

GENERAL McLANE SCHOOL DISTRICT
Board of Education
Regular Monthly Meeting
September 15, 2010

The Regular Monthly Meeting of the General McLane School District Board of Education convened in session in the Conference Room of the Dr. Therese T. Walter Education Center on Wednesday, September 15, 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. Scaletta, Mr. Mennow, Mr. Cannata, Mrs. Crist, Mr. Hansen, Mrs. Wagner, Mr. Getz, Dr. Barrett, Mr. Fox and Mrs. Katich. Also present was Mr. McDonald, Solicitor, and five visitors.

**ROLL
CALL**

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

PLEDGE OF ALLEGIANCE

Mr. Matt Tighe addressed the Board regarding the first reading of Policy Section 900 and his concerns with the policies.

RECOGNITION OF VISITORS

At 6:40 p.m. Dr. Wise entered the meeting.

A presentation on High School Data was given by Mr. Mennow and Mrs. Crist.

PRESENTATION

At 7:47 p.m. Mr. Bucksbee left the meeting.

The Directors were presented with copies of the minutes of Regular Monthly Study Session of August 11, 2010 and the Regular Monthly Meeting of August 18, 2010.

**BOARD
MINUTES APPROVED**

Motion: Mrs. Okel moved that the minutes of Regular Monthly Study Session of August 11, 2010 and the Regular Monthly Meeting of August 18, 2010 be approved as presented. Motion seconded by Dr. Roth.

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

At 7:48 p.m. Mr. Bucksbee rejoined the meeting.

Mr. Scaletta presented his "Superintendent's Report" as of September 15, 2010. A copy of the "Superintendent's Report" is on file in the Secretary's office.

**SUPERINTENDENT'S
REPORT**

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

**FINANCIAL
REPORTS APPROVED**

Cash and Investments - Beginning of Period	\$ 7,344,736.96
Cash Receipts	4,022,309.01
Disbursements	<u>1,827,195.50</u>
Cash and Investments - End of Period	\$ 9,539,850.47

A copy of the Treasurer's Report of August 31, 2010 is attached hereto and becomes part of the official records of the Board. A copy of the Treasurer's Report 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 September 8, 2010 totaling \$259,763.88. 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 August 31, 2010, and the Accounts Payable as of September 8, 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 Athletic Budget Report, High School Activity Report, Departmental Funds Report, Employee Benefit Trust Report and the Capital Reserve Fund Report all as of August 31, 2010. These reports are referenced as FR #4, 5, 6, 7 and 8 respectively. Copies of these reports are on file in the Secretary's office for audit purposes. **OTHER REPORTS**

POLICY & FINANCE COMMITTEE MATTERS

Acceptance of the audited financial statements for the Earned Income Tax Receiver for Franklin Township and McKean Borough for the fiscal year ended June 30, 2010 as prepared by Monahan & Monahan, CPA's were submitted for approval. No exceptions were noted in the auditor's opinion letters. Copies of the reports were circulated to the Directors at the September 8, 2010 Study Session. **AUDIT FINANCIAL STATEMENTS APPROVED**

Motion: Mr. Bucksbee moved that the audited financial statements, as listed above, be approved as presented. Motion seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

Approval of consideration for a First Reading – School Board Policy Section 800 - 830 – Operations and Policy Section 901 - 919 – Community was requested. The Directors received and reviewed a copy of the proposed policies at the September 8, 2010 Study Session. The above sections are being updated as part of a comprehensive review and analysis of all School Board Policies. A lengthy discussion on the proposed changes to the policies and suggested changes were discussed. **FIRST READING - POLICY SECTIONS 800 & 900 APPROVED**

Motion: Mr. Bucksbee moved that the first reading of Policy Sections 800 and 900, as listed above, be approved as presented. Motion seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

Consideration of appointment of building level administrative representative for the General McLane Foundation was requested. Mr. Daniel Mennow, High School Principal was recommended. **GM FOUNDATION REPRESENTATIVE APPROVED**

