

GENERAL McLANE SCHOOL DISTRICT

Board of Education
Regular Monthly Meeting
December 11, 2013

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 11, 2013 beginning at 6:31 p.m.

ROLL CALL

Members in attendance were Mr. Bucksbee, Mrs. Crow, Mrs. Eisert, Mrs. Greenleaf, and Dr. Rilling. Administration present were: Mr. Scaletta, Mr. Mennow, Mr. White, Mr. Fox and Ms. Orbanek. Also present was the Board Solicitor, Mr. McDonald, Deputy Sheriff and School Resource Officer Paul Haggerty and one visitor.

PLEDGE OF ALLEGIANCE

Mr. Bucksbee led all those present in the Pledge of Allegiance.

RECOGNITION OF VISITORS

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

COMMUNICATIONS

Ms. Orbanek read a thank-you card to the Board from Jim Suppa regarding the Veteran's Day ceremony. Ms. Orbanek read another thank-you card to the Board from Michelle Verga for allowing her to observe the meetings.

BOARD MINUTES APPROVED

The Directors were presented with copies of the following minutes: Regular Monthly Study Session of November 6, 2013 and the Regular Monthly Meeting of November 13, 2013.

Motion: Mrs. Greenleaf moved that the minutes of the Regular Study Session of November 6, 2013 and the minutes of the Regular Monthly Meeting of November 13, 2013 be approved as presented. Motion seconded by Dr. Rilling.

Action: Motion approved with all "ayes." Mrs. Buschak, Dr. Dobrzynski, Mrs. Kushner and Dr. Wise were absent.

SUPERINTENDENT'S REPORT

Mr. Scaletta presented the Directors with a copy of the "Superintendent's Report" as of December 11, 2013 and proceeded to discuss the items contained thereon.

Mrs. Kushner entered the meeting at 6:35 p.m.

Mr. Getz entered the meeting at 6:37 p.m.

Dr. Dobrzynski and Dr. Wise entered the meeting at 6:41 p.m.

CERTIFICATION OF OATH OF OFFICE

Ms. Orbanek certified that the Oath of Office was given to Mrs. Kushner prior to the meeting. A copy of the Oath is attached hereto and becomes part of the official records of the Board.

Mr. Hansen entered the meeting at 6:41 p.m.

FINANCIAL REPORTS

The Directors were presented with a copy of the Treasurer's Report as of November 30, 2013 indicating the following balances:

Cash and Investments - Beginning of Period	\$19,694,374.29
Cash Receipts	11,658,753.54
Disbursements	<u>-2,839,895.95</u>
Cash and Investments - End of Period	\$18,513,231.88

The Directors were presented with a listing of Accounts Payable as of December 9, 2013 totaling \$140,563.66. A copy of the listing is attached hereto and becomes part of the official records of the Board.

Motion: Mrs. Greenleaf moved that the Treasurer's Report as of November 30, 2013 and the listing of Accounts Payable as of December 9, 2013 be approved as presented and a copy filed for audit purposes.
Motion seconded by Dr. Dobrzynski.

Action: Motion approved with all "ayes." Mrs. Buschak 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, 2013. 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

APPOINTMENTS AND ELECTIONS APPROVED

Consideration of Approval of Recommendations for Various Appointments and Elections was requested. Appointment of Delinquent Earned Income Tax Collectors effective for 2011 Tax year and PRIOR and Establish the Rates of Commission

- 1.) McKean Borough - H.A. Berkheimer, Inc - 10% per terms of Erie County Tax Collection Committee Tax Collection Agreement

Appointment of Local Services Tax Collectors for Calendar Year Ending December 31, 2014 and Establish the Rates of Commission

- 1.) McKean Borough - H.A. Berkheimer, Inc - 1.8% per terms of Erie County Tax Collection Committee Tax Collection Agreement

Motion: Mrs. Greenleaf moved that the appointments and elections, as presented above, be approved. Motion seconded by Dr. Dobrzynski.

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

AUTHORIZATION TO EXECUTE MOU APPROVED

Consideration of Approval of Authorization for the President and Assistant Secretary to execute a Memorandum of Understanding and a Section 356 Agreement with the Pennsylvania Department of Revenue, Bureau of Individual Taxes to secure information on state reported earned income for comparison with local reported earned income for tax year 2011, was requested. The Board previously approved the same filing in prior years. This information will be made available solely to the School District's Earned Income Tax Receivers. It was recommended that Berkheimer & Associates be appointed as the District's Agent to receive the report and to release the information to the non-

Berkheimer Earned Income Tax Receivers. Berkheimer will provide a check for \$200 to cover the fee to obtain the state list on CD.

Motion: Mrs. Greenleaf moved that the MOU and a Section 356 Agreement, as presented above, be approved. Motion seconded by Dr. Dobrzynski.

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

INSTRUCTION AND CO-CURRICULAR COMMITTEE MATTERS

SUBSTITUTES APPROVED

Consideration of Approval of Recommendations for Substitute Teacher List 2013-2014 School Year was requested. The following individuals have been trained through the Northwest Tri-County IU 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.

