

GENERAL McLANE SCHOOL DISTRICT

Board of Education
Regular Monthly Meeting
April 16, 2014

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, April 16, 2014 beginning at 6:30 p.m.

ROLL CALL

Members in attendance were Mr. Bucksbee, Mrs. Crow, Dr. Dobrzynski, Mrs. Eisert, Dr. Rilling and Dr. Wise. Administration present were Mr. Scaletta, Mr. Mennow, Mr. Fox and Ms. Orbanek. Also present were four visitors.

PLEDGE OF ALLEGIANCE

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

MOMENT OF SILENCE

Mr. Bucksbee held a moment of silence in honor of former board member Mona Buschak, who passed away on March 23, 2014.

COMMUNICATIONS

Ms. Orbanek read a letter from a grandparent of a student thanking the board for the Robo-Bots program. She also read a letter from the District Administration Leadership Program informing the board that Superintendent Richard Scaletta has been invited to join its organization, which is limited to a small number of selected educators.

BOARD MEMBER APPOINTED

Motion: Mrs. Crow moved to appoint Mrs. Shari Gould to fill the vacancy on the General McLane School District Board of School Directors (Region 2) left vacant after the passing of Mrs. Mona Buschak. Dr. Wise seconded.

Action: Motion approved with five "ayes". Mrs. Eisert abstained. Mrs. Greenleaf and Mrs. Kushner were absent.

Mrs. Gould was assigned to the Instruction and Co-Curricular Activities Committee. Since Mrs. Gould was not sworn in, she was ineligible to vote or participate in the Executive Sessions.

BOARD MINUTES APPROVED

The Directors were presented with copies of the minutes the Regular Monthly Meeting of March 19, 2014

Motion: Dr. Dobrzynski moved that the minutes of the Regular Monthly Meeting of March 19, 2014 be approved as presented. Motion seconded by Dr. Wise.

Action: Motion approved with all "ayes. Mrs. Greenleaf and Mrs. Kushner were absent.

SUPERINTENDENT'S REPORT – MR. SCALETTA

Mr. Scaletta presented the Directors with a copy of the "Superintendents Report" as of April 16, 2014 and proceeded to discuss the items contained thereon.

FINANCIAL REPORTS APPROVED

The Directors were presented with a copy of the Treasurer's Report as of March 31, 2014 indicating the following balances:

Cash and Investments - Beginning of Period	\$16,607,223.82
Cash Receipts	1,117,610.27
Disbursements	<u>2,017,908.16</u>
Cash and Investments - End of Period	\$15,766,925.93

A copy of the Treasurer's Report of March 31, 2014 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 April 11, 2014 totaling \$274,024.77. A copy of the listing is attached hereto and becomes part of the official records of the Board.

Motion: Dr. Rilling moved that the Treasurer's Report of March 31, 2014 and the listing of Accounts Payable as of April 11, 2014 and Accounts Paid prior to the Board Meeting in March, 2014 be approved as presented and a copy filed for audit purposes. Motion seconded by Dr. Dobrzynski.

Action: Motion approved with all "ayes." Mrs. Greenleaf and Mrs. Kushner were absent.

OTHER REPORTS

The Directors were presented with copies of the following: the Revenue Report, the Cafeteria Report, the High School Activity Report, the Employees Benefit Trust Report and Capital Reserve Fund Report all as of March 30, 2014. These reports are referenced as FR #2, 5, 6, 8, 9 and 10 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 6:51 p.m. to discuss personnel and legal matters. The Board exited the executive session at 7:06 p.m.

POLICY & FINANCE COMMITTEE MATTERS

PROPOSED FINAL BUDGET APPROVED

Consideration of Approval of the Proposed Final 2014-2015 Operating Budget as Presented in the Amount of \$31,459,961 and Authorization to Advertise the Proposed Budget for 30 Days was requested. The Proposed Final Operating budget includes a projected use of fund balance of \$188,235 and provides for a .33 mill real estate tax increase. The proposed real estate tax rate for 2014-2015 has been set at 12.26 mills. The Board and District Administration will continue to review and revise the budget during May and June. The Superintendent's Letter of Transmittal was previously submitted to the Directors.

Motion: Dr. Dobrzynski moved that the proposed final budget be approved as presented. Seconded by Dr. Wise

Action: Motion approved with five "ayes" and one "nay" vote casted by Mrs. Crow. Mrs. Greenleaf and Mrs. Kushner were absent.

