

GENERAL McLANE SCHOOL DISTRICT

BOARD OF EDUCATION MEETING

April 19, 2023
6:30 p.m.

Therese Walter Education Center
McDonald Board Room

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 March 8, 2023
6. Consideration of the Minutes of the Regular Monthly Agenda Meeting on March 15, 2023
7. Superintendent's Report
 - a. Academic Report- Dr. Karns
8. Review and Consideration of Financial Reports, Accounts Payable, Cafeteria Accounts Payable as of April 2023 and accounts paid and cafeteria accounts paid prior to the Board meeting in March 2023 – Mr. Fendya
9. Committee Reports
 - a. Policy & Co-Curricular Activities Committee – Mrs. Gould, Chair
 - b. Finance & District Operations Committee – Mr. Lofgren, Chair
 - c. Curriculum & Instruction Committee – Mrs. Miller, Chair
10. Other Reports
 - a. Intermediate Unit #5 Report – Mr. Pattullo
 - b. Erie County Vo-Tech Report – Dr. Wise
 - c. Legislative Council Report – Mr. Lofgren
 - d. General McLane Foundation Report – Mrs. Crow
11. Other Business
12. Recognition of Visitors for School-Related Matters
 - a. Carrie Swain - School board-related matters (executive session)
13. Notification of Meetings held since the last regularly scheduled Board Meeting of March 15, 2023
 - a. Study Session Meeting, April 12, 2023; 6:30 p.m.
 - b. Finance & District Operations Committee meeting, April 12, 2023; 5:30 p.m.

AGENDA (continued)

- c. Curriculum & Instruction Committee meeting, April 12, 2023; 5:30 p.m.
- d. Finance & District Operations Committee meeting, April 12, 2023; 5:30 p.m.

14. Adjournment

GENERAL McLANE SCHOOL DISTRICT
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April 19, 2023

POLICY & CO-CURRICULAR ACTIVITIES COMMITTEE MATTERS

Mrs. Shari Gould; chairperson; Mrs. Crow, Mr. Pattullo

1. The Committee moves to approve a **second** and **final** reading of the following updated GMSD School Board policies:
 - a. Policy 202 - Eligibility of Non-Resident Students
 - b. Policy 239 - Foreign Exchange Students
 - c. Policy 607 - Tuition Income
 - d. Policy 137 - Home Education Programs
 - e. Policy 137.1 - Extracurricular Participation by Home Education Students
 - f. Policy 137.2 (new) - Participation in Cocurricular Activities and Academic Courses by Home Education Students
 - g. Policy 137.3 (new) - Participation in Career and Technical Education Programs by Home Education Students
 - h. These policies are being updated to comply with changes to federal and/or state laws and applicable court decisions.
 - i. The Directors received and reviewed copies of these policies at the March 8, 2023 Study Session Meeting.

2. The Committee moves to approve the following individuals for the non-instructional substitute employee call list as Athletic Workers:
 - a. Wilson Spires
 - b. Kyle Birkmire
 - c. Todd Jay
 - d. Wages will be at the Board-approved rate and all required clearances are on file (or will be before the first day of work) in the Business Office.
 - e. 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.

3. The Committee moves to approve the following individuals for athletic supplemental contracts for the 2022-2023 school year with the associated sports and clubs mentioned below and for the amounts mentioned below:
 - a. Ami laquinta, Head Coach, Unified Track and Field \$1,600.00
 - b. Lexi Burrell, Assistant Coach, Unified Track and Field \$300.00
 - c. Dr. Shawn Miller, Assistant Coach, Unified Track and Field \$300.00
 - d. Mike Cannata, Head Coach, Unified Bocce \$1,600.00
 - e. Kayla Waters, Middle School Coach, Unified Bocce \$600.00
 - f. Helen Skelton, Elementary Coach, Unified Bocce \$400.00
 - g. Sydne Wehrer, Elementary Coach, Unified Bocce \$400.00
 - h. These positions are funded through an APR grant for the 2022-2023 and 2023-2024 School Year.