Merlyne Meeker

Robert Yates

Per diem for 2013-2014 is \$75.00/day and \$40.00/half-day.

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

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

SUPPLEMENTAL CONTRACT APPROVED

Consideration of Approval of Supplemental Contract 2013-2014 School Year was requested.

- A. Supplemental contract salaries have been frozen at the 2010-2011 rate as part of the Memorandum of Agreement with GMEA during the 2011-2012 and 2012-2013 school years.
- B. Supplemental Contract appointments are for the 2013-14 school year only.

Kaily Lechefsky, Assistant Coach, Cheerleading \$1,940.00

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

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

VOLUNTEERS APPROVED

Consideration of Approval of Volunteer Assistants was requested. Mr. Thomas Banks has volunteered to assist with the ninth grade basketball program. Mr. Daniel Meyers and Mr. Brandon Saraceno have volunteered to assist with the wrestling program. Act 34, Act 114 and Act 151 clearances are on file.

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

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

AUTHORIZATION APPROVED

Consideration of Authorization for Superintendent to attend Superintendents Summit on March 26 -29, 2014 in Phoenix Arizona was requested. Superintendent was invited to the summit, which is sponsored by District Administration Leadership magazine. Registration, room fees and meals are provided gratis as well as airfare up to \$400.00. Cost to the district will be approximately \$250 to \$350 for excess airfare,

ground transportation and meals in transit.

Motion: Dr. Rilling moved that the Authorization for the Superintendent to attend the Superintendents Summit, as presented above, be approved as presented. Motion seconded by Mrs. Greenleaf.

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

AUTHORIZATION APPROVED

Consideration of Authorization to attend PowerSchool University Scheduling training for principals Dan Mennow and John Hansen was requested. Our annual subscription includes two free registrations to this event, which will be held March 9-13, 2014. The training is being conducted in Orlando, Florida. Cost to the district will be travel, hotel and meals. This is the first opportunity principals have had to take the intensive scheduling course at a relevant time (other trainings have been in summer after schedules are completed.)

Motion: Dr. Rilling moved that the Authorization for Dan Mennow and John Hansen to attend the PowerSchool University Scheduling training, as presented above, be approved as presented. Motion seconded by Mrs. Greenleaf.

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

FMLA LEAVES RATIFIED

Consideration of Ratification of FMLA Leaves was requested. Laura Pfeiffer requested an FMLA Leave effective December 3, 2013 until December 16, 2013. Rachel Pituch requested an FMLA Leave effective November 26, 2013 until January 2, 2014. As per Policy 435 and GMEA contract, FMLA leaves shall be deemed a concurrent leave to any other leave to which she is entitled. A Physician's Certificate of Incapacitation has been received

Motion: Dr. Rilling moved that the FMLA Leaves, as presented above, be ratified as presented. Motion seconded by Mrs. Greenleaf.

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

2014-2015 SCHOOL CALENDAR APPROVED

Consideration of Approval of 2014-2015 School Calendar was requested. Approval was requested to adopt the calendar for the 2014-2015 school year. A draft calendar was shared with Board Members at the December 5, 2013 Study Session.

Motion: Dr. Rilling moved that the 2014-2015 School Calendar as presented above, be approved as presented. Motion seconded by Mrs. Greenleaf.

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

BUILDINGS, GROUNDS & TRANSPORTATION

BID ACCEPTANCE ON NATURAL GAS APPROVED

Consideration of Approval of Bid Acceptance on Natural Gas for the 2013-2014 School Year was requested. Bids were received from National Fuel Resources, Hess Energy Marketing and Open Flow Energy on Wednesday, December 4, 2013 and tabulated. The bid tabulation was presented to the Board at the December 4, 2013 Study Session. Authorization was requested to execute an agreement with National Fuel Resources for a forty-two month term (January 1, 2014 to June 30, 2017) for natural gas

with a NYMEX basis price minus .436 dth. The Agreement has an annual option to lock the commodity price based on market prices.

Motion: Mrs. Crow moved that the bid acceptance on natural gas for the 2013-2014 school year, as presented above, be approved as presented. Motion seconded by Dr. Wise.

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

PROPOSALS APPROVED

Consideration of Approval of Proposals Received on Student Transportation Management Software was requested. Proposals were received from Buss Boss, Transfinder and Bus Tracks and evaluated. Authorization was requested to execute an agreement for Student Transportation Management Software to Transfinder for a cost of \$11,245. The cost is less than the original 2013-2014 budget amount.

Motion: Mrs. Crow moved that the proposals received on Student Transportation Management Software, as presented above, be approved as presented. Motion seconded by Dr. Wise.

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

PROPOSALS APPROVED

Consideration of Approval of Proposals Received on Food Service Management Software was requested. Proposals were received from Food Service Solutions, Etrition, Primeroedge, Lunchtime and Meals Plus and evaluated. Authorization was requested to execute an agreement for Food Service Management Software to Food Service Solutions for a total of \$5,375. Funds are available in the Food Service Fund.

