

**GENERAL McLANE SCHOOL DISTRICT**

Board of Education  
Regular Monthly Meeting  
March 17, 2010

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

Members in attendance were Mr. Bucksbee, Mrs. Buschak, Mrs. Greenleaf, Mr. Holman, Mrs. Kushner, Mrs. Okel, Dr. Roth and Mrs. Yonkin. Administration present were Mr. Karns, Mr. Scaletta, Mr. Hansen, Mrs. Wagner, Mr. Getz, Dr. Barrett, Mr. Fox and Mrs. Katich. Also present was the Board Solicitor, Mr. Conti and seven visitors.

**ROLL  
CALL**

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

**PLEDGE OF ALLEGIANCE**

Mr. Matthew Tighe, community member and parent, addressed the Board Regarding the District's bullying policy and his concerns with it, his RTK appeal and the District's strategic planning.

**RECOGNITION OF  
VISITORS**

Ms. Edith Ghere, community member, addressed the Board with her concerns surrounding the advertising the superintendent vacancy.

Dr. Wise entered the meeting at 6:47 p.m.

Mr. Don Farbotnik, community member, addressed the Board regarding the costs related to the athletic survey being conducted and urged the Board to inform the public of any upcoming tax increases once the final budget has been approved.

Mrs. Tracy Halmi, parent and community member, addressed the Board regarding her concerns with the upcoming replacement of carpet and asbestos removal scheduled for Edinboro Elementary School this summer. She also addressed the athletic survey being conducted and suggested survey software that is available to the district for this type of purpose with a relatively inexpensive cost.

The Directors were presented with copies of the following minutes: Regular Monthly Study Session of February 10, 2010 and the Regular Monthly Meeting of February 17, 2010.

**BOARD  
MINUTES APPROVED**

Motion: Mrs. Greenleaf moved that the minutes of the Study Session of February 10, 2010 and the minutes of the Regular Monthly Meeting of February 17, 2010 be approved as presented. Motion seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

Mr. Karns presented the Directors with a copy of the "Superintendents Report" as of March 17, 2010 and proceeded to discuss the items contained thereon. A copy of the "Superintendent's Report" is on file in the Secretary's office. Mr. Karns added that Mr. John Marszalek will be honored at the PMEA Statewide Conference in Pittsburgh, PA with the 2010 Citation of Excellence and provided a report on the recent JWPMS 8<sup>th</sup> grade trip to Washington, DC.

**SUPERINTENDENT'S  
REPORT -  
MR. KARN'S**

The Directors were presented with a copy of the Treasurer's Report as of February 28, 2010 indicating the following balances:

**FINANCIAL  
REPORTS**

Cash and Investments - Beginning of Period	\$ 8,665,661.59
Cash Receipts	1,925,175.08
Disbursements	<u>-1,776,640.87</u>
Cash and Investments - End of Period	\$ 8,814,195.80

The Directors were presented with a listing of Accounts Payable as of March 9, 2010 totaling \$209,637.24. A copy of the listing is attached hereto and becomes part of the official records of the Board.

Motion: Mrs. Okel moved that the Treasurer's Report of February 28, 2010 and the listing of Accounts Payable as of March 10, 2010 and Accounts Paid prior to the Board Meeting in February, 2010 be approved as presented and a copy filed for audit purposes. Motion seconded by Mrs. Greenleaf.

Action: Motion approved with all "ayes."

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, Capital Reserve Fund and the Employee Benefit Trust Report, all as of February 28, 2010. These reports are referenced as FR #2, 4, 5, 6, 7, 8 and 9 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 final reading of School Board policies as listed below was requested.

**FINAL 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 final reading of policy sections, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

Consideration of approval of a budget transfer was requested as follows.

**BUDGET TRANSFER  
APPROVED**

To:	10-2170-618-000-00-00-000	\$ 13,250
From:	10-2220-760-000-10-20-000	\$ 2,120
	10-2220-760-000-10-25-000	\$ 2,120
	10-2220-760-000-10-50-000	\$ 2,186
	10-2220-760-000-30-50-000	\$ 2,186
	10-2220-760-000-30-80-000	\$ 4,638

Transfer was requested from Support Services – Technology Equipment to Support Services – Student Accounting Software to fund Power School student information system software purchase approved at the February 17, 2010 Regular meeting.

Motion: Mr. Bucksbee recommended the budget transfer, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "aye" votes.

