

GENERAL McLANE SCHOOL DISTRICT
Board of Education
Regular Monthly Meeting
February 17, 2010

The Regular Monthly Meeting of the General McLane School District Board of Education convened in session in the Dr. Therese T. Walter Education Center on Wednesday, February 17, 2010, beginning at 6:30 p.m.

Members in attendance were Mr. Bucksbee, Mrs. Buschak, Mrs. Greenleaf, Mrs. Okel, Dr. Roth, Dr. Wise and Mrs. Yonkin. Administration present were: Mr. Karns, Mr. Scaletta, Mrs. Wagner, Mr. Getz, Dr. Barrett, Mr. Fox and Mrs. Katich. Also present were the Board Solicitor, Mr. Eiben, and four visitors. **ROLL CALL**

Mrs. Buschak led all those present in the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

At 6:33 p.m. Mrs. Kushner entered the meeting.

Mr. Matt Tighe, community member and parent, addressed the Board on a wide variety of topics ranging from a student issues, bid openings and awarding of bids, pension benefits, annual evaluations and Board policies. **RECOGNITION OF VISITORS**

Mr. Tom Bastow and Mr. Bill Correll, representing McLane Little League Association, addressed the Board. Mr. Correll provided the background on the formation of the league and partnership with the District on use of the fields. Mr. Bastow asked the Board to consider a request to permit them to place signs on the outfield fence as a fundraising effort for their league. The signs would be not be permanent and will be displayed only during games played by the Little League teams.

Mr. Scaletta introduced Ms. Soxia Juan, from China, to the Board. Ms. Juan was attending the meeting as part of an assignment in the Leadership program she is enrolled in through Edinboro University. Ms. Juan's son is attending General McLane High School as a foreign exchange student while she is finishing her program.

The Directors were presented with copies of the minutes of the Regular Study Session Meeting of January 13, 2010, and the minutes of the Regular Monthly Meeting on January 20, 2010. **BOARD MINUTES APPROVED**

Motion: Dr. Wise recommended that the minutes of the Regular Study Session of January 13, 2010 and the Monthly Meeting of January 20, 2010 be approved as presented. Motion seconded by Mrs. Greenleaf.

Action: Motion approved with all "ayes." Mr. Holman was absent

Mr. Karns presented the Directors with a copy of the "Superintendent's Report" as of February 17, 2010 and proceeded to discuss the items contained therein. A copy of the "Superintendent's Report" is on file in the Secretary's office. Mr. Karns also reported on the joint Inservice Day held on February 15, 2010 with Edinboro University noting that the keynote speaker, Dr. Neila Connors, was extremely well received. **SUPERINTENDENT'S REPORT - MR. KARNS**

The Directors were presented with a copy of the Treasurer's Report as of January 31, 2010 indicating the following balances:

FINANCIAL REPORTS

Cash and Investments - Beginning of Period	\$ 9,668,875.21
Cash Receipts	725,683.29
Disbursements	<u>1,728,906.91</u>
Cash and Investments - End of Period	\$ 8,665,661.59

The Directors were presented with a listing of Accounts Payable as of February 10, 2010 totaling \$401,664.63. A copy of the Treasurer's Report of January 31, 2010 and the Accounts Payable of February 10, 2010 is attached hereto and becomes part of the official records of the Board.

Motion: Mrs. Greenleaf recommended that the Treasurer's Report of January 31, 2010 and Accounts Payable of February 10, 2010 be approved as presented. Seconded by Mrs. Yonkin.

Action: Motion approved with all "ayes." Mr. Holman was absent.

The Directors were presented with copies of the following: the Revenue Report, the Cafeteria Report, the Athletic Budget Printout Report, the High School Activity Report, the Departmental Funds Report, the Employee Benefit Trust Report and the Capital Reverse Fund Report, all as of January 31, 2010. These reports are referenced as FR #2, 5, 6, 7, 8, 9 and 10 respectively. Copies of these reports are on file in the Secretary's office for audit purposes.

**OTHER
REPORTS**

POLICY & FINANCE COMMITTEE MATTERS

Consideration of approval for a first reading of School Board policies as listed below was requested.

