

GENERAL McLANE SCHOOL DISTRICT

BOARD OF EDUCATION MEETING

May 17, 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. Executive Session
 - a. Personnel evaluation
4. Recognition of Visitors for Matters Related to the Agenda
5. Communications
6. Consideration of the Minutes of the Regular Monthly Study Session on April 12, 2023
7. Consideration of the Minutes of the Regular Monthly Agenda Meeting on April 19, 2023
8. Superintendent's Report
 - a. See executive session
9. 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
10. 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
11. 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
12. Other Business
13. Recognition of Visitors for School-Related Matters
 - a. Justin Irwin - Books in the JWPMS library

AGENDA (continued)

14. Executive Session

- a. Annual Safety Report (PDE)
- b. Matters of employment and otherwise involving information protected against disclosure by law

15. Notification of Meetings held since the last regularly scheduled Board Meeting of April 19, 2023

- a. Study Session Meeting, May 10, 2023; 6:30 p.m.
- b. Finance & District Operations Committee meeting, May 10, 2023; 5:30 p.m.
- c. Curriculum & Instruction Committee meeting, May 10, 2023; 5:30 p.m.
- d. Policy & Co-Curricular Committee meeting, May 10, 2023; 5:30 p.m.

16. Adjournment

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POLICY & CO-CURRICULAR ACTIVITIES COMMITTEE MATTERS

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

1. The Committee moves to approve a **first** reading of the following school board policies:
 - a. Policy 800 - Records Retention and Destruction
 - b. Policy 830 - Breach of Computerized Personal Information
 - c. Policy 830.1 (new) - Data Governance: Storage and Security

2. 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 10, 2023, Study Session.

3. The Committee moves to approve Academic Supplemental Contracts for the 2023-2024 school year as follows:
 - a. Pam Swanseger, 8th Grade Advisor, JWPMS \$2,697.00
 - b. Rachel Barczyk, Advisor II, Middle School PJAS \$1,337.00
 - c. Amanda Vickey, MS Student Council Advisor \$2,697.00
 - d. Monica Stull, Advisor II, MS MathCounts \$1,337.00
 - e. Bill Moats, Advisor II, MS Tech Challenge \$1,337.00
 - f. Bill Moats, Advisor II, MS Robotics \$1,337.00
 - g. Bill Moats, MS Yearbook Advisor \$2,697.00
 - h. Julya Polaski, MS Musical/Play Director \$1,728.00
 - i. Will Steadman, Director, Musical \$6,613.00
 - j. Andrew Rainbow, Assistant Director, Musical \$3,840.00
 - k. Brendan Daugherty, Assistant Director, Musical \$3,840.00
 - l. Will Steadman, Director, Broadway Dinner \$6,613.00
 - m. Brendan Daugherty, Assistant Director, Broadway Dinner \$3,840.00
 - n. Carol Blount, Assistant Director, Broadway Dinner \$3,840.00
 - o. These individuals were recommended for the above academic supplemental contracts by school building administrators.
 - p. These individuals are subject to annual evaluations and/or reviews conducted by GMSD administration upon completion of their obligations and duties.
 - q. All contracts will be issued pending receipt of all clearances, if necessary.
 - r. The appropriate clearances will remain on file at the Education Center.

POLICY & CO-CURRICULAR ACTIVITIES COMMITTEE (continued)

4. The Committee moves to approve the following individuals for the non-instructional substitute employee call list as Athletic Workers:
 - a. Philip Berger
 - b. Lexis Burrell
 - c. Wages will be at the Board-approved rate.
 - d. These 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.

5. The Committee moves a motion to release to the public, by attaching to the minutes of this meeting, the Memo dated October 11, 2022, from the Solicitor analyzing legal risks related to recording board meetings.
 - a. Approval of this motion shall be a limited waiver of attorney-client privilege and work-product doctrine solely for the purpose of releasing the Memo and for no other purpose.
 - b. The Board does not waive attorney-client privilege or work-product doctrine with respect to any other communication, correspondence, memo, document, or other thing protected by attorney-client privilege or work-product doctrine, whether related to the subject of recording board meetings or any other topic.

GENERAL McLANE SCHOOL DISTRICT

BOARD OF EDUCATION MEETING

May 17, 2023

FINANCE & DISTRICT OPERATIONS COMMITTEE MATTERS

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

1. The Committee moves to approve the 2023-2024 Proposed Final Budget, which includes:
 - a. A real estate tax increase of 0.74 mills (from 13.84 to 14.58 mills)
 - b. Revenues of \$35,797,300.
 - c. Expenditures (including fund transfers) of \$36,325,621.
 - d. Estimated total fund balance of \$11,907,000 at June 30, 2024.
 - e. Estimated Unassigned fund balance of \$2,836,000 at June 30, 2024.

The Board will make the proposed budget available to the public on the state-mandated form and continue to review and revise the budget.

