

**GENERAL McLANE SCHOOL DISTRICT**

Board of Education  
Regular Monthly Meeting  
March 19, 2014

The Regular Monthly Meeting of the General McLane School District Board of Education convened in session in the Eagle's Nest of the Erie County Technical School on Wednesday, March 19, 2014 beginning at 6:40 p.m.

**ROLL CALL**

Members in attendance were Mr. Bucksbee, Dr. Dobrzynski, Mrs. Crow, Mrs. Eisert, Mrs. Greenleaf, Mrs. Kushner and Dr. Wise. Administration present were Mr. Scaletta, Mr. Mennow, Mr. Hansen, Mr. Getz, Mr. White, Mr. Fox and Ms. Orbanek. Also present was the Board Solicitor, Jim McDonald, GM School Resource Officer Paul Hagerty and two visitors.

**PLEDGE OF ALLEGIANCE**

Mr. Bucksbee led all those present in the Pledge of Allegiance.

**COMMUNICATIONS**

There were no communications.

**PRESENTATION**

Jeffrey Fox and Richard Scaletta presented on the 2014-2015 Preliminary Budget.

**COMMITTEE OF THE WHOLE MEETING**

There was a Committee of the Whole Meeting to discuss high school staffing and agenda items.

For Policy 227, the word "procuring" was struck out when presented, but has been re-instated.

**BOARD MINUTES APPROVED**

The Directors were presented with copies of the following minutes: Regular Monthly Study Session of February 12, 2014 and the Regular Monthly Meeting of February 19, 2014.

Motion: Dr. Wise moved that the minutes of the Study Session of February 12, 2014 and the minutes of the Regular Monthly Meeting of February 19, 2014 be approved as presented. Motion seconded by Mrs. Greenleaf.

Action: Motion approved with all "ayes." Mrs. Buschak and Dr. Rilling were absent.

**SUPERINTENDEN'S REPORT**

Mr. Scaletta presented the Board with the "Superintendent's Report" as of March 19, 2014. A copy of the "Superintendent's Report" is on file in the Secretary's office.

**FINANCIAL REPORTS**

The Directors were presented with a copy of the Treasurer's Report as of February 28, 2014 indicating the following balances:

Cash and Investments - Beginning of Period	\$15,877,678.78
Cash Receipts	2,697,100.49
Disbursements	<u>-1,967,566.45</u>
Cash and Investments - End of Period	\$16,607,223.82

The Directors were presented with a listing of Accounts Payable as of March 13, 2014 totaling \$115,608.50. A copy of the listing is attached hereto and becomes part of the official records of the Board.

Motion: Dr. Dobrzynski recommended that the Treasurer's Report of January 28, 2014 and the Accounts Payable as of March 13, 2014 be approved as presented. Seconded by Mrs. Greenleaf.

Action: Motion approved with all "ayes." Mrs. Buschak and Dr. Rilling were absent.

#### **OTHER REPORTS**

The Directors were presented with copies of the following: the Cafeteria Report, the High School Activity Report, Capital Reserve Fund and the Employee Benefit Trust Report, all as of February 28, 2014. These reports are referenced as FR #2, 4, 5, 6, 7, 8 and 9 respectively. Copies of these reports are on file in the Secretary's office for audit purposes.

#### **EXECUTIVE SESSION**

The Board entered an executive session at 8:12 p.m. to discuss personnel issues. They came out of an executive session at 8:39 p.m.

#### **POLICY & FINANCE COMMITTEE MATTERS**

#### **PROPOSED PRELIMINARY OPERATING BUDGET APPROVED**

Consideration of Approval of the Proposed Preliminary 2014-2015 Operating Budget as Presented in the Amount of \$31,459,961 was requested. The preliminary budget includes a projected use of fund balance of \$188,236. The Board and District Administration will continue to review and revise the budget until June 30, 2014. The Superintendent's Letter of Transmittal was previously submitted to the Directors.

Motion: Mrs. Greenleaf recommended that the preliminary 2014-2015 Operating Budget, as listed above, be approved as presented. Seconded by Dr. Dobrzynski.

Action: Motion approved with all "ayes." Mrs. Buschak and Dr. Rilling were absent.

#### **ECTS BUDGET APPROVED**

Consideration of Approval of the Erie County Technical School AVTS Budget for School Year 2014-2015 was requested. Directors reviewed the budget with the District Representative, Mr. Bucksbee, at the Committee of the Whole. The District's contribution for 2014-15 is \$329,365. This is an increase of \$31,056 from 2013-14.

Motion: Mrs. Greenleaf recommended that the preliminary 2014-2015 ECTS AVTS Budget, as listed above, be approved as presented. Seconded by Dr. Dobrzynski.

