

GENERAL McLANE SCHOOL DISTRICT
BOARD OF EDUCATION MEETING

May 18, 2022
6:30 p.m.

General McLane High School
Auditorium

AGENDA

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Recognition of Visitors for Matters Related to the Agenda
4. Communications
5. Consideration of the Minutes of the Regular Monthly Study Session on April 13, 2022
6. Consideration of the Minutes of the Regular Monthly Meeting on April 20, 2022
7. Superintendent's Report
 - A. PBSP – Edinboro and McKean Elementary Schools
8. Review and Consideration of Financial Reports, Accounts Payable, Cafeteria Accounts Payable as of May 2022 and accounts paid and cafeteria accounts paid prior to the Board meeting in April 2022 – Mr. Fendya
9. Committee Reports
 - A. Policy & Co-Curricular Activities Committee – Mrs. King, Chair
 - B. Finance & District Operations Committee – Mr. Lofgren, Chair
 - C. Curriculum & Instruction Committee – Mrs. Miller, Chair
10. Other Reports
 - A. Intermediate Unit #5 – Mr. Pattullo
 - B. Erie County Vo-Tech – Dr. Wise
 - C. Legislative Council – Mr. Lofgren
 - D. General McLane Foundation – Mrs. Crow
11. Other Business
12. Recognition of Visitors for School-Related Matters
 - A. Michele Lofgren – Mrs. Pam Mackowski retirement
 - B. Olga Kuffer – Religious exemptions for masks
13. Notification of Meetings held since the last regularly scheduled Board Meeting of April 20, 2022
 - A. Regular Monthly Study Session, May 11, 2022; 6:30 p.m.
 - B. Policy & Co-Curricular Activities Committee, May 11, 2022; 5:30 p.m.
 - C. Curriculum & Instruction Committee, May 11, 2022; 5:30 p.m.
14. Adjournment

GENERAL McLANE SCHOOL DISTRICT
BOARD OF EDUCATION MEETING
May 18, 2022

POLICY & CO-CURRICULAR ACTIVITIES COMMITTEE MATTERS

Mrs. Linda King, chairperson; Mrs. Shari Gould, Mr. Brad Pattullo

1. Consideration of Approval of a second and final reading of the following school board policy:
 - A. Policy 903 – Public Participation in Board Meetings
 - B. This policy is being updated to comply with changes to federal and/or state laws and applicable court decisions.
 - C. The Directors received and reviewed copies of this policy at the April 13, 2022, Study Session.

2. Consideration of Approval of Athletic Supplemental Contracts for the 2022-2023 School Year
 - A. The following individuals are recommended for supplemental contracts for the 2022-2023 School Year mentioned athletic programs in the amounts listed:

Morgan Farley, Assistant Coach, Volleyball	\$5,688.00
Luke Jahn, Middle School Coach, Football	\$3,326.40
 - B. The appropriate clearances are on file at the Education Center.

3. Consideration of Approval of Certification of Seniors for Graduation
 - A. Approval of the seniors for graduation is on the condition that all requirements have been met.
 - B. A list was provided at the May 11, 2022, Study Session.

GENERAL McLANE SCHOOL DISTRICT
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FINANCE & DISTRICT OPERATIONS COMMITTEE MATTERS

Mr. Luke Lofgren, chairperson; Mrs. Carrie Crow, Mr. Andy Schulz

1. The Committee moves to authorize expenditures up to \$49,660 for improvements to the softball field at General McLane High School.
2. The Committee moves to adjust the minimum and maximum wages for all non-instructional job classifications (except Superintendent, Director of Business and Operations and Act 93 employees) effective July 1, 2022. A list of the minimums and maximums is attached.
3. The Committee moves to adjust actual wages for all non-instructional employees (except Superintendent, Director of Business and Operations and Act 93 employees) by the same overall percentage as included in the General McLane Education Association contract effective July 1, 2022. The recommended increases may be withheld from employees whose performance is unacceptable.
4. The Committee moves to approve the appointments and designations listed in Items A. through N. below. The appointments and designations are for the July 1, 2022 through June 30, 2023 fiscal year unless otherwise noted.