**FIRST READING
OF BOARD POLICIES
APPROVED**

Policy Section 216.1 - 251 – Pupils
Policy Section 805.1 – Operations – Pandemic

The Directors received and reviewed a copy of the proposed Policies at the February 10, 2010 Study Session. The above sections are being updated as part of a comprehensive review and analysis of all School Board Policies.

Motion: Mr. Bucksbee recommended that the first reading of policy sections, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes." Mr. Holman was absent.

Authorization for the President and Assistant Secretary to execute a Memorandum of Understanding and a Section 356 Agreement with the Pennsylvania Department of Revenue, Bureau of Individual Taxes to secure information on state reported earned income for comparison with local reported earned income for tax year 2008 was requested. The Board previously approved the same filing in prior years. This information will be made available solely to the School District's Earned Income Tax Receivers. It was recommended that Berkheimer & Associates be appointed as the District's Agent to receive the report and to release the information to the non-Berkheimer Earned Income Tax Receivers. Berkheimer will provide a check for \$200 to cover the fee to obtain the state list on CD.

MOU APPROVED

Motion: Mr. Bucksbee recommended the Memorandum of Understanding and a Section 356 Agreement, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes." Mr. Holman was absent.

Consideration of approval of exoneration of delinquent real estate taxes was

EXONERATION OF

requested. The Directors received a listing of parcels that were deleted **DELINQUENT REAL ESTATE TAXES APPROVED** by the County Assessment Office due to trailer removal or dismantle. The real estate taxes on these parcels totaled \$1,321.74. Approval of the exoneration was recommended provided any county and municipal real estate taxes are also exonerated by the taxing entity.

Motion: Mr. Bucksbee recommended the exoneration of delinquent real estate taxes, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes." Mr. Holman was absent.

INSTRUCTION AND CO-CURRICULAR COMMITTEE MATTERS

Consideration of acceptance of resignation/retirement was requested **RESIGNATION/RETIREMENT APPROVED** as follows. Mrs. Barbara Majewski (General McLane High School) had submitted a letter of retirement from her teaching position, effective June 21, 2010. Mrs. Majewski has 25 years of service with the district.

Motion: Mrs. Kushner recommended that the resignation/retirement, as listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all "ayes." Mr. Holman was absent.

Consideration of Supplemental Contract for the 2009-2010 school year was presented for approval: **SUPPLEMENTAL CONTRACTS APPROVED**
Supplemental Contract appointments are for the 2009-2010 school year only.
Nancy vandenHonert, Middle School Play Director \$675.00
Act 34, Act 114 and Act 151 clearances are on file.

Motion: Mrs. Kushner recommended that the Supplemental Contract, listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all "ayes." Mr. Holman was absent.

Consideration of the following conference requests were presented for approval: **CONFERENCE REQUESTS APPROVED**

The following conference requests will utilize funding as per Agreement with GMEA:

- Mrs. Marie Troyer and Mrs. Vera Lobdell (Edinboro Elementary School), had submitted a request to attend the "Managing ADHD Through Behavior Modification," Erie, PA, April 30, 2010. Substitutes will be required for one (1) day each. Reimbursement for \$175 of substantiated expenses as outlined in Agreement with GMEA.
- Mr. Michael Simmons (James W. Parker Middle School) had submitted a request to attend the Pennsylvania School Counselors Association, Lancaster, PA, May 19-22, 2010. No substitute will be required. Reimbursement for \$175 of substantiated expenses as outlined in Agreement with GMEA.

The following conference request will utilize Building Staff Development Funds:

- Mrs. Christine Massey (James W. Parker Middle School), had submitted a request to attend the 37th Annual PSLA Conference," State College, PA, April 15-17, 2010. No substitute will be required. Building Staff Development funds have been encumbered in the 2009-2010 adopted budget and will cover the costs related to this conference.

The following conference requests will utilize Federal Funds:

- Dr. Stephen Barrett (Curriculum Coordinator), had submitted a request to attend the PA Association of Federal Program Coordinators, Hershey, PA, March 21-23, 2010. No substitute will be required. Funds

have been encumbered in the Federal Project 2009-2010 adopted budget and will cover the costs related to this conference.