Motion: Mr. Bucksbee moved that the building level administrative to the GM Foundation, as listed above, be approved as presented. Motion seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

Consideration of authorization to participate in Merchant Service Program with Pennsylvania Local Government Investment Trust (PLGIT) was requested. The agreement authorizes the Business Manager to execute all **MERCHANT SERVICE PROGRAM AGREEMENT APPROVED**

necessary agreements with PLGIT for credit card services and automated clearinghouse (ACH) services. These services would allow the District to accept debit card, credit card and ACH payments from parents and citizens. The District fees include a one-time setup implementation of \$29.95 for credit card services and \$75 for ACH services. Debit and credit card users will incur a 2.45% fee with a minimum fee of \$1.50 per transaction. ACH users will incur a fee of \$1.00 per group of transactions.

Motion: Mr. Bucksbee moved that the Merchant Service Program, as listed above, be approved as presented. Motion seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

INSTRUCTION AND CO-CURRICULAR COMMITTEE MATTERS

Consideration of approval of following conferences was requested:

- CONFERENCE REQUESTS APPROVED**
- A. The following conference requests will utilize funding as per Agreement with GMEA:
- Ms. Holly Adams and Mrs. Cindy Dillen (Speech/Language Teachers) had submitted a request to attend "The 22nd Annual Speech-Language Pathology Alumni Conference," Edinboro, PA, September 24, 2010. Reimbursement for \$175 of substantiated expenses as outlined in Agreement with GMEA. No substitutes will be required.
- B. The following conference requests will utilize federal funds:
- Mrs. Jackie Wismer (McKean Elementary School), Mrs. Toni Kasprzak (Edinboro Elementary School) and Mr. Chad Porter (James W. Parker Middle School) had submitted a request to attend "Units of Study Across the Year," Philadelphia, PA, November 15, 2010. No substitutes will be required. Federal funds have been encumbered in the 2010-2011 adopted budget and will cover the cost of the conference.

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

Action: Motion approved with all "ayes."

A request for use of a Small Games of Chance license by the Friends of Lancer Football had been received. This request is for use of the license by Friends of Lancer Football during the 2010-2011 school year. A copy of the license is on file in the Board Secretary's office.

SMALL GAMES OF CHANCE LICENSE APPROVED

Motion: Mrs. Kushner recommended the request for use of a Small Games of Chance license during the 2010-2011 school year, as listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all "ayes."

Consideration of ratification of internship was requested. Mr. Michael Cannata had submitted a request to complete an internship during the fall of 2010 school year (August 30-December 19) in Special Education Administration in the General McLane School District. This internship is one of the requirements of the program at Edinboro University of Pennsylvania. Mr. Scaletta has agreed to serve as the supervisor of this experience.

INTERNSHIP RATIFIED

Motion: Mrs. Kushner recommended the internship of Mr. Michael Cannata, as listed above, be ratified as presented. Seconded by Dr. Wise.

Action: Motion ratified with all "ayes."

Consideration of ratification of FMLA/Paid Leave was requested. **FMLA/PAID LEAVE RATIFIED**
Mrs. Liliانا Dill (General McLane High School) had requested an FMLA leave beginning August 26, 2010 through December 1, 2010. Mrs. Dill had 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 the FMLA/Paid leave request, as listed above, be ratified as presented. Seconded by Dr. Wise.

Action: Motion ratified with all "ayes."

Consideration of approval of contract with Psychological Services was requested. **CONTRACT APPROVED**
Psychological Services of Edinboro will provide Outpatient Mental Health Services to the District during the 2010-2011 school year. This service will provide therapy to identified students, case coordination of mental health services, clinical oversight and consultation services. Contract not to exceed \$3,000.

Motion: Mrs. Kushner recommended the consideration of a contract with Psychological Services, as listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all "ayes."

