

**GENERAL McLANE SCHOOL DISTRICT**

Board of Education  
Regular Monthly Meeting  
September 16, 2015

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 16, 2015 beginning at 6:30 p.m.

**ROLL CALL**

Members in attendance were Mr. Bucksbee, Mrs. Crow, Mrs. Gould, Mrs. Greenleaf, Dr. Rilling and Dr. Wise. Administration present were Mr. Scaletta, Mr. Hansen, Mr. Getz, Mr. White, Mr. Buto, Mr. Fendya and Ms. Orbanek. Also present was Mr. McDonald, Solicitor, School Resource Officer Paul Hagerty and six visitors.

**PLEDGE OF ALLEGIANCE**

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

**RECOGNITION OF VISITORS**

Mrs. Crow invited any visitors to speak regarding matters related to the agenda. Hearing no response, he continued the meeting.

**COMMUNICATIONS**

There were no communications to read.

**PRESENTATION**

Mr. Jason Buto presented on the 2014-2015 test results within the District. He explained that this was the first year that the scores were aligned to PA common core so we are unable to make comparisons to last year. Scores across the state dropped and GM posted scores above the state level in every grade and category.

Dr. Sablo entered the meeting at 6:36 p.m.

Mrs. Eisert entered the meeting at 6:38 p.m.

Dr. Dobrzynski entered the meeting at 6:48 p.m.

Mr. Mennow entered the meeting at 6:50 p.m.

**BOARD MINUTES APPROVED**

The Directors were presented with copies of the minutes of Regular Monthly Study Session of August 5, 2015 and the Regular Monthly Meeting of August 12, 2015.

Motion: Dr. Wise moved that the minutes of Regular Monthly Study Session of August 5, 2015 and the Regular Monthly Meeting of August 12, 2015 be approved as presented. Motion seconded by Mrs. Greenleaf.

Action: Motion approved with all "ayes."

**SUPERINTENDENT'S REPORT**

Mr. Scaletta presented his "Superintendent's Report" as of September 16, 2015. A copy of the "Superintendent's Report" is on file in the Secretary's office. Mr. Scaletta also presented that the new administration in Harrisburg is that they are giving us time to deal with all the new initiatives Therefore,

the scheduled late starts, which were designed to help us provide the training needed, are no longer necessary and can be removed.

**FINANCIAL REPORTS APPROVED**

The Directors were presented with a copy of the Treasurer's Report as of August 31, 2015 indicating the following balances:

Cash and Investments - Beginning of Period	\$ 10,929,654.60
Cash Receipts	4,130,379.65
Disbursements	<u>3,460,902.27</u>
Cash and Investments - End of Period	\$ 11,599,131.98

A copy of the Treasurer's Report of August 31, 2015 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 16, 2014 totaling \$40,646.00. A copy of the listing is attached hereto and becomes part of the official records of the Board.

Motion: Mr. Bucksbee moved that the Treasurer's Report of August 31, 2015, and the Accounts Payable as of September 16, 2015 be approved as presented and a copy filed for audit purposes. Motion seconded by Mrs. Greenleaf.

The Board discussed options in the case that the State does not pass the budget soon.

Action: Motion approved with all "ayes."

**POLICY & FINANCE COMMITTEE MATTERS**

**POLICIES APPROVED**

Consideration of Approval for a Second and Final Reading – School Board Policy was requested for:

- A. Policy 113.3 – Screening and Evaluations for Students with Disabilities
- B. Policy 116 – Tutoring
- C. Policy 127 – Assessment System
- D. Policy 137 – Home Education Programs
- E. Policy 138 – English as a Second Language/Bilingual Education Program
- F. Policy 212 – Reporting Student Progress
- G. Policy 304.1 – Nepotism
- H. Policy 307 – Student Teachers/Interns
- I. Policy 609 – Investment of District Funds
- J. Policy 819 – Suicide Awareness, Prevention and Response

The Directors received and reviewed a copy of the proposed Policy at the September 9, 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: Mrs. Greenleaf moved that the School Board Policies be approved as presented. Motion seconded by Mr. Bucksbee.

Action: Motion approved with all "ayes."