POLICY & CO-CURRICULAR ACTIVITIES COMMITTEE MATTERS (continued)

- i. All appropriate clearances are on file at the Education Center.

GENERAL McLANE SCHOOL DISTRICT

BOARD OF EDUCATION MEETING

April 19, 2023

FINANCE & DISTRICT OPERATIONS COMMITTEE MATTERS

Luke Lofgren, chairperson; Dr. Wise, Mr. Webber

1. The Committee moves to authorize the Superintendent or Director of Business and Operations to approve requisitions for products and services for the 2023-2024 budget year based on the following assumptions and criteria:
 - a. Board members originally planned to approve the final 2023-24 budget in May but now anticipate approving the final budget in June.
 - b. Administrators will only place orders before the final budget is approved for:
 - i. Products/services which are both required for the start of school and expected to have long lead time
 - or,
 - ii. Products/services for which the District is already committed (e.g signed a contract or agreement).
2. The Committee moves to sell the following vehicles to the highest bidders:
 - a. 2014 Chevrolet 24-passenger school bus to Helen Nelson for \$6,102.
 - b. 2013 Chevrolet 24-passenger school bus to James Nelson for \$5,102.
 - c. 2014 IC 72-passenger school bus to Cody Concoby for \$3,500.

The attached bid tabulation was discussed at the April 12, 2023 Finance and District Operations Committee meeting and Study Session.

3. The Committee moves to approve revisions to the District's facility usage Administrative Guidelines as discussed at the April 12, 2023 Study Session.
4. The Committee recommends a motion to renew the following facility use requests for the 2023-2024 fiscal year:
 - a. The Northwest Tri-County Intermediate Unit to lease space for \$11,300.00 at McKean Elementary School to operate its Early Intervention Program.
 - b. The YMCA of Erie to lease space for \$12,000.00 at McKean Elementary School to operate its day care.
 - c. All other terms and conditions of the leases will remain the same as previous years.
5. The Committee moves to approve edits/adjustments to the current Act 93 Agreement with GMSD district administrators as follows:
 - a. The board approved a revised agreement between the Board and GMSD administrators and adopted the agreement on February 15, 2023.

FINANCE & DISTRICT OPERATIONS COMMITTEE MATTERS (continued)

- b. The updated agreement will be in effect from July 1, 2022 through June 20, 2027.
 - c. Board members received updated copies of the agreement to review during the Study Session Meeting on April 12, 2023.
6. The Committee moves to approve the following non-instructional employee salary wage adjustments and title changes:
 - a. Mr. Jason Pero will move from Technologist III to Technology Operations Manager and will receive a one-time salary increase to reflect an increase and redistribution of responsibilities.
 - b. Mr. Eran Hakanen will move from Technologist III to Technology Support Manager and will receive a one-time salary increase to reflect an increase and redistribution of responsibilities.
 - c. Mr. Jeffrey Schreffler will now be a Technologist II and will receive a one-time salary increase to reflect an increase and redistribution of responsibilities.
 - d. These salary adjustments and title changes were recommended by the Superintendent, as discussed in executive session on March 8, 2023.
7. The Committee moves to approve the 2023-2024 General McLane High School technology buy totaling \$482,061 as discussed at the April 12, 2023 Finance and District Operations Committee meeting and Study Session.
8. The Committee moves to authorize the administration to post and interview for non-instructional summer help:
 - a. Additional hourly employees, as needed, for maintenance or custodial help not to exceed 960 hours at a rate of \$12.84 per hour.
 - b. Additional hourly employees, as needed, for bus cleaning not to exceed 640 hours at a rate of \$14.74 per hour.
 - c. Additional hourly employees, as needed, for bus painting and bodywork not to exceed 480 hours at a rate of \$15.58 per hour.
 - d. Additional hourly employees, as needed, to serve as mechanic's helpers not to exceed 480 hours at a rate of \$15.58 per hour.
 - e. Preference will be given to current part-time or full-time hourly employees and Class A or Class C Drivers. F. 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
9. The Committee moves to approve the following non-instructional employee termination:
 - a. Mackenzie Salhoff is terminated from her Cafe Monitor position due to not showing up to complete her new hire paperwork.
 - b. Robert Muth submitted a letter to resign from his Custodial Services Technician II floater position effective April 26, 2023 after less than one year of service.

