

**GENERAL McLANE SCHOOL DISTRICT**  
BOARD OF EDUCATION  
Regular Monthly Meeting  
November 14, 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, November 14, 2018 beginning at 6:30 p.m.

**ROLL CALL**

Members in attendance were Mr. Bucksbee, Mrs. Crow, Mrs. King, Mr. Lofgren, Mr. Sculz and Dr. Wise.. Administration present were: Mr. Scaletta, Mr. Mennow, Mr. Buto, Mr. Getz, Mr. White, Mr. Fendya, and Ms. Adamski. Also present was the Solicitor, Jim McDonald and one visitor.

**PLEDGE OF ALLEGIANCE**

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

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

Dr. Wise entered the meeting at 6:32 p.m.

**COMMUNICATIONS**

There were no communications

**BOARD MINUTES APPROVED**

The Directors were presented with copies of the Regular Monthly Study Session of October 10, 2018 and Regular Monthly Board Meeting of October 17, 2018.

Motion: Mr. Bucksbee moved that the minutes of the Regular Monthly Study Session of October 10, 2018 and Regular Monthly Board Meeting of October 17, 2018 be approved as presented. Motion seconded by Mrs. Eisert.

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

**SUPERINTENDENT'S REPORT- MR. SCALETTA**

Mr. Scaletta presented the Directors with his "Superintendent's Report" dated November 14 and proceeded to discuss the items contained thereon.

**FINANCIAL REPORTS**

The Directors were presented with a copy of the Treasurer's Report as of October 31, 2018 indicating the following balances:

Cash and Investments – Beginning of Period	\$ 15,338,002.00
Cash Receipts	15,035,958.00
Disbursements	<u>8035,575.00</u>
Cash and Investments – End of Period	\$ 22,338,385.00

A copy of the Treasurer's Report of October 31, 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 November 8, 2018 totaling \$281,370.37. 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 October 31, 2018, and the Accounts Payable as of November 8, 2018 be approved as presented and a copy filed for audit Purposes. Motion seconded by Mr. Lofgren.

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

### **POLICY & FINANCE COMMITTEE MATTERS**

#### **FIRST READINGS APPROVED**

The Committee recommended a motion to approve a first 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

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

Motion: Mrs. Crow moved that the first readings be approved as presented. Motion seconded by Mr. Sculz.

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

#### **AUDITED FINANCIAL STATEMENTS APPROVED**

The Committee recommended a motion to **approve** the **audited financial statements for the fiscal year ended June 30, 2018**. The District's local audit company, Buseck, Barger and Bleil prepared the financial statements and presented a draft at the November 7 Study Session and issued an unqualified opinion on the financial statements. The Director of Business and Operations is authorized to advertise that the financial statements are available for public inspection for 30 days.

Motion: Mrs. Crow moved that the audited financial statements for the fiscal year be approved as presented. Motion seconded by Mr. Sculz.

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

**CONTRACT APPROVED**

The Committee recommends a motion to **renew a Third Party Administrator agreement for dental care with Benefit Administrators (“BAI”)**. The agreement is effective January 1, 2019. BAI’s fee will be \$3.75 per enrolled employee per month.

Motion: Mrs. Crow moved that the contract be approved as presented. Motion seconded by Mr. Sculz.

Action: Motion approved with all “ayes.” Mrs. Gould was absent.

**NON-INSTRUCTIONAL UNPAID LEAVE OF ABSENCE APPROVED**

The Committee recommended a motion to approve a **non-instructional unpaid leave of absence**. Jacinda Jones has requested a leave from her Custodial Service Technician II position from March 14, 2019 through March 19, 2019. This request is consistent with Policy 336 (Personal Necessity Leave) and Policy 339 (Uncompensated Leave).

Motion: Mrs. Crow moved that the non-instructional unpaid leave of absence be approved as presented. Seconded by Mr. Sculz.

Action: Motion approved with all “ayes.” Mrs. Gould was absent.

**SUBSTITUTE ADDED**

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

- A. Mariah Capron-Custer as a non-CDL van driver.  
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 are either on file in the Business Office or will be secured before the individual will be permitted to work.

Motion: Mrs. Crow moved that the substitute be approved as presented. Motion seconded by Mr. Sculz.

Action: Motion approved with all “ayes.” Mrs. Gould was absent.

**INSTRUCTION AND CO-CURRICULAR ACTIVITIES COMMITTEE MATTERS**

**SUBSTITUTE TEACHERS ADDED**

Consideration of Ratification of Recommendation for Substitute Teacher List 2018-2019 School Year. The following individuals have been trained through the Northwest Tri County Intermediate Unit 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

Erin Foster  
Rebecca Grygier  
Jessica Stefano

Per diem for 2018-19 is \$82.00/day and \$41.00/half-day.

Motion: Mrs. Eisert moved that the substitutes be ratified as presented. Motion seconded by Mr. Pattullo.

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

#### **VOLUNTEER ASSISTANTS RATIFIED**

Consideration of Ratification of Volunteer Assistants

A. The following individuals have requested to volunteer with the associated programs:

Brett Mallory (Wrestling)

Brad Motter (Wrestling)

The appropriate clearances are on file.

Motion: Mrs. Eisert moved that the substitutes be ratified as presented. Motion seconded by Mr. Pattullo.

