

**GENERAL McLANE SCHOOL DISTRICT**  
**BOARD OF EDUCATION MEETING**

May 19, 2010  
6:30 p.m.

Dr. Therese T. Walter Education Center  
Board Room

**AGENDA**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Recognition of Visitors
  - A. Christine Massey
  - B. Matthew Tighe
4. Communications
5. Committee of the Whole Meeting
6. Consideration of the Minutes of the Limited Agenda Meeting on April 14, 2010
7. Consideration of the Minutes of the Regular Monthly Study Session on April 14, 2010
8. Consideration of the Minutes of the Regular Monthly Meeting on April 21, 2010
9. [Superintendent's Report](#) - Mr. Karns
10. Review and Consideration of [Financial Reports](#) - Mr. Fox
11. Consideration of [Accounts Payable](#) as of May 2009 and [accounts paid](#) prior to the Board meeting in April 2009
12. Committee Reports
  - A. [Policy and Finance](#) - Mr. Bucksbee, Chairman
  - B. [Instruction and Co-Curricular Activities](#) - Mr. Hostettler, Chairman
  - C. [Buildings, Grounds and Transportation](#) - Mr. Fensel, Chairman
13. Other Reports
  - A. Intermediate Unit #5 - Mr. Hostettler, Representative
  - B. [Erie County Vo-Tech](#) - Mr. Bucksbee, Representative
  - C. Legislative Council - Dr. Wise, Chairperson
14. Recognition of Visitors
15. Other Business
16. Notification of Meetings held since the last regularly scheduled Board Meeting of April 21, 2010
  - A. Regular Monthly Study Session, May 12, 2010, 6:30 p.m.
17. Adjournment

**GENERAL McLANE SCHOOL DISTRICT**  
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**POLICY & FINANCE COMMITTEE MATTERS**

Mr. Bucksbee, Chairman; Mrs. Okel, Dr. Roth

1. Recommendations for Various Appointments and Elections
  - A. Appointment of Treasurer
    - (1) Recommended Treasurer for fiscal years 7/1/2010 to 6/30/2011 – Rebecca Okel
    - (2) Set compensation of Treasurer
      - a. Treasurer - no compensation
    - (3) Establish performance bonds for Secretary and Treasurer for fiscal year ending June 30, 2011.
      - a. Secretary - presently \$100,000.00
      - b. Treasurer - presently \$25,000.00
  - B. Appointment of Activity Account Custodians for School Year Ending June 30, 2011  
Recommendations:
    - (1) Middle School – Mr. Hansen and Mr. Buto - recommended bond \$2,500.00 each
      - a. Middle School - Checking
    - (2) Edinboro Elementary – Mrs. Wagner - recommended bond \$2,500.00
      - a. Edinboro Elementary Mitten Fund - Checking
    - (3) McKean Elementary - Mr. Getz - recommended bond \$2,500.00
      - a. McKean Elementary Mitten Fund – Checking
  - C. Appointment of Delegates to Erie County Tax Collection District Committee for the Fiscal Year July 1, 2010 to June 30, 2011  
Recommendations:
    - (1) Primary Voting Delegate – Jeffrey A. Fox
    - (2) First Alternate Voting Delegate – Deb Greenleaf
  - D. Appointment of Earned Income and Local Services Tax Collectors for Calendar Year Ending December 31, 2010 and Establish the Rates of Commission
    - (1) Earned Income Tax and Local Services Tax Collector  
Recommendations:
      - a. Edinboro Borough - Berkheimer Associates - 2 1/2%
      - b. Franklin Township - June Shelhamer - 4%
      - c. McKean Borough - Nancy Dylewski - 4%
      - d. Washington Township – Berkheimer Associates – 2 1/2%
      - e. McKean Township – Berkheimer Associates – 2 1/2%
  - E. Appointment of Auditors to Audit the Records of the Earned Income Tax Collectors for the Calendar Year Ended December 31, 2010 With Cost to Be Shared Equally with McKean Borough and Franklin Townships
    - (1) Recommend Monahan & Monahan, CPA's
    - (2) Approval contingent upon concurrence by the Borough and Townships
    - (3) An independent audit of Edinboro Borough, Washington Township and McKean Township will be provided by Berkheimer Associates at no cost to the District.
  - F. Appointment of Auditors to audit the records for fiscal year ended June 30, 2010
    - (1) Recommend - Buseck, Barger & Bliel, CPA's
  - G. Appointment of a Solicitor for the fiscal year July 1, 2010 to June 30, 2011
    - (1) Recommend - James D. McDonald, Jr. (The McDonald Group)
  - H. Appointment of Health Insurance Brokers for the fiscal year July 1, 2010 to June 30, 2011
    - (1) Recommend – The Bert Company
  - I. Appointment of Architect of Record for the fiscal year July 1, 2010 to June 30, 2011
    - (1) Recommend – Hallgren Restifo Loop & Coughlin
  - J. Appointment of Actuary to Perform Actuarial Services for Other Post Employment Benefits Per Governmental Accounting Standards No. 45 for Fiscal Years July 1, 2010 – June 30, 2012
    - (1) Recommend – Boetger and Associates, Inc.