**INSTRUCTION AND CO-CURRICULAR COMMITTEE MATTERS**

**VANGUARD CONTRACTS APPROVED**

Consideration of Approval of Contracts 2015-2016 School Year was requested. Administrative restructuring has freed some federal funds for staff development purposes. An extra duty position for teachers known as the "Technology Vanguard" was created in the document titled, "Technology Vanguard: Duties and Responsibilities". Technologically advanced teachers have been identified by principals and technology integrator at every building to provide direct instruction, consultation and in-service training for teachers in their building throughout the year.

Michelle Androstic (EE)	\$1485
Kim Lohr (EE)	\$1485
Kelly Campbell (ME)	\$1485
Scott Hutchison (ME)	\$1485
Matt Laser (JWPMS)	\$1485
Kate Bakka (JWPMS)	\$1485
Nathan Moore (GMHS)	\$1485
Judy Scaletta (GMHS)	\$1485
Jeremy Reed (GMHS)	\$1485
Luil Graham (GMHS)	\$1485

Motion: Dr. Rilling moved that the Vanguard Contracts be approved as presented. Motion seconded by Mrs. Greenleaf.

Action: Motion approved with all "ayes."

**VOLUNTEERS APPROVED**

Consideration of Approval of Recommendation of Volunteer Assistants was requested. Mr. Zane Berger and Branden Williams have volunteered to assist with the Football program. Act 34, Act 114 and Act 151 clearances are on file.

Motion: Dr. Rilling moved that the Volunteer Assistants be approved as presented. Motion seconded by Mrs. Greenleaf.

Action: Motion approved with all "ayes."

**SUBSTITUTES APPROVED**

Consideration of Approval of Additions to the 2015-2016 Substitute Teacher List was requested. The following individuals are recommended for the Substitute Teacher list. Act 34, Act 114 and Act 151 Background Checks are on file.

Amy Harvey	Elementary / Special Education
Elizabeth McNamara	Elementary / Special Education / Mid-Level English, Social Studies
Michael Quiggle	Health and Physical Education
Joseph McCommons	Health and Physical Education / Social Studies
Sarah Kilburn	Elementary / Mid-Level Math
Rebecca Leonard	English 7-12
Kelsey Agresti	Elementary / Special Education
Kathleen Lux	Elementary

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.

Allan Belovarac	Cody Bernardini	Nancy Boland
Nichole Bryson	Shayne Clark	Dan Conley
Diana Corner	Julie Crosscut	Kathleen Derfler
Debra Diley	Rebecca Drury	Erica Duda
Amy Eldridge	Rana Evanoff	Bernard Feltz
Kimberly Gibson	Stephanie Hargest	Kelsey Harvey
Maryanne Horne	Sarah Karns	Mary Kay Kalivoda
Kim Kloecker	Debra Kmecik	Paula Libby
Peggy Libby	Chantel Little	Martin Mahoney
Sue Martin	Randy Mason	Leeann Monico
Colleen Murry-Donaldson	Sarah Quezada	Lewis Rundell
Janice Schaller	Richard Schlindwein	John Schultz
Amber Smith	Anthony Spinelli	Freda Tepfer
Suzanne Weber	Kristine Weigle	Ruby Wiles
Marci Ziegler	Mary Zuck	

Ratification of Rebecca Moore Health and Physical Education  
Per diem for 2015-16 is \$82.00/day and \$41.00/half-day.

Motion: Dr. Rilling moved that the substitute teachers be approved as presented. Motion seconded by Mrs. Greenleaf.

Action: Motion approved with all "ayes."

#### **PRACTICUM STUDENTS APPROVED**

Consideration of Approval of Practicum Students was requested. Ms. Brianna Graybowski and Kimberly Forinash have submitted a request to complete a practicum during the 2015-2016 School year in Social Work at McKean Elementary School. Mrs. Wingerter has agreed to supervise these experiences. Ms. Rebecca Leuschen has requested to complete a practicum in school counseling during the 2015-2016 school year at James W. Parker Middle School. Mr. Michael Simmons and Ms. Pamela Swanseger have agreed to supervise this experience. These practicums are one of the requirements for in the Social Work and School Counseling Programs at Edinboro University of Pennsylvania. All clearances are on file.

Motion: Dr. Rilling moved that the practicum students be approved as presented. Motion seconded by Mrs. Greenleaf.

Action: Motion approved with all "ayes."