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

#### **FIELD TRIP APPROVED**

Consideration of Approval of Field Trip was requested. James W. Parker Middle School's sixth grade teaching team has requested to take sixth grade students to Niagara Falls on May 30, 2019. The cost of the trip, including transportation, will be covered by the students attending.

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

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

#### **SCHOOL CALENDAR APPROVED**

Consideration of Approval of 2019-2020 School Calendar was requested. Approval is requested to adopt the calendar for the 2019-2020 School Year. A draft calendar was shared with the Board at the November 7, 2018 Study Session.

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

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

#### **TRIP APPROVED**

Consideration of Approval of Superintendent to attend the District Administration Leadership Institute was requested. Approval was requested for the Superintendent to attend the District Administration Leadership Institute in New Orleans on February 6-8, 2019. All costs of the trip, including transportation up to \$400, are covered by membership in the organization. The conference features presentations by School Districts that have engaged in innovative projects.

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

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

#### **FLMA-MATERNITY LEAVE APPROVED**

Sarah Miller (Edinboro Elementary School) has requested an FMLA Leave request from February 25, 2019 through May 31, 2019. 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 leave be approved, as presented. Motion seconded by Mr. Pattullo.

Action: Motion approved with all “ayes.” Mrs. Gould was absent.

#### **FMLA LEAVE APPROVED**

Laurie Pfeiffer (Edinboro Elementary School) has requested an FMLA Leave request from December 18, 2018 through January 4, 2019. As per Policy 332 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 leave be approved, as presented. Motion seconded by Mr. Pattullo.

Action: Motion approved with all “ayes.” Mrs. Gould was absent.

#### **SUPPLEMENTAL RESIGNATION APPROVED**

Consideration of Approval of Resignation of Supplemental Contract was requested. Leah Hansen has submitted a letter of resignation from her supplemental position of Assistant Coach – Girls Basketball. Leah Hansen will continue as a volunteer

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

Action: Motion approved with all “ayes.” Mrs. Gould was absent.

#### **APPROVAL OF SUPPLEMENTAL CONTRACT**

Consideration of Approval of Supplemental Contract for 2018-2019 was requested. Supplemental contract salaries are in conjunction with the 2018-2019 rates of the new GMEA contract.

Sarah Hansen, Assistant Coach, Girls Basketball \$6,799.00

Approval and issuance of a contract are pending receipt of her Act 34, Act 114 and Act 151 clearances. Information was presented at the November 7, 2018 Study Session.

#### **CO-OPERATIVE AGREEMENT APPROVED**

Consideration of approval to enter into a co-operative agreement with Fort LeBoeuf High School in the sport of Boys Vollyball was requested. This does not cost the District any money and the District has no obligation other than to approve the agreement, which was presented during the November 7, 2018 Study Session. The Co-Op agreement still must be approved by the PIAA. We have twenty-one students interested at this time.

Motion: Mrs. Eisert moved that the co-operative agreement be approved, as presented. Motion was seconded by Mr. Pattullo.

Action: Motion was approved with all “ayes.” Mrs. Gould was absent.

#### **BUILDINGS, GROUNDS, & TRANSPORTATION COMMITTEE MATTERS**

Consideration of approval to purchase a bank of 5 (30 lockers) multi-user from Keystone Material Handling was requested. Multi-user lockers allow students to safely store personal items during gym class. An identical bank of these lockers was purchased as part of the men’s locker room renovation and have proven helpful in preventing thefts. Cost of the lockers including delivery and installation is \$2,867.50.

Motion: Mrs. Eisert moved that the purchase of the lockers be approved, as presented. Motion seconded by Mr. Pattullo.

Action: Motion approved with all “ayes.” Mrs. Gould was absent.

**INTERMEDIATE UNIT REPORT**

Mr. Pattulo reported that the IU is hiring a Human Resource Generalist and a Clerical Position. Also, there will be no meeting in December.

**VO-TECH REPORT**

Mr. Bucksbee reported on a Career Street extension through June. There will be a Vo-tech meeting on December 18, 2018. There was also a meeting the week of November 4<sup>th</sup>, 2018 with architects about redesigning the school. It was also mentioned that Vo-Tech is no longer serving lunches.

**LEGISLATIVE REPORT**

Mr. Lofgren discussed the recent mid-term election. There was a small shift in the ratio of the house/senate. Pennsylvania education is underfunded as a whole.

**GENERAL MCLANE FOUNDATION**

Mrs. Eisert reported that there was a meeting November 1. It was also mentioned that the Holiday Arts Fair will take place November 17, 2018 at General McLane High School.

**RECOGNITION OF VISITORS**

Mrs. Crow offered the podium to the visitors. Hearing no response, she continued with the meeting.

**OTHER BUSINESS**

Mrs. Crow followed up with Verizon about two-way radios which was discussed at the November 7, 2018 Study Session. She concluded that the Verizon subscription would not be a good option.

**NOTIFICATION OF MEETINGS**

For information purposes, it was reported that the following meetings had been held since the regularly scheduled Board Meeting of October 17, 2018.

- A. Study Session, November 7, 2018, 6:30 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 7:13 p.m.

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Maggie Adamski, Acting Board Secretary