

**GENERAL McLANE SCHOOL DISTRICT**

Board of Education  
Regular Monthly Meeting  
September 18, 2019

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, September 18, 2019 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. Mennow, Mr. Fendya and Ms. Orbanek. Also present was Mr. McDonald, Solicitor and two visitors.

**PLEDGE OF ALLEGIANCE**

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

Mr. Pattullo entered the meeting at 6:31 p.m.

**RECOGNITION OF VISITORS**

There were no visitors to recognize.

**COMMUNICATIONS**

There were no communications to read.

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

**BOARD MINUTES APPROVED**

The Directors were presented with copies of the minutes of Limited Agenda Meeting and Regular Monthly Study Session of August 7, 2019 and the Regular Monthly Meeting of August 14, 2019.

Motion: Mr. Lofgren moved that the minutes of Limited Agenda and Regular Monthly Study Session August 7, 2018 and the Regular Monthly Meeting of August 14, 2019 be approved as presented. Motion seconded by Dr. Wise.

Action: Motion approved with all "ayes."

**SUPERINTENDENT'S REPORT**

Mr. Scaletta presented his "Superintendent's Report" as of September 18, 2019. 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 August 31, 2018 indicating the following balances:

Cash and Investments - Beginning of Period	\$ 13,289,000.00
Cash Receipts	7,413,000.00
Disbursements	<u>3,548,000.00</u>
Cash and Investments - End of Period	\$ 17,154,000.00

A copy of the Treasurer's Report of August 31, 2019 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 September 13, 2019 totaling \$344,522.87. A copy of the listing is attached hereto and becomes part of the official records of the Board.

Motion: Mrs. Gould moved that the Treasurer's Report of August 31, 2019, and the Accounts Payable as of September 13, 2019 be approved as presented and a copy filed for audit purposes. Motion seconded by Dr. Wise.

Action: Motion approved with all "ayes."

### POLICY & FINANCE COMMITTEE MATTERS

#### EXONERATION APPROVED

The Committee recommended a motion to **exonerate delinquent real estate taxes, penalties and interest on the following parcels as requested by the Erie County Bureau of Assessment:**

- A. Parcel 45-029-050.1-007.87 at 23 Emory Drive in Washington Township with \$106.43 of school district taxes, penalties and interest due.

Motion: Mrs. Gould moved that the exoneration 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 Director of Business and Operations to **purchase bidding software from Harris School Solutions (ProSoft):**

- A. One-time costs:
  - i. License fee \$5,150.00
  - ii. Training 1,350.00
  - iii. Data conversion 500.00
- B. Annual maintenance \$1,200.00

Motion: Mrs. Gould moved that the authorization 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 Director of Athletics and Student Activities to negotiate the **purchase of approximately 4,000 square feet of used wrestling mats:** The Hampton Wrestling Club (near Pittsburgh) is offering the mats for sale for \$10,000. These mats would replace the existing mats in the high school wrestling room which are over 20 years old and were reconditioned over 12 years ago. There is \$3,000 in the Athletics Department budget for supplies and equipment which would be applied to the ultimate purchase price. Additionally, the Director of Athletics and Wrestling Coach will ask the Wrestling Boosters and the Edinboro Youth Wrestling Club to contribute toward the cost.

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

Action: Motion approved with all "ayes."

#### **RETIREMENT APPROVED**

The Committee regrettably recommended a motion to approve the following **non-instructional employee resignation with intent to retire**: David Campbell submitted a letter to resign from his Senior Manager of Buildings & Grounds position effective on or about January 2, 2020 after 17.5 years of service.

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

Action: Motion approved with all "ayes."

#### **RESIGNATION RATIFIED**

The Committee recommended a motion to ratify the following **non-instructional employee resignation**: Stephen Roesch submitted a letter to resign from his PCA I position at General McLane High School effective June 6, 2019 after 0.7 years of service.