FINANCE & DISTRICT OPERATIONS COMMITTEE MATTERS (continued)

10. The Committee moves to approve the following individuals for the non-instructional substitute employee call list:
 - a. James Morschhauser as a bus driver. He was incorrectly listed on the March minutes as a driver instead of substitute.
 - b. Jackson White as a Custodial Services Technician.
 - c. Abigail VanTuil as a Clerical Aide and Personal Care Aide.
 - d. 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.
 - e. 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.

11. The Committee moves to ratify the following non-instructional FMLA leave of absence:
 - a. Mark Williams requested an FMLA leave from his Custodial Services Technician II position at Edinboro Elementary School beginning on March 9, 2023.
 - b. These requests are consistent with Policy 334 (Sick Leave) and Policy 335 (FMLA Leave).

12. The Committee moves to ratify the following non-instructional unpaid leaves of absence:
 - a. Kathy Bradley requested intermittent leave from her Clerical Aide position at McKean Elementary School with a start date of March 8, 2023.
 - b. Sherri Kwiatowski requested an unpaid leave from her Custodial Services Technician I position at General McLane High School beginning on February 2, 2023. Her leave was previously approved as FMLA.
 - c. This request is consistent with Policy 336 (Personal Necessity Leave) and Policy 339 (Uncompensated Leave).

13. The Committee moves to authorize the administration to accept Act 55 grant funds when allocated for safety equipment and expenditures noted in the grant.

CURRICULUM & INSTRUCTION COMMITTEE MATTERS (continued)

- d. THEREFORE, the Board of Directors of the General McLane School District hereby agrees to support the membership of the district in this consortium.
 - e. This resolution remains in effect through June 30, 2024.
4. The Committee moves to approve the Northwestern Intermediate Unit #5 Consultative Services Agreement for Language Instruction Education Program Services for the 2023-2024 School Year as follows:
 - a. WHEREAS, the General McLane School District has determined to assume operations of the Language Instructional Education Program for English Language Learners in the District, for those students requiring such services, which services have previously been provided by IU5; and
 - b. WHEREAS, the General McLane School District desires to contract with IU5 for the provision of certain consultative services related to the Language Instruction Education Program as the District may request from time pursuant to the terms of the Agreement and a schedule of services entered and approved by the parties; and
 - c. WHEREAS, the General McLane School District and Northwest Tri-County Intermediate Unit #5 wish to enter into an agreement for the provision of consultative services and payment by General McLane School District for said services and desire to reduce their agreement in this regard to writing. ,
 - d. THEREFORE, the Board of Directors of the General McLane School District will support the agreement of the district in this arrangement.
 - e. This resolution remains in effect through June 30, 2024.
5. The Committee moves to approve the Contract for Language Instruction Education Program Services between the General McLane School District and the Northwest Tri-County Intermediate Unit #5 for the 2023-2024 School Years
 - a. The Northwest Tri-County Intermediate Unit 5 (IU5) will provide services to assist the General McLane School District in meeting some of the requirements for their Language Instruction Educational Program and support compliance with existing state and federal regulations.
 - b. The IU5's LIEP services include referral/intake, screening/assessment of language proficiency, individual or small group direct instruction, staff development, supervision, logistics/scheduling, alignment with school curriculum, and instructional and professional resources.
 - c. The term of the contract shall be July 1, 2023 to June 30, 2024
6. The Committee moves to ratify the following unpaid leaves of absence:
 - a. Mrs. Jessica Burkey (General McLane High School) requested to take an unpaid leave from March 3, 2023 through March 10, 2023, totaling 4 days.
 - b. Ms. Rachel Barczyk (James W. Parker Middle School) requested to take an unpaid leave from March 2, 2023 through March 7, 2023, totaling 4 days.
 - c. These requests are consistent with Policy 336 (Personal Necessity Leave) and Policy 339 (Uncompensated Leave).