#### **AMERICORPS TUTOR APPROVED**

Consideration of Ratification of Americorps Tutor was requested. An agreement with Keystone SMILES, Americorps program was approved last month. Americorps will provide two full time tutors, one to work in Edinboro Elementary and one in McKean Elementary. The tutors are fully certified teachers and will be used as needed to work with children whose academic achievement is behind. The tutors are under the supervision of the principal and Americorps personnel. Edinboro has selected Lauren Sipple as their tutor.

Motion: Dr. Rilling moved that the Americorps tutor be approved as presented. Motion seconded by Mrs. Greenleaf.

Action: Motion approved with all "ayes."

**RFP APPROVED**

Consideration of approval for authorization of the administration to send a Request for Proposal (RFP) to Educational Consulting companies was requested. The RFP asks the consultants to review the process used for hiring professional employees by reviewing all pertinent documents and interviewing anyone deemed necessary. The RFP will be sent to companies outside of Erie County as requested by the board. Proposals are due by October 7 and will be reviewed by the board at the October study session.

Motion: Dr. Rilling moved that the RFP be approved as presented. Motion seconded by Mrs. Greenleaf.

Dr. Sablo requested to include a diverse workplace in the language.

Action: Motion approved with all "ayes."

**BUILDINGS, GROUNDS & TRANSPORTATION MATTERS**

**DISPOSAL OF SURPLUS EQUIPMENT AUTHORIZED**

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) Vehicles
  - a) 2004 Chevrolet Van, 202,834 miles

Motion: Dr. Sablo recommended that the disposal of surplus equipment, as listed above, be approved as presented. Motion seconded by Dr. Wise.

Action: Motion approved with all "ayes."

**HIRING RATIFIED**

Consideration of Ratification of Recommendation for Hiring -Non-Instructional Employee was requested. Alexandra Tomasik was recommended as a Personal Care Aide I (Part-Time Hourly Support Staff) at McKean Elementary School. Current Act 34, 114 and 151 clearances and Act 168 Sexual Misconduct/Abuse Disclosure Employer Verification are on file. Wages and benefits will be that approved for the 2015-2016 school year.

Motion: Dr. Sablo recommended that the employment, as listed above, be ratified as presented. Motion seconded by Dr. Wise.

Action: Motion approved with all "ayes."

**HIRINGS APPROVED**

Consideration of Approval of Recommendation for Hiring -Non-Instructional Employees was requested. Melissa Hinkle was recommended as an Office Secretary (Part-Time Hourly Support Staff) at McKean Elementary School. Antoinette Preston was recommended as a Cafeteria Monitor (Part-Time Hourly Support Staff) at James W. Parker Middle School. Kristen Melnick and Erin Rowley were recommended as Temporary (1) Year Instructional Classroom Aides (Part-Time Hourly Support Staff) at McKean Elementary School. Marie Antoinette Wells was recommended as a Cafeteria Helper (Part-Time Hourly Support Staff) at James W. Parker Middle School. Harlie Bowers was recommended as a Housekeeper (Part-Time Hourly Support Staff) at General McLane School District. Ken Fuhrman was recommended as a Bus Driver (Part-Time Hourly Support Staff) at General McLane School District. Current Act 34, 114 and

151 clearances and Act 168 Sexual Misconduct/Abuse Disclosure Employer Verification are on file. Wages and benefits will be that approved for the 2015-2016 school year.

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

Action: Motion approved with all "ayes."

### **TRANSFER APPROVED**

Consideration of Approval of Transfer- Non-Instructional Employee was requested. Hallie Cornell requested a transfer from a Cafeteria Helper (Part-Time Hourly Support Staff) at James W. Parker Middle School to a Cafeteria Monitor/Bus Aide (Part-Time Hourly Support Staff) at Edinboro Elementary School. Wages and benefits will be that approved for the 2015-2016 school year. Current Act 34, 114 and 151 clearances and Act 168 Sexual Misconduct/Abuse Disclosure Employer Verification are on file.

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

Action: Motion approved with all "ayes."

### **SUBSTITUTES HIRED**

Consideration of Approval of Recommendations for Hiring, Substitute Non-Instructional Employees - Athletic Events was requested. Cody Barbarini and Ken Walker are recommended as substitute employees pending current Act 151 clearance. Current Act 34 and 114 clearances are on file. Linda Cylenica is recommended as a substitute employee pending current Act 114 clearance. Current Act 34 and 151 clearances are on file. Patricia Crist is 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 2015-2016. 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. Motion seconded by Dr. Wise.