Consideration of ratification of acceptance of students on a tuition basis **TUITION STUDENTS RATIFIED**
was requested. Mr. and Mrs. Neal Eicher had submitted a request for their daughter, Amber (Grade 9) to be enrolled as a student at General McLane High School for the 2010-2011 school year. Mr. and Mrs. Eicher understand they will be responsible for transportation and tuition of \$3,346.29. Youth for Understanding had submitted a request for a foreign exchange student, Nina Sabrina Ratz from Switzerland (Grade 11), to be enrolled as a student at General McLane High School for the 2010-2011 school year. Mr. and Mrs. Aaron Corwin, 3351 Greenlee Road, Waterford, PA 16441 will serve as the host family. Youth for Understanding understands they will be responsible for transportation and tuition of \$3,346.29.

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

Action: Motion approved with all "ayes."

Consideration of approval of the following field trips was requested: **FIELD TRIPS APPROVED**

- A. Mrs. Kathleen Bakka (James W. Parker Middle School) had submitted a request for the 7th Grade class to visit Kennywood Park, May 25, 2011, Pittsburgh, PA. Mrs. Bakka, along with several other staff members and parents will serve as chaperones. Transportation will be provided by a private carrier. Costs related to the trip will be covered by the group attending.
- B. Mr. Matt Laser, Mr. Will White and Mrs. Kate Bakka (James W. Parker Middle School) had submitted a request for the 8th Grade class to visit Washington, DC, March 10-March 12, 2011. Mr. Laser, Mr. White, Mrs. Bakka, along with several other staff members and parents will attend as chaperones. Transportation will be provided by a private carrier. Costs related to the trip will be covered by the group attending.
- C. Mrs. Rhonda Kurczewski (General McLane High School) had submitted a request for sixty (60) Fun Foods/Advanced Foods classes to travel to Hershey, PA, October 15, 2010 to visit Hershey's

Chocolate World. Mrs. Kurczewski and others staff members will attend as chaperones. A use of bus request appears on the Buildings, Grounds and Transportation section of the agenda. Costs related to the trip will be covered by the group attending.

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

Action: Motion approved with all "ayes."

Consideration of approval of recommendations of volunteer assistants **VOLUNTEER ASSISTANTS APPROVED** was requested. Mr. Elliot LaPlaca and Ms. Brittany Barbarini have volunteer to assist with the Football program. Act 34, Act 114 and Act 151 clearances are on file.

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

Action: Motion approved with all "ayes."

Consideration of approval of curriculum revision and textbook adoption – Mathematics was requested. A presentation on the curriculum revision was made at the September 8, 2010 Study Session. A list of the textbook follows: **CURRICULUM REVISION & TEXTBOOK ADOPTION APPROVED**

- | | |
|-------------|---|
| Grades K-5 | - Envisions Mathematics – Pearson Scott Foresman |
| Grade 6 | - Math-At-Hand – Great Source Educational Group |
| Grades 7-8 | - Holt Pre-Algebra – Holt McDongal |
| Grade 8 | - Holt McDongal Algebra – Holt McDongal |
| High School | - Discovering Algebra (2 nd Edition) – Key Curriculum Press |
| | - Discovering Advanced Algebra (2 nd Edition) – Key Curriculum Press |
| | - Discovering Geometry: An Investigative Approach – Key Curriculum Press |
| | - Pre-Calculus with Trigonometry (2 nd Edition) – Key Curriculum Press |
| | - Calculus (2 nd Edition) – Key Curriculum Press |
| | - Algebra I – Cord Communications |

Motion: Mrs. Kushner recommended the curriculum revision and textbook adoption – Mathematics, as listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all "ayes."

