

GENERAL McLANE SCHOOL DISTRICT
Board of Education
Regular Monthly Meeting
October 21, 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, October 21, 2015 beginning at 6:30 p.m.

ROLL CALL

Members in attendance were Mr. Bucksbee, Mrs. Crow, Mrs. Eisert, Mrs. Greenleaf, Dr. Rilling, Dr. Sablo and Dr. Wise. Administration present were: Mr. Scaletta, Mr. Mennow, Mr. Hansen, Mr. Buto, Mr. Getz, Mr. Fendya and Ms. Orbanek. Also present was the Board Solicitor, Gary Eiben and five visitors.

PLEDGE OF ALLEGIANCE

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

RECOGNITION OF VISITORS

Mrs. Crow offered the podium for any visitors wishing to discuss matters related to the agenda. After hearing no response, he continued with the meeting.

COMMUNICATIONS

Mrs. Orbanek read a thank-you card from the Kindergarten teachers at McKean Elementary School.

COMMITTEE OF THE WHOLE MEETING

Mr. Fendya presented the Board with different options for changes to the sick day retirement plan incentive for bus drivers.

Mrs. Crow entered the meeting at 6:32 p.m.

The Board discussed the options.

BOARD MINUTES

The Directors were presented with copies of the following minutes: Regular Study Session of September 9, 2015 and the minutes of the Regular Monthly Meeting of September 16, 2015.

Motion: Mr. Bucksbee moved that the minutes of the Regular Study Session of September 9, 2015 and the minutes of the Regular Monthly Meeting of September 16, 2015 be approved as presented. Motion seconded by Mrs. Greenleaf.

Action: Motion approved with all "ayes." Dr. Dobrzynski was absent.

SUPERINTENDENT'S REPORT – MR. SCALETTA

Mr. Scaletta presented the Directors with a copy of the "Superintendent's Report" as of October 21, 2015.

FINANCIAL REPORTS APPROVED

The Directors were presented with a copy of the Treasurer's Report as of September 30, 2015 indicating the following balance:

Cash and Investment - Beginning of Period	\$10,929,654.60
Cash Receipts	9,950,067.99
Disbursements	<u>5,825,739.41</u>
Cash and Investment - End of Period	\$15,053,983.18

A copy of the Treasurer's Report of September 30, 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 October 15, 2015 totaling \$247,506.44. A copy of the Accounts Payable and accounts paid prior to the Board Meeting in September 2015 is attached hereto and becomes part of the official records of the Board.

Motion: Dr. Wise moved that the Treasurer's Report of September 30, 2015, and the Accounts Payable as of October 15, 2015 be approved as presented and a copy filed for audit purposes. Motion seconded by Mrs. Greenleaf.

The Board discussed how long the District could go without taking a loan out due to the state of the current PA Budget.

Action: Motion approved with all "ayes." Dr. Dobrzynski was absent.

POLICY & FINANCE COMMITTEE MATTERS

AUDITED FINANCIAL REPORT APPROVED

Consideration of Acceptance of the Audited Financial Report and Single Audit Report of the School District for the fiscal year ended June 30, 2015 prepared by Buseck, Barger & Bleil, CPA's was requested. Authorization was requested for the Business Manager to advertise such for public inspection for 30 days as required. Copies of the report were made available at the Committee of the Whole and were reviewed with Valerie Hartley, CPA of Buseck, Barger, Bleil and Co., CPA's

Motion: Mrs. Greenleaf moved that the Financial Report and Single Audit Report, as presented above, be approved. Motion seconded by Dr. Wise.

Action: Motion approved with all "ayes." Dr. Dobrzynski was absent.

FINAL READINGS APPROVED

Consideration of Approval for a Second and Final Reading was requested for the following School Board Policies:

- 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 Policies 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. Final approval of the proposed Policies is recommended.

Motion: Mrs. Greenleaf moved that the Second and Final readings of the school board policies, as presented above, be approved. Motion seconded by Dr. Wise.

Action: Motion approved with all "ayes." Dr. Dobrzynski was absent.

EXONERATION OF DELINQUENT REAL ESTATE 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 \$858.52. 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 moved that the exoneration of delinquent real estate taxes be approved as presented. Motion seconded by Dr. Wise.

Action: Motion approved with all "ayes." Dr. Dobrzynski was absent.

ERIE COUNTY TAX COLLECTION COMMITTEE BUDGET APPROVED

Consideration of Approval of the Erie County Tax Collection Committee 2016 Budget was requested. The Erie County Tax Collection Committee budget for the 2016 calendar year is \$13,200.00. The District's share is \$278.00.

