

GENERAL McLANE SCHOOL DISTRICT

Board of Education
Regular Monthly Meeting
December 13, 2017

A properly advertised 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, December 13, 2017 beginning at 6:30 p.m.

ROLL CALL

Members in attendance were Mr. Bucksbee, Mrs. Crow, Mrs. Eisert, Mrs. King, Mr. Lofgren, Mr. Schulz and Dr. Wise. Administration present were: Mr. Scaletta, Mr. Mennow, Mr. Buto, Mr. Whitford, Mr. White, Mr. Getz, Mr. Fendya and Ms. Orbanek. Also present was the Board Solicitor, Mr. Jim McDonald.

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, she continued with the meeting.

BOARD MINUTES APPROVED

The Directors were presented with copies of the following minutes: Regular Monthly Study Session of November 8, 2017, the Regular Monthly Meeting of November 15, 2017 and the Reorganization Meeting of December 6, 2017.

Motion: Dr. Wise moved that the minutes of the Regular Study Session of November 8, 2017, the minutes of the Regular Monthly Meeting of November 15, 2017 and the minutes of the December 6, 2017 Reorganization Meeting be approved as presented. Motion seconded by Mrs. Eisert.

Action: Motion approved with all "ayes." Mrs. Gould and Mr. Pattullo were absent.

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

SUPERINTENDENT'S REPORT

Mr. Scaletta presented the Directors with a copy of the "Superintendent's Report" as of December 13, 2017 and proceeded to discuss the items contained thereon.

FINANCIAL REPORTS

The Directors were presented with a copy of the Treasurer's Report as of November 30, 2017 indicating the following balances:

Cash and Investments - Beginning of Period	\$14,030,256.00
Cash Receipts	16,257,255.00
Disbursements	<u>-10,141,114.00</u>
Cash and Investments - End of Period	\$20,146,397.00

The Directors were presented with a listing of Accounts Payable as of December 7, 2017 totaling \$181,420.81. A copy of the listing is attached hereto and becomes part of the official records of the Board.

Motion: Dr. Wise moved that the Treasurer's Report as of November 30, 2017 and the listing of Accounts Payable as of December 7, 2017 be approved as presented and a copy filed for audit purposes.
Motion seconded by Mr. Lofgren.

Action: Motion approved with all "ayes." Mr. Pattullo was absent.

OTHER REPORTS

The Directors were presented with copies of the following: the Revenue Report, the Cafeteria Report, the High School Activity Report, the Employee Benefit Trust Report, and the Capital Reserve Fund Report, all as of November 30, 2017. These reports are referenced as FR #2, 5, 6, 7, 8, 9, 10 and 11, respectively. Copies of these reports are on file in the Secretary's office for audit purposes.

POLICY & FINANCE COMMITTEE MATTERS

BUDGET AND TAXATION APPROVED

The Committee recommended a motion to approve the attached resolution on Budget and Taxation for Fiscal Year 2018-2019. The major points of the resolution were discussed at the December 6, 2017 Study Session and are listed in items A. through C., below.

- A. The Board of Directors certifies that increasing any tax by an amount less than or equal to the established Act 1 adjusted Index of 3.2% will be sufficient to balance its final 2018-2019 budget.
- B. The Board of Directors understands that the District shall not be eligible to seek referendum exceptions under Section 333 (f) of the Taxpayer Relief Act.
- C. The Board of Directors certifies that the District will comply with the procedures as set 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.

Motion: Mrs. Gould moved that the resolution on Budget and Taxation be approved as presented. Motion seconded by Mrs. Eisert.

Action: Motion approved with all "ayes." Mr. Pattullo was absent.

