

GENERAL McLANE SCHOOL DISTRICT

Board of Education
Regular Monthly Meeting
May 16, 2018

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, May 16, 2018 beginning at 6:30 p.m.

ROLL CALL

Members in attendance were Mr. Bucksbee, Mrs. Crow, Mrs. Eisert, Mrs. Gould, Mrs. King, Mr. Lofgren, Mr. Pattullo, Mr. Schulz, and Dr. Wise. Administration present were Mr. Scaletta, Mr. Mennow, Mr. White, Mr. Getz, Mr. Whitford, Mr. Fendya and Ms. Orbanek. Also present was the Board Solicitor, Mr. James McDonald, School Resource Officer, Paul Hagerty and four visitors.

PLEDGE OF ALLEGIANCE

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

PRESENTATION: ELEMENTARY iPad

An Edinboro Elementary student and Mrs. Yaple presented on the use of iPads in the classroom.

BOARD MINUTES APPROVED

The Directors were presented with copies of the following minutes: the Regular Monthly Study Session of April 11, 2018 and the Regular Monthly Meeting of April 18, 2018.

Motion: Dr. Wise moved that the minutes of the Regular Monthly Study Session of April 11, 2018, the minutes of the Regular Monthly Meeting of April 19, 2018 be approved as presented. Motion seconded by Mr. Bucksbee.

Action: Action: Motion approved with all "ayes."

SUPERINTENDENT'S REPORT

Mr. Scaletta presented the Directors with a copy of the "Superintendent's Report" as of May 16, 2018 and proceeded to discuss the items contained thereon.

FINANCIAL REPORTS

The Directors were presented with a copy of the Treasurer's Report as of April 30, 2018 indicating the following balances:

Cash and Investments - Beginning of Period	\$14,030,256.00
Cash Receipts	25,426,832.00
Disbursements	<u>24,178,854.00</u>
Cash and Investments - End of Period	\$15,278,234.00

A copy of the Treasurer's Report of April 30, 2018 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 May 10, 2018 totaling \$203,006.75. A copy of the listing is attached hereto and becomes part of the official records of the Board.

Motion: Mrs. Goul moved that the Treasurer's Report of April 30, 2018 and listing of Accounts Payable as of May 10, 2018 be approved as presented and a copy filed for audit purposes. Motion seconded by Mr. Lofgren.

Action: Motion approved with all "ayes."

OTHER REPORTS

The Directors were presented with copies of the following: the Revenue Report, the Cafeteria Report, the High School Activity Report, the Employees Benefit Trust Report and the Capital Reserve Fund Report all as of April 30, 2018. These reports are referenced as FR #2, 5, 6, 7, 8 and 10 respectively. Copies of these reports are on file in the Secretary's office for audit purposes.

EXECUTIVE SESSION

The Board entered an executive session at 6:56 p.m. to discuss personnel. The Executive Session ended at 7:17 p.m.

POLICY & FINANCE COMMITTEE MATTERS

PROPOSED FINAL BUDGET

The Committee recommended a motion to approve the **2018-2019 Proposed Final Budget which includes:**

- A. A real estate tax rate of 12.85 mills which reflects an increase of 0.12 mills from 2017.
- B. Estimated revenues totaling \$32,706,087.
- C. Estimated expenditures (including fund transfers) totaling \$34,846,412.
- D. Estimated total ending fund balance of \$11,053,000 at June 30, 2019.
- E. Estimated unassigned fund balance of \$2,124,000 at June 30, 2019 which is 6.1% of estimated 2018-2019 expenditures.
- F. The Board will make the proposed budget available to the public on the state mandated form.
- G. The Board and district administrators will continue to review and possibly revise the budget.

Motion: Mrs. Gould moved that the proposed final budget be approved as presented. Motion seconded by Mr. Schulz.

Action: Motion approved with all "ayes."

APPOINTMENTS APPROVED

The Committee recommended a motion to approve the appointments and designations listed in Items A. through K. below. The appointments and designations are for the July 1, 2018 through June 30, 2019 fiscal year unless otherwise noted.

- A. Shari Gould to serve as Board Treasurer. There is no compensation for the Board Treasurer position.
 - i. The Board will purchase a \$25,000 performance bond for this position.
- B. The Student Activity Bank Account Custodians will be:
 - ii. Edinboro Elementary Mitten Fund – Mr. White
 - iii. McKean Elementary Mitten Fund – Mr. Getz
 - iv. Middle School – Mr. Buto and Mr. Whitford
 - v. High School – Mr. Mennow and Ms. Mackowski
 - vi. The Board will purchase a \$5,000 bond for each custodian.
- C. Buseck, Barger & Bleil, CPA's to audit the District's financial records for the fiscal year ending June 30, 2018.
 - vii. Buseck, Barger & Bleil's fee will be \$19,500 plus out of pocket expenses.
- D. James D. McDonald, Jr. (The McDonald Group) to serve as the District's Solicitor.
 - i. The McDonald Group's fees will be \$150 per hour for attorneys and \$135 per hour for paralegals.

