

**GENERAL McLANE SCHOOL DISTRICT**  
Board of Education  
Regular Monthly Meeting  
January 21, 2015

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, January 21, 2015 beginning at 6:30 p.m.

**ROLL CALL**

Members in attendance were Mr. Bucksbee, Mrs. Crow, Dr. Dobrzynski, Mrs. Eisert, Mrs. Gould, Dr. Rilling, Dr. Wise and Dr. Sablo. Administration present were Mr. Scaletta, Mr. Hansen, Mr. Getz, Mr. White, Mr. Fox and Ms. Orbanek. Also present was the Board Solicitor, Mr. McDonald. One visitor was also present.

**PLEDGE OF ALLEGIANCE**

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

**RECOGNITION OF VISITORS FOR MATTERS RELATED TO THE AGENDA**

No visitors wished to address the Board regarding matters related to the agenda.

**COMMUNICATIONS**

There were no communications for the Board.

**BOARD MINUTES APPROVED**

The Directors were presented with copies of the following minutes: Board Reorganization Meeting of December 3, 2014, the Regular Monthly Study Session of December 3, 2014 and the Regular Monthly Meeting December 10, 2014.

Motion: Dr. Wise moved that the minutes of the Board Reorganization Meeting of December 3, 2014, the minutes of Study Session of December 3, 2014 and the minutes of the Regular Monthly Meeting of December 10, 2014 be approved as presented. Motion seconded by Dr. Dobrzynski.

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

**SUPERINTENDENT'S REPORT**

Mr. Scaletta presented the Directors with a copy of the "Superintendent's Report" as of January 21, 2015 and proceeded to discuss the items contained thereon. 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 December 31, 2014 indicating the following balances:

Cash and Investments - Beginning of Period	\$11,896,204.05
Cash Receipts	18,558,163.66
Disbursements	<u>14,239,772.53</u>
Cash and Investments - End of Period	\$16,214,595.18

A copy of the Treasurer's Report as of December 31, 2014 is attached hereto and becomes part of the official record of the Board.

The Directors were also presented with a listing of Accounts Payable as of January 16, 2015 totaling

\$297,968.10. A copy of the Accounts Payable as of January 16, 2015 is attached hereto and becomes part of the official records of the Board.

Motion: Dr. Wise moved that the Treasurer's Report as of December 31, 2014 and the listing of Accounts Payable as of January 15, 2015 be approved as presented and a copy filed for audit purposes. Motion seconded by Dr. Dobrzynski.

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

#### **OTHER REPORTS**

The Directors were presented with copies of the following: the High School Activity Report, the Employee Benefit Trust Report, Capital Reserve Fund Report and the Cafeteria Report all as of December 31, 2014. 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.

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

#### **RESOLUTION ON BUDGET AND TAXATION APPROVED**

Consideration of Approval of Resolution on Budget and Taxation for Fiscal Year 2015-2016 was requested. The Board of Directors certifies that increasing any tax at a rate less than or equal to the established index rate of 2.5% will be sufficient to balance its final budget. The Board of Directors recognizes that the District shall not be eligible to seek referendum exceptions under Section 333 (f) of the Taxpayer Relief Act. The Board of Directors certify that the District will comply with the procedures as forth in Section 687 of the Public School Code as it relates to the annual budget for the adoption of its proposed and final budgets. Copies of the Resolution were provided to the Directors at the January 14, 2015 Study Session.

Motion: Dr. Dobrzynski moved that the budget and taxation resolution, as listed above, be approved as presented. Seconded by Mr. Bucksbee.

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

#### **FIRST READING APPROVED**

Consideration of Approval for a First Reading of School Board Policy Section 004 – Membership; Policy Section 204 – Attendance; Policy Section 302 – Employment of Superintendent/Assistant Superintendent; Policy Section 304 – Employment of District Staff; Policy Section 305 – Employment of Substitutes; Policy Section 306 – Employment of Summer School Staff; Policy Section 307 – Student Teachers/Interns; Policy Section 309 – Assignment and Transfer; Policy Section 317.1 – Educator Misconduct; Policy Section 610 – Purchases Subject to Bid Quotation; Policy Section 611 – Purchases Budgeted; Policy Section 806 – Child/Student Abuse; and Policy Section 818 – Contracted Services was requested. The Directors received and reviewed a copy of the proposed Policy at the January 14, 2015 Study Session. The above sections are being updated to comply with changes in federal and state laws and regulations and applicable court decisions.

Motion: Dr. Dobrzynski moved that the first reading of the policies, as listed above, be approved as presented. Seconded by Mr. Bucksbee.