FINAL READING APPROVED

Consideration of approval for a second and final reading of School Board Policy was requested. Approval was requested for:

- A. Policy 103.1 - Nondiscrimination – Qualified Students with Disabilities
- B. Policy 113 – Special Education

- C. Policy 113.1 – Discipline of Students with Disabilities
- D. Policy 113.2 – Behavior Support
- E. Policy 227 – Drug Abuse
- F. Policy 218 - Student Discipline
- G. Policy 218.1 – Weapons
- H. Policy 218.2 – Terroristic Threats/Acts

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: Dr. Dobrzynski moved that the final reading of the policies, as listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all “ayes.” Mrs. Greenleaf and Mrs. Kushner were absent.

IU BUDGET APPROVED

Consideration of Approval of Adoption of Budget Resolution for Northwest Tri-County Intermediate Unit for School Year 2014-2015 was requested. The Directors were presented with a copy of the proposed budget at the April 9, 2014 Study Session. The district's share of the proposed Northwest Tri-County Intermediate Unit's Budget is estimated to be approximately \$477,000 for special education consortium services, contracted transportation services, school improvement services, cyber school services and other miscellaneous expenditures as reflected in the district's Proposed Final 2014-2015 Operating Budget.

Motion: Dr. Dobrzynski moved that the IU Budget Resolution, as listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all “ayes.” Mrs. Greenleaf and Mrs. Kushner were absent.

ELECTRONIC SIGNATURE APPROVED

Consideration of Approval of Electronic Signature was requested. Approval was requested to allow the use of electronic signatures by the Board President in order to execute and deliver contracts with Pennsylvania Department Education (PDE) via their e-grants system. James Bucksbee, who is the Board President of the General McLane School District, is authorized to sign any and all contracts, agreements, grants and/or licenses with PDE.

Motion: Dr. Dobrzynski moved that the Electronic Signature, as listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all “ayes.” Mrs. Greenleaf and Mrs. Kushner were absent.

TRANSPORTATION RATES APPROVED

Consideration of Approval of 2014-2015 Transportation Rates was requested. Approval of fees to be charged for use of School District buses for trips. Hourly rate will be \$16.75 per hour and mileage rate will be \$2.12 per mile.

Motion: Dr. Dobrzynski moved that the 2014-2015 transportation rates, as listed above, be approved as presented. Seconded by Dr. Wise.

Action: Motion approved with all “ayes.” Mrs. Greenleaf and Mrs. Kushner were absent.

INSTRUCTION AND CO-CURRICULAR COMMITTEE MATTERS

RETIREMENT APPROVED – EARLY RETIREMENT INCENTIVE

Consideration of approval of a retirement was requested. Mrs. Cindy McKissock submitted her request of retirement as an Elementary Teacher at Edinboro Elementary School, effective at the end of the 2013-2014 School Year. McKissock has 27 years of service within the District. McKissock will be part of the Early Retirement Incentive, which was set forth in the Collective Bargaining Unit Resolution as approved in the August 13, 2013 Board Meeting. The Board has waived the deadline requirement for McKissock due to extenuating circumstances.

Motion: Dr. Rilling recommended that the retirement, as listed above, be approved as presented. Seconded by Dr. Dobrzynski.

Action: Motion approved with all “ayes.” Mrs. Greenleaf and Mrs. Kushner were absent.

SUBSTITUTE TEACHERS APPROVED

The following individual was recommended for the Substitute Teacher List 2013-2014 school year. Act 34, Act 114 and Act 151 clearances are on file.

Becky Travis Elementary Education/Biology
Per diem for 2013-2014 is \$75.00/day and \$40.00/half-day.

Motion: Dr. Rilling moved that addition to the 2013-2014 Substitute Teacher List, as listed above, be approved as presented. Seconded by Dr. Dobrzynski.

Action: Motion approved with all “ayes.” Mrs. Greenleaf and Mrs. Kushner were absent.

TUITION STUDENT APPROVED

Consideration of Approval of Tuition Student was requested. Mr. Robert Hitchcock submitted a request for his daughter, Meiling, to be admitted as a tuition student in Kindergarten at Edinboro Elementary for the 2014-2015 school year. Mr. Hitchcock understands that he will be responsible for transportation and a tuition rate of \$3,750.00.

Motion: Dr. Rilling moved that the tuition student, as listed above, be approved as presented. Seconded by Dr. Dobrzynski.

Action: Motion approved with all “ayes.” Mrs. Greenleaf and Mrs. Kushner were absent.