Action: Motion approved with all "ayes."

### **SUBSTITUTES APPROVED**

Consideration of Approval of Recommendations for Hiring, Substitute Non-Instructional Employees was requested. Elizabeth Gillette and Crystal Sindlinger are recommended as substitute RN Nurse employees. Current Act 34, 114 and 151 clearances and Act 168 Sexual Misconduct/Abuse Disclosure Employer Verification are on file. Robert Rich is recommended as a substitute Driver employee pending current Act 34, 114 and 151 clearances and Act 168 Sexual Misconduct/Abuse Disclosure Employer Verification. Stanley Cartright is recommended as a substitute Driver employee pending current Act 34, 114 and 151 clearances and Act 168 Sexual Misconduct/Abuse Disclosure Employer Verification. Wages will be in accordance with the wages and benefits approved for school year 2015-2016. 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. Motion seconded by Dr. Wise.

Action: Motion approved with all "ayes."

**RESIGNATION RATIFIED**

Consideration of Approval of Ratification of Resignation – Non-Instructional Employee was approved. Dennis Swift submitted his letter of resignation as a Bus Driver effective August 17, 2015 with 5 years of service.

Motion: Dr. Sablo recommended that the resignation, as listed above, be ratified as presented.  
Motion seconded by Dr. Wise.

Action: Motion approved with all “ayes.

**FMLA LEAVE RATIFIED**

Consideration of Approval of Ratification of FMLA Leave Request – Non-Instructional Employee was requested. A request was received from Paula Sherwood for an FMLA leave effective August 25, 2015 – October 2, 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 Leave, as listed above, be ratified as presented.  
Motion seconded by Dr. Wise.

Action: Motion approved with all “ayes.

**UNPAID LEAVES APPROVED**

Consideration of Approval of Unpaid Leave of Absence Requests were requested. A request was received from Michael Bond for an unpaid leave of absence effective October 12 – 16, 2015. A request was received from Maninder Kaur for an unpaid leave of absence effective November 23 – December 7, 2015. This request is consistent with Policy 336 (Personal Necessity Leave) and 339 (Uncompensated Leave).

Motion: Dr. Sablo recommended that the Unpaid leaves, as listed above, be approved as presented. Motion seconded by Dr. Wise.

Action: Motion approved with all “ayes.

**INTERMEDIATE UNIT REPORT**

Mrs. Eisert reported on a variety of updates with the IU #5, including: the District Utilization Reports, the Line of Credit that would be needed to help until the State Budget gets passed, Food Services, the approval of the Secretarial / Administrative Assistant Contract and efforts to work on the aide contract.

**VO-TECH REPORT**

Mr. Bucksbee reported on the approval of the classified unit contract and the \$20,000 donation by Scott Electric to the ECTS Foundation.

**LEGISLATIVE REPORT**

No report was given.

**GENERAL MCLANE FOUNDATION**

Mrs. Crow reported on the two meetings that took place and the upcoming Holiday Arts Fair.

**OTHER BUSINESS**

The Board discussed dismissal issues at the Elementary Schools, Curriculum Night at Edinboro Elementary School, elementary class changes and issues with bus routes.

**RECOGNITION OF VISITORS**

Mr. Brian Cooper, Township Supervisor in McKean, addressed the Board regarding the new Bus Routes and turnarounds.

Ms. Beth Gillette, community member and parent in the District, addressed the Board regarding bus routes and a new community collaboration page. She also echoed the Board's concerns over the dismissal issues and praises over the elementary class switches.

Mr. Ken Stanley, community member and parent in the District, addressed the Board regarding services and assistance he could provide to help the District with the bus routes.

Ms. Lisa Tomasik, a bus driver in the District, addressed the Board regarding the concerns with Bus #41 and the plans in place to correct it.

**NOTIFICATION OF MEETINGS**

For information purposes, it was reported that the following meetings had been held since the regularly scheduled Board Meeting of August 12, 2015:

- A. Regular Monthly Study Session, September 19, 2015, 6:30 p.m.

**ADJOURNMENT**

Mrs. Crow asked if there was any further business to be presented for consideration and, hearing no response, she adjourned the meeting at 8:07 p.m.

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Marissa A. Orbanek, Board Secretary