

GENERAL McLANE SCHOOL DISTRICT
Board of Education
Regular Monthly Meeting
July 21, 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, July 21, 2010 beginning at 6:30 p.m.

Members in attendance were Mr. Bucksbee, Mrs. Buschak, Mrs. Greenleaf, Mr. Holman, Mrs. Okel, Dr. Roth and Dr. Wise. Administration present were Mr. Scaletta, Mr. Cannata, Mr. Buto, Mrs. Wagner, Mr. Getz, Dr. Barrett, Mr. Fox and Mrs. Katich. Also present was the Board Solicitor, Mr. McDonald and nine visitors. **ROLL CALL**

Mrs. Buschak led all those present in the Pledge of Allegiance. **PLEDGE OF ALLEGIANCE**

Mr. Matthew Tighe, parent and community member, addressed the Board regarding the bullying policy, following Board policies and accountability of the Board and administration to the taxpayers of the district. **RECOGNITION OF VISITORS**

Mr. Steve Miller, non-resident, addressed the Board regarding the hiring of a Boy's Soccer Coach and asked that the Board consider Mr. Brad Irwin for the position.

Mr. Peter Rys, parent and community member, addressed the Board about the hiring of a Boy's Soccer Coach indicating that he wanted the best for the students of the district, both academically and athletically.

At 6:48 p.m. Mrs. Kushner entered the meeting.

Mrs. Barbara Lincoln, parent and community member, addressed the Board regarding the hiring of a Boy's Soccer Coach. She urged the Board to make the appointment based on what would be best for the boys in the program.

Mr. Mark Johnson, parent and community member, addressed the Board regarding the hiring of a Boy's Soccer Coach and asked that the athletes get the best coach available for the program. Mr. Johnson had worked with Mr. Irwin as a volunteer for the Middle School program and was pleased with his coaching ability.

Mr. Brad Irwin, parent and community member, addressed the Board regarding the hiring of a Boy's Soccer Coach. Mr. Irwin had earlier sent a letter to Board Members regarding his concerns that the Board hire the best candidate available for the program. He also indicated that he had interviewed for the position but was not campaigning for the position.

An Executive Session was held at 7:02 p.m. to discuss personnel and student issues. The Executive Session was adjourned at 7:49 p.m. **EXECUTIVE SESSION**

The Directors were presented with copies of the following minutes: the Limited Agenda Meeting on June 9, 2010, the Regular Monthly Study Session on June 9, 2010 and the Regular Monthly Meeting on June 16, 2010. **BOARD MINUTES APPROVED**

Motion: Mrs. Okel moved that the minutes of the Limited Agenda Meeting of June 9, 2010, Regular Study Session of June 9, 2010, and the minutes of the Regular Monthly Meeting of June 16, 2010 be approved as presented.

Motion seconded by Mr. Holman.

Action: Motion approved with all "ayes." Mrs. Yonkin was absent.

Mr. Scaletta presented the Directors with a copy of the "Superintendents Report" **SUPERINTENDENT'S REPORT - MR. SCALETTA** as of July 21, 2010 and proceeded to discuss the items contained thereon. Mr. Mike Getz reported to the Board on the Healthy High 5 Grant that McKean Elementary had received to replace the present climbing wall with a new 8 ft x 20 ft. wall and it's inclusion in the curriculum.

The Directors were presented with a copy of the Treasurer's Report as of June 30, 2010 indicating the following balances:

| | |
|--|---------------------|
| Cash and Investments - Beginning of Period | \$ 6,258,720.26 |
| Cash Receipts | 4,117,659.97 |
| Disbursements | <u>2,585,900.24</u> |
| Cash and Investments - End of Period | \$ 7,790,479.99 |

FINANCIAL REPORTS APPROVED

The Directors were presented with a listing of accounts payable in the amount of \$967,685.64, accounts paid prior to the Board Meeting in June in the amount of \$96,499.30 and VISA procurement card payment in the amount of \$3,167.74 as of July 2010. A copy of the listing is attached hereto and becomes part of the official records of the Board.

A copy of the Treasurer's Report of June 30, 2010 accounts paid prior to the Board Meeting in June is attached hereto and becomes part of the official records of the Board.

Motion: Mrs. Okel moved that the Treasurer's Report of June 30, 2010, accounts payable as of July 2010, VISA procurement card payment and accounts paid prior to the Board Meeting in June 2010, be approved as presented. Motion seconded by Mrs. Kushner.