- Mr. Daniel Mennow (General McLane High School), Mr. Mike Simmons (James W. Parker Middle School), Mr. Randy White (Edinboro Elementary School), Mrs. Maureen Roth (McKean Elementary School), Ms. Tina Walker and Ms. Abby Lehman (AmeriCorp Teaching Assistants) had submitted a request to attend "Focus on Character Education," Pittsburgh, PA, March 3-4, 2010. A substitute will be required for two days each for Mr. White and Mrs. Roth only. Funds have been encumbered in the Federal Project 2009-2010 adopted budget and will cover costs related to this conference.

The following conference request will utilize Athletics Budget Funds:

- Mr. Ken Walker (Athletic Director), had submitted a request to attend the PA State Athletics Directors Association Conference, Hershey, PA, March 23-27, 2010. No substitute is needed. Funds have been encumbered in the adopted 2009-2010 Athletic Budget and will cover costs related to this conference.

Motion: Mr. Kushner recommended the conference request listed above, be approved as presented. Seconded by Dr. Wise.

Action; Motion approved with all "ayes." Mr. Holman was absent.

Consideration of a foreign field trip was presented for approval: **FOREIGN FIELD TRIP APPROVED**
Mr. Doug Way (General McLane High School) had submitted a request for 25-48 high school German students to travel to Germany/Switzerland/Austria, April 20-April 30, 2011. The trip is for juniors and seniors only. All costs related to the trip will be covered by the group attending, including transportation by a private carrier. Mr. Way and several other staff members will attend as chaperones.

Motion: Mrs. Kushner recommended that the field trips, as listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all "ayes." Mr. Holman was absent.

Consideration of approval of an FMLA Leave was requested. **FMLA LEAVE APPROVED**
Mrs. Rachel Pituch (Edinboro Elementary School) had requested an FMLA leave beginning March 1, 2010 through June 4, 2010. Mrs. Pituch has requested use of all remaining sick and personal days during her leave. A Physician's Certification of Incapacitation has been received. As per Policy 435 and GMEA contract, FMLA leaves shall be deemed a concurrent leave to any other leave to which she is entitled.

Motion: Mrs. Kushner recommended that the FMLA leave, as listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all "ayes." Mr. Holman was absent.

Consideration of approval of an Unpaid Leave was requested. **UNPAID LEAVE APPROVED**
Mrs. Erin Bentley (General McLane High School) had requested to continue her unpaid leave of absence through the end of the 2009-2010 school year. Mrs. Bentley was scheduled to return to her teaching position on March 29, 2010. Arrangements for her substitute to continue through the remainder of the school year have been made.

Motion: Mrs. Kushner recommended that the unpaid leave, as listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all "ayes." Mr. Holman was absent.

Consideration of recommendations for substitute teacher list 2009-2010 school year were presented for approval. The following individuals were recommended for the Substitute Teacher List. Act 34, Act 114 and Act 151 clearances are on file.

SUBSTITUTES
APPROVED

Edward Dougan	Mathematics/Earth & Space Science
Amy Keeler	Elementary
Dianna Walker	Special Education

The following individuals have been trained through the Northwest Tri-County IU Guest Substitute program and are recommended for the Substitute Teacher List. Guest teachers will be contacted only after all other available substitutes have been exhausted. Areas of certification for Guest Substitutes include Elementary, English, General Science, Health & Physical Education, Mathematics, Office Technologies, Social Studies and Special Education.

Karen Adams	Michelle Keck
Melanie Conover	Sarah Sabylak
Brent Fallon	Melissa Wardian
Lisa Hickey	Elizabeth Wilson

Per diem for 2009-2010 is \$75.00/day and \$40.00/half-day.

Motion: Mrs. Kushner recommended that the additions to the Substitute List be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all "ayes." Mr. Holman was absent.

Consideration of volunteer assistant – 2009-2010 school year was presented for approval. Mr. Shane Allen had volunteered to assist with the girls basketball team and Ms. Sara Osinski and Ms. Jessica Cox had volunteered to assist with the softball program. Act 34, 114 and 151 clearances are on file.