A. Luke Lofgren to serve as Board Treasurer.

There is no compensation for the Board Treasurer position.
The Board will purchase a \$25,000 performance bond for this position.

B. The Student Activity Bank Account Custodians will be:

Edinboro Elementary Mitten Fund – Edinboro Elementary Principal
McKean Elementary Mitten Fund– Mr. Getz
Middle School – Mr. Buto and Mr. Whitford
High School– Mr. Mennow and Mr. Kiem

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, 2022.
- D. Brian Cressman (MacDonald, Illig, Jones and Britton) as the District's Solicitor.
- E. USI Insurance Services (formerly Northwest Insurance Services) to serve as the District's health insurance broker.
- F. Hallgren, Restifo, Loop & Coughlin to serve as the District's Architect of Record. Hallgren, Restifo, Loop & Coughlin's fee will 6% of total contract costs.
- G. S. A. Wagner to serve as the District's Insurance Broker of Record for property, casualty, liability and workers' compensation coverages.

FINANCE & DISTRICT OPERATIONS COMMITTEE (continued)

- H. H.A. Berkheimer, Inc. ("Berkheimer") to serve as the Earned Income Tax Collector effective January 1, 2023 under the terms of an agreement with the Erie County Tax Collection Committee ("ECTCC"). Berkheimer will collect earned income taxes for all municipalities within the District for a commission of 1.44% of the amount collected.
 - I. H.A. Berkheimer, Inc. ("Berkheimer") to serve as the Delinquent Earned Income Tax Collector effective January 1, 2023 under the terms of an agreement with the Erie County Tax Collection Committee ("ECTCC"). Berkheimer will collect delinquent earned income taxes for all municipalities within the District for a commission of 1.44% 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, 2023 under the terms of an agreement with the Erie County Tax Collection Committee ("ECTCC") or an agreement with the appointing municipality. Berkheimer will collect local services taxes for all municipalities within the District for a commission of 1.44% of the amount collected.
 - K. Designated Depositories: Northwest Bank:
 - General Fund Business Insured Money Fund Account #XXXXXX5746
 - General Fund Checking Account #XXXXX9430
 - Capital Reserve Business Insured Money Fund Account #XXXXXX5886
 - Capital Reserve Checking Account - #XXXXXX1436
 - Employee Benefit Dental Checking Account - #XXXXXX1519
 - Flexible Spending Checking Account - #XXXXXX0322
 - Food Service Checking Account - # XXXXXX1477
 - High School Activity Checking Account - # XXXXXX1444
 - Middle School Activity Checking Account - # XXXXXX1451
 - Middle School Ross Morrow Checking Account - # XXXXXX1501
 - Edinboro Elementary Activity Checking Account - # XXXXXX1469
 - McKean Elementary Activity Checking Account - # XXXXXX1485
 - L. PNC Bank, Edinboro Office:
 - Checking Account - #XX-XXXX-2468 Easy Procure Account - #XX-XXXX-1581
 - M. Pennsylvania Local Government Investment Trust ("PLGIT" First Union National Bank):
 - General Fund Account - #XXX0015
 - Capital Reserve Fund Account – XXX0028
 - Investments in Certificates of Deposit, Re-Purchase Agreements and/or other qualifying investments.
 - N. Pennsylvania School District Liquid Asset Fund ("PSDLAF") for the Following Accounts:
 - General Fund Account (for credit cards) - #XXXXXX7382
 - Investments in Certificates of Deposit, Re-Purchase Agreements and/or other qualifying investments.
5. The Committee moves to approve the following **non-instructional employee resignations with intent to retire**:
- A. Kimberly Luden submitted a letter to resign from her Bus Driver position effective June 9, 2022 after 24 years of service.