- E. Northwest Insurance Services to serve as the District's health insurance broker.
 - i. The Northwest Insurance Services fee will be \$16,500.
- F. Hallgren, Restifo, Loop & Coughlin to serve as the District's Architect of Record.
 - i. Hallgren, Restifo, Loop & Coughlin's fee will 6% of total contract costs.
- G. S. A. Wagner to serve as the District's Insurance Broker for property, casualty, liability and workers' compensation coverages.
- H. H.A. Berkheimer, Inc. ("Berkheimer") to serve as the Earned Income Tax Collector effective January 1, 2019 under the terms of an agreement with the Erie County Tax Collection Committee ("ECTCC").
 - i. Berkheimer will collect earned income taxes for all municipalities within the District for a commission of 1.48% of the amount collected.
 - ii. Calendar 2019 is the final year of a 5-year agreement between Berkheimer and the ECTCC. The agreement included a price guarantee and automatic one-year extensions after the initial term.
- I. H.A. Berkheimer, Inc. ("Berkheimer") to serve as the Delinquent Earned Income Tax Collector effective January 1, 2019 under the terms of an agreement with the Erie County Tax Collection Committee ("ECTCC").
 - iii. Berkheimer will collect delinquent earned income taxes for all municipalities within the District for a commission of 1.48% of the amount collected.
- J. H.A. Berkheimer, Inc. ("Berkheimer") or the municipality's appointed individual to serve as the Local Services Tax Collector effective January 1, 2019 under the terms of an agreement with the Erie County Tax Collection Committee ("ECTCC") or an agreement with the appointing municipality.
 - i. Berkheimer will collect local services taxes for all municipalities within the District for a commission of 1.48% of the amount collected.
- K. Designated Depositories:
 - i. Northwest Bank, Edinboro Office:
 - a. General Fund Business Insured Money Fund Account #XXXXXX5746
 - b. General Fund Checking Account #XXXXX9430
 - c. Capital Reserve Business Insured Money Fund Account #XXXXXX5886
 - d. Capital Reserve Checking Account - #XXXXXX1436
 - e. Employee Benefit Dental Checking Account - #XXXXXX1519
 - f. Flexible Spending Checking Account - #XXXXXX0322
 - g. Food Service Checking Account - # XXXXXX1477
 - h. High School Activity Checking Account - # XXXXXX1444
 - i. Middle School Activity Checking Account - # XXXXXX1451
 - j. Middle School Ross Morrow Checking Account - # XXXXXX1501
 - k. Edinboro Elementary Activity Checking Account - # XXXXXX1469
 - l. McKean Elementary Activity Checking Account - # XXXXXX1485
 - ii. PNC Bank, Edinboro Office:
 - a. General Fund Checking Account - #XX-XXXX-2468
 - b. Easy Procure Account - #XX-XXXX-1581

- iii. Pennsylvania Local Government Investment Trust (First Union National Bank):
 - a. General Fund Account - #XXX0015
 - b. Capital Reserve Fund Account – XXX0028
 - c. Investments in Certificates of Deposit, Re-Purchase Agreements and/or other qualifying investments.

- iv. Pennsylvania School District Liquid Asset Fund for the Following Accounts:
 - a. General Fund Account (for credit cards) - #XXXXXX7382
 - b. Investments in Certificates of Deposit, Re-Purchase Agreements and/or other qualifying investments.

Motion: Mrs. Gould moved that the appointments and designations be approved as presented.
Motion seconded by Mr. Schulz.

Action: Motion approved with all “ayes.”

ERIE COUNTY SPECIAL EDUCATION TRANSITION PROGRAM APPROVED

The Committee recommended a motion to approve the Erie County Special Education Transition Program Operating Agreement for the 2018-2019 fiscal year.

Motion: Mrs. Gould moved that the Erie County Special Education Transition Program Operating Agreement for the 2018-2019 fiscal year be approved as presented. Motion seconded by Mr. Schulz.

Action: Motion approved with all “ayes.”

UNPAID LEAVES RATIFIED

The Committee recommended a motion to **ratify the following non-instructional unpaid leaves of absence:**

- A. Terri Carbaugh requested an unpaid leave of absence from her Custodial Technician I position at Edinboro Elementary School from May 8, 2018 through May 11, 2018.
- B. Sherri Kwiatkowski requested an unpaid leave of absence from her Custodial Technician I position at General McLane High School from May 14, 2018 through May 18, 2018.

These requests are consistent with Policy 336 (Personal Necessity Leave) and Policy 339 (Uncompensated Leave).

Motion: Mrs. Gould moved that the unpaid leaves be approved as presented. Motion seconded by Mr. Schulz.