**POLICY & FINANCE COMMITTEE MATTERS** (continued)

- K. Designation of Depositories - Fiscal Year ending June 30, 2011
- (1) PNC Bank, Edinboro Office for the following accounts:
    - a. General Fund Checking Account - #XX-XXXX-2468
    - b. General Fund Sweep Account - #XX-XXXX-5461
    - c. Payroll Checking Account - #XX-XXXX-2599
    - d. Payroll Sweep Account - #XX-XXXX-5488
    - e. Capital Reserve Checking Account - #XX-XXXX-3417
    - f. Capital Reserve Sweep Account - #XX-XXXX-3988
    - g. Unemployment Compensation Checking Account - #XX-XXXX-4356
    - h. Sewage Disposal Savings Account - #XX-XXXX-3926
    - i. High School Activity Checking Account - #XX-XXXX-1724
    - j. High School Athletic Checking Account - #XX-XXXX-5123
    - k. Employee Benefit Trust Checking Account – #XX-XXXX-0536
    - l. Middle School Activity Checking Account - #XX-XXXX-9663
    - m. Middle School Ross Morrow Checking Account - #XX-XXXX-4235
    - n. Edinboro Elementary Mitten Fund Checking Account - #XX-XXXX-1037
    - o. Cafeteria Account - #XX-XXXX-2081
    - p. COLI Account - #XX-XXXX-0171
    - q. Investments in Certificates of Deposit, Re-Purchase Agreements and/or other Qualifying Investments
  - (2) PNC Bank, Millcreek Market Place
    - a. McKean Elementary Mitten Fund Checking Account - #XX-XXXX-0255
  - (3) Pennsylvania Local Government Investment Trust (First Union National Bank) account #XXX0015 (General Fund)
    - a. Investments in Certificates of Deposit, Re-Purchase Agreements and/or other qualifying investments.
  - (4) Pennsylvania Local Government Investment Trust (First Union National Bank) account #XXX0028 (Capital Reserve Fund)
  - (5) Citizens Bank
    - a. General Fund Checking Account #XXXXXX-133-1
    - b. Flexible Savings Plan Account #XXXXXX-662-8
    - c. General Fund Money Market Account #XXXXXX-925-8
    - d. Investments in Certificates of Deposit, Re-Purchase Agreements and/or other qualifying investments.
  - (6) Northwest Savings Bank, Edinboro Office for the Following Accounts:
    - a. General Fund Business Insured Money Fund Account #XXXXXXTBD
    - b. Investments in Certificates of Deposit, Re-Purchase Agreements and/or other Qualifying Investments
2. Consideration of Approval of Representative to IU Board – Modification of Term of Office
- A. Mrs. Mona Buschak was appointed at the January 20, 2010 to serve as the district's representative to the Northwest Tri-County Intermediate Unit Board of Directors.
  - B. Correspondence has been received from Attorney George Joseph, solicitor for the Northwest Tri-County Intermediate Unit, requesting a modification of the term of office for the General McLane School District representative to the IU Board. It was determined that the current term would expire June 30, 2010 with the new term beginning July 1, 2010 through June 30, 2013.
  - C. Appointment of a representative to serve on the Northwest Tri-County Intermediate Unit Board of Directors, with the length of term being July 2, 2010 through June 30, 2013 is requested.