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

Action: Motion approved with all "ayes."

#### **UNPAID LEAVE RATIFIED**

The Committee recommended a motion to ratify the following **non-instructional unpaid leaves of absence**: Vernon Dyne requested leave from his bus driving duties from September 4, 2019 through September 6, 2019. Michelle McAdoo requested leave from her PCA II position at Edinboro Elementary School from August 26, 2019 through at least August 30, 2019.

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

Action: Motion approved with all "ayes."

#### **UNPAID LEAVE APPROVED**

The Committee recommended a motion to approve the following **non-instructional unpaid leaves of absence**: Dawn Johnson requested leave from her PCA II position at James W. Parker Middle School from on/about September 26, 2019 through on/about October 3, 2019. Mildred Farrell requested leave from her PCA II position at Edinboro Elementary School from October 16, 2019 through October 18, 2019.

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

Action: Motion approved with all "ayes."

### **TRANSFER RATIFIED**

The Committee recommended a motion to ratify the following **non-instructional transfer and change of hours**: Stacey Yovich requested a transfer from her 5.5 hour FSA II position at McKean Elementary School to a 5.0 hour FSA I position at McKean Elementary School effective September 3, 2019. The Director of Business and Operations requested to increase the hours for the FSA II position at James W. Parker Middle School from 6.5 per day to 7.0 per day effective September 5, 2019.

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

Action: Motion approved with all "ayes."

### **HIRINGS RATIFIED**

The Committee recommends a motion to **ratify** the following **non-instructional employee hirings**: Holly Danforth for a 5.5 hour per day, 180 day per year FSA I position at James W. Parker Middle School effective August 23, 2019. Maggie Adamski for a combined 6.5 hour per day, 180 day per year Library Aide and PCA I position at General McLane High School effective August 26, 2019. Colleen Andrzejewski for a 5.5 hour per day, 180 day per year FSA II position at McKean Elementary School effective August 26, 2019. Tabitha Sprague for a combined 8.0 hour per day, 210 day per year CST I position at General McLane High School and McKean Elementary School effective September 9, 2019. All required clearances are on file (or will be before the end of the 90-day "provisional employment" period) in the Business Office.

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

Action: Motion approved with all "ayes."

### **SUBSTITUTES APPROVED**

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

- A. Janet Kuneman, Maninder Kaur and Heidi Rich as a Nurse.
- B. Dave Cannon and Lisa Tomasik as a Bus Driver.
- C. Kerry Hoehn as a Custodian.
- D. Mariah Wright-Graves as a FSA.
- E. Paige Barnhart as a Clerical Aide, PCA, FSA or Bus Aide.
- F. Michelle Pizzimenti as a FSA, PCA, or Bus Aide.
- G. Kim Swanson as a Cafeteria Monitor.
- H. Valerie Glus as a non-CDL Van Driver.

Wages will be at Board-approved rates and all required clearances are on file (or will be before the end of the 90-day "provisional employment" period) in the Business Office. 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 Mr. Schulz.

Action: Motion approved with all "ayes."

**COMPENSATION PLAN AMMENDED – WAGE/SALARY INCREASES**

The Committee recommended a motion to **amend the Compensation Plans for non-instructional employees to allow administrators to determine annual wage/salary increases within the criteria determined by the Board.**

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

Action: Motion approved with all “ayes.”

**COMPENSATION PLAN AMMENDED – INFORMATION TECHNOLOGISTS**

The Committee recommended a motion to **amend the Compensation Plan for Information Technologists to allow for reimbursement of qualified professional development and/or continuing education credits up to \$1,500 per fiscal year.**

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

Action: Motion approved with all “ayes.”

**COMPENSATION PLAN AMENDMENT TABLED – BUS DRIVERS**

The Committee recommended a motion to **amend the Compensation Plan for Bus drivers to allow an employee in this job classification to use available Paid Time Off (“PTO”) days to be paid for days when he/she is not scheduled to work.**

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

There was discussion on this approval in relation to wage and labor laws.

