

GENERAL McLANE SCHOOL DISTRICT

Board of Education
Regular Monthly Meeting
April 21, 2010

The Regular Monthly Meeting of the General McLane School District Board of Education convened in session in the Eagle's Nest of the Erie County Technical School on Wednesday, April 21, 2010 beginning at 6:30 p.m.

Members in attendance were Mr. Bucksbee, Mrs. Buschak, Mrs. Greenleaf, Mr. Holman, Mrs. Okel, Dr. Roth, Dr. Wise and Mrs. Yonkin. Administration present were: Mr. Karns, Mr. Scaletta, Mr. Hansen, Mrs. Wagner, Mr. Getz, Dr. Barrett, Mr. Mennow, Mrs. Crist, Mr. Campbell, Mr. Fox and Mrs. Katich. Also present was the Board Solicitor, Mr. McDonald and five visitors.

**ROLL
CALL**

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

PLEDGE OF ALLEGIANCE

Mr. Matthew Tighe addressed the Board regarding several topics ranging from accountability of administrators, procedures for following Policy 906, bus incident involving his daughter and subsequent hearing and concerns regarding the awarding of the bid for the flooring project.

**RECOGNITION OF
VISITORS**

At 6:42 p.m. Mrs. Kushner entered the meeting.

Mr. Fox and Mr. Karns addressed the Board on the awarding of the "PASBO Award of Excellence in School Facilities." Mr. David Campbell, Supervisor of Buildings & Grounds submitted an extensive application to PASBO meeting all seven core competencies: Facilities Maintenance and Management, Facilities Capital Improvement and Construction, Grounds Management, Housekeeping, Staff Management, Environmental Safety, Benchmarking and Data Management. General McLane was one of only seven districts in the state who received this award. Mrs. Buschak presented Mr. Campbell with the "Award of Excellence in School Facilities" and thanked him for all his hard work on behalf of the Board and District.

An Executive Session was held at 6:45 p.m. to discuss personnel issues. The Executive Session was adjourned at 8:12 p.m.

**EXECUTIVE
SESSION**

At 8:12 p.m. a recess was called and the meeting reconvened at 8:19 p.m.

Mr. Karns presented the Directors with a copy of the "Superintendents Report" as of April 21, 2010 and proceeded to discuss the items contained thereon.

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

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

**BOARD
MINUTES APPROVED**

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

Action: Motion approved with all "ayes."

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

**FINANCIAL
REPORT APPROVED**

Cash and Investments - Beginning of Period	\$ 8,814,195.80
Cash Receipts	1,432,430.70
Disbursements	<u>2,450,905.99</u>

Cash and Investments - End of Period \$ 7,795,720.51

A copy of the Treasurer's Report of March 31, 2010 is attached hereto and becomes part of the official records of the Board. The Directors were presented with a listing of Accounts Payable as of April 13, 2010 totaling \$692,083.60. 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 March 31, 2010 and the listing of Accounts Payable as of April 13, 2010 and Accounts Paid prior to the Board Meeting in March, 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 Employees Benefit Trust Report and Capital Reserve Fund Report all as of March 30, 2010. These reports are referenced as FR #2, 5, 6, 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

Approval of the proposed 2010-2011 Operating Budget was presented in the amount of \$28,795,914 and authorization to advertise the proposed budget for 30 days was requested. The preliminary budget includes a projected use of fund balance of \$278,257 and provides for a .50 mill real estate tax increase. The proposed real estate tax rate has been set at 13.76 mills. The Board and District Administration will continue to review and revise the budget during May and June. The Superintendent's Letter of Transmittal was previously submitted to the Directors.

**PROPOSED
BUDGET
APPROVED**

Motion: Mr. Bucksbee moved that the preliminary 2010-2011 Operating Budget be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

Mr. Bucksbee indicated that would not be able to support this budget as is and hopes that changes will be made before a final budget is adopted.