AUTHORIZATION APPROVED

The Committee recommended a motion to grant Interstate Tax Service, Inc. (PO Box 1490 Mechanicsburg, PA 17055-1490) Power of Attorney to receive the following documents and/or information from the Pennsylvania Department of Labor & Industry as discussed in the December 6, 2017 Study Session:

Monthly Notices of Compensation Charged
Notices of Determination
Requests for Relief from Charges
Determinations on requests for relief from charges

Motion: Mrs. Gould moved to grant approval for Interstate Tax Service, Inc. POA to receive documents as presented. Motion seconded by Mrs. Eisert.

Action: Motion approved with all "ayes." Mr. Pattullo was absent.

UNPAID LEAVE RATIFIED

The Committee recommended a motion to ratify the following non-instructional unpaid leave of absence as discussed in the December 6, 2017 Study Session. Shanima Simmons has requested unpaid leave

from her Custodial Services Technician I position at the Service Center from November 22, 2017 through December 31, 2017. This request is consistent with Policy 339 (Uncompensated Leave).

Motion: Mrs. Gould moved to ratify the motion as presented. Motion seconded by Mrs. Eisert.

Action: Motion approved with all "ayes." Mr. Pattullo was absent.

FMLA RATIFIED

The Committee recommended a motion to ratify the following non-instructional FMLA leave of absence as discussed in the December 6, 2017 Study Session. Mark Williams has requested a FMLA leave from his Custodial Services Technician II position at Edinboro Elementary School beginning November 21, 2017 and continuing until he is released to return to work by his doctor. This request is consistent with Policy 335 (Family and Medical Leaves).

Motion: Mrs. Gould moved to ratify the FMLA leave, as presented. Motion seconded by Mrs. Eisert.

Action: Motion approved with all "ayes." Mr. Pattullo was absent.

NON-INSTRUCTIONAL SUB APPROVED

The Committee recommended a motion to hire Sabrina Austin for a substitute Van Driver and Food Service Assistant I position. Wages will be those approved by the Board for the 2017-18 school year. 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. Required clearances are on file.

Motion: Mrs. Gould moved that the non-instructional substitute be approved, as presented. Motion seconded by Mrs. Eisert.

Action: Motion approved with all "ayes." Mr. Pattullo was absent.

NON-INSTRUCTIONAL SUB APPROVED

The Committee recommended a motion to hire Michele Lofgren for a Substitute Personal Care Aide position. Wages will be those approved by the Board for the 2017-18 school year. 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. Required clearances are on file.

Motion: Mrs. Gould moved that the non-instructional substitute be approved, as presented. Motion seconded by Mrs. Eisert.

Action: Motion approved with all "ayes." Mr. Lofgren abstained. Mr. Pattullo was absent.

TEMPORARY AIDE APPROVED

The Committee recommended a motion to hire Christine Szklenski as a temporary Administrative Aide for the General McLane High School Principal's office. Ms. Szklenski will substitute for Megan Chelton who will, in turn, substitute for Andrea Wells who has been granted an unpaid leave. This assignment will be from January 8, 2018 through March 30, 2018. Wages will be in accordance with the Board's guidelines for the 2017-18 school year. 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. Gould moved that the temporary administrative aide be approved, as presented. Motion seconded by Mrs. Eisert.

Action: Motion approved with all "ayes." Mr. Pattullo was absent.

NON-INSTRUCTIONAL HIRING APPROVED

The Committee recommended a motion to approve the following non-instructional **hiring**: Mr. Chris Suroviec to be a regular route bus driver. Mr. Suroviec has served as a substitute bus driver and also holds a Food Services Assistant I position at General McLane High School. Wages and benefits will be according to the Board-approved compensation plan. All required clearances are on file in the Business Office.

Motion: Mrs. Gould moved that the hiring be approved, as presented.
Motion seconded by Mr. Lofgren.

Action: Motion approved with all "ayes." Mr. Pattullo was absent.

INSTRUCTION AND CO-CURRICULAR ACTIVITIES COMMITTEE MATTERS

FIELD TRIP APPROVED

Consideration of Approval of Field Trip was requested. Mr. Matthew Laser and Kathleen Bakka (James W. Parker Middle School) have requested to take seventh graders to Kennywood Park on May 24, 2018. Lessons during the trip will focus on physics and energy, mathematics and creative writing. The cost of the trip, including transportation, will be covered by those attending.