- B. Pamela Leuschen submitted a letter to resign from her Bus Driver position effective June 9, 2022 after 31 years of service.

FINANCE & DISTRICT OPERATIONS COMMITTEE (continued)

- 6. The Committee moves to approve the following **non-instructional employee hiring**:
 - A. Barbara Therasse for a 6.5 hour, 210 day Clerical Aide position at James W. Parker Middle School.
 - B. Wages and benefits will be consistent with the Board-approved compensation plan unless otherwise noted.
 - C. All required clearances are on file (or will be before the first day of work) in the Business Office

- 7. The Committee moves to **approve the following individuals for the non-instructional substitute employee call list**:
 - A. Tobiah Capron-Custer as a Van Driver.
 - B. Wages will be at Board-approved rates and all required clearances are on file (or will be before the first day of work) in the Business Office.
 - C. 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.

- 8. The Committee moves to hire the following individuals for **temporary (summer) non-instructional positions**:
 - A. Austin Henry to assist with various routine indoor and outdoor assignments.
 - B. Robert Moats to assist with various routine indoor and outdoor assignments.
 - C. Wages and hours will not exceed the amounts approved at the April 2021 meeting.
 - D. 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.
 - E. All required clearances are on file (or will be before the start of work) in the Business Office.

- 9. The Committee moves to ratify the following **non-instructional unpaid leave of absence**:
 - A. Jessica Daly requested leave from her Café Monitor position at James W Parker Middle School beginning April 20, 2022.
 - B. Dawn Johnson requested leave from her Personal Care Aide II position at James W Parker Middle School beginning April 22, 2022.
 - C. Michelle McAdoo requested leave from her Personal Care Aide II position at Edinboro Elementary School beginning April 22, 2022.
 - D. Michelle McAdoo requested leave from her Personal Care Aide II position at Edinboro Elementary School beginning May 3, 2022.
 - E. Kris Nelson requested leave from her Personal Care Aide II position at Edinboro Elementary School beginning April 4, 2022.
 - F. Joe Presor requested leave from his Custodial Services Technician II position at General McLane High School beginning April 28, 2022.
 - G. Ronald Valimont requested leave from his Custodial Services Technician II Floater position beginning May 4, 2022.
 - H. Ronald Valimont requested leave from his Custodial Services Technician II Floater position beginning May 9, 2022.
 - I. These requests are consistent with Policy 336 (Personal Necessity Leave) and Policy 339 (Uncompensated Leave).

- 10. The Committee moves to approve the following **non-instructional FMLA leave of absence**:
 - A. Eric Lathrop has requested an FMLA leave from his Maintenance Technician I duties at the Services Center from May 10, 2022 through July 19, 2022.
 - B. Any available paid leave will be used concurrent with FMLA leave.
 - C. These requests are consistent with Policy 334 (Sick Leave) and Policy 335 (FMLA Leave).

FINANCE & DISTRICT OPERATIONS COMMITTEE (continued)

11. The Committee moves to approve the following **non-instructional unpaid leave of absence**:
 - A. Jacinda Jones requested leave from her Custodial Services Technician II Floater position beginning May 13, 2022.
 - B. Jacinda Jones requested leave from her Custodial Services Technician II Floater position beginning May 22, 2022.
 - C. Shelly Kirby requested leave from her Clerical Aide position the General McLane High School beginning May 11, 2022.
 - D. These requests are consistent with Policy 336 (Personal Necessity Leave) and Policy 339 (Uncompensated Leave).

GENERAL McLANE SCHOOL DISTRICT
BOARD OF EDUCATION MEETING
May 18, 2022

CURRICULUM & INSTRUCTION COMMITTEE MATTERS

Mrs. Dana Miller, chairperson; Mr. Donald Ickes, Dr. Timothy Wise

1. The Committee moves to **ratify the following additions to the 2021-2022 GMSD substitute teacher list:**
 - A. The following individuals are recommended for the Substitute Teacher list. Act 34 and Act 114 and Act 151 Background Checks are on file.