Action: Motion approved with all "ayes." Mrs. Buschak and Dr. Rilling were absent.

#### **FIRST READING APPROVED**

Consideration of Approval for a First Reading – School Board Policy was requested. A first reading was requested for Policy 103.1 - Nondiscrimination – Qualified Students with Disabilities; Policy 113 – Special Education; Policy 113.1 – Discipline of Students with Disabilities; Policy 113.2 – Behavior Support; Policy 227 – Drug Abuse; Policy 218 - Student Discipline; Policy 218.1 – Weapons; and Policy 218.2 – Terroristic Threats/Acts. The Directors received and reviewed a copy of the proposed Policy at the

Committee of the Whole. The above sections are being updated to comply with changes in federal and state laws and regulations and applicable court decisions.

Motion: Mrs. Greenleaf recommended that the first reading of School Board Policies, as listed above, be approved as presented. Seconded by Dr. Dobrzynski.

Action: Motion approved with all "ayes." Mrs. Buschak and Dr. Rilling were absent.

#### **FINAL READING APPROVED**

Consideration of Approval for a Second and Final Reading – School Board Policy was requested. A final reading was requested for Policy 121 - Field Trips, Policy 210 - Use of Medications, Policy 313 - Evaluation of Employees, Policy 333 - Professional Development, Policy 246 - Student Wellness, Policy 806 - Child/Student Abuse, Policy 818 - Contracted Services, Policy 822 - AED/CPR, Policy 909 - Municipal Government Relations and Policy 913 – Community. The Directors received and reviewed a copy of the proposed Policy at the Committee of the Whole. Final approval of the proposed Policy was recommended.

Motion: Mrs. Greenleaf recommended that the final reading of the School Board Policies, as listed above, be approved as presented. Seconded by Dr. Dobrzynski.

Action: Motion approved with all "ayes." Mrs. Buschak and Dr. Rilling were absent.

#### **EXONERATION OF TAXES APPROVED**

Consideration of Approval of Exoneration of Delinquent Real Estate Taxes was requested. The Directors received a listing of parcels that were deleted by the County Assessment Office due to trailer removal or dismantle. The real estate taxes on these parcels totaled \$1,962.08. Approval of the exoneration was recommended provided any county and/or municipal real estate taxes are also exonerated by the taxing entity.

Motion: Mrs. Greenleaf recommended that the exoneration of taxes, as listed above, be approved as presented. Seconded by Dr. Dobrzynski.

Action: Motion approved with all "ayes." Mrs. Buschak and Dr. Rilling were absent.

### **INSTRUCTION AND CO-CURRICULAR COMMITTEE MATTERS**

#### **HIRING APPROVED**

Consideration of Approval of Recommendation for the Open Music position was requested. Mr. Jacob Malec was recommended for the Open Music Position at the High School. Salary will be in accordance to Step 1, Master's plus 15. All necessary clearances are on file.

Motion: Mrs. Eisert recommended that the hiring of Jacob Malec, as listed above, be approved as presented. Seconded by Mrs. Greenleaf.

Action: Motion approved with all "ayes." Mrs. Buschak and Dr. Rilling were absent.

#### **SUBSTITUTE TEACHERS APPROVED**

The following individuals were recommended for the 2013-2014 Substitute Teacher List. Act 34, Act 141 and Act 151 clearances are on file.

Nicholas Traud  
Virginia McClelland

General Science/Chemistry  
School Nurse/Elementary School Counseling

Patrick Bradshaw  
Lee Alexander  
Susan Hyde  
Tyler Eberle  
Danielle Jacobs

Health & Physical Education  
Grades 4-8 (Mathematics, Science)  
Elementary/Early Childhood/Library Science  
Social Studies  
Art

Per diem for 2013-2014 is \$75.00/day and \$40.00/half-day.

Motion: Mrs. Eisert moved that additions to the 2013-2014 Substitute Teacher List, as listed above, be approved as presented. Seconded by Mrs. Greenleaf.

Action: Motion approved with all "ayes." Mrs. Buschak and Dr. Rilling were absent.

### **TUITION STUDENTS APPROVED**

Consideration of approval of acceptance of tuition student 2014-2015 school year was requested. Mr. & Mrs. Kimberley Neamand requested that their son, Chayce (10<sup>th</sup>), be accepted as a tuition student at General McLane High School for the 2014-2015 school year. Mr. & Mrs. Neamand understand that they will be responsible for transportation and tuition of \$3750.00. Mr. & Mrs. Bridger requested that their daughter, Stella (1<sup>st</sup>) be accepted as a tuition student at Edinboro Elementary School. Mr. & Mrs. Bridger understand that they will be responsible for transportation and tuition of \$3,750.00. Mr. & Mrs. Gregor have requested that their daughter, Bryn (2<sup>nd</sup>), be accepted as a tuition student at Edinboro Elementary School for the 2014-2015 school year. Mr. & Mrs. Gregor understand that they will be responsible for transportation and tuition of \$3750.00.