Action: Motion approved with all "ayes." Mrs. Yonkin 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, Departmental Funds Report, Employee Benefit Trust Report and the Capital Reserve Fund Report all as of June 30, 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 for approval of the Driver Education Lab Fee for 2010-2011 was requested. The Department of Education has determined that a "lab fee" for driver education is permissible if:

DRIVER EDUCATION LAB FEE APPROVED

1. The fee and the expenses it covers are documented.
 2. The fee is not used toward instructor salaries or benefits and classroom materials.
 3. The fee is not a condition for enrolling in a course (students are not prevented from participating in a program simply because of financial restraints).
- The recommended fee for 2010-2011 was \$50.00.

Motion: Mr. Bucksbee moved that the Driver Education Lab Fee, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes." Mrs. Yonkin was absent.

Consideration for approval of the SAT Prep Course Lab Fee for 2010-2011 was requested. The Department of Education has determined that a "lab fee" is permissible if:

**SAT PREP COURSE
LAB FEE APPROVED**

1. The fee and the expenses it covers are documented.
 2. The fee is not used toward instructor salaries or benefits and classroom materials.
 3. The fee is not a condition for enrolling in a course (students are not prevented from participating in a program simply because of financial restraints).
- The recommended fee for 2010-2011 was \$35.00.

Motion: Mr. Bucksbee moved that the SAT Prep Lab Fee, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes." Mrs. Yonkin was absent.

Consideration for approval of the Better Way Course Lab Fee for 2010-2011 was requested. The Department of Education has determined that a "lab fee" is permissible if:

**BETTER WAY
COURSE LAB FEE
APPROVED**

1. The fee and the expenses it covers are documented.
 2. The fee is not used toward instructor salaries or benefits and classroom materials.
 3. The fee is not a condition for enrolling in a course (students are not prevented from participating in a program simply because of financial restraints).
- The recommended fee for 2010-2011 was \$50.00.

Motion: Mr. Bucksbee moved that the Better Way Lab Fee, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes." Mrs. Yonkin was absent.

The District will not be providing All Sport Insurance Coverage again in 2010-11. Coverage can be offered for student accident insurance to be paid entirely by the parents. It was recommended that the benefits on the primary excess over \$100.00 basis Plan offered by and administered by the Bollinger, Inc. and administered by S.A. Wagner Insurance Agency of Erie be approved. Coverage is underwritten by Monumental Life Insurance (rated A+ Superior). Benefits are similar to that provided in previous years. Rates are \$36.00 for school time and \$131.00 for 24-hour. This coverage would extend to all interscholastic sports **except** High School Football.

**STUDENT
ACCIDENT
INSURANCE
APPROVED**

Motion: Mr. Bucksbee moved that the Student Accident Insurance be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes." Mrs. Yonkin was absent.

Acceptance of the Audited Financial Statements for the Earned Income Tax Receiver for Washington Township, Edinboro Borough and McKean Township for the fiscal year ended December 31, 2009 as prepared by Michael Nardone, CPA was requested for approval. No exceptions are noted in the auditor's opinion letters.

**FINANCIAL STATEMENTS
APPROVED**

Motion: Mr. Bucksbee moved that the Audited Financial Statements for the Earned Income Tax Receiver for Washington Township, Edinboro Borough and McKean Township be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes." Mrs. Yonkin was absent.

Consideration of recommendations for various appointments and elections was requested. Appointment of Activity Account Custodians for school year ending June 30, 2011 recommendations were:

**APPOINTMENTS
APPROVED**

- (1) High School – Mr. Mennow and Mr. Cannata – recommended bond \$2,500.00 each
 - a. High School Activities – Checking and Savings

Motion: Mr. Bucksbee moved that the appointment of Activity Account Custodians, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all “ayes.” Mrs. Yonkin was absent.

Consideration for the second and final reading of Policy Section 701-717 - Property was requested. The Directors received and reviewed a copy of the proposed Policy at the April 14, 2010 Study Session. This section is being updated as part of a comprehensive review and analysis of all School Board Policies.

FINAL READING OF POLICY

SECTION 700- PROPERTY APPROVED

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

Action: Motion approved with all “ayes.” Mrs. Yonkin was absent.

Consideration of approval for a first reading of School Board Policy Section, 601-626 – Finances was requested. The Directors received and reviewed a copy of the proposed Policies at the Committee of the Whole. The above sections are being updated as part of a comprehensive review and analysis of all School Board Policies.

FIRST READING

OF POLICY SECTION 600 – FINANCES APPROVED

Motion: Mr. Bucksbee moved that the first reading of Policy Section 600 - Finances, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all “ayes.” Mrs. Yonkin was absent.

