Game Worker	2018-2019	per season rate
Cindy Knier	Game Worker	2018-2019	per season rate
John Lamoreaux	Game Worker	2018-2019	per season rate
Melissa O'Neill	Game Worker	2018-2019	per season rate
Katie Sick	Game Worker	2018-2019	per season rate
Charlie Snyder	Game Worker	2018-2019	per season rate

Dr. Bennardi seconded the motion and it passed with seven yes votes and Mr. Titman's abstention.

**Extra-Curricular:**

Mr. Fry moved to approve the following appointments for the 2018-19 school year.

<u>Position</u>	<u>Name</u>	<u>Classification</u>
ARS NOVA/Drama	Heather Diehl	V
Art Club	Beth Crissman	X
Band/Marching Band	Mike Buck	I
Battle of the Books	Matt Alexander/Dawn Gresh	X
Blue Arrowhead	Rae- Ellah Biddle	Volunteer
Chess Club	Bryan Waltz	Volunteer
Christian Club	Madalyn Confer/Katie Sick	Volunteer
Diversity Club	Jeanne Rogan/Nicole Edwards	Volunteer
FBLA	Heather Zimmerman/Jason Gresh	VII/X
Foreign Language Club	Brooke Walters	Volunteer
High School Fall Play Director	Melissa Wertman	VIII
Indians Abroad Travel Club	Shawn McCahan	Volunteer
Junior Class	Shawn McCahan/Jason Gresh	VIII/IX
M Club	Brooke Walters/Mike Davis	X
Morning Intramurals	Jon Bennett/Katie Sick	.5 of IX
National Honor Society	Robin Peterman	VII
Odyssey of the Mind Coordinator	Stephanie Trimble	VIII
Odyssey of the Mind Coach	Kristine Rosario	X
Outdoor Club	Jon Bennett	Volunteer
SADD	Courtney Ebner/Adam Fischer	Volunteer
Science Club	Robin Peterman	Volunteer
Senior Class	Beth Baker/Jeanne Rogan	VII/IX
Sophomore Class	Jennifer Gotshall/Mike Davis	VIII/IX
Speech/Debate Club	Mike Davis	Volunteer
Student Council	Beth Crissman	VIII
Technology and Computer Club	Mark Kreisher	IX
Weight Training Club	Ken Hampe	Volunteer
Yearbook	Heidi Russell	VIII

Mrs. Moyle seconded the motion and it passed unanimously.

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## **ADMINISTRATIVE REPORTS**

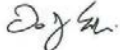
Reports were presented to the Board by Assistant to Superintendent for Curriculum and Instruction Dr. Hamilton, Business Administrator Mr. Edkin and Superintendent Dr. Skaluba.

## **ANNOUNCEMENT OF EXECUTIVE SESSION**

President McLean announced that an executive session for personnel will take place after the meeting.

There being no further business, Mr. Fry moved to adjourn the meeting at 7:48 p.m. Mr. Walker seconded the motion and it passed unanimously.

Respectfully submitted,



David Edkin, Board Secretary