**GENERAL McLANE SCHOOL DISTRICT**  
**BOARD OF EDUCATION MEETING**  
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**INSTRUCTION AND CO-CURRICULAR ACTIVITIES COMMITTEE**

Mrs. Kushner, Chair, Dr. Wise, Mrs. Yonkin

1. Consideration of Approval of Certification of Seniors for Graduation
  - A. Approval of the seniors for graduation is on the condition that all requirements have been met.
  - B. A list was provided at the May 12, 2010 Study Session.
  
2. Consideration of Approval of Supplemental Contracts 2010-2011 School Year
  - A. Supplemental Contract appointments are for the 2010-2011 school year only.
  - B. 

Andy Schulz, Head Coach, Boys Basketball	7,810.00
Brian Schulz, Assistant Coach, Boys Basketball	6,050.00
Tim Banks, Assistant Coach, Boys Basketball	6,050.00
Kevin Wible, Middle School Coach, Boys Basketball	3,580.00
Jim Wells, Middle School Coach, Boys Basketball	3,580.00
Nick Petrarca, Head Coach, Girls Basketball	7,810.00
Don Myers, Assistant Coach, Girls Basketball	6,050.00
Brian Schulz, Middle School Coach, Girls Basketball	3,580.00
Ryan Cook, Head Coach, Wrestling	7,810.00
Bill Frick, Assistant Coach, Wrestling	6,050.00
Curtis Hendricks, Middle School Coach, Wrestling	3,580.00
Tom Kirdahy, Middle School Coach, Wrestling	3,580.00
Andrea Winger, Head Coach, Swimming	5,920.00
Mike Allison, Assistant Coach, Swimming	4,750.00
  - C. Act 34, Act 114 and Act 151 clearances and First Aid and CPR certifications are on file.
  - D. Information was presented at the Study Session on May 12, 2010.
  
3. Consideration of Approval of Volunteer Assistant
  - A. Kelsey Conklin has volunteered to assist with girls basketball.
  - B. Act 34, Act 114 and Act 151 clearances are on file.
  
4. Consideration of Approval of Recommendations for Open Positions
  - A. Mr. Joseph Marafine is recommended for a Temporary Professional Contract for the Health & Physical Education position at Edinboro Elementary School for the 2010-2011 school year. Salary will be Step 2, Bachelor's +15.
  - B. Mrs. Stephanie Sontag is recommended for a Temporary Professional Contract for the Third Grade position at McKean Elementary School for the 2010-2011 school year. Salary will be Step 2, Bachelor's.
  - A. Ms. Abigail Lehman is recommended for a Temporary Professional Contract for the Fourth Grade position at McKean Elementary School for the 2010-2011 school year. Salary will be Step 1, Bachelor's.
  - D. Mr. Chad Porter is recommended for a Professional Contract for the Literacy Coach/Gifted position at James W. Parker Middle School for the 2010-2011 school year. Salary will be Step 16, Master's +15.
  
5. Consideration of Approval of Summer Driver Education
  - A. The behind-the-wheel portion of Driver Education has been provided by Mr. John Infantino during the 2009-2010 school year. Students who could not be accommodated during the school year are interested in completing the requirements during the summer.
  - B. Approval is requested to offer the course for up to an additional 150 hours if enrollment requires.
  - C. The current contract rate is \$23.00 per hour.
  - D. A letter requiring at least two students per scheduled session will be sent.