Motion: Mrs. Eisert moved that the requests to accept the tuition for the 2014-2015 school year, as listed above, be approved as presented.  
Seconded by Mrs. Greenleaf.

Action: Motion approved with all "ayes." Mrs. Buschak and Dr. Rilling were absent.

### **VOLUNTEER ASISSTANTS APPROVED**

Consideration of Approval of Volunteer Assistants was requested. Mrs. Pamela Glasl and Jami Calfee have volunteered to assist with the Middle School Volleyball Program. Mr. Adam Beck, Mr. Dustin Thomas, Ms. Amy Dutka and Ms. Christine Ziemer have volunteered to assist with the Track & Field program. All necessary clearances were on file.

Motion: Mrs. Eisert moved that the request to accept the volunteer coaches, as listed above, be approved as presented. Seconded by Mrs. Greenleaf.

Action: Motion approved with all "ayes." Mrs. Buschak and Dr. Rilling were absent.

### **SUPPLEMENTALS APPROVED**

Consideration of Approval of Supplemental Contract was requested.

Heather Karns, Middle School Coach, Volleyball	3,655.00
1). Supplemental contract salaries have been frozen at the 2011-2012 rate as part of the Memorandum of Agreement with GMEA during the 2011-2012, 2012-2013 and 2013-2014 school years	
Pamela Glasl, Volleyball, Assistant Coach	5,534.00
1). Supplemental contract salary is in conjunction with the 2014-2015 rates of the new GMEA contract.	

Motion: Mrs. Eisert moved that the request to accept the supplemental contracts, as listed above, be approved as presented. Seconded by Mrs. Greenleaf.

Action: Motion approved with all "ayes." Mrs. Buschak and Dr. Rilling were absent.

### **FIELD TRIP APPROVED**

Consideration of Approval of Field Trip Request was requested, Mrs. Monica Fritchman (General McLane High School) requested to take her French 4 class to Montreal and Quebec, Canada from April 15-20, 2014 in order to give students exposure to the French culture and to use the French language that has been learned. The cost of the trip, including transportation, is \$500 and will be covered by the group attending.

Motion: Mrs. Eisert moved that field trip, as listed above, be approved as presented.  
Seconded by Mrs. Greenleaf.

Action: Motion approved with all "ayes." Mrs. Buschak and Dr. Rilling were absent.

### **INTERNSHIPS APPROVED**

Consideration of Approval of Internship was requested. Ms. Megan Howard requested to complete her internship (Secondary Principal) throughout the summer. This internship is a requirement of Edinboro University's Educational Leadership Program. Mr. Hansen has agreed to serve as a supervisor of this experience. Mr. John Hansen also submitted a request to complete an Internship (Superintendent) within General McLane School District. This internship is a requirement of Edinboro University's PA Letter of Eligibility for Superintendents Post Master's Certificate Program. Mr. Scaletta has agreed to serve as supervisor of this experience. Act 34, Act 114 and Act 151 clearances are on file.

Motion: Mrs. Eisert moved that the internships, as listed above, be approved as presented.  
Seconded by Mrs. Greenleaf.

Action: Motion approved with all "ayes." Mrs. Buschak and Dr. Rilling were absent.

### **LANCER LEGACY RESOLUTION APPROVED**

Consideration of Approval of Lancer Legacy Resolution was requested. The following resolution was recommended for approval:

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

WHEREAS, Jerome R. Englert, provided the leadership and maintained a commitment to academic excellence for all students; and

WHEREAS, Jerome R. Englert was hired as an Elementary principal for Edinboro Elementary School during the 1973-1974 school year and transferred to McKean Elementary School Principal in 1988 until his retirement in 2000.

WHEREAS, Jerome R. Englert served on a variety of boards to improve and implement new programs that would improve the District, including the state-wide Principal's Academy of Instructional Leadership and the school's Cooperative Schools Committee and Report Card Revision Committee, while also working closely with PTO to improve school community relations, thus implementing a lasting legacy of excellence; and

WHEREAS, Jerome R. Englert implemented and continued to revise New Teacher Induction, as recommended by PDE, as well ensured a smooth transition with the implementation of inclusion-based classes, as also recommended by PDE, two programs that have become institutions at General McLane and are still benefitting students; therefore, be it

RESOLVED, that the General McLane Board of Education does hereby confer upon Jerome R. Englert, the Lancer Legacy Award for Distinguished Service to the General McLane School District.