INSTRUCTION AND CO-CURRICULAR COMMITTEE MATTERS

Consideration of approval of acceptance of resignations, as follows, was requested.

RESIGNATIONS APPROVED

- Ms. Lisa Guesman had submitted a letter of resignation from her teaching position at Edinboro Elementary School effective at the end of the 2009-2010 school year. Ms. Guesman has four years of service with the district.
- Mr. Don Myers had submitted a letter of resignation from his supplemental contract position as JV Girls Basketball Coach effective June 18, 2010.

Motion: Mrs. Kushner moved that the acceptance of the resignation of Lisa Guesman and Don Myers, as listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all “ayes.” Mrs. Yonkin was absent.

Consideration of approval of tuition students was requested. Mr. and Mrs. Malcolm Christhif had submitted a request for their son, Bryson, to continue as a student at James W, Parker Middle School in seventh grade for the 2010-2011 school year. Mr. and Mrs. Christhif understand they will be responsible for transportation and tuition of \$3,346.29. Mrs. Michelle Battko had

TUITION STUDENTS APPROVED

submitted a request for her daughter, Bailey, to continue as a student at James W. Parker Middle School in seventh grade for the 2010-2011 school year. Mrs. Battko understands she will be responsible for transportation and tuition of \$3,346.29.

Motion: Mrs. Kushner moved that the acceptance of students on a tuition basis, as listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all "ayes." Mrs. Yonkin was absent.

Consideration conference requests were submitted for approval. **CONFERENCE REQUESTS APPROVED**
Mrs. Karen Lerch, Mr. Jeremy Reed (General McLane High School), Mr. William White (James W. Parker Middle School) and Mrs. Pamela Mackowski (Technology Department) had submitted a request to attend the Connect, Communicate, Collaborate Educational Technology Conference, Erie, PA, August 3-4, 2010. Mrs. Mackowski will be attending the August 3rd session only. Reimbursement for \$175 of substantiated expenses as outlined in Agreement with GMEA.

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

Action: Motion approved with all "ayes." Mrs. Yonkin was absent.

Consideration of approval of a field trip was requested. Mrs. Karen Lerch **FIELD TRIP APPROVED** (General McLane High School) had submitted a request for six (6) students from the GM Lancer Ledger staff to travel to Harrisburg, PA, November 4-5, 2010, to attend the 2010 PSPA State Conference. Mrs. Lerch will serve as chaperone. Costs related to the trip, including transportation, will be covered by the group attending.

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

Action: Motion approved with all "ayes." Mrs. Yonkin was absent.

The following recommendations for Supplemental Contracts for the 2010-11 school year were presented:

| | <u>SUPPLEMENTAL CONTRACTS APPROVED</u> |
|--|---|
| William Moats, Advisor, Middle School Yearbook | \$2,295.00 |
| William Moats, Academic Advisor II, Technology Challenge | 1,100.00 |
| William Moats, Academic Advisor II, Robotics | 1,100.00 |
| Matthew Laser, Advisor, Middle School Student Council | 2,925.00 |
| Robert Weber, Advisor, Middle School Newspaper | 2,295.00 |
| Will White, Academic Advisor II, History Club | 1,100.00 |
| Jennifer Manzella, Academic Advisor II, Mathcounts | 1,100.00 |
| Rachel Barczyk, Academic Advisor II, PJAS | 1,100.00 |
| Adam Mattocks, Academic Advisor II, Creek Connections | 1,100.00 |
| Nancy van den Honert, Middle School Play Director | 725.00 |
| Jennifer Manzella, Middle School Coach, Volleyball | 3,580.00 |
| Nick Petrarca, Middle School Coach, Girls Basketball | 3,580.00 |
| Josh Hopkins, Head Coach, Boys Soccer | 4,120.00 |
| John Marszalek, Director, Marching Band | 7,810.00 |
| Diann Smith, Assistant Director, Marching Band | 6,050.00 |
| John Roden, Second Assistant, Marching Band | 2,770.00 |
| Laura Kuno, Second Assistant, Marching Band | 2,216.00 |
| Jim Strand, Second Assistant, Marching Band | 2,216.00 |
| Brad Wheeler, Academic Advisor II, Chemistry Olympiad | 1,100.00 |

