

GENERAL McLANE SCHOOL DISTRICT
Board of Education
Regular Monthly Meeting
January 20, 2016

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 20, 2016 beginning at 6:30 p.m.

ROLL CALL

Members in attendance were Mr. Bucksbee, Mrs. Crow, Dr. Dobrzynski, Mrs. Eisert and Mr. Schulz. Administration present were Mr. Scaletta, Mr. Hansen, Mr. Getz, Mr. Mennow, Mr. Fendya and Ms. Orbanek. Also present was the Board Solicitor, Mr. McDonald. Two visitors were 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

Ms. Orbanek referred the Board to the two pieces of correspondence by Ms. Karns and Ms. Glasl.

BOARD MINUTES APPROVED

The Directors were presented with copies of the following minutes: Board Reorganization Meeting of December 2, 2015, the Regular Monthly Study Session of December 2, 2015 and the Regular Monthly Meeting December 9, 2015.

Motion: Mr. Bucksbee moved that the minutes of the Board Reorganization Meeting of December 2, 2015, the minutes of Study Session of December 2, 2015 and the minutes of the Regular Monthly Meeting of December 9, 2015 be approved as presented. Motion seconded by Dr. Dobrzynski.

Action: Motion approved with all "ayes." Mrs. Gould, Dr. Sablo, Dr. Rilling and Dr. Wise were absent.

SUPERINTENDENT'S REPORT

Mr. Scaletta presented the Directors with a copy of the "Superintendent's Report" as of January 20, 2016 and proceeded to discuss the items contained thereon. A copy of the "Superintendent's Report" is on file in the Secretary's office.

Mrs. Gould and Dr. Sablo entered the meeting at 6:33 p.m.

FINANCIAL REPORTS

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

Cash and Investments - Beginning of Period	\$10,929,654.60
Cash Receipts	12,082,303.63
Disbursements	<u>12,044,878.51</u>
Cash and Investments - End of Period	\$10,967,079.72

Dr. Wise entered the meeting at 6:50 p.m.

A copy of the Treasurer's Report as of December 31, 2015 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 15, 2016 totaling \$651.22. 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: Mr. Bucksbee 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." Dr. Rilling 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, 2015. 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

FIRST READING APPROVED

Consideration of Approval for a First Reading of School Board Policy Section 115 — Vocational Technical Education: Policy Section 806 — Child Abuse, Policy Section 824 — Maintaining Professional Adult / Student Boundaries, Policy Section 916 — Volunteers. The Directors received and reviewed a copy of the proposed Policy at the January 20, 2016 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. Gould moved that the first reading of the policies, as listed above, be approved as presented. Seconded by Dr. Dobrzynski.

Action: Motion approved with all "ayes." Dr. Rilling 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 2015-2016 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.

Meghan Carney	Early Childhood / Special Education
Debora Smith	Early Childhood / Elementary Ed
Zachary Lucas	Early Childhood / Special Education
Kelly Drushel	Special Education / Grades PK-4
Marla Stauffer	Health and Physical Education

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.

Anthony Bruno	Karen Dedionisio
Ratification of Natalee Bufalini	Health and Physical Education

Per diem for 2015-2016 is \$82.00/day and \$41.00/half-day.

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

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

SUPPLEMENTAL RESIGNATIONS APPROVED

Consideration of Approval of Supplemental Resignations was requested. Jen Manzella submitted a letter of resignation from her position as 7th Grade Girls Volleyball Coach for the 2015-2016 School Year, effective immediately. Heather Karns submitted a letter of resignation from her position as 8th Grade Girls Volleyball Coach for the 2015-2016 School Year, effective immediately. Heather Karns also submitted a letter of resignation from her position as Head Coach, High School Volleyball for the 2016-2017 School Year, effective immediately. Bradley Wheeler submitted a letter of resignation from his position as Assistant Coach, High School Football for the 2016-2017 School Year, effective immediately.

Motion: Mrs. Eisert moved that the supplemental resignations, as listed above, be approved as presented.

Seconded by Dr. Dobrzynski.

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

2016-2017 SCHOOL CALENDAR APPROVED

Consideration of Approval of 2016-2017 School Calendar was requested. Approval is requested to adopt the calendar for the 2016-2017 school year. A draft calendar was shared with the Board at the January 14, 2015 Study Session.

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

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

Consideration of Approval of Practicum Student

Consideration of Approval of practicum students were requested. Ms. Jacqueline Kutzfara and Erin Connel submitted a request to complete a practicum during Spring semester of the 2015-2016 School year in school psychology within General McLane School District. Mrs. Hardy agreed to supervise this experience. This practicum is one of the requirements for in the Psychology Program at Edinboro University of Pennsylvania. All clearances are on file.

Motion: Mrs. Eisert moved that the practicum students, as listed above, be approved as presented. Seconded by Dr. Dobrzynski.

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

FMLA LEAVE RATIFIED

Consideration of Approval of Ratification of FMLA Leave was requested. Ms. Anna Elliot submitted a request for an FMLA leave from November 29, 2015 through December 13, 2015. As per Policy 334 and GMEA Contract, FMLA leaves shall be deemed a concurrent leave to any other leave to which she is entitled.

