

GENERAL McLANE SCHOOL DISTRICT
Board of Education
Regular Monthly Meeting
October 20, 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, October 20, 2010 beginning at 6:30 p.m.

Members in attendance were Mr. Bucksbee, Mrs. Buschak, Mrs. Greenleaf, Mr. Holman, Mrs. Okel, Dr. Wise and Mrs. Yonkin. Administration present were: Mr. Scaletta, Mr. Mennow, Mr. Hansen, Mr. Buto, Mrs. Wagner, Mr. Getz, Dr. Barrett, 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

At 6:31 p.m. Dr. Roth entered the meeting.

Mr. Matthew Tighe, parent and community member, addressed the Board on the District's bullying policy. Mrs. Buschak reminded him that the bullying policy does not appear on the agenda and that his remarks must address an item before the Board for approval. Mr. Tighe expressed his displeasure at which time Mrs. Buschak called for a recess at 6:33 p.m.

**RECOGNITION OF
VISITORS**

The meeting was reconvened at 6:41 p.m.

The Directors were presented with copies of the following minutes: Regular Study Session of September 8, 2010 and the minutes of the Regular Monthly Meeting of September 15, 2010.

**BOARD
MINUTES**

Motion: Mr. Bucksbee moved that the minutes of the Regular Study Session of September 8, 2010 and the minutes of the Regular Monthly Meeting of September 15, 2010 be approved as presented. Motion seconded by Mr. Holman.

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

Mr. Scaletta presented the Directors with a copy of the "Superintendent's Report" as of October 20, 2010. Mr. Scaletta added that an overview of the IU Budget will be presented by IU staff at the November Board Meeting.

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

At 6:44 p.m. Mrs. Kushner entered the meeting.

Mr. Scaletta provided a short overview of the "Pyramid of Intervention" being used at James W. Parker Middle School and introduced Mr. Buto who explained the history and process that is being used.

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

**FINANCIAL
REPORTS
APPROVED**

Cash and Investment - Beginning of Period	\$ 9,539,850.47
Cash Receipts	5,488,505.26
Disbursements	<u>3,096,452.43</u>
Cash and Investment - End of Period	\$11,931,903.30

A copy of the Treasurer's Report of September 30, 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 October 12, 2010 totaling \$274,168.49. A copy of the Accounts Payable and accounts paid prior to the Board Meeting in September 2010 is attached hereto and becomes part of the official records of the Board.

Motion: Mr. Bucksbee moved that the Treasurer's Report of September 30, 2010, and the Accounts Payable as of October 12, 2010 be approved as presented and a copy filed for audit purposes. Motion seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

The Directors were presented with copies of the following: the Revenue Report, the Cafeteria Report, the Athletic Budget Report, the High School Activity Report, the Employee Benefit Trust Report, and the Capital Fund Reserve Report, all as of September 30, 2010. These reports are referenced as FR #2, 3, 4, 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 Report and Single Audit Report of the School District for the fiscal year ended June 30, 2010 prepared by Buseck, Barger & Bleil, CPA's Authorization was requested for the Business Manager to advertise such for public inspection for 30 days as required. Copies of the report were provided to the Directors at the October 13, 2010 Study Session and were reviewed by Valerie Hartley, CPA, reviewed the reports with the Directors at the beginning of the Board Meeting.

**ACCEPTANCE
OF AUDIT
APPROVED**

Motion: Mr. Bucksbee moved that acceptance of the Audited Financial Report and Single Audit Report, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

Consideration of approval of a second and final 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.

**FINAL READING OF
POLICY SECTIONS
800 & 900 - APPROVED**

Motion: Mr. Bucksbee moved that the final reading of policy sections 800 - Operations and section 900 - Community, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

Consideration of approval of recommendations for various appointments and elections was recommended. Appointment of Earned Income and Local Services Tax Collectors for calendar year ending December 31, 2011 and establish the rates of commission as Follows:

**APPOINTMENTS
APPROVED**

- a. Edinboro Borough - Berkheimer Associates – 1.5%
- b. Franklin Township - June Shelhamer - 4%
- c. McKean Borough - Nancy Dylewski - 4%

- d. Washington Township – Berkheimer Associates – 1.5%
- e. McKean Township – Berkheimer Associates – 1.5%