Motion: Mrs. Greenleaf moved that the Erie County Tax Collection Committee Budget be approved as presented. Motion seconded by Dr. Wise.

Action: Motion approved with all "ayes." Dr. Dobrzynski was absent.

INSTRUCTION AND CO-CURRICULAR COMMITTEE MATTERS

VOLUNTEERS APPROVED

Consideration of Approval of Recommendation of Volunteer Assistants was requested. Mr. Stephen Jurrisen has requested to volunteer with the Boys Soccer Program. Mr. Jay Gilford has requested to volunteer with the Boys Basketball 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." Dr. Dobrzynski was absent.

SUBSTITUTE TEACHER ADDITIONS 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.

Robert Altadonna	Elementary
Bridget Miller	Elementary / Special Education / Mid-Level English / Library
Kimberley Kloecker	Art
Jen Smith	Early Childhood / Elementary / Special Ed

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.

Kit Gravanda	Sarah Olson
Jennifer Smith	Tabitha Dean
Karen Dobrzynski	Andrew Hoise
James Ozechoski	Brett Smith

Marilee Warner
John Schultz, pending current clearances
Alexander Peterson, pending current clearances
Per diem for 2015-16 is \$82.00/day and \$41.00/half-day.

English / Secondary Principal
Music

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

Action: Motion approved with all "ayes." Dr. Dobrzynski was absent.

FMLA APPROVED

Consideration of Approval of FMLA Leaves was requested. Mrs. Kimberly Lohr (Edinboro Elementary School) requested an FMLA beginning January 4, 2016 through March 29, 2016. Ms. Jill McGill (Edinboro Elementary School) requested an FMLA beginning January 6, 2016 through the end of the 2015-2016 school year. 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 Leaves be approved as presented. Motion seconded by Mrs. Greenleaf.

Action: Motion approved with all "ayes." Dr. Dobrzynski was absent.

VANGUARD CONTRACT APPROVED

Consideration of Approval of Vanguard Contract 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.

Todd Sturgess

\$1485

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

Action: Motion approved with all "ayes." Dr. Dobrzynski was absent.

FIELD TRIP APPROVED

Consideration of Approval of Field Trip was requested. Charlie Hager has requested permission to take three students to the 2015 World Affairs Institute at the Senator John Heinz History Center in Pittsburgh on November 17, 2015. The cost of the trip, including transportation, will be covered by Rotary International.

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

Action: Motion approved with all "ayes." Dr. Dobrzynski was absent.

SUPERINTENDENT TRIP APPROVED

Consideration of Approval of Superintendent to attend the District Administration Leadership Institute in Orlando, FL on January 13-16, 2016 was requested. All costs of the trip, including transportation up to \$400, are covered by membership in the organization. The conference features presentations by School Districts that have engaged in innovative projects.

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

Action: Motion approved with all "ayes." Dr. Dobrzynski was absent.

AGREEMENT WITH K12 APPROVED

Consideration of Approval to Enter into Agreement with K12 HR Solutions was requested. This agreement is to review instructional hiring practices. K12 is headquartered in Neosho, MO and specializes in educational personnel issues. The evaluation process will take approximately eight weeks, beginning in December of 2015 or January of 2016. The cost to the District is \$12,030.00.

Motion: Dr. Rilling moved that the Agreement with K12 Solutions be approved as presented. Motion seconded by Mrs. Greenleaf.

Action: Motion approved with all "ayes." Dr. Dobrzynski was absent.

RETIREMENT APPROVED

Consideration of Approval of Retirement was requested. Mrs. Marla Stauffer has submitted her letter of retirement from her position as Health & Physical Education Teacher at General McLane High School, effective January 15, 2016. Mrs. Stauffer has been with the District for 35 years.

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

Action: Motion approved with all "ayes." Dr. Dobrzynski was absent.

BUILDINGS, GROUNDS & TRANSPORTATION

RETIREMENT – NON-INSTRUCTIONAL EMPLOYEE APPROVED

Consideration of Approval of Retirement – Non-Instructional Employee was requested. Theresa Wolfe submitted her letter of retirement as a Bus Driver/Cafeteria Monitor effective November 19, 2015 with 30 years of service.

Motion: Dr. Sablo moved that the retirement be approved as presented. Motion seconded by Dr. Wise.

Action: Motion approved with all "ayes." Dr. Dobrzynski was absent.