Motion: Mrs. Eisert moved that the field trip be approved, as presented. Motion seconded by Mr. Schulz.

Action: Motion approved with all "ayes." Mr. Pattullo was absent.

VOLUNTEER ASSISTANT APPROVED

Consideration of Approval of Volunteer Assistant was requested. Hudson Harrison and Owen Watkins have requested to volunteer with the Wrestling program for 2017-2018 Season. The appropriate clearances are on file.

Motion: Mrs. Eisert moved that the volunteer assistants be approved, as presented. Motion seconded by Mr. Schulz.

Action: Motion approved with all "ayes." Mr. Pattullo was absent.

SUBSTITUTE APPROVED

Consideration of Ratification of Recommendation for Substitute Teacher List 2017-2018 School Year. The following individual is recommended for the Substitute Teacher list. Act 34, Act 114 and Act 151 Background Checks are on file.

Kaitlyn Murphy Grades PK-4 / Special Education PK-8
Per diem for 2017-2018 is \$82.00/day and \$41.00/half-day.

Motion: Mrs. Eisert moved that the substitute be approved as presented. Motion seconded by Mr. Schulz.

Action: Motion approved with all "ayes." Mr. Pattullo was absent.

FMLA LEAVE APPROVED

Consideration of Approval of FMLA Leave was requested. Ms. Diane Bremner (General McLane High School) has requested an FMLA leave for January 4, 2018 for up to 12 weeks. Mrs. Tanis Tuttle (James W. Parker Middle School) has requested an FMLA Leave starting January 16, 2018 for up to 12 weeks. Mrs. Tuttle's request is pending receipt of a satisfactory Health Care Certification form. Mrs. Kara Debevec (McKean Elementary School) has requested an FMLA – Maternity Leave from approximately April 10, 2018 through the end of the 2017-2018 School Year. 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 leaves be approved, as presented. Motion seconded by Mr. Schulz.

Action: Motion approved with all "ayes." Mr. Pattullo was absent.

SUPPLEMENTAL CONTRACTS APPROVED

Consideration of Approval of Supplemental Contracts for 2017-2018 was requested. Supplemental contract salaries are in conjunction with the 2017-2018 rates of the new GMEA contract.

Haley Adams, Middle School Coach, Volleyball	\$3,118.40
Danielle Hayes, Middle School Coach, Volleyball	\$3,898.00

Act 34, Act 114 and Act 151 clearances are on file. Information was presented at the December 6, 2017 Study Session.

Motion: Mrs. Eisert moved that the supplemental contracts be approved, as presented. Motion seconded by Mr. Schulz.

Action: Motion approved with all "ayes." Mr. Pattullo was absent.

STANDARD INTERNATIONAL CONTRACT

Consideration of Approval of Standard International Contract was requested. Our solicitor's office has developed a contract for all agencies representing General McLane in recruitment of foreign students. The contract provides provisions to protect the District. The Superintendent will use this template to execute agreements with any agencies he feels are appropriate to represent the District.

Motion: Mrs. Eisert moved that the international contract be approved, as presented. Motion seconded by Mr. Schulz.

Action: Motion approved with all "ayes." Mr. Pattullo was absent.

FOREIGN EXCHANGE STUDENT APPROVED

Consideration of Approval of Foreign Exchange Student – Tuition Basis was requested. Kimberley Prizmic from Australia has requested to study at General McLane High School from January, 2018 through January, 2019. Tuition is at the standard rate established for F-1 students, which is \$12,000 per year. Host parents for Kimberly will be her grandparents, Andy and Carol Coburn, who reside in the District at 4929 N. Main Street, McKean PA 16426.