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

#### **SECOND READING APPROVED**

Consideration of Approval for a Second and Final Reading – School Board Policy was requested for Policy 137 – Home Education Program and Policy 137.1 – Extracurricular Participation by Home Education Students. The Directors received and reviewed a copy of the proposed Policies at the December 3, 2014 Study Session. The above sections are being updated to comply with changes in

federal and state laws and regulations and applicable court decisions. Final approval of the proposed Policies is recommended.

Motion: Dr. Dobrzynski moved that the second reading of Policy 137 and 1371.1, as listed above, be approved as presented. Seconded by Mr. Bucksbee.

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

#### **DEPUTY REAL ESTATE TAX COLLECTORS APPROVED**

Consideration of Approval of Appointment of Deputy Real Estate Tax Collectors was requested. In accordance with Act 164 of 2014, a tax collector shall, with the approval of each respective municipality, Erie County, General McLane School District and tax collector's surety, appoint a deputy tax collector. The appointed deputy tax collector shall collect and settle taxes during any incapacitation of the tax collector. Appointment of Deputy Real Estate Tax Collectors:

- 1) Rhonda Walker, Tax Collector for Borough of Edinboro – Laurie Showman
- 2) Mary Goetz, Tax Collector for McKean Borough – Karen Hamme
- 2) Karen Hamme, Tax Collector for McKean Township – Debra Camron
- 3) Laurie Showman, Tax Collector for Washington Township – Rhonda Walker
- 4) June Shelhamer, Tax Collector for Franklin Township – Liana Thayer

Motion: Dr. Dobrzynski moved that the deputy tax collectors, as listed above, be approved as presented. Seconded by Mr. Bucksbee.

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

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

##### **SUBSTITUTES APPROVED**

Consideration of Approval of Recommendations for Substitute Teacher List 2014-2015 School Year was requested. The following individuals are recommended for the Substitute Teacher list, pending responses on the Act 168 Sexual Misconduct/Abuse Disclosure Employer Verification. Act 34, Act 114 and Act 151 Background Checks are on file.

Paula Learn	Elementary / Early Education
Sarah Nelson	Early Childhood / Special Education
Kathleen Lux	Early Childhood / Elementary

The following individual has been trained through the Northwest Tri-County IU Guest Substitute program and is 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.

Kathryn Gravanda

Per diem for 2014-2015 is \$82.00/day and \$41.00/half-day.

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

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

##### **SUPPLEMENTAL RESIGNATION APPROVED**

Consideration of Approval of Supplemental Resignation was requested. Lon Jenkins has submitted a letter of resignation from his position as Assistant Director, High School Musical, effective immediately.

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

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

**2014-2015 SUPPLEMENTALS APPROVED**

Consideration of Approval of Supplemental Contracts for 2014-2015 was requested. Supplemental contract salaries are in conjunction with the 2014-2015 rates of the new GMEA contract.

- 1). Heath Strasser, Assistant Coach, Baseball \$4,019.20
    - i. Approval is pending responses on the Act 168 Sexual Misconduct/Abuse Disclosure Employer Verification
  - 2). Laura Nientimp, Assistant Coach, Track and Field \$4,427.20
- Act 34, Act 114 and Act 151 clearances are on file.

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

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

**2015-2016 SUPPLEMENTALS APPROVED**

Consideration of Approval of Supplemental Contracts for 2015-2016 was requested. Supplemental contract salaries are in conjunction with the 2015-2016 rates of the GMEA contract.

- James Well, Head Coach Football \$8,267.00
  - Bill Frick, Assistant Coach, Football \$6,471.00
  - Bradley Wheeler, Assistant Coach, Football \$6,471.00
  - Scott Bollheimer, Assistant Coach, Football \$6,471.00
  - Zach Lucas, Assistant Coach, Football \$6,471.00
  - Robert Stauffer, Assistant Coach, Football \$6,471.00
  - Kyle Ponsoll, Middle School Coach, Football \$3,784.00
  - Josh Hopkins, Head Coach, Boys Soccer \$5,435.00
  - Daniel Young, Assistant Coach, Boys Soccer \$4,452.00
  - Heather Karns, Head Coach, Volleyball \$7,169.00
  - Pam Glasl, Assistant Coach, Volleyball \$5,617.00
  - John Guzik, Head Coach, Cross Country \$5,435.00
  - Will White, Middle School Coach, Cross Country \$3,784.00
  - Jim Delsandro, Head Coach, Golf \$5,047.00
  - Monica Fritchman, Head Coach, Cheerleading \$3,391.00
  - Claudio Oliveri, Head Coach, Girls Soccer \$5,435.00
    - i. Approval is pending responses on the Act 168 Sexual Misconduct/Abuse Disclosure Employer Verification
- Act 34, Act 114 and Act 151 clearances are on file.