Lexie Vath	Teacher Preparation Program Completer
Chloe Sherman	Teacher Preparation Program Completer
Emily Hegedus	Teacher Preparation Program Completer
Jonathan Carrier	Teacher Preparation Program Completer
 - B. 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.

Emma Campbell	Taylor Gaudino	Diana Corner
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 - C. Per diem for 2021-22 is \$105.00/day and \$52.50/half-day.

2. The Committee moves to **approve the following requests for tuition acceptance for the 2022-2023 School Year:**
 - A. Mrs. Amy Bridger has requested tuition acceptance for her son Call Bridger (7th grade) and her daughter Stella Bridger (10th grade) at James W. Parker Middle School and General McLane High School for the 2022-2023 School Year. Mrs. Bridger understands she is responsible for the students' transportation and for a tuition fee of \$4,100 per student.
 - B. Mr. Scott Yeager and Mrs. Dana Yeager have requested tuition acceptance for their son Maxwell Yeager (12th grade) and daughter Adaline Yeager (11th grade) at General McLane High School for the 2022-2023 School Year. Mr. And Mrs. Yeager understand they are responsible for the students' transportation and for a tuition fee of \$4,100 per student.
 - C. Mr. Josh Tysiachney has requested tuition acceptance for his daughter Nadia Tysiachney (11th grade) at General McLane High School for the 2022-2023 School Year. Mr. Tysiachney understands he is responsible for the student's transportation and for a tuition fee of \$4,100 per student.
 - D. Ms. Marti Mando has requested tuition acceptance for her son Carson Krawczyk (5th grade) at James W. Parker Middle School for the 2022-2023 School Year. Ms. Mando understands that she is responsible for the student's transportation and for a tuition fee of \$4,100 per student.
 - E. Mr. Jose Montes has requested tuition acceptance for his son Mateo Montes (4th grade) at Edinboro Elementary School for the 2022-2023 School Year. Mr. Montes understands that he is responsible for the student's transportation and for a tuition fee of \$4,100 per student.
 - F. Mrs. Sarah Kibbe has requested tuition acceptance for her daughter Ellason Kibbe (6th grade) at James W. Parker Middle School for the 2022-2023 School Year. Mrs. Kibbe understands she is responsible for the student's transportation and for a tuition fee of \$4,100 per student.

CURRICULUM & INSTRUCTION COMMITTEE (continued)