Motion: Mrs. Eisert moved that the exchange student be approved, as presented. Motion seconded by Mr. Schulz.

Action: Motion approved with all "ayes." Mr. Pattullo was absent.

CONTRACT APPROVED

Consideration of Approval of Contract with Precedent HR was requested. This contract is to provide the District with an online applicant tracking system. Customization for our specific hiring process is expected

to be done before mid-February. The cost to the District is \$200/month with up to \$5,000 for a one-time set up fee, job board integration and custom integration for our hiring process.

Motion: Mrs. Eisert moved that the contract be approved, as presented. Motion seconded by Mr. Schulz.

Action: Motion approved with all "ayes." Mr. Pattullo was absent.

SUPPLEMENTAL RESIGNATION APPROVED

Consideration of Approval of Supplemental Resignation was requested. Ms. Amanda Fellows has submitted a notice of resignation from her position as Assistant Coach, Softball, effective immediately. Ms. Fellows has requested to remain as volunteer assistant for the softball program.

Motion: Mrs. Eisert moved that the supplemental resignation be approved, as presented. Motion seconded by Mr. Schulz.

Action: Motion approved with all "ayes." Mr. Pattullo was absent.

BUILDINGS, GROUNDS & TRANSPORTATION COMMITTEE MATTERS

AUTHORIZATION APPROVED

The Committee recommended a motion to authorize the Director of Business and Operations to dispose of surplus assets as discussed in the December 6, 2017 Study Session and outlined below. Forty-six (46) television sets from James W. Parker Middle School and six (6) television sets from McKean Elementary School.

Motion: Mr. Bucksbee moved that the authorization be approved, as presented. Motion seconded by Dr. Wise.

Action: Motion approved with all "ayes." Mr. Pattullo was absent.

FACILITY USE REQUESTS APPROVED

The Committee recommended a motion to approve the following facility use requests: Edinboro Youth Wrestling to use the James W. Parker Middle School gyms and cafeteria on Sunday, January 7, 2018 and Sunday, February 18, 2018. Fees will be charged in accordance with Administrative Regulation 707 for the use of the gyms & cafeteria along with custodial services and snow plowing (if needed).

Motion: Mr. Bucksbee moved that the facility requests be approved, as presented. Motion seconded by Dr. Wise.

Action: Motion approved with all "ayes." Mr. Pattullo was absent.

VO-TECH REPORT

There was nothing to report.

LEGISLATIVE REPORT

There was nothing to report.

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

GENERAL MCLANE FOUNDATION REPORT

Mrs. Eisert reported on the Holiday Arts Fair, which brought in its highest paid attendance yet.

INTERMEDIATE UNIT REPORT

Mr. Pattullo reported on the six new board members, the contract with the clerical staff and an upcoming meeting to discuss a contract for teachers and aides.

Other Business

Mrs. Crow appointed the following standing committees and chairperson for each:

POLICY AND FINANCE COMMITTEE

Mrs. Shari L. Gould, Chair, Mr. Andy Schulz, Ms. Carrie Crow

INSTRUCTION AND CO-CURRICULAR ACTIVITIES COMMITTEE

Mrs. Amy C. Eisert, Chair, Mrs. Linda King, Mr. Brad Pattullo

BUILDINGS, GROUNDS AND TRANSPORTATION COMMITTEE

Mr. James H. Bucksbee, Chair, Dr. Timothy Wise, Mr. Luke Lofgren

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.

NOTIFICATION OF MEETINGS

For information purposes, it was reported that the following meetings had been held since the regularly scheduled Board Meeting of November 15, 2017:

Board Reorganization Meeting, December 6, 2017, 6:30 p.m.

Regular Monthly Study Session, December 6, 2017, 6:42 p.m.

ADJOURNMENT

Mrs. Crow asked if there was any further business to be presented for consideration and, hearing no response, wished everyone a happy holiday and adjourned the meeting at 6:59 p.m.

Marissa A. Orbanek, Board Secretary