**INSTRUCTION AND CO-CURRICULAR ACTIVITIES COMMITTEE MATTERS (continued p.2)**

6. Consideration of Approval of Field Trips
  - A. Mr. John Marszalek (General McLane High School) has submitted a request for GMHS Band members to travel to Sandusky, OH, Sunday, May 29, 2010 to visit Cedar Point. Transportation will be provided by a private carrier and all costs will be covered by the group attending. Mr. Marszalek and several staff members and parents will attend as chaperones.
  - B. Mr. John Marszalek and Mrs. Diann Smith (General McLane High School Band) has submitted a request for GMHS Band members to travel to Philadelphia, PA and New York City, NY, November 24-27, 2010 to participate in the Thanksgiving Parade, Dinner Cruise, show and shopping. Transportation will be provided by a private carrier and all costs will be covered by the group attending. Mr. Marszalek, Mrs. Smith, Mr. Roden and other staff members and parents will attend as chaperones.
7. Consideration of Approval of Conference Requests
  - A. The following conference request will utilize funds encumbered in the 2010-2011 Special Education Budget.
    - Mrs. Julie Snell (School Psychologist), Mr. John Hansen and Mr. Jason Buto (James W. Parker Middle School) have submitted a request to attend the National Autism Conference, State College, PA, August 1-5, 2010. Funds have been encumbered in the 2010-2011 Special Education Budget. No substitutes will be required.
  - B. The following conference request will utilize building discretionary funds:
    - Mr. Daniel Mennow, Mrs. Patricia Crist and Mr. David Treusch (General McLane High School) have submitted a request to attend "Schoolground Habitat Enhancement & Restoration Symposium," Fox Chapel, PA, May 20, 2010. Building Staff Development funds have been encumbered in the 2009-2010 adopted budget and will cover the cost of the conference. A substitute will be required for Mr. Treusch.
  - C. The following conference request will utilize funding as per Agreement with GMEA:
    - Mrs. Brenda Hertel, Mr. John Kieffer, Mrs. Bobbi Neuburger, Mrs. Candice Kemp, Mr. Ray Zimmerman, Mr. Jeremy Reed and Mrs. Pam Swanseger (General McLane High School) have submitted a request to attend "Schoolground Habitat Enhancement & Restoration Symposium," Fox Chapel, PA, May 20, 2010. Reimbursement for \$175 of substantiated expenses as outlined in Agreement with GMEA. Substitutes will be required for ½ day for Mr. Kieffer, Mrs. Neuburger, Mrs. Kemp, Mr. Zimmerman and Mr. Reed.
8. Consideration of Approval of Contract with Achievement Center
  - A. The Achievement Center will provide the following services to the district during the 2010-2011 school year:
    - (1) Behavioral Health Services - provides district with the services of a part-time mental health coordinator, behavior specialists (2), therapeutic staff for Emotional Support and Autistic Support classrooms and extended school year program. Contract not to exceed \$111,159.
9. Consideration of Approval of Recommendation for Substitute Teacher List 2009-2010 School Year
  - A. The following individual is recommended for the Substitute Teacher List. Act 34, Act 114 and Act 151 clearances are on file.
  - B. Daniel Francis Mathematics  
John McMillen Elementary
  - C. 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.
  - D. Brendan Slocumb
  - E. Per diem for 2009-2010 is \$75.00/day and \$40.00/half-day.