**INSTRUCTION AND CO-CURRICULAR COMMITTEE MATTERS**

Consideration of approval of acceptance of the following resignations/retirements was requested. **RESIGNATIONS/  
RETIREMENTS ACCEPTED**

- Mrs. Karen Troutman (General McLane High School) had submitted a letter of retirement from her teaching position, effective at the end of the 2009-2010 school year. Mrs. Troutman has 23.5 years of service with the district.
- Mrs. Barbara Neuburger (General McLane High School) had submitted a letter of retirement from her teaching position, effective at the end of the 2009-2010 school year. Mrs. Neuburger has 26 years of service with the district
- Mrs. Nancy Perry (McKean Elementary School) had submitted a letter of retirement from his teaching position, effective at the end of the 2009-2010 school year. Mrs. Perry has 27 years of service with the District.
- Mr. Gleck William (James W. Parker Middle School) had submitted a letter of retirement from his teaching position, effective at the end of the 2009-2010 school year. Mr. Williams has 34 years of service with the district
- Mr. Tony Fensel, Head Coach, Boy's Soccer, had submitted a letter of resignation from his supplemental contract position, effective immediately.

Motion: Mrs. Kushner recommended that the resignations/retirements of Mrs. Troutman, Mrs. Neuburger, Mrs. Perry, Mr. Williams and Mr. Fensel, as listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all "ayes."

Mr. Karns thanked those retiring for the years of service to the district.

The following field trips were presented for consideration: **FIELD TRIPS APPROVED**

- A. Mrs. Karen Yonko (General McLane High School) had submitted a request for eight (8) students to attend the PJAS State Meet, State College, PA, May 16-18, 2010. Mrs. Yonko will attend as a chaperone. Costs, including transportation by a private carrier, to cover expenses have been included in the adopted 2009-2010 budget.
- B. Mrs. Karen Lerch (General McLane High School) had submitted a request for six (6) newspaper staff members to attend a journalism workshop at the state-wide convention, Kent, OH, April 10, 2010. Mrs. Lerch will attend as chaperone. Costs, including transportation, will be covered by the group attending.

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."

Consideration of approval of conferences was requested as follows: **CONFERENCE REQUESTS  
APPROVED**

- The following conference request will utilize funding as per Agreement with GMEA:
- Mrs. Michelle Androstic (Edinboro Elementary School), had submitted a request to attend "What's New in Children's Literature and How to Use it in Your Program," Erie, PA, April 9, 2010. A substitute will be required for one (1) day. Reimbursement for \$175 of substantiated expenses as outlined in Agreement with GMEA.
  - Mr. Jim Wells, Mr. Luil Graham and Mr. Mark Scarpitti (General McLane High School), and Mr. Tim Casey and Mr. Tim Campbell (football coaches) had submitted a request to attend a Coaching Clinic, Annapolis, MD, April 9, 2010. Registration fee of \$250 (\$50 per coach) will be paid with funds encumbered in the 2009-2010 Athletic Budget. A substitute will be required for one (1) day each for Mr. Wells, Mr. Graham and Mr. Scarpitti. Reimbursement for \$175 of substantiated expenses as outlined in

Agreement with GMEA is applicable for Mr. Wells, Mr. Graham and Mr. Scarpitti. A discussion regarding the payment of the conference fee for the coaches clinic resulted in an agreement that funds from the Athletic Budget would be used to pay the registration fees (\$100 total) for Mr. Casey and Mr. Campbell only (supplemental contract employees) and that the registration fees for Mr. Well, Mr. Graham and Mr. Scarpitti are to be included in the \$175 allotted to each of them.

Motion: Mrs. Kushner recommended that the conference requests, as amended and listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all "ayes."

Consideration of approval of an FMLA Leave was requested. **LEAVE APPROVED**  
Mrs. Kimberly Shields (Edinboro Elementary School) had requested an FMLA leave beginning April 1, 2010 through June 4, 2010. Mrs. Shields 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."

Consideration of approval to conduct an internship was requested. **INTERNSHIP APPROVED**  
Mrs. Elizabeth Sheppard had submitted a request to complete an internship during the fall semester of the 2010-2011 school year in Elementary School Guidance Counseling at the Edinboro Elementary School. This internship is one of the requirements of the program at Edinboro University. Dr. McClelland has agreed to serve as supervisor of this experience. Act 34, Act 114 and Act 151 clearances are on file.

Motion: Mrs. Kushner recommended that the request to conduct internship, as listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all "ayes."

Consideration of acceptance of student on a tuition basis was requested. **TUITION STUDENT APPROVED**  
Mr. and Mrs. Robert Toski had submitted a request for their daughter, Hannah (Grade 11), continue as a student at General McLane High School for the remainder of the 2009-2010 school year. Mr. and Mrs. Toski understand they will be responsible for transportation and tuition of \$3,274.26 (pro-rated).

Motion: Mrs. Kushner moved that acceptance of Hannah Toski as a tuition student, as listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all "ayes."