Action: Motion approved with all “ayes.”

NON-INSTRUCTIONAL SUBS APPROVED

The Committee recommended a motion to **approve the following individuals for the Non-Instructional Substitute Employee Call List:**

- A. Rebecca Hess as a Clerical Aide, Nurse or Personal Care Aide.
- B. Marie Wells as an Administrative Assistant, Bus Aide, Clerical Aide, Personal Care Aide or Food Services Assistant.

Wages will be at Board-approved rates. 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 substitutes be approved as presented. Motion seconded by

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Mr. Schulz.

Action: Motion approved with all "ayes."

TEMPORARY HIRE APPROVED

The Committee recommended a motion to **hire Tyler Czerwinski for a temporary (summer) non-instructional position**. Wages and hours will not exceed the amounts approved at the March 2018 meeting. Temporary 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 in the Business Office.

Motion: Mrs. Gould moved that the hire be approved as presented. Motion seconded by Mr. Schulz.

Action: Motion approved with all "ayes."

INSTRUCTION AND CO-CURRICULAR COMMITTEE MATTERS

CERTIFICATION OF SENIORS APPROVED

Consideration of Approval of Certification of Seniors for Graduation was requested. Approval of the seniors for graduation is on the condition that all requirements have been met. A list was provided to the Board Members.

Motion: Mrs. Eisert moved that the certification of seniors be approved as presented. Motion seconded by Mr. Pattullo.

Action: Motion approved with all "ayes."

HIRINGS APPROVED

Consideration of Approval of Recommendations for Open Positions was recommended. Julia McCollum was recommended for the open Vocal Music teaching position at James W. Parker Middle School for the 2018-2019 school year. Her salary will be in accordance with Step 3, Bachelor's of the GMEA contract. A Temporary Professional Contract will be issued. Laura Barbarini was recommended for the open 5th Grade Teaching position at James W. Parker Middle School for the 2018-2019 school year. Her salary will be in accordance with Step 8, Master's plus 15 of the GMEA contract. A Professional Contract will be issued. Mike Beck was recommended for the open Health and Physical Education teaching position at Edinboro Elementary School for the 2018-2019 school year. His salary will be in accordance with Step 1, Bachelor's of the GMEA contract. A Temporary Professional Contract will be issued. Arianna Hanley was recommended for the open Health and Physical Education teaching position at General McLane High School for the 2018-2019 school year. Her salary will be in accordance with Step 1, Bachelor's of the GMEA contract. A Temporary Professional Contract will be issued.

Motion: Mrs. Eisert moved that the hires be approved as presented. Motion seconded by Mr. Pattullo.

Action: Motion approved with all "ayes."

IU EMERGENCY SUB TEACHER CONSORTIUM RESOLUTION APPROVED

Consideration of Approval of IU #5 Emergency Substitute Teacher Consortium Resolution was requested. WHEREAS, the General McLane School District is experiencing difficulty in identifying individuals to server as emergency substitute teachers, and;

WHEREAS, the Northwester Tri-County Intermediate Unit and several of its constituent school districts have formed an Emergency Substitute Teacher Consortium to recruit, screen, train and obtain emergency permits for individuals with Bachelor's degrees to act as emergency substitute teachers, and

WHEREAS, the General McLane School District wishes to continue membership in the Northwest Tri-County Intermediate Unite Substitute Teacher Consortium at a cost of \$1,150 for the 2018-2019 school year,

THEREFORE, the Board of Directors of the General McLane School District hereby agrees to support the membership of the district in this consortium.

Motion: Mrs. Eisert moved that the resolution be approved as presented. Motion seconded by Mr. Pattullo.

Action: Motion approved with all "ayes."

MATERNITY LEAVE APPROVED

Consideration of Approval of Maternity Leave was requested. Mrs. Jill McGill (Edinboro Elementary School) requested to take a Maternity leave for the 2018-2019 School Year. Following her sick days, her leave will be unpaid leave. As per Policy 334 and GMEA Contract, all leaves shall be deemed a concurrent leave to any other leave to which she is entitled.

Motion: Mrs. Eisert moved that the maternity leave be approved as presented. Motion seconded by Mr. Pattullo.

Action: Motion approved with all "ayes."

TUITION STUDENTS APPROVED

Consideration of Approval of Tuition Students was requested. Mr. Timothy and Laura Salamonsen requested that their children Eric (9th) and Luke (10th) be accepted as tuition students at General McLane High School for the 2018-2019 School Year. Mr. and Mrs. Diley requested that their son Noah (5th) be accepted as a tuition student at James W. Parker Middle School for the 2018-2019 School Year. All parents understand that they will be responsible for transportation and a tuition rate of \$4,000.00 per student.

Motion: Mrs. Eisert moved that the tuition requests be approved as presented. Motion seconded by Mr. Pattullo.