| | |
|---|----------|
| Bill Roberts, Academic Advisor I, Academic Challenge | 2,175.00 |
| Brian Woodward, Academic Advisor II, NHS | 1,100.00 |
| David Treusch, Academic Advisor II, JETS | 1,100.00 |
| Karen Lerch, Advisor, Newspaper | 2,925.00 |
| Dan Kane, Advisor, Student Council | 2,925.00 |
| John Kieffer, Academic Advisor II, Technology Challenge | 1,100.00 |
| Diane Bremner, Advisor, Yearbook | 4,150.00 |
| Bruce Yates, Director, Broadway Dinner | 4,500.00 |
| Trisha Yates, Assistant Director, Broadway Dinner | 2,300.00 |
| Carol Blount, Assistant Director, Broadway Dinner | 2,300.00 |
| Karen Yonko, Academic Advisor I, PJAS | 2,175.00 |
| Karen Yonko, Academic Advisor II, Envirothon | 1,100.00 |
| Bruce Yates, Director, Musical | 4,500.00 |
| Lon Jenkins, Assistant Director, Musical | 2,300.00 |
| Trisha Yates, Assistant Director, Musical | 2,300.00 |
| Kevin Wible, Advisor, Freshman Class | 1,875.00 |
| Jim Delsandro, Advisor, Freshman Class | 1,875.00 |
| Candy Kemp, Advisor, Sophomore Class | 1,875.00 |
| Scott Korb, Advisor, Junior Class | 2,195.00 |
| John Marszalek, Advisor, Senior Class | 1,875.00 |
| Sarah Jay, Assistant Coach, Girls Basketball | 4,840.00 |

All required clearances are on file with the exception of a current child abuse clearances for Jim Strand.

Motion: Mrs. Kushner moved that the Administration and Board discussed qualifications, presentations, comments, interview process and ramifications of the decision and now recommend all positions for supplemental contracts as outlined in A & B, as listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with seven "aye" votes and one "nay" vote cast by Mr. Bucksbee. Mrs. Yonkin was absent.

Consideration of approval of acceptance of a foreign exchange student was requested. Youth for Understanding had requested that Tina Hahnel from Germany be enrolled in General McLane High School for the 2010-2011 school year. The host family will be Mr. & Mrs. Matthew Warner, 8452 Pagan Road, Erie, PA 16509. All required papers have been filed and an appropriate schedule can be arranged for the student. **FOREIGN EXCHANGE STUDENT APPROVED**

Motion: Mrs. Kushner recommended that the foreign exchange student, as listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all "ayes." Mrs. Yonkin was absent.

On Wednesday, July 14, 2010 a Hearing Committee comprised of Mrs. Greenleaf, Mrs. Kushner and Dr. Wise heard testimony and received evidence on the charges of violations of District Policy 233 (A), (B), (E) and (P). On behalf of the Hearing Committee the following resolution was presented to the entire Board: **EXPULSION APPROVED**

"The Board committee hereby recommends that Student D be immediately expelled from July 14, 2010, through and including the July 14, 2011, as well as from all school-sponsored events both home and away. Student D may apply for readmission to General McLane School District, and said readmission shall be conditioned upon the terms listed in the resolution/ adjudication (on file in the Secretary's office).

Motion: Mrs. Kushner recommended that the resolution on the expulsion of Student D, as listed above, be approved as presented. Motion seconded by Dr. Wise.

Action: Motion approved with all "ayes." Mrs. Yonkin was absent.

BUILDINGS, GROUNDS & TRANSPORTATION

Consideration of authorization to dispose of surplus equipment was requested. Equipment will be sold, auctioned or salvaged as determined by the Business Manager. The following equipment had been determined to be surplus to the needs of the school district.

DISPOSAL OF SURPLUS EQUIPMENT APPROVED

- 1) Vehicles
 - a) 1999 Freightliner BlueBird 72-passenger bus, 150,352 miles
 - b) 1998 International BlueBird 72-passenger bus, 125,938 miles
 - c) 1998 International BlueBird 72-passenger bus, 173,165 miles
 - d) 1999 Ford/BlueBird Wheelchair Mini-bus, 215,508 miles
 - e) 1995 Ford F350 1 Ton Dump Truck, 78,000 miles
- 2) Technology
 - a) (42) iBooks
 - b) (84) eMac G4
 - c) (24) Dell Precision 360

Motion: Mr. Holman recommended that the disposal of surplus equipment, as listed above, be approved as presented. Seconded by Mrs. Okel.

Mr. Bucksbee inquired as to the feasibility of retaining an engine from one of the surplus buses as a spare engine. After further discussion the motion was amended as follows.

Motion: Mrs. Greenleaf moved that the motion be amended to recommend that the disposal of surplus equipment, and that the Business Manager be given the authority, if feasible, to retain an engine from a surplus bus as a spare part, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes." Mrs. Yonkin was absent.