The following individual were recommended for the 2009-2010 Substitute Teacher List. Act 34, Act 141 and Act 151 clearances are on file. **SUBSTITUTE TEACHERS APPROVED**

Jeana DiNicola-Wright	School Nurse
Aaron Gall	Music
Brian Hardner	Elementary
Tina Hinrichs	Art/Elementary/Mid-Level Mathematics/ Mid-Level Science
Daniel Mastrian	English

The following individual has 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.

Elizabeth Holman	Terry Richards
Ashley Kuzma	Russell Richardson
Darcy McKinley	Jolene Smock
Alli Parker	Tyler Stuyvesant
Andrew Price	Marci Zeigler
Amy Raydo	

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

Motion: Mrs. Kushner moved that additions to the 2009-2010 Substitute Teacher List, as listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all "ayes."

#### **BUILDINGS, GROUNDS & TRANSPORTATION**

Consideration of acceptance of bids received on Edinboro Elementary flooring replacement was requested. Bids were received on Monday, March 15, 2010 and tabulated. The tabulation and award recommendation were presented and discussed at the Committee of the Whole. Bids were received from Continental Flooring Company, Erie Contract Interiors, Faris Carpet, Inc., Foulks Flooring America, Air Technology, Inc., Amark Environmental LLC, Cardinal Environmental and Clarion Environmental on Monday, March 15, 2010 and tabulated. Authorization was requested to award the bid for general construction of the flooring to Continental Flooring Company for a total of \$138,300. Authorization was requested to award the bid for asbestos removal to Clarion Environmental for a total of \$67,777. Discussion regarding the bids received occurred. **BID APPROVED**

An Executive Session was held at 7:24 p.m. to discuss legal issues. The Executive Session was adjourned at 7:37 p.m.

**EXECUTIVE  
SESSION**

Motion: Mr. Holman recommended that authorization of the bids for flooring, replacement and asbestos removal, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

Consideration of approval of hiring of a non-instructional employee was requested. Caroline Rachoski was recommended as an Edinboro Elementary Classroom Aide to fill an open position. Wages and benefits will be that approved for the 2009-2010 school year. Current Act 34, 114 and 151 clearances are on file. **HIRING APPROVED**

Motion: Mr. Holman recommended that the hiring of Caroline Rachoski as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

Consideration of approval of hiring substitute non-instructional employees was requested. Megan Hoffman and Jann Sprague were recommended as substitute employees. Current Act 34, 114 and 151 clearances are on file. Wages will be in accordance with the wages and benefits approved for school year 2008-2009. Substitute employees do **SUBSTITUTES  
APPROVED**

not receive paid benefits nor do they acquire any prior claim to or priority interest in any full time openings that may occur.

Motion: Mr. Holman recommended that approval of non-instructional substitutes, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

Consideration of retirement of a non-instructional employee was requested. **RETIREMENT ACCEPTED**  
Nancy Coleman had submitted her letter of retirement as Edinboro Elementary Secretary effective August 14, 2010 with 14 years of service.

Motion: Mr. Holman recommended that retirement of Nancy Coleman, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

Ratification of unpaid leaves of non-instructional employees was requested. **UNPAID LEAVES RATIFIED**  
Vicki Vitter, housekeeper, had submitted a request for an unpaid leave of absence from March 1-15, 2010. Larry Carullo, bus driver, had submitted a request for an unpaid leave of absence from March 1-4, 2010. These requests are consistent with Policy 536 (Personal Necessity Leave) and 530 (Uncompensated Leave).

Motion: Mr. Holman recommended that authorization to ratify unpaid leaves, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

Consideration of approval of unpaid leave of absences was requested. **UNPAID LEAVES APPROVED**  
Sandy Hoover, cafeteria monitor, had submitted a request for an unpaid leave of absence from March 22, 2010 – March 28, 2010. Elizabeth Sheppard, cafeteria monitor, had submitted a request for an unpaid leave of absence from August 25, 2010 - January 3, 2011. These requests are consistent with Policy 536 (Personal Necessity Leave) and 530 (Uncompensated Leave).

Motion: Mr. Holman recommended that authorization of the unpaid leaves, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

Consideration of approval of a use of bus was requested. **USE OF BUS APPROVED**  
- McLane Church by Lynora Rumm; two minibuses to transport to and from Edinboro University's Cole Auditorium; March 21, 2010; 8:00 a.m. to 3:00 p.m. Charges will be \$14.27 per hour and \$1.25 per mile. Mr. Karns explained that after discussion with Mr. Yates that only the charges for the minibuses, \$1.25 per mile, would be billed and will be paid for by the "Friends of Vocal Music" booster group.

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

Action: Motion approved with all "ayes."