CURRICULUM & INSTRUCTION COMMITTEE MATTERS (continued)

7. The Committee moves to approve the following field trip requests:
 - a. Mrs. Lauren Cassano and Mrs. Traci Steers (General McLane High School) have requested approval to take a group of students in their World War II course and AP US History course to the Eldred World War II Museum in Eldred, PA (just past Warren, PA), on Friday, April 28. The group plans to leave at 7:30 a.m. and return at 2:30 p.m.
 - b. Mrs. Rachel Barczyk (James W. Parker Middle School) has requested to take one JWPMS student and one GMHS student, along with another chaperone, to the Pennsylvania Junior Academy of Science State Competition in State College, PA, from May 14 through May 16, 2023.
 - i. The cost of this trip is budgeted for under the GMHS building budget. This year, the cost per traveler is \$265, for a total cost of \$1,060.
 - c. Mrs. Katie Thompson (General McLane High School) has requested to take a group of GMHS students to the Carnegie Art Museum in Pittsburgh, PA, on Wednesday, May 17, 2023.
 - i. The group of students are all part of Mrs. Thompson's Painting 1 and Drawing 2 classes.

8. The Committee moves to approve the following paid graduate internship:
 - a. Kyle Berger is requesting to complete a school psychology internship position with GMSD for the 2023-24 academic year.
 - b. Mr. Berger is continuing his coursework with PennWest Edinboro as a graduate student with plans to graduate in Spring 2024.
 - c. Mr. Berger previously completed an undergraduate internship with the district during the 2020-21 School Year and is currently completing a practicum experience as part of his graduate degree requirements.
 - d. Mr. Berger will receive a \$10,000 stipend for this internship.
 - e. Dr. Coughenour and Dr. Hardy have agreed to supervise the internship.

9. The Committee moves to approve the following unpaid undergraduate internship:
 - a. Margaret Anderson is requesting to complete a school psychology internship with GMSD for the fall of the 2023-24 academic year, from around August 21, 2023 through December 8, 2023.
 - b. Ms. Anderson will be completing the undergraduate internship as part of requirements for her coursework at PennWest Edinboro to obtain a bachelor's degree in Psychology.
 - c. Ms. Anderson will receive no pay or benefits as part of completion of the internship.
 - d. Dr. Hardy has agreed to supervise this internship.

CURRICULUM & INSTRUCTION COMMITTEE MATTERS (continued)

10. The Committee moves to approve the following FMLA leave for maternity purposes:
 - a. Mrs. Ashley Lossie (General McLane High School) has requested to take an FMLA leave for maternity purposes, effective approximately May 29, 2023, through the end of the school year. Mrs. Lossie indicated she may need to commence her leave earlier in May, at her doctor's advice.
 - b. This leave is granted in accordance with Policy Section 335, Family and Medical Leaves, Policy 339, Uncompensated Leave, and Appendix B, Item 21 of the Agreement between the Board and the General McLane Education Association.
 - c. This leave shall be deemed a concurrent use of any leave to which she is entitled under the Family and Medical Leave Act.

11. The Committee moves to approve the following individuals as Substitute School Nurses for the 2022-2023 School Year:
 - a. Taige Peterson
 - b. Jill Kelley
 - c. Each substitute school nurse has either an LPN or an RN license, CPR certification and all six district-required clearances submitted, plus negative TB test results.
 - d. The approved sub nurse rates for the 22-23 school year are \$17.69 for LPNS and \$24.69 for RNs.