Consideration of Approval for Mandate Waiver Application Submission was requested. Under the Education Empowerment Act's Mandate Waiver Program, a district may submit an application to the Pennsylvania Department of Education for relief from state mandates if the waiver will enable the district to improve its instructional program or operate in a more effective, efficient or economical manner. The Mandate Waiver Applications for submission pertain to Sections 24 PS 7-751 and 24 PS 8-807.1 concerning procurement quotation, bidding and advertising processes. The Directors received and reviewed copies of the Mandate Waiver Applications at the April 14, 2010 Study Session. Final approval of the Mandate Waiver Applications for submission was recommended as listed below.

**MANDATE
WAIVER
APPLICATION
APPROVED**

Waiver of 24 PS 7-751(a.1) to the extent that this section requires quotations for construction, reconstruction, repairs, maintenance or work of any nature costing \$4,000 or more. The District recommends increasing this threshold raised to \$6,100 due to inflationary increases since the last adjustment to this amount.

Waiver of 24 PS 7-751(a) to the extent that this section requires bidding for construction, reconstruction, repairs, maintenance or work of any nature costing \$10,000 or more. The District recommends increasing this threshold raised to \$15,300 due to inflationary increases since the last adjustment to this amount.

Waiver of 24 PS 7-751 to the extent that it requires bid advertising in newspapers of general circulation. The District recommends publishing notices for 3 weeks on the District's official Internet website or in a community paper of mass dissemination.

Waiver of 24 PS 8-807.1(a.1) to the extent that this section requires three quotations for purchases costing \$4,000 or more. The District recommends increasing this threshold raised to \$6,100 due to inflationary increases since the last adjustment to this amount.

Waiver of 24 PS 8-807.1(a) to the extent that this section requires bidding of contracts for purchases costing \$10,000 or more. The District recommends increasing this threshold raised to \$15,300 due to inflationary increases since the last adjustment to this amount.

Waiver of 24 PS 8-807.1(a) to the extent that it requires bid advertising in newspapers of general circulation. The District recommends publishing notices for 3 weeks on the District's official Internet website or in a community paper of mass dissemination.

Waiver of 24 PS 8-807.1 to the extent that it requires bidding of contracts for purchases costing \$10,000 or more. The District recommends an exemption from the bidding requirements when the District is purchasing goods or services for which prices previously have been solicited through competitive bidding done through state contract awards, PEPPM or joint purchasing agreements and the district is able to negotiate a lower cost with the vendor than has been established through the state contract, PEPPM or other joint purchasing agreements.

Motion: Mr. Bucksbee moved that the Mandate Waiver Application Submission, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

Consideration of the Sale of Property from the Erie County Repository was requested. **SALE OF PROPERTY APPROVED**
Information has been received from the Tax Claim Bureau that an offer to purchase the property commonly known as and identified in the assessment records of Erie County as Index 31-008-045.0-009.00 – Reichert Rd. TR 260 150x150. This offer was made by Joseph & Kelley Groner who are willing to purchase that parcel for the sum of \$250.00.

Motion: Mr. Bucksbee moved that the sale of property from the Erie County Repository, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

Consideration for a First Reading of School Board Policy Section 701-717 – Property was requested. The Directors received and reviewed a copy of the proposed policies at the April 14, 2010 Study Session. The above sections are being updated as part of a comprehensive review and analysis of all School Board Policies. **FIRST READING OF BOARD POLICIES 701-717 APPROVED**

Motion: Mr. Bucksbee moved that the first reading of Policy Section 701-717, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

INSTRUCTION AND CO-CURRICULAR COMMITTEE MATTERS

The following conference requests were presented for consideration: **CONFERENCE REQUESTS**

A. The following conference request will utilize funding as per Agreement with GMEA: **APPROVED**

-Mr. David Treusch (General McLane High School) had submitted a request to attend "Frontiers of Electronic Materials Workshop," Erie, PA, May 14, 2010. A substitute will be required for one (1) day. Reimbursement for \$175 of substantiated expenses as outlined in Agreement with GMEA.

