

GENERAL McLANE SCHOOL DISTRICT

Board of Education
Regular Monthly Meeting
December 12, 2018

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, December 13, 2018 beginning at 6:30 p.m.

ROLL CALL

Members in attendance were Mr. Bucksbee, Mrs. Crow, Mrs. Gould, Mrs. King, Mr. Lofgren, Mr. Schulz and Dr. Wise. Administration present were MR. Scaletta, Mr. Buto, Mr. Getz, Mr. White, Mr. Fendya and Ms. Adamski. Also present was Mr. Gary Eiben, Solicitor and 5 visitors.

Mrs. Eisert entered the meeting at 6:31 p.m.

PLEDGE OF ALLEGIANCE

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

Mr. Pattullo entered the meeting at 6:32 p.m.

RECOGNITION OF VISITORS FOR MATTERS RELATED TO THE AGENDA

No visitors wished to address the Board.

COMMUNICATIONS

There were no communications to read.

BOARD MINUTES APPROVED

The Directors were presented with copies of the minutes of the Reorganization Meeting and Limited Agenda Meeting and Study Session of December 5, 2018, the Regular Monthly Study Session of November 7, 2018 and the Regular Monthly Meeting of November 14, 2018.

Motion: Dr. Wise moved that the minutes of the Reorganization Meeting and Limited Agenda Meeting and Study Session of December 5, 2018, the Regular Monthly Study Session of November 7, 2018 and the Regular Monthly Meeting of November 14, 2018 be approved as presented. Motion seconded by Mrs. Eisert.

Action: Motion approved with all "ayes."

SUPERINTENDENT'S REPORT

Mr. Scaletta presented his "Superintendent's Report" as of December 11, 2018. A copy of the "Superintendent's Report" is on file in the Secretary's office.

FINANCIAL REPORTS APPROVED

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

Cash and Investments – Beginning of Period	\$14,347,035.00
Cash Receipts	16,716,559.00
Disbursements	<u>10,608,442.00</u>
Cash and Investment – End of Period	20,445,152.00

A copy of the Treasurer's Report of November 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 December 7, 2018 totaling \$313,344.47. A copy of the listing is attached hereto and becomes part of the official records of the Board.

Motion: Mr. Bucksbee moved that the Treasurer's Report of November 30, 2018, and the Accounts Payables as of December 7, 2018 be approved as presented and a copy filed for audit purposes. Motion seconded by Mr. Lofgren.

Action: Motion approved with all "ayes."

POLICY & FINANCE COMMITTEE MATTERS

SECOND AND FINAL READINGS APPROVED

The Committee recommended a motion to approve a second and final reading of the following school board policies:

- A. Policy 006 – Meetings
- B. Policy 105 – Curriculum Development
- C. Policy 108 – Adoption of Textbooks
- D. Policy 138 – English as a Second Language / Bilingual Education Program
- E. Policy 210.1 – Possession / Use of Asthma Inhalers / Ephinephrine Auto-Inject
- F. Policy 246 – Student Wellness
- G. Policy 311 – Reduction of Staff
- H. Policy 704 – Maintenance
- I. Policy 806 – Child Abuse
- J. Policy 808 – Food Service
- K. Policy 810 – Transportation
- L. Policy 810.1 – School Bus Drivers and School Commercial Motor Vehicle Drivers
- M. Policy 810.3 – School Vehicle Drivers
- N. Policy 818 – Contracted Services
- O. Policy 122 – Extracurricular Activities
- P. Policy 123 – Interscholastic Athletics

The Directors received copies of these policies to review at the November 7, 2018 Study Session. The policies are being updated to comply with changes to federal and/or state laws and applicable court decisions.

Motion: Mrs. Crow moved that the second and final readings be approved as presented. Motion seconded by Mr. Schulz.

Action: Motion approved with all "ayes."

BUDGET AND TAXATION RESOLUTION FOR THE 2019-2020 FISCAL YEAR APPROVED

The Committee recommended a motion to **approve** a **resolution** regarding **Budget and Taxation for the 2019-2020 fiscal** year as summarized below: The Board of Directors certifies that increasing any tax by an amount less than or equal to the adjusted Act 1 Index of 3.1% will be sufficient to balance its final 2019-2020 budget. 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. 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 be approved as presented. Motion seconded by Mr. Schulz.