Action: Motion approved with all "ayes."

FIELD TRIPS APPROVED

Consideration of Approval of Field Trip Requests was requested. Mrs. Megan Green (General McLane High School) has requested to take the Spanish Club (24 students) to Costa Rica from June 24-July 3, 2018). The cost of the trip is \$2500. Mrs. Karen Yonko and Mr. Lon Jenkins (General McLane High School) has requested to take Envirothon students to participate in the State Envirothon Competition on May 22-23, 2018 at Susquehanna University. The cost of the trips will be covered by the students attending.

Motion: Mrs. Eisert moved that the field trips be approved as presented. Motion seconded by Mr. Pattullo.

Action: Motion approved with all "ayes."

SUBSTITUTE TEACHER RATIFIED

Consideration of Ratification of Substitute Teacher was requested. Caitlin Nalipa (Special Education PreK-8/Grades PreK-4) was recommended for the Substitute Teacher List. Per diem for 2017-2018 is in accordance with the approved Substitute Teacher Per Diem Rates.

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

Action: Motion approved with all "ayes."

UPMC ATHLETIC TRAINER CONTRACT APPROVED

Consideration of Approval of Athletic Trainer Contract with UPMC was requested. Contract provides for trainer services for up to 400 hours at \$30/hour. Contract not to exceed \$12,000. These are the same conditions as the ones that were in effect for 2017-2018 School Year.

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

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

SUPPLEMENTALS APPROVED

Consideration of Approval of Supplemental Contract for 2017-2018 School Year was requested for:
Scott Korb, 11th Grade Class Advisor \$2,421.00
Act 34, Act 114 and Act 151 clearances are on file.

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

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

SRO CONTRACT EXTENSION APPROVED

Consideration of Approval to School Resource Office Contract Extension was requested. The current contract with the county for our SRO covers only the school year. The district is planning a number of new initiatives to improve safety for 2018-2019, which will need a great deal of planning and leadership over the summer. Our SRO, José Montes is the logical person to provide this direction and leadership. Additional contract cost to keep him over the summer is \$6,365.68.

Motion: Mrs. Eisert moved that the school resource officer contract extension be approved as presented. Motion seconded by Mr. Pattullo.

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

BUILDINGS, GROUNDS & TRANSPORTATION

BIDS AWARDED

The Committee recommended a motion to **award a contract for asphalt paving to Vincent Cross Paving for a total of \$39,652.** The District followed state laws and internal policies to solicit bids. The following companies submitted bids to pave all the specified areas:

i. Joseph McCormick Construction Company, Inc.	\$88,224.78
ii. Vincent Cross Paving	62,436.00
iii. Mayer Brothers Construction Company	85,015.00
iv. Russell Standard Corporation	\$64,700.00

District personnel evaluated the bids according to the criteria listed in the Bid Documents.

The District's Director of Business and Operations and Senior Manager recommend awarding a contract to pave only the following areas in order to stay within budget:

v. Edinboro Elementary School west driveway	\$3,121
vi. Edinboro Elementary School east driveway	33,600
vii. Edinboro Elementary north circular driveway	400
viii. General McLane Service Center fuel pump pad	<u>2,531</u>
	\$39,652

Vincent Cross Paving submitted a bid which met the District's criteria at the lowest overall cost and is the recommended supplier.

Motion: Mr. Bucksbee moved that the bids be awarded and approved as presented. Motion seconded by Dr. Wise.

Action: Motion approved with all "ayes."

AUTHORIZATION APPROVED

The Committee recommends a motion to **authorize the administration to dispose of the** used and unneeded archery equipment from General McLane High School.

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

Action: Motion approved with all "ayes."

INTERMEDIATE UNIT REPORT

Mr. Pattullo reported on the lack of movement with contracts, the approval of the final budget and leases and an event the IU is hosting on school safety with Michael Dorn in October. He also reported on a situation where an IU representative was serving as a temporary Penncrest superintendent.

VO-TECH REPORT

Mr. Bucksbee informed the Board of the ECTS has their upcoming graduation.

LEGISLATIVE REPORT

Mr. Lofgren reported on budget season and a homestead property tax exemption. He also talked about a bill adding an anti-hazing penalty.

GENERAL MCLANE FOUNDATION

No report was given.

OTHER BUSINESS

The board discussed a Broadway Dinner requisition and tabled Clay Target updates to next month.

NOTIFICATION OF MEETINGS

For information purposes, it was reported that the following meetings had been held since the regularly scheduled Board Meeting of April 18, 2018:

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Regular Monthly Study Session, May 9, 2018, 6:30 p.m.

ADJOURNMENT

Mrs. Crow asked if there was any further business to be presented for consideration and, hearing no response, adjourned the meeting at 7:45 p.m.

Marissa A. Orbanek, Board Secretary