Action: Motion tabled.

Mr. Lofgren exited the meeting at 7:00 p.m.

**INSTRUCTION AND CO-CURRICULAR COMMITTEE MATTERS**

**SUPPLEMENTAL CONTRACTS APPROVED**

Consideration of Approval of Supplemental Contracts for the 2019-2020 School Year was requested. Administrative restructuring has freed some federal funds for staff development purposes. An extra duty position for teachers known as the “Technology Vanguard” was created in the document titled, “Technology Vanguard: Duties and Responsibilities”. Technologically advanced teachers have been identified by principals and technology integrator at every building to provide direct instruction, consultation and in-service training for teachers in their building throughout the year.

Michelle Androstic (EE)	\$1600
Kim Lohr (EE)	\$1600
Emily Yaple (EE)	\$1600
Kelly Campbell (ME)	\$1600
Scott Hutchison (ME)	\$2100
Melissa Bean (ME)	\$1600
Matt Laser (JWPMS)	\$2100
Kate Bakka (JWPMS)	\$1600

Todd Sturgess (JWPMS)	\$1600
Tyler Stuyvesant (GMHS)	\$1600
Jeremy Reed (GMHS)	\$2100
Luil Graham (GMHS)	\$1600

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

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

### **SUBSTITUTES RATIFIED**

Consideration of Ratification of Additions to the 2019-2020 Substitute Teacher List was requested. The following individuals are recommended for the Substitute Teacher list. Act 34, Act 114 and

Stefanie Johnson	Early Childhood / Reading Specialist
Ian Price	Health & Physical Education
Gary Babjack	Health & Physical Education
Ashley Marino	Grades PK-4 / Special Education PK-8

Per diem for 2019-20 is \$84.00/day and \$42.00/half-day.

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

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

### **FIELD TRIP APPROVED**

Consideration of Approval of Field Trip was requested. Matt Laser, Will White and Kate Bakka (James W. Parker Middle School) have requested permission to take eighth graders to Washington D.C. on March 5-7, 2020. The cost of the trips, including the 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." Mr. Lofgren was absent.

### **SUPPLEMENTAL RESIGNATIONS APPROVED**

Consideration of Ratification of Supplemental Resignations was requested. Kevin Wible submitted a verbal resignation from his position as Middle School Coach, Basketball effective August 1, 2019.

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

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

### **SCHOOL DENTIST APPROVED**

Consideration of Approval of School Dentists 2019-2020 was requested for: Dentists – Matthew Roskinsky, Means Family Dentistry

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

Mrs. Crow added that this approval is contingent upon receiving clearances. The Board agreed that there all appointed doctors and dentists should adhere to the volunteer guidelines of the district.

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

#### **FMLA LEAVE APPROVED**

Consideration of Approval of FMLA Leaves – Maternity was requested. Abigail Newell (McKean Elementary School) has submitted an FMLA – Maternity Leave for approximately October 29, 2019 through December 18, 2019. Laura Oathout (General McLane High School) has requested an FMLA – Maternity Leave from approximately November 4, 2019 through January 20, 2020. As per Policy 333 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 leave be approved as presented. Motion seconded by Mr. Pattullo.

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

#### **FMLA LEAVE RATIFIED**

Consideration of Ratification of FMLA Leave was requested. Melanie Mischler (James W. Parker Middle School) has requested a FMLA Leave from August 26, 2019 through September 6, 2019. As per Policy 333 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 Leave be ratified and approved as presented. Motion seconded by Mr. Pattullo.

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

#### **HIRING RATIFIED**

Consideration of Ratification of Hiring was requested. Marshall McCormick is recommended for the open Health and Physical Education position at James W. Parker Middle School. His salary will be Step 1, Bachelor's of the GMEA Contract.