RESIGNATION APPROVED

Consideration of Approval of Ratification of Resignation – Non-Instructional Employees was requested. Erica Long submitted her letter of resignation as a Bus Driver effective August 21, 2015 with 13 years of service. Roberta Horvath submitted her letter of resignation as a Cafeteria Helper at McKean Elementary School effective October 16, 2015. She is going to maintain her Housekeeping position. Harlie Bowers will be submitting her letter of resignation as a Housekeeper at General McLane Service Center/Edinboro Elementary School effective October 1, 2015 with 9 days of service.

Motion: Dr. Sablo moved that the resignations be ratified and approved as presented. Motion seconded by Dr. Wise.

Action: Motion approved with all "ayes." Dr. Dobrzynski was absent.

RESIGNATION APPROVED

Consideration of Approval of Resignation – Non-Instructional Employee was requested. Margaret Glunt submitted her letter of resignation as a Cafeteria Helper at Edinboro Elementary School effective October 23, 2015 with 5 years of service.

Motion: Dr. Sablo moved that the resignation be approved as presented. Motion seconded by Dr. Wise.

Action: Motion approved with all “ayes.” Dr. Dobrzynski was absent.

CHANGE OF HOURS APPROVED

Consideration of Approval of Change of Hours – Non-Instructional Positions was requested. Change the work schedule for a McKean Elementary Cafeteria Helper position from 3.5 to 4.0 hours per day. Change the work schedule for an Edinboro Elementary Cafeteria Helper position from 5.75 to 5.0 hours per day. Change the work schedule for an Edinboro Elementary Cooks Helper position from 5.75 to 6.5 hours per day.

Motion: Dr. Sablo moved that the change in hours be approved as presented. Motion seconded by Dr. Wise.

Action: Motion approved with all “ayes.” Dr. Dobrzynski was absent.

HIRINGS RATIFIED

Consideration of Approval of Ratification of Recommendation for Hiring, Non-Instructional Employees was requested. Amy Harvey was recommended as a Temporary (1) Year Instructional Classroom Aide (Part-Time Hourly Support Staff) at McKean Elementary School effective October 2, 2015. Jennifer Fratus was recommended as a Temporary (1) Year Instruction Classroom Aide (Part-Time Hourly Support Staff) at Edinboro Elementary School effective October 8, 2015. 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 moved that the hirings be ratified and approved as presented. Motion seconded by Dr. Wise.

Action: Motion approved with all “ayes.” Dr. Dobrzynski was absent.

HIRINGS APPROVED

Consideration of Approval of Recommendation for Hiring, Non-Instructional Employees was requested. Denise Kavelish is recommended as a Cafeteria Helper (Part-Time Hourly Support Staff) at Edinboro Elementary School. Danny Dzara is recommended as a Cafeteria Helper (Part-Time Hourly Support Staff) at General McLane High School. Paulette Green is recommended as a Cafeteria Helper (Part-Time Hourly Support Staff) at McKean Elementary. 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 moved that the hirings be approved as presented. Motion seconded by Dr. Wise.

Action: Motion approved with all “ayes.” Dr. Dobrzynski was absent.

SUBSTITUTES APPROVED

Consideration of Approval of Recommendations for Hiring, Substitute Non-Instructional Employees was requested. Lynette Herberg was recommended as substitute LPN Nurse 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 moved that the substitute be approved as presented. Motion seconded by Dr. Wise.

Action: Motion approved with all "ayes." Dr. Dobrzynski was absent.

FMLA LEAVES APPROVED

Consideration of Approval of FMLA Leave Request – Non-Instructional Employees was requested. A request was received from Anna Campoli for an FMLA leave effective December 9, 2015 for up to 12 weeks. A request was received from Cathy Clever for an FMLA leave effective December 9, 2015 – January 4, 2016. 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 moved that the FMLA leaves be approved as presented. Motion seconded by Dr. Wise.

Action: Motion approved with all "ayes." Dr. Dobrzynski was absent.

UNPAID LEAVE APPROVED

Consideration of Approval of Ratification of Unpaid Leave of Absence was requested. A request was received from Sherri Kwiatkowski for an unpaid leave of absence effective October 12 - 16, 2015. This request is consistent with Policy 336 (Personal Necessity Leave) and 339 (Uncompensated Leave).

Motion: Dr. Sablo moved that the unpaid leave be ratified and approved as presented. Motion seconded by Dr. Wise.

Action: Motion approved with all "ayes." Dr. Dobrzynski was absent.