**GENERAL McLANE SCHOOL DISTRICT**  
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May 19, 2010

**BUILDINGS, GROUNDS & TRANSPORTATION COMMITTEE MATTERS**

Mr. Holman, Chair, Mrs. Buschak, Mrs. Greenleaf

1. Consideration of Bids Received on Joint Purchasing for General Supplies and Paper for School Year 2010-2011
  - A. Bids were solicited and publicly opened on various dates at the Education Center and the Northwest Tri County Intermediate Unit.
  - B. Authorization is requested to accept the bids and award orders to the lowest responsible bidder meeting specifications up to the amount included in the tentative budget for 2010-2011.
2. Consideration of Bids Received on the Asphalt Repair and Repaving
  - A. Bids were received from Russell Standard Corporation, Vincent Cross Paving, J. McCormick Construction and Mayer Brothers Construction on Tuesday, May 11, 2010 and tabulated.
  - B. The bid tabulation was presented at the April 14, 2010 Study Session.
  - C. Authorization is requested to award the bid for Asphalt Repair and Repaving to Vincent Cross Paving for a total of \$17,643.75 including the High School rear parking area.
3. Authorization Is Requested to Reject Bids for J.W. Parker Middle School Interior Office Renovations
  - A. Bids were open and tabulated on Thursday May 6, 2010.
  - B. Current economic conditions and budget shortfalls no longer make the renovations feasible at this time.
4. Recommendations for Hiring – Summer
  - A. Laura Kuno is recommended for summer employment for summer technical support staff at \$8.37 per hour not to exceed 480 hours.
  - B. Nicole Schau is recommended for summer employment to assist the Business Office and Technology Department in all aspects of operation at \$7.75 per hour not to exceed 560 hours.
  - C. Temporary employees receive no paid benefits nor do they acquire any prior claim to or priority interest in any full time openings that may occur.
5. Recommendation for Hiring – Summer Maintenance
  - A. Additional substitute custodians and/or housekeepers are also recommended, as needed, for additional summer help not to exceed 960 hours.
6. Recommendation for Hiring – Summer Bus Cleaning
  - A. Approximately four drivers and/or non-instructional employees are recommended, as needed, for temporary bus cleaning for the summer not to exceed 640 hours at a rate of \$10.00 per hour.
  - B. Temporary 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.
7. Recommendation for Hiring – Summer Bus Painting and Bodywork
  - A. Approximately two drivers are recommended, as needed, for temporary bus painting and bodywork for the summer not to exceed 480 hours at a rate of \$12.22 per hour.
  - B. Temporary 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.
8. Recommendation for Hiring – Mechanics Helper
  - A. Approximately two drivers are recommended, as needed, for temporary mechanics helpers for the summer not to exceed 480 hours at a rate of \$12.22 per hour.
  - B. Temporary 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.

**BUILDINGS, GROUNDS & TRANSPORTATION COMMITTEE MATTERS** (continued)

9. Recommendation for Hiring – Non-Instructional Employees
  - A. Bob Ellwood has reached his 90-day probation as a sub and is now recommended as a regular driver. Current Act 34, 114 and 151 clearances are on file.
  - B. Wages and benefits will be that approved for the 2009-2010 school year.
10. Recommendation for Hiring, Substitute Non-Instructional Employees
  - A. Thomas Strick and John Meyer are recommended as substitute non-instructional employees.
  - B. Wages will be in accordance with the wages and benefits approved for school year 2009-2010. Current Act 34 and 151 clearances are on file.
  - C. 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.
11. Ratification of Unpaid Leave of Absence Request
  - A. Larry Carullo, bus driver, submitted a request for an unpaid leave of absence from May 3, 2010 to May 7, 2010.
  - B. Sheryl Julian, cafeteria helper, submitted a request for an unpaid leave of absence from May 7, 2010 to May 17, 2010.
  - C. This request is consistent with Policy 536 (Personal Necessity Leave) and 530 (Uncompensated Leave).
12. Ratification of FMLA Leave Request – Non-Instructional Employees
  - A. A request was received from Cathy Krise for a FMLA leave effective April 12, 2010 for approximately 12 weeks.
  - B. As per Policy 535, FMLA leaves shall be deemed a concurrent leave to any other leave to which he/she is entitled.
13. Use of Bus Request – Board Consideration
  - A. Growing and Learning Center by Chuck Lytle; one bus to transport students to and from the Erie Zoo; May 24, 2010; 9:30 A.M. – 1:00 P.M.
  - B. Charges will be \$14.27 per hour and \$1.25 per mile.
14. Use of Bus Request – Board Consideration
  - A. GM Class of 1995 Reunion by Nicole Fedders; one bus to transport to and from Sprague Brewery; July 24, 2010; 5:45 P.M. – 10:00 P.M.
  - B. Grace Church by Derek Sanford; four buses to transport to and from various locations in downtown Erie; July 24, 2010; 8:00 A.M. – 12:30 P.M.
  - C. Charges will be \$14.71 per hour and \$1.25 per mile.
15. Ratification of Use of School Property – Board Consideration
  - A. GM 9<sup>th</sup> Grade Club Ball by Tim Banks; Baseball Field; April 25, May 9, 16, 23, 2010, 12:30 p.m. – 4:30 p.m.