FMLA LEAVE RATIFIED

Consideration of Ratification of FMLA Leave was requested. Mrs. Laura Scott (McKean Elementary School) requested an FMLA leave from March 10, 2014 until April 22, 2014. A Physician's Certification of Incapacitation was received. As per Policy 335 and GMEA contract, FMLA leaves shall be deemed a concurrent leave to any other leave to which she is entitled.

Motion: Dr. Rilling moved that the FMLA leave, as listed above, be ratified as presented. Seconded by Dr. Dobrzynski.

Action: Motion approved with all “ayes.” Mrs. Greenleaf and Mrs. Kushner were absent.

FIELD TRIPS APPROVED

Consideration of approval of field trips were requested. Mr. Matthew Laser and Adam Mattocks has requested to take the seventh and eighth graders to the Carnegie Natural History Museum and Heinz History Center on Saturday, May 3, 2014. The trip would take a maximum of 45 students to explore possibilities of employment in advance technical fields. The cost of the trip, including transportation, is \$35/student. Mrs. Judy Scaletta has requested to take students in the Academy of Arts and Engineering

to the University of Pittsburgh in order to work with upperclass engineering majors. This trip is funded through the Northwest Pennsylvania Stem Alliance grant and would be for April 25, 2014 from 6:55 a.m. until 4:30 p.m.

Motion: Dr. Rilling moved that the field trips, as listed above, be approved as presented.
Seconded by Dr. Dobrzynski.

Action: Motion approved with all "ayes." Mrs. Greenleaf and Mrs. Kushner were absent.

TRANSITION CENTER OPERATING MOU APPROVED

Consideration of Approval of Transition Center Operating MOU 2014-2015 was requested. Permission was requested to approve the Operating Agreement for the Erie County Special Education Transition Center offered by the Erie County Technical School. A copy of the Agreement was provided to Board Members and discussed at the April 9, 2014 Study Session.

Motion: Dr. Rilling moved that the Transition Center MOU, as listed above, be approved as presented. Seconded by Dr. Dobrzynski.

Action: Motion approved with all "ayes." Mrs. Greenleaf and Mrs. Kushner were absent.

SPECIAL EDUCATION PLAN APPROVED

Consideration of Approval of Special Education Plan 2014-2017 was requested. This three-year plan is part of the required comprehensive planning through the Department of Education's amendments to the Chapter 4 Regulations that govern Standards and Assessments (22 Pa Code Chapter 4). The plan has been posted for public display for 30 days. Even with approval, the plan is subject to PDE changes.

Motion: Dr. Rilling moved that the Special Education Plan, as listed above, be approved as presented. Seconded by Dr. Dobrzynski.

Action: Motion approved with all "ayes." Mrs. Greenleaf and Mrs. Kushner were absent.

HIRING APPROVED

Consideration of Approval of Hiring was requested. Mr. Timothy Snair was recommended for the open Technology Education position at the High School, pending receipt of his teaching certificate. His salary will be in accordance with Step 1, Bachelor's. The recommendation was made during the Executive Session.

Motion: Dr. Rilling moved that the hiring, as listed above, be approved as presented. Seconded by Dr. Dobrzynski.

Action: Motion approved with all "ayes." Mrs. Greenleaf and Mrs. Kushner were absent.

BUILDINGS, GROUNDS & TRANSPORTATION

HVAC, BOILER, DOORS AND WINDOW REPLACEMENT PROJECT BID APPROVED

Consideration of Approval of Bids Received on the High School HVAC, Boiler, Doors and Window Replacement Project for the 2014-2015 School Year was requested. Bids were received from E.E. Austin & Son, Inc., Considine Biebel & Co., Eriez Construction, Perry Construction Group, Fred L. Burns, Inc., Hudson Construction, Inc., VendRick Construction, Inc., Rabe Environmental Systems, Renick Brothers, Scobell Company, Inc., Wm. T. Spaeder Co., Inc., A & MP Electric, Inc., Arrow Electric, Inc., Blackhawk-Neff, Inc., Church & Murdock Electric, Inc., Cox & Kanyuck Electric Co., Keystone Electric, Newco Electric Co., Inc. and Penn-Ohio Electrical Contractors on Tuesday, April 8, 2014 and tabulated. The bid

tabulation was presented at the April 9, 2014 Study Session. Authorization was requested to award the bid for general construction to VendRick Construction, Inc. for a total of \$1,040,800. Authorization was requested to award the bid for HVAC to Rabe Environmental Systems for a total of \$1,494,000. This is the base bid of \$1,474,000 plus Alternate #H6 - \$20,000 (Provide Each Unit Ventilator with a CO2 Sensor). Authorization was requested to award the bid for electrical construction to A & MP Electric, Inc. for a total of \$64,000. This project will be funded through the Capital Reserve Fund.