Motion: Mr. Bucksbee moved that the various appointments and elections, 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 Building Discretionary Funds: **APPROVED**
- Mrs. Pam Mackowski (Technology Department) had submitted a request to attend “The 21st Century Teaching and Learning Boot Camp,” Hershey, PA, November 9-11, 2010. No substitute is required. Expenses will be paid by the Pennsylvania Department of Education.
- B. The following conference requests will utilize funding as per Agreement with GMEA:
- Mr. Mike Kozuchowsky (General McLane High School) had submitted a request to attend the Technology Engineering Education Association of Pennsylvania Conference, Camp Hill, PA, November 3-6, 2010. Reimbursement for \$175 of substantiated expenses as outlined in Agreement with GMEA. A substitute will be required for three (3) days.
 - Mr. Nick Basko (General McLane High School), Mr. William Moats and Mr. Mark Niezelski (James W. Parker Middle School) had submitted a request to attend the Technology Engineering Education Association of Pennsylvania Conference, Camp Hill, PA, November 4-5, 2010. Reimbursement for \$175 of substantiated expenses as outlined in Agreement with GMEA. Substitutes will be required for two (2) days each.
 - Mrs. Karen Lerch (General McLane High School) had submitted a request to attend the CFF/ EETT Coach Boot Camp; Hershey, PA, November 10-11, 2010. Reimbursement for \$175 of substantiated expenses as outlined in Agreement with GMEA. A substitute will be required for two (2) days.
 - Mrs. Brenda Hertel (General McLane High School) and Mrs. Pam Swanseger (James W. Parker Middle School) had submitted a request to attend “Stop Bullying Now,” Eastlake, OH, November 5, 2010. Reimbursement for \$175 of substantiated expenses as outlined in Agreement with GMEA. No substitutes will be required.
- C. The following conference requests will utilize Federal Funds:
- Mrs. Mary Ann Schenck (Edinboro & McKean Elementary Schools) had submitted a request to attend the Pennsylvania Art Educators Association Conference, Pittsburgh, PA, October 28-29, 2010. Funds have been encumbered in the adopted 2010-2011 Title II Budget. A substitute will be required for two (2) days.
 - Mrs. Jennifer Hardy and Mrs. Julie Snell (School Psychologists) had submitted a request to attend “Stop Bullying Now,” Eastlake, OH, November 5, 2010. Funds have been encumbered in the adopted 2010-2011 Title II Budget. No substitutes will be required.
 - Dr. Stephen Barrett (Curriculum Coordinator) had submitted a request to attend the Pennsylvania Association of Supervision & Curriculum Development Conference, Hershey, PA, November 21-23, 2010. Funds have been encumbered in the adopted 2010-2011 Title I Budget.

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.”

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

- A. Mr. Bruce Yates (General McLane High School) had submitted a request for a group of Vocal

Music students to travel to New York City, March 30 – April 3, 2011. An itinerary will be provide once it is finalized. Mr. Yates, along with several other adults, will serve as chaperones. Costs related to the trip will be covered by the group attending. Transportation will be provided by a private carrier.

- B. Mrs. Nancy vandenHonert (James W. Parker Middle School) had submitted a request for any Interested 7th and 8th grade chorus members to attend a performance of the Broadway Musical, *Wicked*, April 30, 2011, Buffalo, NY. Mrs. vandenHonert, along with several other adults, will attend as chaperones. Costs related to the trip will be covered by the group attending. Transportation will be provided by a private carrier.

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

Action: Motion approved with all "ayes."

Consideration of approval of Supplemental Contract 2010-2011 School Year was requested. Supplemental Contract appointments are for the 2010-2011 school year only. **SUPPLEMENTAL CONTRACT APPROVED**

Pat Regan, Middle School Coach, Volleyball \$3,580.00
All required clearances are on file.

Motion: Mrs. Kushner recommended that the supplemental contract appointment, as listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all "ayes."

Consideration of Ratification of Continuation of FMLA Leave was requested. **FMLA LEAVE APPROVED**
Ms. Denise Bakich (James W. Parker Middle School) had requested a continuation of her FMLA Leave through November 1, 2010. Ms. Bakich will continue using remaining sick and personal days during her leave. A Physician's Certification of Incapacitation has been received. As per Policy 435 and GMEA contract, FMLA leaves shall be deemed a concurrent leave to any other leave to which she is entitled.

Motion: Mrs. Kushner recommended that the continuation of the FMLA leave, as listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all "ayes."

Consideration of approval of FMLA Leave was requested. Mrs. Lori Hayes (James W. Parker Middle School) had requested an FMLA leave beginning January 30, 2011 through April 15, 2011. Mrs. Hayes has requested use of all remaining sick and personal days during her leave. A Physician's Certification of Incapacitation has been received. As per Policy 435 and GMEA contract, FMLA leaves shall be deemed a concurrent leave to any other leave to which she is entitled. **FMLA LEAVE APPROVED**

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

Action: Motion approved with all "ayes."

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. **SUBSTITUTE TEACHERS APPROVED 2010-11**

Melanie Gray Elementary/Special Education

Meghan Moyer	Elementary/Special Education
Elke Richards	Social Studies
Caleb Thayer	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.