VOLUNTEER
APPROVED

Motion: Mrs. Kushner recommended that volunteer assistants, as listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all "ayes." Mr. Holman was absent.

BUILDINGS, GROUNDS & TRANSPORTATION

Authorization was requested to reject bids for the used single axle dump truck. Bids were open and tabulated on Monday, February 8, 2010 and tabulated. Vehicles were not considered acceptable at this time.

BID REJECTED

Motion: Mrs. Greenleaf recommended that bid for a used single axle dump truck, as listed above, be rejected as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes." Mr. Holman was absent

Consideration of bids received on the student information system was requested. Bids were received from K-12 Systems, Inc., Image Trend, Inc., Custom Computer, Inc., Skyward, Teledata Technology Solutions, Inc. ProSoft Technologies, Pearson and Tyler Technologies on Tuesday, February 9, 2010 and tabulated. The bid tabulation was presented at the February 10, 2010 Study Session. Authorization is requested to award the bid for the Student Information System to Pearson for a total of \$26,500.

BID AWARDED

Mr. Fox explained that Pearson was the low bidder and that because they had acquired MacSchool, which is the system the district is currently using, they were able to waive the licensing fees.

Motion: Mrs. Greenleaf recommended that bid for the student information system be awarded to Pearson, as listed above, be approved as presented.

Seconded by Dr. Wise.

Action: Motion approved with all "ayes." Mr. Holman was absent

Authorization for the Business Manager to solicit bids for the following was requested:

**REQUEST TO
SOLICIT BIDS APPROVED**

- A. 20 Passenger Mini Bus (wheelchair accessible)
- B. Art Supplies
- C. Technology Ed Supplies
- D. Custodial Supplies
- E. General Supplies
- F. Edinboro Elementary Flooring Replacement
- G. Office Conversion/Renovation
- H. District Paving and Concrete Repairs

Motion: Mrs. Greenleaf recommended that permission to solicit bids for the projects, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes." Mr. Holman was absent.

Authorization for the Business Manager to file self-certification application for non-reimbursable construction projects was requested. Authorization was requested to apply to the PA Department of Education for the following projects:

**3074-A APPLICATION
APPROVED**

- 1. Edinboro Elementary Flooring Replacement
- 2. Office Conversion/Renovation
- 3. District Paving and Concrete Repairs

Copies of the PDE-3074(a) were made available at the Committee of the Whole.

Motion: Mrs. Greenleaf recommended that authorization for the Business Manager to file a self-certification application, as listed above, approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes." Mr. Holman was absent.

Recommendation for hiring of non-instructional employees was requested. Russell Cornwell was recommended as a Regular Bus Driver. David Newell was recommended as a Middle School Housekeeper. Wages and benefits will be that approved for the 2009-2010 school year. Current Act 34, 114 and 151 clearances are on file.

HIRINGS APPROVED

Motion: Mrs. Greenleaf moved that the request for hiring of non-instructional employees, as listed above, approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes." Mr. Holman was absent.

Recommendation for hiring of substitute non-instructional employee was requested. Heather McFadden was recommended as substitute employee. Wages will be in accordance with the wages and benefits approved for school year 2009-2010. Current Act 34, 114 and 151 clearances are on file. Substitute employees do not receive paid benefits nor do they acquire any prior claim to or priority interest in any full time openings that may occur.

**SUBSTITUTE
APPROVED**

Motion: Mrs. Greenleaf recommended that the substitute non-instructional employee, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes." Mr. Holman was absent.

Ratification of resignation of a non-instructional employee was requested. **RESIGNATION ACCEPTED**
Timothy Windsor had submitted his letter of resignation as a custodian effective January 21, 2010 with 1 year of service.

Motion: Mrs. Greenleaf moved that the resignation of Timothy Windsor, as listed above, approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes." Mr. Holman was absent.

Ratification of resignation of a non-instructional employee was requested. **RESIGNATION ACCEPTED**
Sandy Webber had submitted her letter of resignation as a bus driver effective February 12, 2010 with 2 years of service. Ms. Webber would like to remain on the substitute employee list.