Motion: Mrs. Crow moved that the proposals received on Food Service Management Software, as presented above, be approved as presented. Motion seconded by Dr. Wise.

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

HIRING RATIFIED

Consideration of Ratification of Recommendation for Hiring – Non-Instructional Employee was requested. Cheryl Bigler was recommended as Personal Care Aide II (Part-Time Hourly Support Staff) effective October 21, 2013 at General McLane High School. Current Act 34, 114 and 151 clearances are on file. Wages and benefits will be that approved for the 2013-2014 school year.

Motion: Mrs. Crow moved that the recommendation for hiring, as presented above, be ratified as presented. Motion seconded by Dr. Wise.

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

HIRING APPROVED

Consideration of Recommendation for Hiring – Non-Instructional Employee was requested. Thomas Banks was recommended as Personal Care Aide III (190, 210 & 230 Day Hourly Support Staff) at General McLane School District pending current Act 34, 114 and 151 clearances. Wages and benefits will be that approved for the 2013-2014 school year.

Motion: Mrs. Crow moved that the recommendation for hiring, as presented above, be approved as presented. Motion seconded by Dr. Wise.

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

SUBSTITUTE APPROVED

Consideration of Approval Recommendations for Hiring, Substitute Non-Instructional Employee was requested. Victoria Fedei was recommended as a substitute employee. Current Act 34, 114 and 151 clearances are on file. Wages will be in accordance with the wages and benefits approved for school year 2013-2014. 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. Crow moved that non-instructional substitute, as presented above, be approved as presented. Motion seconded by Dr. Wise.

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

TRANSFER APPROVED

Consideration of Approval Transfer- Non-Instructional Employee was requested. Cale Schwartz has requested a transfer from a 2nd Shift Custodian (Full-Time Salaried Support Staff) at General McLane High School to a Custodian (Full-Time Salaried Support Staff) at McKean Elementary School. Wages and benefits will be that approved for the 2013-2014 school year. Current Act 34, 114 and 151 clearances are on file

Motion: Mrs. Crow moved that the non-instructional transfer, as presented above, be approved as presented. Motion seconded by Dr. Wise.

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

FMLA LEAVE APPROVED

Consideration of Approval of FMLA Leave Request – Non-Instructional Employee was requested. A request was received from Sheryl Julian for an FMLA leave effective December 16, 2013 – January 13, 2014. As per Policy 335, FMLA leaves shall be deemed a concurrent leave to any other leave to which he/she is entitled.

Motion: Mrs. Crow moved that the FMLA Leave Request, as presented above, be approved as presented. Motion seconded by Dr. Wise.

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

RETIREMENT APPROVED

Consideration of Approval of Retirement – Non-Instructional Employee was requested. Don Desautels submitted his letter of retirement as a Bus Driver effective December 20, 2013 with 5 years of service.

Motion: Mrs. Crow moved that the retirement, as presented above, be approved as presented. Motion seconded by Dr. Wise.

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

RESIGNATIONS RATIFIED

Consideration of Approval of Ratification of Resignations – Non-Instructional Employees were requested. Thomas Strick submitted his letter of resignation as a Custodian effective December 6, 2013 with 3 years of service. Adam Morrow submitted his letter of resignation as a Custodian effective December 4, 2013 with 4 months of service.

Motion: Mrs. Crow moved that the resignations, as presented above, be ratified and approved as presented. Motion seconded by Dr. Wise.

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

FMLA LEAVE RATIFIED

Consideration of Approval of Ratification of FMLA Leave Request – Non-Instructional Employees was requested. A request was received from Paul Bardwell for an FMLA leave effective December 3, 2013 for up to 12 weeks. A request was received from Michelle Jukes for an FMLA leave effective December 10, 2013 – January 1, 2014. As per Policy 335, FMLA leaves shall be deemed a concurrent leave to any other leave to which he/she is entitled.

Motion: Mrs. Crow moved that the FMLA Leave Requests, as presented above, be ratified and approved as presented. Motion seconded by Dr. Wise.

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

INTERMEDIATE UNIT REPORT

Mrs. Eisert reported to the Board that the next IU meeting is next week. They will vote for Phase 3 of the Audit and review the State Audit that they received back. The biggest change that the Audit requested is for a breakdown of all of the programs within the IU Budget. In January, they will review a new structure for the Budget. In addition the Special Education Funds should have been reimbursed to the District.

VO-TECH REPORT

Since the Vo-Tech's next meeting isn't until next week, Mr. Bucksbee had nothing to report.

LEGISLATIVE REPORT

No report was given.

RECOGNITION OF VISITORS

Mr. Bucksbee 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 13, 2013: Board Reorganization Meeting, December 4, 2013, 6:30 p.m.; Regular Monthly Study Session, December 4, 2013, 6:46 p.m.

OTHER BUSINESS

There was no other business to discuss.

ADJOURNMENT

Mr. Bucksbee 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. An executive session was held after the meeting to discuss personnel.

Marissa A. Orbanek Board Secretary