B. The following conference request will utilize building discretionary funds:

-Mr. John Marszalek (General McLane High School) had submitted a request to attend the PMEA Conference, Pittsburgh, PA, April 22-23, 2010. A substitute will be required for two (2) days. Building Staff Development funds have been encumbered in the 2009-2010 adopted budget and will cover the cost of the conference.

C. The following conference request will utilize funds encumbered in the 2009-2010 Athletic Budget.

-Mr. Robert Kennerknecht (Athletic Trainer/Manager) had submitted a request attend the National Athletic Trainers Association Conference, Philadelphia, PA, June 22-25, 2010. No substitute will be required. Costs have been encumbered in the 2009-2010 Athletic Budget to cover the expenses.

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

Action: Motion approved with seven "aye" votes and two "nay" votes cast by Mrs. Kushner and Dr. Roth.

Mrs. Kushner and Dr. Roth feel the expenses for the Athletic Trainers Conference needs to be in line with that provided in the Agreement with GMEA.

Consideration of Approval of an FMLA/Unpaid Leave was requested. **FMLA LEAVE APPROVED**

Mrs. Jessica Hutchison (Edinboro Elementary School) had requested an FMLA leave beginning May 11, 2010 through the end of the 2009-2010 school year. Mrs. Hutchison has requested use of all remaining sick and personal days during her leave. A Physician's Certification of Incapacitation had 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/Unpaid Leave, as listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all "ayes."

Consideration of Approval of Adoption of Policies, Procedures and Use of Funds **IU POLICIES & PROCEDURES APPROVED**
by the school district was requested. Adoption of Northwest Tri-County

Intermediate Unit's policies and procedures under the federal requirements of 34 CFR 300¹ is requested. These policies fulfill the requirements of 22 PA Code Chapter 14 and the regulatory requirements under the Individuals with Disabilities Education Act – Part B. Copies of the policies are available in the Board Secretary's office.

Motion: Mrs. Kushner recommended that the adoption of Policies, Procedures and Use of Funds, as listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all "ayes."

The following individuals were recommended for the Substitute Teacher List 2009-2010 school year. Act 34, Act 114 and Act 151 clearances are on file. **SUBSTITUTE TEACHERS**
APPROVED

Josiah Dombrowski	Earth & Space Science
Danielle Schodt	Elementary/Early Childhood
Patrick Schodt	Mathematics
Brent Swain	Elementary

The following individual 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.

James McDonald Sheena Morgan
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."

Consideration of recommendation for position – Principal, General McLane High School. Mr. Daniel Mennow was recommended to fill the position of Principal, General McLane High School, beginning July 1, 2010. Salary will be as discussed in the Executive Session and benefit will be per current Act 93 Agreement. **MENNOW APPOINTED**

Motion: Dr. Wise moved that the vote on hiring Mr. Mennow to the position of Principal of General McLane High School and the salary proposed for the position be split into two separate votes. Seconded by Mr. Holman.

Action: Motion approved with all "ayes."

Motion: Dr. Wise moved that the appointment of Mr. Daniel Mennow as Principal, General McLane High School, be approved as presented. Seconded by Mrs. Greenleaf.

Action: Motion approved with all "ayes."

Motion: Dr. Wise moved that a salary of \$90,500 beginning July 1, 2010, as previously discussed, be approved as presented. Seconded by Mrs. Greenleaf.

Action: Motion approved with six "aye" vote and three "nay" votes cast by Mr. Bucksbee, Dr. Roth and Mrs. Yonkin.

Mr. Karns congratulated Mr. Mennow on his new appointment adding that the building will in excellent hands and that Mr. Mennow will continue the standard of leadership that has been a constant throughout the years.