Consideration of approval of recommendations for hiring, non-instructional employees was requested. Johnna Tshudy was recommended as the Administrative Secretary at Edinboro Elementary School to fill an open position. Salary will be \$20,200 and benefits will be in accordance with the benefits approved for 2010-2011 school year. Current Act 34, 114 and 151 clearances are on file. Cathy Clever was recommended as the Office Secretary at Edinboro Elementary School to fill an open position. Wages and benefits will be that approved for the 2010-2011 school year. Current Act 34, 114 and 151 clearances are on file.

NON-INSTRUCTIONAL EMPLOYEES HIRED

Motion: Mr. Holman recommended that the Johnna Tshudy and Cathy Clever, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes." Mrs. Yonkin was absent.

Consideration of approval for non-public transportation, non-resident was requested. Ms. Eileen Michaels (Penncrest School District) requests permission for her child to ride the General McLane School District non-public bus to and from Villa Maria Academy for the 2010-2011 school year. The parents would be required to transport their child to and

TRANSPORTATION REQUEST APPROVED

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 transportation request of Mrs. Eileen Michaels, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes." Mrs. Yonkin was absent.

Consideration of approval of use of school property was requested. **USE OF SCHOOL PROPERTY**
Authorization was requested to enter into a lease agreement with the Northwest **APPROVED**
Tri-County Intermediate Unit #5 to use a classroom at McKean Elementary for their Early Intervention Program for the 2010-2011 school year. The annual lease is in the amount of \$9,801.00. This is approximately a 2.05% increase over the 2009-2010 lease of \$9,604.00.

A discussion about the lease and the method used in determining how the increase was calculated took place.

Motion: Mr. Holman recommended that the lease agreement with the Northwest Tri-County Intermediate Unit, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes." Mrs. Yonkin was absent.

Consideration of approval of revised contracts – Edinboro Elementary **REVISED CONTRACTS**
Flooring Replacement Project was requested. Additional asbestos material was **APPROVED**
discovered and removal is necessary. Clarion Environmental Services has agreed to remove additional asbestos material for an additional \$20,992.25. Continental Flooring Company has agreed to prepare sub-floors and install Forbo Sheet Linoleum for an additional \$7,630.00. Total project cost will be \$234,699.25.

Motion: Mr. Holman recommended that the revised contracts for Edinboro Elementary, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes." Mrs. Yonkin was absent.

Consideration of approval of use of school property application was **USE OF SCHOOL PROPERTY**
requested. Friends of Lancer Cheerleading by Debra Brace; High School gym, **APPROVED**
cafeteria and various classrooms; Sunday, January 23, 2011; 7:00 a.m. – 4:00 p.m.; Cheerleading Competition. Fees charged will be \$25.00 per hour for a site manager.

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." Mrs. Yonkin was absent.

Consideration of use of bus requests were requested for approval. **USE OF BUS REQUESTS**
A. Edinboro University by Linda Kightlinger; one bus to transport people to **APPROVED**
various locations; July 15 – August 18, 2010; various day trip times
B. Our Lady of the Lake Religious Education Program by Mary Rose Shinsky; one bus to transport students from J.W. Parker Middle School and Edinboro Elementary to Our Lady of the Lake Church on various dates at 3:30 p.m. beginning September 22, 2010 through April 27, 2011.
Charges will be \$14.71 per hour and \$1.25 per mile.

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

Action: Motion approved with all "ayes." Mrs. Yonkin was absent.

Mrs. Buschak reported that the Intermediate Unit is working **INTERMEDIATE UNIT REPORT** to move a class that was housed in a local church last year into a new classroom in the building that also houses the Edinboro Library.

Mr. Bucksbee reported the ECTS instructor, Fred Brockman, recently passed away and thanked Mr. Scaletta for his help with making counselors available to staff or students that needed support. **VO-TECH REPORT**

No report given. **LEGISLATIVE REPORT**

Mrs. Okel inquired about the work being done on the sewage plant. Mr. Fox reported that most of the work has been completed and that the shrubs that were overgrown had been removed and that once all work is completed the area will be landscaped.

Mr. Scaletta previously provided Board Members with information regarding class size and enrollment relative to Kindergarten. After a discussion, and input from Mrs. Wagner and Mr. Getz, it was agreed to wait until August to determine what action, if any, will be needed regarding adding additional staff.

Mrs. Buschak asked if there was any further business to be presented for **ADJOURNMENT** consideration and, hearing no response, adjourned the meeting at 8:52 p.m. and announced that an Executive Session for personnel issues will follow but that no vote would be necessary.

Karen L. Katich, Board Secretary