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

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

**VOLUNTEERS APPROVED**

Consideration of Approval of Volunteer Assistants was requested. Ryan Thompson and Amy Dutka have requested to volunteer with the Track and Field program. Tom Peyton, Jim Mountain and Christopher Grychowski have requested to volunteer with the Boys Baseball program. All necessary clearances are on file.

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

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

**AUTHORIZATION APPROVED**

Consideration of Approval of Authorization to Enter Into a Nursing Contract with Medical Staffing Network

of Erie was requested. Given the level of student health needs, it is difficult to have a building not staffed by a nurse. The District is unable to find enough school nurse substitutes. Medical Staffing would supply R.N.'s or L.P.N.'s on days we are unable to find a school nurse substitute.

Motion: Dr. Rilling moved that the authorization to enter into a nursing contract, as listed above, be approved as presented. Seconded by Dr. Dobrzynski.

Mr. Scaletta informed the Board that under this contract, R.N.'s would earn \$40/hour and L.P.N.'s would earn \$20/hour.

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

#### **2015-2016 SCHOOL CALENDAR APPROVED**

Consideration of Approval of 2015-2016 School Calendar was requested. Approval is requested to adopt the calendar for the 2015-2016 school year. A draft calendar was shared with the Board at the January 14, 2015 Study Session.

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

There was discussion on Martin Luther King Jr. Day and whether that day should be an in-service day or District Holiday. The Board agreed to rotate yearly Martin Luther King Jr. Day with President's Day.

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

#### **TUITION STUDENT RATIFIED**

Consideration of Approval of Ratification of Tuition Student was requested. Mr. Todd Rebich has requested that his daughter, Faith Nicole Rebich (7<sup>th</sup>), be approved as a Tuition student for the 2014-2015 School Year. The request is for Faith to start school on January 20, 2015. Tuition, which will be prorated to January 20, will be \$1,874.70. The parents will be responsible for transportation.

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

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

#### **2015-2018 COMPREHENSIVE PLAN APPROVED**

Consideration of Approval of 2015-2018 Comprehensive Plan was requested. Pennsylvania requires a number of plans to be filed electronically every 3-6 years. The district has prepared the required plans and has had the plan available for review. The superintendent seeks approval to submit the final plan to PDE.

Motion: Dr. Rilling moved that the 2015-2018 Comprehensive Plan, as listed above, be approved as presented. Seconded by Dr. Dobrzynski.

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

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

#### **PERMISSION TO SOLICIT BIDS APPROVED**

Consideration of Approval of Authorization for the Business Manager to Solicit Bids for the Following for 2015-2016 School Year

- A. (3) 72 Passenger School Buses

- B. Custodial Supplies
- C. General Supplies
- D. District Paving and Concrete Repairs
- E. Sewage Treatment Plant Demolition and Decommissioning

Motion: Dr. Sablo recommended that the bids, as listed above, be approved as presented.  
Seconded by Dr. Wise.

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

#### **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.) (75) Band Uniform Pants
- 2.) (375) Band Uniform Coats
- 3.) (175) Band Uniform Hats, Shakos and Boxes.

Motion: Dr. Sablo recommended that the authorization, as listed above, be approved as presented. Seconded by Dr. Wise.

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

#### **RETIREMENT APPROVED**

Consideration of Approval of Retirement – Non-Instructional Employee was requested. Jane Cochran has submitted her letter of retirement as Administrative Assistant to Special Education Supervisor/Central Registrar effective June 30, 2015 with 29 years of service.

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

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

#### **RESIGNATIONS RATIFIED**

Consideration of Approval of Ratification of Resignation – Non-Instructional Employees was requested. Kimberly Gildea submitted her letter of resignation as Technology Secretary effective December 3, 2014 with 1 year of service. David Scullen submitted his letter of resignation as a Bus Driver effective December 10, 2014 with 13 years of service. Stephen Renick submitted his letter of resignation as a Bus Driver effective December 12, 2014 with 16 years of service.

Motion: Dr. Sablo recommended that the resignations, as listed above, be ratified and approved as presented. Seconded by Dr. Wise.

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

#### **UNPAID LEAVES OF ABSENCE RATIFIED**

Consideration of Approval of Ratification of Unpaid Leave of Absence Request was requested. A request was received from Jessica Xander for an unpaid leave of absence effective December 18-23, 2014. A request was received from Susan Walker for an unpaid leave of absence effective January 14-20, 2015. This request is consistent with Policy 336 (Personal Necessity Leave) and 339 (Uncompensated Leave).

Motion: Dr. Sablo recommended that the unpaid leaves of absence, as listed above, be ratified and approved as presented. Seconded by Dr. Wise.

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

#### **UNPAID LEAVES OF ABSENCE APPROVED**

Consideration of Approval of Unpaid Leave of Absence Request was requested. A request was received from Deborah Edwards for an unpaid leave of absence effective January 26 – February 4, 2015. A request was received from Donald Kuhn for an unpaid leave of absence effective February 9 - 12, 2015. A request was received from Dennis Swift for an unpaid leave of absence effective February 17 - 21, 2015. This request is consistent with Policy 336 (Personal Necessity Leave) and 339 (Uncompensated Leave).