Action: Motion approved with all "ayes."

AUTHORIZATION APPROVED

The Committee recommended a motion to **authorize** the Superintendent and Director of Business and Operations to execute the necessary paperwork to **reclassify two accounts** at Northwest Bank (General Fund and Capital Reserve Fund) from Business Insured Money Funds to municipal checking. This change will eliminate restrictions on the number of monthly transactions allowed and provide higher interest rates on account balances.

Motion: Mrs. Gould moved that the authorization to reclassify two accounts be approved as Presented. Motion seconded by Mr. Schulz.

Action: Motion approved with all "ayes."

ERIE COUNTY TAX COLLECTION COMMITTEE PROPOSED 2019 BUDGET ACCEPTED

The Committee recommended a motion to **accept** the Erie County Tax Collection Committee's ("ECTCC") proposed 2019 budget: ECTCC's total proposed budget is \$9,000. General McLane's proposed contribution to the budget is \$250.20.

Motion: Mrs. Gould moved that the Erie County Tax Collection Committee's proposed 2019 budget be accepted as presented. Motion seconded by Mr. Schulz.

Action: Motion approved with all "ayes."

NEW STUDENT ACTIVITY ACCOUNT APPROVED

The Committee recommended a motion to approve a new student activity account, Lancer Bob's, for General McLane High School. Laura Oathout will be the faculty advisor.

Motion: Mrs. Gould moved that the student activity account for General McLane High School be approved as presented. Motion seconded by Mr. Schulz.

Action: Motion approved with all "ayes."

EMPLOYEE RESIGNATIONS RATIFIED

The Committee recommended a motion to **ratify** the following **non-instruction employee resignations**: Marie Wells submitted a letter to resign from her Clerical Aide position at McKean Elementary School effective December 7, 2018 after 0.4 years of service. Alexandra Stauffer submitted a letter to resign from her PCA-II position at McKean Elementary School effective November 7, 2018 after 3.0 years of service. Shannon Regan submitted a letter to resign from her PCA-I position at General McLane High School.

Motion: Mrs. Gould moved that the resignations be ratified 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**: Kimberly Swanson has requested an indefinite unpaid leave every Wednesday from her FSA-I position at James W. Parker Middle School starting December 5, 2018. Vernon Dyne has requested an unpaid leave of absence from his bus driving duties from October 7, 2018 through October 7, 2019. 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 UNPAID LEAVE OF ABSENCE APPROVED

The Committee recommended a motion to **approve** the following **non-instructional unpaid leave of absence**: Paula Sherwood has requested an unpaid leave from her bus driving duties from January 21, 2019 through April 8, 2019. This request is consistent with Policy 336 (Personal Necessity Leave) and Policy 339 (Uncompensated Leave).

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

Action: Motion approved with all "ayes."

EMPLOYEE HIRING RATIFIED

The Committee recommended a motion to **ratify** the following **non-instruction employee**: Clarisa Zacherl for a 6.5 hour per day, 184 days per year Clerical Aide position at McKean Elementary School effective December 10, 2018 to replace Marie Wells who resigned. Wages and benefits will be consistent with 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. Schulz.

Action: Motion approved with all "ayes."

HIRINGS APPROVED

The Committee recommended a motion to **hire the following individuals for non-instructional positions**: Aaron Yonko for a 6.5 hour per day, 180 days per year PCA-II position at McKean Elementary School. Starting date is to be determined by the Director of Special Education. Steve Roesch for a 6.5 hour per day, 180 days per year PCA-I position at General McLane High School effective January 3, 2019. Wages will be at Board-approved rates. All required clearances are on file unless noted.

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

Action: Motion approved with all "ayes."

SUBSTITUTES ADDED

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

A. Alexandra Stauffer and Ashley Mennow for PCA duties.

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. All required clearances and licenses are either on file in the Business Office or will be secured before the individual will be permitted to work.

Motion: Mrs. Gould moved that the substitutes be approved as presented. Motion Seconded by Mr. Schulz.

Action: Action approved with all "ayes."

INTRUCTION AND CO-CURRICULAR COMMITTEE MATTERS

INTERNSHIP APPROVED

Consideration of Approval of Internship was requested. Ms. Katelyn Miles (undergraduate) submitted a request to complete an internship (psychology) at General McLane School District. The internship would be for the spring of the 2018-2019 School Year and is a requirement for their programs at Edinboro University. School Psychologist, Jennifer Hardy, has agreed to supervise this experience.