BUILDINGS, GROUNDS & TRANSPORTATION

Authorization to enter software agreement with Frontline Placement Technologies, Inc. was requested. Authorization was requested to execute a customer agreement with Frontline Placement Technologies, Inc. for the purpose of providing the district

SOFTWARE
AGREEMENT
APPROVED

access to Frontline's automated substitute placement and absence management system, AESOP. The subscription will be effective immediately to start implementation and training for the 2010-2011 school year. The fees include a one-time setup implementation and training charge of \$4,000 and annual subscription costs will be approximately \$5,962.50.

A discussion regarding cost savings using an agency instead of investing in software occurred. Mr. Karns indicated that he did make several reference checks and was confident that this was the best solution for the district.

Motion: Mr. Holman recommended that software agreement with Frontline Placement Technologies, Inc., as listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all "ayes."

A recommendations for hiring of a non-instructional employee was requested. **HIRING APPROVED**
Vicki Vitter was recommended as an 11-month Housekeeper at the High School and Middle School 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.

Motion: Mr. Holman recommended that the employment of Vicki Vitter, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

Consideration of a request for an unpaid Leave of Absence -Non-Instructional Employee was requested. Lisa Tomasik, High School Cafeteria Helper, had submitted a request for an unpaid leave of absence effective April 26, 2010 through May 3, 2010. This request is consistent with Policy 536 (Personal Necessity Leave) and 530 (Uncompensated Leave). **UNPAID LEAVE APPROVED**

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

Action: Motion approved with all "ayes."

Ratification of retirement – Non-Instructional Employee was requested. **RETIREMENT RATIFIED**
Nancy Malone submitted her letter of retirement as a High School Housekeeper effective March 1, 2010 with 12 years of service.

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

Action: Motion approved with all "ayes."

Approval of acceptance of retirement – Non-Instructional Employee was requested. **RETIREMENT APPROVED**
Margaret Santos had submitted her letter of retirement as a Middle School Cafeteria Helper effective June 8, 2010 with 9 years of service.

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

Action: Motion approved with all "ayes."

Approval for Non-Public Transportation, non-residents was requested.

Mr. & Mrs. Roger Swanson and Mr. and Mrs. Pat Shugerts (Cambridge Springs School District) request permission for their child to ride the General McLane School District non-public bus to and from Cathedral Prep for the 2010-2011 school year.

**NON-RESIDENT
TRANSPORTATION
REQUESTS
APPROVED**

Mr. & Mrs. Chris Theriault (Cambridge Springs School District) request permission for their child to ride the General McLane School District non-public bus to and from Mercyhurst Prep for the 2010-2011 school year. The parents would be required to transport their child to and from an existing General McLane location. The fee of \$2.00 per day per child for the service would cover the proportionate share of the costs. Transportation is contingent upon availability on the bus.

Motion: Mr. Holman recommended that the requests for non-public transportation by non-residents, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

Ratification of use of bus request was presented for Board consideration. Edinboro University Arts Floor by Casey Deutsch; one bus to transport students to and from Cleveland Museum of Art; April 16, 2010; 10:00 a.m. – 9:00 p.m. Charges will be \$14.27 per hour and \$1.25 per mile.

USE OF BUS RATIFIED

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

Action: Motion approved with all "ayes."

Approval of use of bus request was presented for Board consideration.

- USE OF BUS REQUESTS
APPROVED**
- A. Strong Vincent High School by Ron Neibauer; two buses to transport students to and from General McLane School District; April 27, 2010; 1:20 p.m. – 6:30 p.m.
 - B. Growing and Learning Center by Chuck Lytle; one bus to transport students to and from Edinboro Legion Pool/Bowling Lanes and Public Library; Wednesdays, June 16, 2010 to August 25, 2010; 12:00 P.M. – 3:00 P.M.
 - C. Growing and Learning Center by Chuck Lytle; one bus to transport students to and from Whispering Stables; June 21, 2010; 10:00 A.M. – 12:30 P.M.
 - D. Growing and Learning Center by Chuck Lytle; one bus to transport students to and from Gem Mine Findley Lake, NY; June 25, 2010; 10:30 A.M. – 1:30 P.M.
 - E. Growing and Learning Center by Chuck Lytle; one bus to transport students to and from Erie Children's Museum; July 20, 2010; 9:30 A.M. – 1:00 P.M.
- Charges will be \$14.27 per hour and \$1.25 per mile.