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

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

#### **RENOVATIONS – PHASE 1 APPROVED**

Consideration of approval to move forward with Phase I of the Erie Country Technical School renovation process. Superintendents reached consensus on a path forward for the ECTS Renovation project. Phase I will authorize the preparation of drawings and engineering documents so the project can be bid. General McLane's portion of this phase of the project will be \$60,807.00.

Motion: Mrs. Eisert moved that the renovation phase 1 be approved as presented. Motion seconded by Mr. Pattullo..

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

#### **FLEXIBLE INSTRUCTIONAL DAYS APPLICATION APPROVED**

Consideration of Approval of the Application Submitted to the Pennsylvania Department of Education for Flexible Instructional Days was requested. Legislation was passed this summer to allow districts to use up to 5 Flexible Instruction Days each year. These FIDs are days when a cancellation is called, but students receive and complete work at home through electronic means or for those without internet, with created learning packets. These days will be used sparingly, specifically in the second semester.

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

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

#### **PART-TIME SCHEDULE ADJUSTED**

Consideration of Approval of Part-time Schedule Adjustment was requested. Helen Skelton was moved from full-time to part-time per the June 19, 2019 Board Meeting. Request was made to adjust her schedule from six classes to eight to accommodate class sizes. Salary would be in conjunction with Step 19, Bachelor's + 15, prorated to 16%, of the GMEA Contract.

Motion: Mrs. Eisert moved that the part-time schedule be approved as presented. Motion seconded by Mr. Pattullo.

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

#### **FMLA LEAVE APPROVED**

Consideration of Approval of Intermittent FMLA Leave was requested. Justin Whitford (James W. Parker Middle School) has requested an intermittent FMLA Leave from approximately October 14, 2019 for up to six weeks. As per Policy 333 and GMEA Contract, FMLA leaves shall be deemed a concurrent leave to any other leave to which he/she is entitled.

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

Action: Motion approved with all "ayes."

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

#### **FACILITY USE REQUEST APPROVED**

The Committee recommended a motion to approve the following facility use request: The Pennsylvania School Boards Association ("PSBA") submitted a request to district meeting space for a training session on Tuesday, March 24, 2020 from 5:00 pm to 8:30 pm.

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

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

Mr. Scaletta exited the meeting at 7:07 p.m.

#### **INTERMEDIATE UNIT REPORT**

Mr. Pattullo reported on recent presentations regarding merit-based raises for Act 93 employees and Cyber Security. He also reported on the Andy Sullivan presentation and new board members.



**VO-TECH REPORT**

Mr. Bucksbee reported on the renovations at ECTS.

**LEGISLATIVE REPORT**

No report was given.

**GENERAL MCLANE FOUNDATION**

Mrs. Crow reported on the Golf Outing and the holiday Arts Fair. She also reported that Mr. Fendya had submitted a resignation letter from his role as Treasurer to the Foundation and that a new appointment would now fall onto the School Board, per the bylaws. This is a first time for this situation.

**OTHER BUSINESS**

Mr. Scaletta entered the meeting at 7:19 p.m.

Mr. Fendya reported on the recent passing of a tax collector for Washington Township and honored her for her service and dedication to the District. He also reported on the current status of her replacement and the logistics involved to get a new tax collector in place.

Mrs. Gould recommended forming a committee to review the job description for Senior Manager of Buildings and Grounds. It was decided that the Policy and Finance committee would meet Thursday afternoon to review this.

**RECOGNITION OF VISITORS**

Mrs. Crow invited any visitors to speak regarding school-related matters. Hearing no response, she continued the meeting.

Mr. Lofgren entered the meeting at 7:33 p.m.

**NOTIFICATION OF MEETINGS**

For information purposes, it was reported that the following meetings had been held since the regularly scheduled Board Meeting of August 14, 2019:

- A. Regular Monthly Study Session, September 11, 2019, 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 7:34 p.m.

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Marissa A. Orbanek, Board Secretary