Motion: Mrs. Crow moved that the bids for the HVAC, Boiler, Doors and Window Replacement project, be approved as presented above. Seconded by Dr. Wise.

Action: Motion approved with all "ayes." Mrs. Greenleaf and Mrs. Kushner were absent.

SUPPLEMENTAL APPROVED

Consideration of Approval of Supplemental Contract for Clerk of the Works was requested. Approval was requested to execute a contract for Mr. David Campbell to provide Clerk of the Works services for the GMHS HVAC, Boilers, Doors and Windows Renovation for \$50.00 per hour. Contract is not to exceed \$11,250.00.

Motion: Mrs. Crow moved that the supplemental contract be approved as presented above. Seconded by Dr. Wise.

Action: Motion approved with all "ayes." Mrs. Greenleaf and Mrs. Kushner were absent.

HIRING APPROVED

Consideration of Approval of Recommendation for Hiring – Non-Instructional Employees was requested. Patrick Knox is recommended as a Bus Driver (Part-Time Hourly Support Staff). Mark Bitters was recommended as a 230-Day Custodian (190, 210 & 230 Day Hourly Support Staff). Dave Mangiaracina was recommended as a 210-Day Housekeeper (190, 210 & 230 Day Hourly Support Staff). Wages and benefits will be that approved for the 2013-2014 school year. Current Act 34, 114 and 151 clearances are on file.

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

Action: Motion approved with all "ayes." Mrs. Greenleaf and Mrs. Kushner were absent.

NON-INSTRUCTIONAL SUBSTITUTE APPROVED

Consideration of Approval of Recommendations for Hiring, Substitute Non-Instructional Employee was requested. Victoria DeMarall was recommended as a substitute employee. Current Act 34, 151 and 114 clearances are on file. 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 hiring of the non-instructional substitute, as listed above, be approved. Seconded by Dr. Wise.

Action: Motion approved with all "ayes." Mrs. Greenleaf and Mrs. Kushner were absent.

FMLA LEAVE RATIFIED

Consideration of Approval of Ratification of an FMLA Leave Request – Non-Instructional Employees was requested. A request was received from Lora Miller for an FMLA leave effective March 19, 2014 and up until 12 weeks. As per Policy 335, FMLA leaves shall be deemed a concurrent leave to any other leave to which he/she is entitled.

Motion: Mrs. Crow recommended that the FMLA leave request, as listed above, be ratified as presented. Seconded by Dr. Wise.

Action: Motion approved with all "ayes." Mrs. Greenleaf and Mrs. Kushner were absent.

RESIGNATION APPROVED

Consideration of Approval of Resignation – Non-Instructional Employee was requested. Mrs. Amanda Cox has submitted her letter of retirement as an Office Secretary effective June 6, 2014 with 2 years of service.

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

Action: Motion approved with all "ayes." Mrs. Greenleaf and Mrs. Kushner were absent.

RETIREMENTS APPROVED

Consideration of Approval of Retirements – Non-Instructional Employees were requested. Mr. Nola Burdick submitted his letter of retirement as a Bus Driver within the District effective June 5, 2014 with 47 years of service. Ms. Diane Parker submitted her letter of retirement as a Bus Driver within the District effective June 5, 2014 with 18 years of service.

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

Action: Motion approved with all "ayes." Mrs. Greenleaf and Mrs. Kushner were absent.

PRESENTATION

Matthew Laser & Kate Bakka presented on the iPad Initiative & Washington D.C. Trip.

INTERMEDIATE UNIT REPORT

No report was given.

VO-TECH REPORT

Mr. Bucksbee announced that the Vo-Tech would be seeking a new business manager.

LEGISLATIVE REPORT

No report was given.

OTHER BUSINESS

Mr. Bucksbee reminded the Board Members of the Ethics Statements that are due May 1, 2014.

NOTIFICATION OF MEETINGS

For information purposes, it was reported that the following meetings had been held since the regularly scheduled Board Meeting of March 19, 2014:

- A. Regular Study Session, April 9, 2014, 6:30 p.m.

EXECUTIVE SESSION

The Board entered an executive session at 8:05 p.m. to discuss personnel.

Mrs. Crow left the meeting at 8:43 p.m.

The Board exited the Executive Session at 8:44 p.m.

ADJOURNMENT

Mr. Bucksbee asked if there was any further business to be presented for consideration and, hearing no response, adjourned the meeting at 8:44 p.m.

Marissa A. Orbanek, Board Secretary