The following recommendations were made for addition to the Substitute Teacher List for the 2010-11 school year. Act 34, Act 114 and 151 Background Checks are on file. The per diem rate for the 2010-11 school year is \$75/day and \$40/half-day. **SUBSTITUTE TEACHERS APPROVED 2010-2011**

- | | |
|--------------------|-----------------------------------|
| Steven Bailey | Biology |
| Lois Barthen | Spanish |
| Amy Brendlinger | Spanish |
| Pamela Brown | Elementary/Mid-Level Mathematics |
| Edward Dougan | Mathematics/Earth & Space Science |
| Theresa Farrell | Elementary/Special Education |
| Daniel Francis | Mathematics |
| Jonathan Freidhoff | Music |
| Tami Hritzay | Art |
| Brita Krahe | Elementary |

Amanda McEldowney	Elementary/Special Education
Carrie McFarland	Elementary
Rachael Montgomery	Elementary/Early Childhood
Dawn Murphy	Elementary
Courtney Richardson	Health & Physical Education
Nicole Ross	Mathematics
Cody Sherman	Social Studies
Aaron Skalko	Social Studies
Virginia Valley	Early Childhood
Kevin Wisniewski	Social Studies
Kevin Woods	Social Studies

The following individuals have been trained through the Northwest Tri-County Intermediate Unit 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.

Anna Anderson	Christina Martin
Brett Fallon	James McDonald
Cheryl Flint	Matthew Pryber

Per diem for 2010-11 is \$75.00/day and \$40.00/half-day.

Motion: Mrs. Kushner recommended that the additions to the Substitute Teacher List for the 2010-11 school year, as listed above, be approved as presented.
Seconded by Dr. Wise.

Action: Motion approved with all "ayes."

BUILDINGS, GROUNDS & TRANSPORTATION MATTERS

Authorization to dispose of surplus assets was requested. Equipment will be sold, auctioned or salvaged as determined by the Business Manager. The following assets have been determined to be surplus to the needs of the school district:

**DISPOSAL OF
SURPLUS ASSETS
APPROVED**

- 1) (50) 25" Sharp Televisions
- 2) Card Catalog Cabinets

Motion: Mr. Holman recommended that authorization to dispose of surplus assets, as listed above, be approved as presented. Motion seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

Recommendations were made for the hiring of substitute non-instructional employee was requested. Wendy Robertson was recommended as a substitute employee. Current Act 34, 114 and 151 clearance are on file.

**SUBSTITUTE
NON-INSTRUCTIONAL
EMPLOYEE HIRED**

Wages will be in accordance with the wages and benefits approved for school year 2010-2011. 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

Motion: Mr. Holman moved that the recommendation for hiring of substitute non-instructional employee, as listed above, be approved as presented.
Seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

A request had been received from Larry Carullo for an unpaid leave of absence effective September 27-October 1, 2010, October 18-October 22, 2010 and November 1-November 12, 2010. This request is consistent with Policy 536 (Personal Necessity Leave) and 530 (Uncompensated Leave). **UNPAID LEAVE APPROVED**

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

Action: Motion approved with all "ayes."

A request had been received from Darrell Brannon for an unpaid leave of absence from August 30, 2010 to October 31, 2010. This request is consistent with Policy 536 (Personal Necessity Leave) and 530 (Uncompensated Leave). **UNPAID LEAVE RATIFIED**

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

Action: Motion approved by all "ayes."

Consideration of ratification of an FMLA Leave – Non-Instructional Employee was requested. A request had been received from Jeanne Willis for an FMLA leave effective August 30, 2010 for up to 12 weeks. As per Policy 535, FMLA leaves shall be deemed a concurrent leave to any other leave to which he/she is entitled. **FMLA LEAVE RATIFIED**

Motion: Mr. Holman recommended that the request for an FMLA leave, as listed above, be ratified as presented. Seconded by Mrs. Okel.

Action: Motion approved by all "ayes."