Motion: Mrs. Eisert moved that the internship be approved as presented. Seconded by Mr. Patullo.

Action: Motion approved with all "ayes."

FIELD TRIP APPROVED

Consideration of Approval of Field Trip was requested. Peiyu Hakanen (General McLane High School) has requested to take high school students who have taken Mandarin Chinese or Asian Culture and/or in the Mandarin Club to Beijing, Hangzhou and Shanghai (China) on June 16, 2020 thru June 24, 2020. 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. Patullo.

Action: Motion approved with all "ayes."

ATHLETIC RESGINATION APPROVED

Consideration of Approval of Athletic Supplemental Resignation was requested. Andrew Mussaro has resigned from his position as High School Coach – Tennis, effective immediately.

Motion: Mrs. Eisert moved that the athletic resignation be approved as presented. Seconded by Mr. Pattullo.

Action: Motion approved with all "ayes."

REGISTRATION FEE APPROVED

Consideration of Approval to pay registration fee was requested. Deputy Jose' Montes would like to attend the PA School Safety Symposium in Pittsburgh from March 21-22, 2019. The county will pay his travel expense and hotel. The district will pay his registration fee of \$195.00.

Motion: Mrs. Eisert moved to approve to pay the registration fee as presented. Seconded by Mr. Pattullo.

Action: Motion approved with all "ayes."

CLAY TARGET TEAM MOU APPROVED

The Committee recommended a motion to approve a Clay Target Team MOU as presented.

Motion: Mrs. Eisert moved to approve that the Clay Target Team MOU be approved as presented. Motion seconded by Mr. Pattullo

Action: Motion approved with all "ayes."

COMPREHENSIVE PLAN APPROVED

The Committee recommended a motion to approve a comprehensive plan for 2019-2021 as required by the PA Department of Education. The Plan was submitted to the board and made available for review in early November. Completion of the plan keeps the district compliant with a number of state requirements.

Motion: Mrs. Eisert moved to approve the comprehensive plan as presented. Seconded by Mr. Pattullo.

Action: Motion approved with all "ayes."

NATIONAL STUDENT CLEARINGHOUSE AGREEMENT APPROVED

The Committee recommended a motion to approve the district to enter into an agreement with the National Student Clearinghouse. The Clearinghouse provides a nationwide, repository of information from 36,000 colleges and universities on student enrollment, degrees, diplomas, certificate and other education achievements. The Clearinghouse Tracker program will pull General McLane graduates to track their post high school progress. The Clearinghouse also provides a service for electronic transcript access. These services are available at the cost of \$425.00 annually.

Motion: Mrs. Eisert moved that the agreement be approved as presented. Seconded by Mr. Pattullo.

Action: Motion approved with all "ayes."

FIELD TRIP APPROVED

The Committee recommended a motion to approve a field trip. Mr. Bruce Yates (General McLane High School) has requested to take members of the Vocal Theatre Department to New York City on May2-5, 2019. The cost of the trip, including transportation, will be covered by the group attending.

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

Action: Motion approved with all "ayes."

BUILDINGS, GROUNDS & TRANSPORTATION MATTERS

There were no items for approval.

INTERMEDIATE UNIT REPORT

No report was given.

VO-TECH REPORT

No report was given.

LEGISLATIVE REPORT

No report was given.

GENERAL MCLANE FOUNDATION

No report was given.

RECOGNITION OF VISITORS

Mrs. Crow invited any visitors to speak regarding school-related matters. Mr. Timothy Snair, Head Coach, of the Gm Clay Target Team, spoke regarding the proposal to form a Clay Target Team for students in grades 7 through 12, as well as other students who reside within the boundaries of the General McLane School District.

NOTIFICATION OF MEETINGS

For information purposes, it was reported that the following meetings had been held since the regularly scheduled Board Meeting of November 14, 2018:

- A. Board Reorganization Meeting, December 5, 2018, 6:30 p.m.
- B. Regular Monthly Study Session, December 5, 2018, 7:16 p.m.

ADJOURNMENT

Mrs. Crow asked if there was any further business to be presented for consideration and, hearing no response, she adjourned the meeting at 7:03 p.m.

Maggie Adamski, Acting Board Secretary