- G. Ms. Tamara Misner has requested tuition acceptance for her son Phineus Staffin (4th grade) at Edinboro Elementary School for the 2022-2023 School Year. Ms. Straffin
 - H. understands she is responsible for the student's transportation and for a tuition fee of \$4,100 per student.
 - I. Mrs. Trishia Ford has requested tuition acceptance for her son Micah Ford (6th grade) and her daughter Emma Ford (8th grade) at James W. Parker Middle School for the 2022-2023 School Year. Mrs. Ford understands she is responsible for the student's transportation and for a tuition fee of \$4,100 per student.
 - J. Ms. Nicole Dixon has requested tuition acceptance for her daughter Maryauna Kruszewski-Barry (10th grade) at General McLane High School for the 2022-2023 School Year. She understands she is responsible for the student's transportation and for a tuition fee of \$4,100 per student.
3. The Committee moves **to approve the following recommendations for open positions for the 2022-2023 School Year:**
- A. Ms. Jessica Wall is recommended for the Biology/General Science position at General McLane High School to start at the beginning of the 2022-2023 School Year. Jessica will start at Step 1, Master's salary, in accordance with the GMEA contract. A temporary professional contract will be issued.
 - B. Ms. Lexis Burrell is recommended for the Learning Support position at James W. Parker Middle School to start at the beginning of the 2022-2023 School Year. Lexis will start at Step 1, Bachelor's salary, in accordance with the GMEA contract. A temporary professional contract will be issued.
 - C. Mr. Jamin Bookhamer is recommended for the Library/STEAM/Gifted Support position at James W. Parker Middle School to start at the beginning of the 2022-2023 School Year. Jamin will start at Step 12, Master's +30 salary, in accordance with the GMEA contract. A temporary professional contract will be issued.
 - i. Final approval of this candidate is pending no successful application from an internal applicant with the required education level, certification, and desired qualifications by May 27, 2022 when the position expires.
4. The Committee moves to **approve Curriculum Revision and Adoption for Introduction to World Languages & Cultures as follows:**
- A. Approval of Introduction to World Languages & Cultures is requested
 - B. A presentation on the curriculum revision was provided to the Curriculum & Instruction Committee meeting held on May 11, 2022, at 5:30 p.m.
5. The Committee moves to **approve Curriculum Revision and Adoption for College and Career Readiness as follows:**
- A. Approval of revisions to College and Career Readiness
 - B. A presentation on the curriculum revision was provided to the Curriculum & Instruction Committee meeting held on May 11, 2022, at 5:30 p.m.
6. The Committee moves to **approve the following instructional resignation:**
- A. Mr. Ryan Thompson (General McLane High School) has submitted a letter sharing his intent to resign at the end of the 2021-2022 School Year.
7. The Committee moves to **approve Curricular Supplemental Contracts for the summer of 2022 as follows:**
- A. The following individuals are recommended for an hourly supplemental contract not to exceed \$2,000.
 - i. Jeff Tyree, GMHS Summer Remediation Supervisor
 - B. The appropriate clearances are on file at the Education Center.

CURRICULUM & INSTRUCTION COMMITTEE (continued)

8. The Committee moves to **approve the hire of the Edinboro Elementary Principal as follows:**
 - A. Mr. Justin Whitford will start as Edinboro Elementary Principal, effective July 1, 2022.
 - B. Mr. Justin Whitford replaces Mr. Randy White, who will be retiring at the end of the 2021-2022 School Year.
 - C. Mr. Justin Whitford will be hired under the current GMSD Act 93 agreement.
 - D. All necessary clearances have been received.
 - E. Mr. Justin Whitford's wages and salary will be within the board-approved range.

9. The Committee moves to **approve the hire of the James W. Parker Middle School Assistant Principal as follows:**
 - A. Mrs. Erin Anderson will start as JWPMS Assistant Principal, effective July 1, 2022.
 - B. Mrs. Erin Anderson replaces Mr. Justin Whitford due to his pending transition to Edinboro Elementary.
 - C. Mrs. Erin Anderson will be hired under the current GMSD Act 93 agreement.
 - D. All necessary clearances have been received.
 - E. Mrs. Erin Anderson's wages and salary will be within the board-approved range.

10. The Committee moves to **approve a Barber National Institute Contract for the 2022-2023 School Year as follows:**
 - A. This agreement allows Dr. Gertrude A. Barber Center, Elizabeth Lee Black School to operate an Autistic Support classroom at James W. Parker Middle School during the 2022-2023 fiscal year.
 - B. The contract maximum is \$182,464
 - C. The BNI Autistic Support classroom at James W. Parker Middle School has been in operation since the 2019-2020 school year.

11. The Committee moves to **ratify a long-term substitute teacher at James W. Parker Middle School as follows:**
 - A. Mr. Jonathan Carrier will be filling in as a Seventh-Grade Math Teacher at JWPMS from May 12, 2022 through the end of the 22-23 School Year.
 - B. Mr. Jonathan Carrier is temporarily replacing Mrs. Ashley Armstrong, who is taking an FMLA medical leave.
 - C. Mr. Jonathan Carrier is listed in item #1 of this committee to be added to the Substitute teacher list. He will receive the daily per diem of \$105 per day, until he hits 20 days, at which time she will receive \$190 per day.
 - D. He will also receive the other added benefits of substitute teachers, such as free lunch on Fridays.