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

Action: Motion approved with all "ayes."

Approval of use of School Property was presented for Board consideration.

Red Balloon Just A.S.K. (Before/After School Kids) by Gretchen Schlosser, Administrator; available classroom space, restrooms and access to gymnasium when available at McKean Elementary School. The before-school program will run Monday – Friday, 7:00 a.m. – 8:30 a.m. and the after-school program will run Monday-Friday, 3:30-5:30 p.m. during the school year and will follow the General McLane school calendar. The District Administration recommends that, if approval is granted, the group be limited to specific areas assigned by Mr. Getz for the 2010-11 school year only.

**USE OF SCHOOL
PROPERTY APPROVED**

The Red Balloon has operated a similar program in the past at McKean Elementary School. Fees charged will be \$300.00 per month. If granted, a lease with the conditions stated above will be executed.

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

Action: Motion approved with all "ayes."

Consideration of use of school property requests was presented for Board approval. **USE OF SCHOOL**

- A. Misery Bay SCCA #104 by Kenneth Hoover; high school/middle school **PROPERTY APPROVED** parking lot; June 26-27, 2010 and September 12, 2010; 7:00 a.m. to 5:00 p.m.; low speed skilled driving competition.
- B. Edinboro United Soccer Club by Grant Lincoln; North Soccer Field; April 18, May 9 and May 16, 2010; 12:30 to 3:30 p.m.; Soccer Practice; Fees charged will be \$10.00 per day.

After discussion it was agreed to split the vote.

Motion: Mr. Holman moved that the use of school property request by Misery Bay SCCA #104, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with eight "aye" votes and one "nay" vote cast by Mr. Bucksbee.

Motion: Mr. Holman moved that the use of school property request by Edinboro United Soccer Club, as listed above, be approved as presented.
Seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

No report was given.

INTERMEDIATE UNIT REPORT

Copies of the minutes of the March 25, 2010 meeting were provided to Board **VO-TECH REPORT** Members. Mr. Bucksbee thanked everyone for attending the tour of the Transition Center.

No report was given.

LEGISLATIVE REPORT

Mr. Matthew Tighe inquired about a written response for the concerns he raised **RECOGNITION OF VISITORS** earlier in the evening. Mr. Tighe agreed to provide a list of those concerns in writing to the Open Records Officer.

RESOLUTION

OTHER BUSINESS

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

WHEREAS, James L. Smart served the General McLane School District as a teacher for 37.5 years; and

WHEREAS, James L. Smart was instrumental in the development of the GM basketball program, coaching multiple teams in the 60's and 70's; and

WHEREAS, James L. Smart was golf coach for 18 years and cross country coach for a year; and

WHEREAS, the work of James L. Smart in the early years of GM athletics built a foundation of success,

and shaped a legacy of excellence that has been a hallmark of General McLane Athletics; therefore, be it

RESOLVED, that the General McLane Board of Education does hereby confer upon James L. Smart, the Lancer Legacy Award for Distinguished Service to Athletic Programs of the General McLane School District.

Adopted this 21st day of April, 2010.

Motion: Dr. Wise moved that the resolution listed above be approved as presented.
Motion seconded by Mrs. Greenleaf.

Action: Motion approved with all "ayes."

A discussion on posting of open supplemental positions was held.

For information purposes, it was reported that the following meetings had been held since the regularly scheduled Board Meeting of March 17, 2010:

- A. Limited Agenda Meeting, April 14, 2010, 6:30 p.m.
- B. Regular Study Session, April 14, 2010, 8:17 p.m.

**NOTIFICATION
OF MEETINGS**

Mrs. Buschak asked if there was any further business to be presented for consideration and, hearing no response, adjourned the meeting at 9:15 p.m.

ADJOURNMENT

Karen L. Katich, Board Secretary