FACILITY USE APPROVED

Consideration of Approval of Use of School Property Request – Board Consideration was requested. Erie Junior Philharmonic by Janet Preston; High School Stage, Auditorium, Band room and two extra classrooms; November 30, 2015; 4:45 p.m. – 10:00 p.m.; Rehearsal. Fees will be as follows:

- a.) Custodial - \$20/hour
- b.) Snow Plowing (if needed) - \$20/hour

Motion: Dr. Sablo moved that the facility use be approved as presented. Motion seconded by Dr. Wise.

Action: Motion approved with all "ayes." Dr. Dobrzynski was absent.

FACILITY USE APPROVED

Consideration of Approval of Use of School Property Request – Board Consideration was requested. Erie Contemporary Ballet Theater by Cindy Purvis; High School Stage and Auditorium; March 11, 2016, 4:00 p.m. – 9:00 p.m. and March 12, 2016, 10:00 a.m. – 10:00 p.m.; Performance. Fees will be as follows:

- a.) Auditorium - \$200.00
- b.) AV & Lights Operator - \$35/hour
- c.) Custodial - \$20/hour
- d.) Snow Plowing (if needed) - \$20/hour

Motion: Dr. Sablo moved that the facility use be approved as presented. Motion seconded by Dr. Wise.

Action: Motion approved with all "ayes." Dr. Dobrzynski was absent.

DRIVER UNUSED SICK DAY CRITERIA CHANGED

Consideration of Approval of a proposal to change the criteria necessary for bus drivers to be eligible to be compensated for unused sick days at the time of retirement was requested. A driver would become eligible to receive a payment of \$50.00 per unused sick day if he/she: 1) Retires with at least 20 years of service in General McLane School District or, 2) Retires at age 60 or later with at least 10 years of service in the District or, 3) Becomes eligible for a disability retirement with at least 10 years of service in the District.

Motion: Dr. Sablo moved that the proposal for bus drivers be approved as presented. Motion seconded by Dr. Wise.

Action: Motion approved with all "ayes." Dr. Dobrzynski was absent.

INTERMEDIATE UNIT REPORT

Mrs. Eisert reported to the Board on the online conference from Tuesday night at the IU with local districts and districts from five other IUs. Mr. Scaletta and Dr. Rilling also attended this conference, and Mr. Fendya watched online. Mr. Badams, the Erie School District Solicitor and Dr. Johnson were on the Board to discuss the financial state of school Districts as the state enters 112 days without a budget. The Board discussed that students are being used as pawns and the fact that charter schools are receiving funding through gaming revenues, while public school districts are not receiving any funding.

Mrs. Eisert also reported on the cost of speakers for the IU's annual conferences.

VO-TECH REPORT

Mr. Bucksbee informed the Board of the Vo-Tech's Fall Fest, which was earlier in the night. He also updated the Board on negotiations and an Energy-saving company visitation.

LEGISLATIVE REPORT

No report was given.

GENERAL MCLANE FOUNDATION

Mrs. Crow reported on the annual Holiday Arts Fair, which is taking place on November 21.

Mrs. Gould left the meeting at 7:31 p.m.

RECOGNITION OF VISITORS

Ms. Kathy Hertzog addressed the Board regarding Ed Center parking.

Prior to scheduled guest Mrs. Roberts addressing the Board, Mrs. Crow referred to the solicitor for matters involving both personnel and privilege.

Mr. Eiben announced that due to concerns regarding personnel and privilege, the Board would take three steps.

EXECUTIVE SESSION

The Board entered an executive session to discuss a request by a member of the public to speak on a matter involving both personnel issues and a privilege, which would have been violated if discussed in open session at 7:32 p.m. The Board exited the executive session at 7:41 p.m.

SPEAKER'S TIME EXTENDED

Motion: Dr. Rilling moved to extend the scheduled speaker's time, as requested prior to the meeting. Motion seconded by Mrs. Greenleaf.

Action: Motion approved with all "ayes." Dr. Dobrzynski was absent.

EXECUTIVE SESSION

The Board entered an executive session at 7:43 p.m. to hear the scheduled speaker discuss matters of privilege and personnel. The Board exited the executive session at 7:57 p.m.

OTHER BUSINESS

Mrs. Orbanek reminded the Board of the upcoming *Sweeney Todd* performance.

EXECUTIVE SESSION

The Board entered an executive session at 7:58 p.m. to discuss personnel. The Board exited the executive session at 8:17 p.m.

NOTIFICATION OF MEETINGS

For information purposes, it was reported that the following meetings had been held since the regularly scheduled Board Meeting of September 16, 2015:

- A. Study Session, October 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 issues. He adjourned the meeting at 8:18 p.m.

Marissa A. Orbanek, Board Secretary