Motion: Dr. Sablo recommended that the unpaid leaves of absence, as listed above, be approved as presented. Seconded by Dr. Wise.

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

#### **FMLA LEAVES RATIFIED**

Consideration of Approval of Ratification of FMLA Leave Request – Non-Instructional Employees was requested. A request was received from Joseph Presor for an FMLA leave effective December 29, 2014 – January 11, 2015. A request was received from Anna Campoli for an FMLA leave effective January 5 – 9, 2015. A request was received from Brenda Seth for an FMLA leave effective January 5 – 9, 2015. A request was received from Jeanne Willis for an FMLA leave effective January 8 - 14, 2015. As per Policy 335, FMLA leaves shall be deemed a concurrent leave to any other leave to which he/she is entitled.

Motion: Dr. Sablo recommended that the FMLA Leaves, as listed above, be ratified and approved as presented. Seconded by Dr. Wise.

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

#### **NON-INSTRUCTIONAL SUBSTITUTES APPROVED**

Consideration of Approval of Recommendations for Hiring, Substitute Non-Instructional Employees was requested. Stephen Renick, Antoinette Preston and Virginia Giesler were recommended as substitute employees. Current Act 34, 114 and 151 clearances and Act 168 Sexual Misconduct/Abuse Disclosure Employer Verification are on file. Sarah Olson was recommended as a substitute employee, pending Act 168 Sexual Misconduct/Abuse Disclosure Employer Verification. Current Act 34, 114 and 151 clearances are on file. Justin Crowl was recommended as a substitute employee pending current Act 114, 151 clearances, Act 168 Sexual Misconduct/Abuse Disclosure Employer Verification and licensing. Current Act 34 clearances are on file. Seth Thomas was recommended as a substitute employees pending current Act 34, 114, 151 clearances, Act 168 Sexual Misconduct/Abuse Disclosure Employer Verification and licensing. Wages will be in accordance with the wages and benefits approved for school year 2014-2015. 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: Dr. Sablo recommended that the substitutes, as listed above, be approved as presented. Seconded by Dr. Wise.

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

#### **USE OF SCHOOL PROPERTY RATIFIED**

Consideration of Approval of Ratification of Use of School Property – Board Consideration was requested. Edinboro Youth Wrestling Club by Jeff Spires; Middle School Gym and cafeteria; Saturday, January 10 – Sunday, January 11, 2015; 6:00 a.m. – 2:00 p.m.; Wrestling Tournament. Fees will be \$25.00 per hour charged for a site manager.

Motion: Dr. Sablo recommended that the use of school property, as listed above, be approved as presented. Seconded by Dr. Wise.

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

#### **TEMPORARY SIGNS APPROVED**

Consideration of Approval of Temporary Signs Request was requested. The McLane Little League request permission for the displaying of temporary signs during the 2015 season at the McLane Little League Complex field in compliance with the guidelines of Washington Township. Advertising shall be placed April 15, 2015 – July 15, 2015, except for Softball field, advertising shall be placed no earlier than conclusion of High School Girls Softball season. Advertising must be of uniform size and be maintained during the duration of display. No advertising shall be placed for tobacco products, products containing alcohol or any bar, tavern or other establishment operating under a liquor license, or for any advertising with a political or religious theme. The Superintendent may require removal of any advertising, which, in his discretion, is inappropriate for display on school property.

Motion: Dr. Sablo recommended that the temporary signs, as listed above, be approved as presented. Seconded by Dr. Wise.

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

#### **INTERMEDIATE UNIT REPORT**

Mrs. Eisert reported to the Board that the IU in support for a new push of the state formula for state funding and purchased a new software program.

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

Mr. Bucksbee reported to the Board that the budget was up for review on Thursday. He also reported that the Tech School would begin negotiation sessions for both professionals and secretaries/maintenance.

**LEGISLATIVE REPORT** - No report was given.

**FOUNDATION REPORT** - No Report was given.

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

No visitors wished to address the Board regarding matters related to school.

#### **OTHER BUSINESS**

There was no other business to discuss.

#### **NOTIFICATION OF MEETINGS**

For information purposes, it was reported that the following meetings had held since the regularly scheduled Board Meeting of December 10, 2014:

- A. Regular Study Session, January 14, 2015, 6:30 p.m.

#### **ADJOURNMENT**

Mrs. Crow asked if there was any further business to be presented for consideration and, hearing no response, announced that there would be an Executive Session following the meeting for personnel matters. Mrs. Crow then adjourned the meeting at 7:20 p.m.