Motion: Mrs. Eisert moved that the FMLA Leave, as listed above, be ratified and approved as presented. Seconded by Dr. Dobrzynski.

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

FOREIGN EXCHANGE STUDENT APPROVED

Consideration of Approval of Foreign Exchange Student was requested. Youth For Understanding submitted a request that Flor Brito Miranda from Chile (Grade 11) be enrolled as a foreign exchange student at General McLane High School for the Spring semester of the 2015-2016 school year. Host family for the student is Kimberly Kennedy, 124 Maple Drive, Edinboro, PA 16412.

Motion: Mrs. Eisert moved that the exchange student, as listed above, be approved as presented. Seconded by Dr. Dobrzynski.

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

BUILDINGS, GROUNDS & TRANSPORTATION

TRANSFER APPROVED

Consideration of Approval of Transfer- Non-Instructional Employee was requested. Jamie Keller requested a transfer from a Housekeeper (Part-Time Hourly Support Staff) at General McLane Service Center and Edinboro Elementary School to a Cafeteria Helper (Part-Time Hourly Support Staff) at James W. Parker Middle School. (Note: Mr. Keller is married to Nicole Keller who is the General McLane Food Service Coordinator.) 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 moved that the transfer, as listed above, be approved as presented. Seconded by Dr. Wise.

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

HIRING APPROVED

Consideration of Approval of Recommendations for Hiring, Substitute Non-Instructional Employees was requested. Dennis Skelton is recommended as a substitute employee. Current Act 34, 114 and 151 clearances and Act 168 Sexual Misconduct/Abuse Disclosure Employer Verification are on file. Thomas Crossley, Katherine Crossley and Jenise LaRocca are recommended as substitute employees pending Act 168 Sexual Misconduct/Abuse Disclosure Employer Verification. Current Act 34, 114 and 151 clearances are on file. 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 hiring, as listed above, be approved as presented. Seconded by Dr. Wise.

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

RESIGNATION APPROVED

Consideration of Approval of Ratification of Resignation – Non-Instructional Employees was requested. Marie Wells submitted her letter of resignation as a Middle School Cafeteria Helper effective January 4, 2016 with 4 months of service. Patrick Knox submitted his letter of resignation as a Bus Driver effective January 15, 2016 with 2 years of service.

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

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

UNPAID LEAVE APPROVED

Consideration of Approval of Ratification of Unpaid Leave of Absence Request was requested. A request was received from Carol (Sue) Walker for an unpaid leave of absence effective January 12 – 15, 2016. These requests are consistent with Policy 336 (Personal Necessity Leave) and 339 (Uncompensated Leave).

Motion: Dr. Sablo moved that the unpaid leave as listed above, be approved as presented.
Seconded by Dr. Wise.

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

FMLA LEAVE APPROVED

Consideration of Approval of Ratification of FMLA Leave Request – Non-Instructional Employees was requested. A request was received from David Richardson for an FMLA leave effective September 29 - December 10, 2015. A request was been received from Maninder Kaur for an FMLA leave effective January 15 – 25, 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, as listed above, be approved as presented.
Seconded by Dr. Wise.

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

USE OF SCHOOL PROPERTY APPROVED

Consideration of Approval of Ratification of Use of School Property – Board Consideration was requested. Epic Volleyball by Melissa Soboleski; Middle School Gym; Sundays, January 3 – April 28, 2016; 3:00 p.m. – 5:00 p.m. This excludes February 21. Fees will be \$20.00 per hour charged for a Custodian and \$35/hour for plowing, if needed.

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

There was discussion on how many GM students participated in this event and liability issues.

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

USE OF SCHOOL PROPERTY APPROVED

Consideration of Approval of Use of School Property – Board Consideration was requested. Edinboro Youth Wrestling Club by Jeff Spires; Middle School Gym and cafeteria; Sunday, February 21, 2016; 7:00 a.m. – 5:00 p.m.; Wrestling Tournament. Fees charged will be:

- 1) \$25.00 per hour Site Manager
- 2) \$20.00 per hour Custodian

Motion: Dr. Sablo moved that the use of property, as listed above, be approved as presented.

Seconded by Dr. Wise.

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

INTERMEDIATE UNIT REPORT

Mrs. Eisert reported to the Board that the IU recently reviewed a salary study by PSBA and that she was appointed to the Personnel and Negotiations committee.

VO-TECH REPORT

Mr. Bucksbee reported to the Board about a recent competition in Butler that featured all District 10 schools and an upcoming donation to Career Street.

LEGISLATIVE REPORT - No report was given.

FOUNDATION REPORT – Mrs. Crow reported that the meeting was on Thursday.

RECOGNITION OF VISITORS FOR SCHOOL-RELATED MATTERS

Mr. Rea, a parent and taxpayer in the District, addressed the Board regarding the General McLane Soccer Club becoming their own 501c3.

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 9, 2015:

- A. No meetings were held

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 7:39 p.m.

Marissa A. Orbanek, Board Secretary