Motion: Mrs. Eisert moved that the Lancer Legacy Resolution for Jerry Englert, as listed above, be approved as presented. Seconded by Mrs. Greenleaf.

Action: Motion approved with all "ayes." Mrs. Buschak and Dr. Rilling were absent.

### **BUILDINGS, GROUNDS & TRANSPORTATION**

#### **AUTHORIZATION APPROVED**

Consideration of Approval 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 has been determined to be surplus to the needs of the school district.

- 1.) (1) 2000 Ford F250, 4x4 Truck, 131,381 miles
- 2.) (1) 9' Blizzard Plow

Motion: Mrs. Crow moved that the authorization to dispose of surplus equipment, as listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all "ayes." Mrs. Buschak and Dr. Rilling were absent.

#### **SUBSTITUTE APPROVED**

Consideration of Approval of Recommendations for Hiring, Substitute Non-Instructional Employees was requested. Melissa Hinkle was recommended as a substitute employee – current Act 34, 114 and 151 clearances are on file. Jennifer Mallory was recommended as a substitute employee pending current Act 34 and 114 clearances – current Act 151 clearance is on file. Melanie Mischler was recommended as a substitute employee – current Act 34, 114 and 151 clearances are on file. Ashley Tyler was recommended as a substitute employee pending current Act 34, 114 and 151 clearances. Wages will be in accordance with the wages and benefits approved for school year 2012-2013. 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: Mrs. Crow moved that the non-instructional substitutes, as listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all "ayes." Mrs. Buschak and Dr. Rilling were absent.

#### **FMLA LEAVE REQUEST RATIFIED**

Consideration of Approval of Ratification of FMLA Leave Request – Non-Instructional Employee was requested. A request was received from Michelle Jukes for an FMLA leave effective February 18-28, 2014. As per Policy 535, FMLA leaves shall be deemed a concurrent leave to any other leave to which he/she is entitled.

Motion: Mrs. Crow moved that the FMLA leave, as listed above, be ratified as presented. Seconded by Mrs. Greenleaf.

Action: Motion approved with all "ayes." Mrs. Buschak and Dr. Rilling were absent.

#### **UNPAID LEAVE OF ABSENCE RATIFIED**

Consideration of Approval of Ratification of Unpaid Leave of Absence Request was requested. A request has been received from Pamela Leuschen for an unpaid leave of absence effective March 19 – 25, 2014. This request is consistent with Policy 336 (Personal Necessity Leave) and 339 (Uncompensated Leave).

Motion: Mrs. Crow moved that the unpaid leave of absence, as listed above, be approved as presented. Seconded by Dr. Wuse,

Action: Motion approved with all "ayes." Mrs. Buschak and Dr. Rilling were absent.

#### **UNPAID LEAVE OF ABSENCE APPROVED**

Consideration of Approval of Unpaid Leave of Absence Request was requested. A request has been received from Leslie Bender-Hetz for an unpaid leave of absence effective March 24 – April 7, 2014. This request is consistent with Policy 336 (Personal Necessity Leave) and 339 (Uncompensated Leave).

Motion: Mrs. Crow moved that the unpaid leave of absence, as listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all "ayes." Mrs. Buschak and Dr. Rilling were absent.

#### **RETIREMENT APPROVED**

Consideration of Approval of Retirements – Non-Instructional Employees was requested. Sharon Burge submitted her letter of retirement as Bus Driver effective June 12, 2014 with 34 years of service. Wendy Schau has submitted her letter of retirement as Support Services Administrative Secretary effective July 15, 2014 with 15 years of service.

Motion: Mrs. Crow moved that the retirements, as listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all "ayes." Mrs. Buschak and Dr. Rilling were absent.

#### **INTERMEDIATE UNIT REPORT**

Mrs. Eisert reported on the IU's proposed budget.

#### **VO-TECH REPORT**

Mr. Bucksbee reported on the Occupational Advisory Committees (O.A.C.) meeting that was held recently.

#### **LEGISLATIVE REPORT**

No report was given.

#### **RECOGNITION OF VISITORS FOR SCHOOL RELATED MATTERS**

Luke Lofgren, a parent and resident, addressed the Board regarding public education and government.

#### **ADJOURNMENT**

Mr. Bucksbee asked if there was any further business to be presented for consideration and, hearing no response, adjourned the meeting at 9:16 p.m.

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Marissa A. Orbanek, Board Secretary