Motion: Mrs. Greenleaf moved that the resignation of Sandy Webber, as listed above, approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes." Mr. Holman was absent.

Ratification of approval of FMLA leave of non-instructional employees was requested. **FMLA LEAVES RATIFIED**
A request had been received from Carol Walker for a FMLA leave effective January 25, 2010 for approximately 2 weeks. A request had been received from Deborah Hess for a FMLA leave effective February 1, 2010 for approximately 2 weeks. A request had been received from Steve Renick for a FMLA leave effective February 4, 2010 for approximately 2 weeks. As per Policy 535, FMLA leaves shall be deemed a concurrent leave to any other leave to which he/she is entitled.

Motion: Mrs. Greenleaf moved that the unpaid leaves, as listed above, be ratified as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes." Mr. Holman was absent.

Ratification of approval of unpaid leaves of absence was requested. **UNPAID LEAVED RATIFIED**
Pamela Leuschen, bus driver, had submitted a request for an unpaid leave of absence from February 12-19, 2010. Vicki Vitter, housekeeper, had submitted a request for an unpaid leave of absence from February 16-26, 2010. This request is consistent with Policy 536 (Personal Necessity Leave) and 530 (Uncompensated Leave).

Motion: Mrs. Greenleaf moved that the unpaid leaves, as listed above, be ratified as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes." Mr. Holman was absent.

A use of bus request were presented for approval. **USE OF BUS REQUEST APPROVED**
Grace Church; three (3) buses to transport families to various non-profit locations in Erie; April 24, 2010; 8:30 a.m. – 12:30 p.m. Charges will be \$14.27 per hour and \$1.25 per mile

Motion: Mrs. Greenleaf moved that the use of bus request, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes." Mr. Holman was absent.

No report given.

INTERMEDIATE UNIT REPORT

Copies of the minutes of the January 28, 2010 meeting were given to Board Members. Mr. Bucksbee reported that ten of the eleven participating district have Approved the 2010-2011 budget. The April Board Meeting will be held at the Erie County Tech School. A tour of the Transition Center will be provided starting at 5:00 p.m.

**VO-TECH
REPORT**

No report given.

LEGISLATIVE REPORT

For information purposes, it was reported that the following meetings had been held since the regularly scheduled Board Meeting of January 20, 2010:

**NOTIFICATION
OF MEETINGS**

A. Regular Study Session, February 10, 2010; 6:30 p.m.

The Board Members discussed the request by the McLane Little League Association regarding their fundraising efforts by erecting temporary signs at the fields. Board members asked several questions of Mr. Bastow regarding the types of businesses that would be using the signs and advertisements.

OTHER BUSINESS

Motion: Mr. Bucksbee moved that McLane Little League Associations request for the displaying of temporary signs, in compliance with the guidelines of Washington Township, be approved for the 2010 season only. Seconded by Dr. Wise.

Upon further discussion the motion was amended.

Motion: Mr. Bucksbee moved to amend the previous motion. Seconded by Mr. Greenleaf

Action: Motion approved with all "ayes."

Motion: Mr. Bucksbee moved to grant permission to the McLane Little League Association to place temporary advertising on the fences of the fields used by McLane Little League Association subject to the following conditions:

1. Advertising shall not be place until after school and shall be removed the same day at the conclusion of the activities of the Little League;
2. No advertising shall be placed for tobacco products, products containing Alcohol or any bar, tavern or other establishment operating under a liquor license, or for any advertising with a political or religious theme;
3. The superintendent may require the removal of any advertising which in His discretion is inappropriate for display on school property; and
4. The permission granted by this motion shall expire at the conclusion of the 2010 season.

Seconded by Dr. Roth.

Action: Motion approved with all "ayes."

At 7:38 p.m., the Board moved into Executive Session for personnel, legal and student issues. At 8:14 p.m. the Board moved out of Executive Session and the meeting continued.

**EXECUTIVE
SESSION**

Mrs. Buschak asked if there was any further business to be presented for consideration and, hearing no response, adjourned the meeting at 8:17 p.m.

ADJOURNMENT

Karen L. Katich, Board Secretary