Elizabeth Bille	Richard Chernicky
Nicholas DeDionisio	Jessica James
Scott McGrath	Jonathan Miller
Elizabeth Preston	Denise Shreve

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, as listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved by all "ayes."

Consideration of approval of Curriculum Revision and Adoption of the Literacy LITERACY ADOPTION Curriculum Framework (Reading and Writing) K-6 was requested. A presentation of APPROVED the Curriculum revision and framework was presented at the October 13, 2010 Study Session.

Mrs. Kushner asked if the curriculum cycle had changed. Mr. Scaletta indicated that the curriculum is on a seven-year cycle and that a clarification of the cycle will be presented next month.

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

Action: Motion approved by all "ayes."

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
EQUIPMENT
APPROVED

- 1) (1) Magic Chef Gas Range, Model #31HN-92KW, White
- 2) (25) Ceiling Mount TV Brackets
- 3) (1) Ford Mower Deck, Model #930A-22-WD-5150
- 4) (20) ACER Pentium Desktops
- 5) (20) G5 Power Macs
- 6) (1) 2000 Chevy 2500 Cargo Van; 201,232 miles

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

Action: Motion approved with all "ayes."

Mr. Jeremy Dylewski had submitted a request to attend a Security Training, Baltimore, MD, December 4 - 12, 2010. Funds have been encumbered in the 2010 - 2011 CONFERENCE adopted budget and will cover the cost of actual travel expenses. REQUEST APPROVED

Mrs. Kushner inquired about the total number of the days for this conference. Mr. Fox indicated that two days would be used for travel, five days for instruction and one day for testing. Mrs. Kushner asked if an itinerary could be provided and ask if this type of training is appropriate for an educational institution. Mrs. Yonkin also inquired as to the cost to the district for the training. Mr. Fox indicated that he would forward additional information on the conference to Board Members.

Motion: Mr. Holman recommended that the conference 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 Mrs. Kushner

Consideration of recommendations for Hiring – Non-Instructional Employees was requested. Tom Strick was recommended as a 1st shift Custodian at McKean Elementary School at a salary of \$19,760. Current Act 34, 114 and 151 clearances are on file. Randie Lovell was recommended as an 11-month Housekeeper at McKean Elementary School at a salary of \$17,472. Current Act 34, 114 and 151 clearances are on file. Benefits will be that approved for the 2010-2011 school year. **NON-INSTRUCTIONAL EMPLOYEES HIRED**

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

Action: Motion approved with all "ayes."

Consideration of recommendation for Hiring – Non-Instructional Employees was requested. Linda Dutka was recommended as a Personal Care Aide at McKean Elementary School. Current Act 34, 114 and 151 clearances are on file. Mary Christensen was recommended as a Regular Bus Driver. Current Act 34, 114 and 151 clearances are on file. Wages and benefits will be that approved for the 2010-2011 school year. **NON-INSTRUCTIONAL EMPLOYEES HIRED**

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

Action: Motion approved with all "ayes."

Consideration of recommendations for Hiring, Substitute Non-Instructional Employee was requested. Larry Babb and William Sellers were recommended as substitute employees. Current Act 34, 114 and 151 clearances are on file. Jason Amendola and Carmen Rumm were recommended as a substitute employees pending Act 34, 114 and 151 clearances. 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. **SUBSTITUTES APPROVED**

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

Action: Motion approved with all "ayes."

Consideration of approval of retirement – Non-Instructional Employee was requested. Thomas Doubet had submitted his letter of retirement as a Custodian for Edinboro Elementary effective October 31, 2010 with 25 years of service. **RETIREMENT APPROVED**

Motion: Mr. Holman moved that the resignation/retirement of Thomas Doubet,

as listed above, be approved with thanks as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

Consideration of approval of ratification of resignation – Non-Instructional Employee was requested. Patricia Herzog submitted her letter of resignation as a Cooks Helper in the cafeteria effective October 4, 2010 with 11 years of service and would like to remain on the non-instructional substitute list. **RESIGNATION RATIFIED**

Motion: Mr. Holman moved that the resignation, as listed above, be ratified as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

Consideration of approval of FMLA leave request – Non-Instructional Employees was requested. A request had been received from Tina Klie for an FMLA leave effective December 17, 2010 – January 28, 2011. As per Policy 535, FMLA leaves shall be deemed a concurrent leave to any other leave to which he/she is entitled. **FMLA LEAVE APPROVED**

Motion; Mr. Holman moved that FMLA request, as listed above, be approved as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

Consideration of ratification of leave requests – Non-Instructional Employees was requested as follows: **LEAVES RATIFIED**

- A. A request had been received from Lisa Myers for an FMLA leave effective September 8 – October 13, 2010.
- B. A request had been received from Larry Carullo for an FMLA leave effective September 17, 2010 for up to 12 weeks.
- C. As per Policy 535, FMLA leaves shall be deemed a concurrent leave to any other leave to which he/she is entitled.
- D. A request had been received from Thomas Vogt for an unpaid leave of absence effective October 11, 2010 – January 7, 2011.
- E. A request had been received from Georgia Caleo for an unpaid leave of absence effective October 14 – 25, 2010.
- F. This request is consistent with Policy 536 (Personal Necessity Leave) and 530 (Uncompensated Leave).