Consideration of use of school property application was requested. American Cancer Society by Molly Reichard requested use of track, field, concession stand, ticket booth, restrooms and gym; 8:00 a.m. June 4, 2011 till 2:00 p.m. June 5, 2011; Relay For Life. Mr. Scaletta asked that this item be tabled at this time. **USE OF SCHOOL PROPERTY TABLED**

Authorization for the Business Manager to file a Self Certification Application for Buildings Equipment and Premises Leased for Educational Use was requested. Authorization was requested to apply to PA Department of Education to lease classroom space to Northwest Tri-County Intermediate Unit #5 for the Perseus House Program. Copies of the PDE-359 were made available to the Committee of the Whole. **SELF CERTIFICATION APPLICATION APPROVED**

Motion: Mr. Holman recommended that the request for file a Self Certification Application, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

Consideration of approval of an application for use of school property was requested. Authorization was requested to enter into a lease agreement with the Northwest Tri-County Intermediate Unit #5 to use a classroom at General McLane High School for the Perseus House Program for the 2010-2011 school year. The annual lease is in the amount of \$9,005.00. **USE OF SCHOOL PROPERTY APPROVED**

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 eight "aye" votes and one "nay" vote cast by Mr. Holman.

Mrs. Kushner asked that this lease agreement be reviewed on a yearly basis.

The following use of bus requests were considered for approval: **USE OF BUS REQUESTS APPROVED**

- A. Grace Church by Miriam Crossman; four buses to transport to various locations in downtown Erie; October 9, 2010; 8:30 a.m. – 12:30 p.m. Charges will be \$14.71 per hour and \$1.25 per mile.
- B. General McLane Fun Foods/Advanced Foods Class by Rhonda Kurczewski; two buses to transport students to and from Hershey, PA; October 15, 2010; 4:45 a.m. – 12:00 a.m. Charges will be \$14.71 per hour.

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

Action: Motion approved with all "ayes."

Mrs. Buschak reported that at the last meeting they were **INTERMEDIATE UNIT REPORT** provided with information on the transition of the IMTS programs to digital deliveries.

Minutes of the August 26, 2010 meeting were provided for Board Members. **VO-TECH REPORT**

Mr. Bucksbee reported on the request from the County Executive to use available space for the proposed Community College. The in-kind donation of available space by the ECTS Board would include space at the Skill Center and available classroom space when not in use by the ECTS and Regional Career and Technical Center.

No report was given.

LEGISLATIVE REPORT

Mr. Fox reported that a meeting of the Erie County Tax Collection District Committee, **OTHER BUSINESS** prior to the Board Meeting, was held and Berkheimer Associates was appointed as the Earned Income Tax collector for Erie County. A 1.5% early opt-in rate, which is being offered, would benefit the district, current district rate is 2.5% and would save the district \$10,000 a year. A vote on the change of rate will appear on the October Board Agenda. A discussion on the transition of Franklin Township and McKean Borough was also discussed.

Mr. Bucksbee suggested that a Policy Review be conducted during future study sessions, which would focus on a select few policies per meeting. Mr. Scaletta is in the process of conducting a policy review at monthly administrative meetings and will implement the process with the Board.

Dr. Roth had some concern regarding his vote on the Consideration of Approval of Additions to the 2010-2011 Substitute Teacher List.

Motion: Mrs. Kushner recommended that the Board reconsider the vote to the additions to the Substitute Teacher List for the 2010-11 school year. Seconded by Dr. Wise.

Action: Motion approved with all "ayes."

Motion: Mrs. Kushner recommended that the additions to the Substitute Teacher List for the 2010-11 school year, as listed above, be approved as presented.

Seconded by Dr. Wise.

Action: Motion approved with eight "aye" votes and one abstention cast by Dr. Roth.

Mrs. Okel asked for an explanation of the Use of Facilities Fee Schedule. Several of the Board Members had expressed concern about the fee structure. After much discussion Mr. Scaletta agreed to revisit the fee schedule at next months Study Session.

For information purposes, it was reported that the following meetings had been held since the regularly scheduled Board Meeting of August 18, 2010:

**NOTIFICATION
OF MEETINGS**

A. Regular Monthly Study Session, September 8, 2010; 6:30 p.m.

Mrs. Buschak asked if there was any further business to be presented for consideration and, hearing no response, adjourned the meeting at 9:32 p.m.

ADJOURNMENT

Karen L. Katich, Board Secretary