Consideration of approval of a use of van was requested. **USE OF VAN APPROVED**  
Jim Wells, General McLane High School; one (1) van to transport coaches to and from Annapolis, MD; April 9-12, 2010.

Motion: Mr. Holman recommended that the use of van request, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

Consideration of approval of a use of school property was requested. **USE OF PROPERTY APPROVED**  
General McLane Band by John Marszalek; High School Auditorium; April 11, 2010, 12:00 p.m. – 6:00 p.m.

Motion: Mr. Holman recommended that the use of property request, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

Consideration of approval of a use of school property was requested. **USE OF PROPERTY APPROVED**  
A request for use of school property was received from the YMCA by Tina Carter, Vice President of Child Care Services; available designated areas at McKean and Edinboro Elementary Schools and J.W. Parker Middle School. The before-school program will run Monday – Friday, 6:30 a.m. – 9:00 a.m. and the after-school program will run Monday-Friday, 3:30-6:00 p.m. during the school year at McKean and Edinboro Elementary Schools. An after-school program will run Monday-Friday, 3:30-6:00 p.m. during the school year at James W. Parker Middle School. The District Administration recommends that, if approval is granted, the group be limited to specific areas assigned for the 2010-11 school year only and will follow the General McLane school calendar. Fees charged will be \$300.00 per month each for McKean and Edinboro Elementary Schools and \$150 per month for J.W. Parker Middle School. If granted, a lease with the conditions stated above will be executed.

Motion: Mr. Holman recommended that the use of school property request, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

No report was given.

**INTERMEDIATE  
UNIT REPORT**

Minutes from the February 25, 2010 meeting were provided to Board Members. Mr. Bucksbee reported that the ECTS is in negotiations with the support staff and is progressing. Mr. Bucksbee also reminded the Board that the April Board Meeting will be held at the ECTS with a tour of the transition center and dinner will be held before the Board Meeting. Those interested in the tour should be at the ECTS lobby by 5:00 p.m.

**VO-TECH  
REPORT**

No report given.

**LEGISLATIVE REPORT**

Mr. Matthew Tighe, community member and parent, questioned the need for an Executive Session and addressed the awarding of the bids.

**RECOGNITION OF  
VISITORS**

Mrs. Tracy Halmi, parent and community member, thanked the Board for addressing the asbestos problem and asked if the parents and staff would be notified about the removal and air quality following the removal. Mr. Fox assured her that Microbac would be monitoring the removal and installation and that no staff members, children or parents would be in the building until the job was complete and safe for all concerned.

Dr. Roth asked about the process of notifying the public about a potential tax increase. Mr. Fox explained the budget process.

**OTHER BUSINESS**

Mrs. Kushner asked questions regarding the Broadway Dinner and the handling of the finances. Mr. Karns explained that the district previously sponsored the Broadway Dinner but that two years ago a Booster Group was formed and they have taken on the responsibility for the Broadway Dinner, spring play and the New York City trip. Mr. Scaletta added that he encouraged Mr. Yates to pursue organizing a Booster Club to help with these productions.

Mrs. Kuser read the following resolution and asked that they be entered into the minutes:

RESOLUTION  
TITLE: LANCER LEGACY AWARD  
SUBMITTED BY: General McLane Lancer Legacy Committee

WHEREAS, Therese T. Walter, provided the leadership and maintained a commitment to academic excellence for all students; and

WHEREAS, Therese T. Walter, was instrumental in leading the General McLane School District through its greatest increase in student enrollment; and

WHEREAS, Therese T. Walter served the General McLane School District as superintendent during the renovation of the existing facilities of the District and the construction of the Service Center; and

WHEREAS, Therese T. Walter became General McLane School District's third superintendent, serving from 1983 until 2005; and

WHEREAS, the educational expertise of Therese T. Walter both within the General McLane School District and the state of Pennsylvania created a lasting legacy of excellence; therefore, be it

RESOLVED, that the General McLane Board of Education does hereby confer upon Therese T. Walter, the Lancer Legacy Award for Distinguished Service to the General McLane School District. Adopted this **17th** day of **March, 2010**.

For information purposes, it was reported that the following meetings had been held since the regularly scheduled Board Meeting of February 18, 2009:

A. Study Session, March 10, 2010, 6:30 p.m.

**NOTIFICATION  
OF MEETINGS**

At 8:15 p.m. the meeting was recessed.

An Executive Session was held at 8:23 p.m. to discuss personnel issues. The Executive Session was adjourned at 9:25 p.m.

**EXECUTIVE  
SESSION**

Mrs. Buschak asked if there was any further business to be presented for consideration and, hearing no response, adjourned the meeting at 9:25 p.m.

**ADJOURNMENT**

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Karen L. Katich, Board Secretary