Motion; Mr. Holman moved that leave requests, as listed above, be ratified as presented. Seconded by Mrs. Okel.

Action: Motion approved with all "ayes."

Consideration of approval of the following use of bus requests were submitted for approval: **USE OF BUS REQUESTS APPROVED**

- A. Edinboro University by Chuck Lute; 3 buses to travel to Erie Veterans Stadium; October 30, 2010 from 6:15 p.m. to 11:00 p.m.
- B. Early Learning University YMCA by Carol Wyant; 1 bus to pick up children from Port Farms in Waterford, PA; October 21, 2010 at 1:30 p.m.
- C. McKean Hose Company by John Meyer; 1 bus to travel to and from McKean Parish Center November 13, 2010 from 5:45 p.m. to 12:00 a.m.

D. Cost will be \$14.71 per hour plus \$1.25 per mile.

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

Action: Motion approved with all "ayes."

Consideration of ratification of the following use of bus requests were submitted:

- USE OF BUS
REQUESTS RATIFIED**
- A. R. Benjamin Wiley Partnership Program by Leatra Tate; one bus to travel to Edinboro Lanes; October 13, 2010 from 6:00 p.m. to 9:00 p.m.
 - B. Edinboro University by Chuck Lute; 3 buses to travel to Meadville High School Band Festival; October 16, 2010 from 5:45 p.m. to 10:00 p.m.
 - C. Cost will be \$14.71 per hour plus \$1.25 per mile.

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

Action: Motion approved with all "ayes."

Consideration of the following use of school property requests were submitted for approval

- USE OF FACILITY REQUESTS
APPROVED**
- A. Edinboro Youth Wrestling Club by Keith Watkins; Middle School Gym and cafeteria; Sunday, January 9, 2011; 6:30 a.m. – 4:00 p.m.; Wrestling Tournament. Fees will be \$25.00 per hour charged for a site manager.
 - B. Edinboro Youth Wrestling Club by Keith Watkins; Middle School Gym and cafeteria; Sunday, January 16, 2011; 6:45 a.m. – 5:30 p.m.; Wrestling Tournament. Fees will be \$25.00 per hour charged for a site manager.
 - C. Misery Bay SCCA #104 by Kenneth Hoovler; high school/middle school parking lot; October 24, 2010; 6:00 a.m. to 6:00 p.m.; low speed skilled driving competition.
 - D. GM Varsity Wrestling by Darla McDermott; High School Kitchen and Cafeteria, Sunday, April 3, 2011; 4:00 p.m. to 8:00 p.m.; Wrestling Banquet
 - E. PIAA Soccer/Football Playoff; Linden Field; November 4 – December 4, 2010; 5:00 p.m. – 10:00 p.m.; Playoff Game; Fees charged were \$750.00 per game.

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

Action: Motion approved with all "ayes."

Minutes of the August 25, 2010 meeting were provided for Board Members. Mrs. Buschak was unable to attend the last scheduled meeting. **INTERMEDIATE UNIT REPORT**

Minutes of the September 23, 2010 meeting were provided for Board Members. Mr. Bucksbee discussed with the Board the County Executives current plan for a Community College. The County Executive is working with the School District of the City of Erie to sponsor the Community College. Mr. Bucksbee discussed various details ranging from tuition costs, in-kind contributions from the ECTS in the form of classroom space at the ECTS and Skill Center. Mr. Bucksbee will keep the Board up-to-date on the status of the Community College. Mr. Bucksbee also invited anyone who was interested to attend the Fall Fest at the ECTS on October 27th. **VO-TECH REPORT**

No report was given.

LEGISLATIVE REPORT

For information purposes, it was reported that the following meetings had

NOTIFICATION

been held since the regularly scheduled Board Meeting of September 15, 2010:
A. Study Session, October 13, 2010, 6:30 p.m.

OF MEETINGS

An Executive Session was held at 8:01 p.m. to discuss personnel issues.
The Executive Session was adjourned at 8:40 p.m.

EXECUTIVE SESSION

Mrs. Buschak asked if there was any further business to be presented for
consideration and, hearing no response, adjourned the meeting at 8:40 p.m.

ADJOURNMENT

Karen L. Katich, Board Secretary