2. The Committee recommends a motion to approve a lease for five (5) printers and (17) multi-function devices ("MFDs" – formerly known as copiers) along with a companion Managed Print Services ("MPS") Agreement.
 - a. The District advertised for bids according to state requirements and District policy.
 - b. The District received bids from three vendors (Com-Doc/Xerox, Hagan/Toshiba and Ford Office Technologies/Konica Minolta)
 - c. The Bidders provided prices for the District to lease or buy the devices along with prices for a MPS agreement.
 - d. The District evaluated the bids according to the criteria listed in the Bid Documents.
 - e. Hagan Business Machines provided the bid with the lowest overall cost of ownership to the District and is therefore the recommended supplier.
 - f. The proposed lease is for sixty (60) months with payments of \$1,686.67 per month and \$101,200 over the lease term.
 - g. The interest rate implicit in the lease is 1.78%.
 - h. The MPS Agreement is for sixty (60) months with payments of \$1,365 per month based on historical usage..
 - i. The rates for overages will be:
 - i. \$0.0035 per B&W image
 - ii. \$0.0280 per color image

The effective start date for the lease and MPS Agreement will be July 1, 2023 assuming the equipment will be delivered and installed during June 2023.

FINANCE & DISTRICT OPERATIONS COMMITTEE MATTERS (continued)

3. The Committee moves to approve changes to the non-instructional Compensation Plans as discussed at the May 10, 2023 Study Session..
4. The Committee moves to renew the attached lease agreement as discussed at the May 10, 2023 Study Session :
 - a. Growing and Learning Center, LLC (“G&L”) to lease space at Edinboro Elementary School for amounts specified in the attached lease.
 - b. The lease will be effective July 1, 2023 through June 30, 2027.
 - c. Either party may terminate the lease with at least 270 days written notice.
 - d. G&L will clean all occupied spaces daily and will make arrangements for a “deep clean” in the summer.
 - e. G&L will be responsible for minor repairs and the District will be responsible for major infrastructure repairs.
 - f. All other terms and conditions of the lease will remain the same.
5. 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, 2023 through June 30, 2024 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:
 - i. Edinboro Elementary Mitten Fund – Dr. Whitford
 - ii. McKean Elementary Mitten Fund– Mr. Getz
 - iii. Middle School – Mr. Buto and Ms. Anderson
 - iv. High School – Mr. Mennow and Mr. Kiem
 - v. 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, 2023.
 - 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 be 6% of total contract costs.
 - g. Loesel-Schaaf to serve as the District’s Insurance Broker of Record for property, casualty, liability and workers’ compensation coverages.
 - h. H.A. Berkheimer, Inc. (“Berkheimer”) to serve as the Earned Income Tax Collector effective January 1, 2024 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, 2024 under the terms of an agreement with the Erie County Tax Collection Committee (“ECTCC”). Berkheimer will collect

FINANCE & DISTRICT OPERATIONS COMMITTEE MATTERS (continued)

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, 2024 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:
 - i. General Fund Business Insured Money Fund Account #XXXXXX5X46
 - ii. General Fund Checking Account #XXXXX9430
 - iii. Capital Reserve Business Insured Money Fund Account #XXXXXX5X86
 - iv. Capital Reserve Checking Account #XXXXXX1436
 - v. Employee Benefit Dental Checking Account #XXXXXX1X19
 - vi. Flexible Spending Checking Account #XXXXXX0X22
 - vii. Food Service Checking Account # XXXXXX1477
 - viii. High School Activity Checking Account #XXXXXX1X44
 - ix. Middle School Activity Checking Account #XXXXXX1X51
 - x. Middle School Ross Morrow Checking Account #XXXXXX1X01
 - xi. Edinboro Elementary Activity Checking Account #XXXXXX1X69
 - xii. McKean Elementary Activity Checking Account #XXXXXX1X85
 - xiii. PNC Bank, Edinboro Office: Checking Account #XX-XXXX-2X68
 - xiv. Easy Procure Account #XX-XXXX-1X81
 - xv. Pennsylvania Local Government Investment Trust ("PLGIT" First Union National Bank): General Fund Account #XXX00X5
 - xvi. Capital Reserve Fund Account #XXX00X8
 - xvii. Pennsylvania School District Liquid Asset Fund ("PSDLAF") for the Following Accounts: General Fund Account (for credit cards) - #XXXXXX73X2
6. Motion to approve the Settlement and Release Agreement ("Government Entity Settlement Agreement" and "Government Entity Release of Claims") with Juul Labs, Inc. regarding the multi-district litigation related to nationwide advertising practices. General McLane School District will receive approximately \$35,992 (gross) in settlement of its claims.
7. The Committee moves to ratify the following non-instructional employee hire:
- a. Randy Reitz for an 8 hour, 260 day Custodial Services Technician II position at General McLane High School effective May 8, 2023.
 - b. Wages and benefits will be consistent with the Board-approved compensation plan unless otherwise noted.
 - c. All required clearances are on file in the Business Office.

FINANCE & DISTRICT OPERATIONS COMMITTEE MATTERS (continued)

8. The Committee moves to ratify the following non-instructional unpaid leaves of absence:
 - a. Maria Chalk requested unpaid leave from her Custodial Services Technician I position at General McLane High School beginning April 3, 2023.
 - b. Paige Barnhart requested unpaid leave from her Cafe Monitor position at McKean Elementary School beginning April 18, 2023.
 - c. These requests are consistent with Policy 336 (Personal Necessity Leave) and Policy 339 (Uncompensated Leave)

9. The Committee moves to ratify the following non-instructional employee resignations:
 - a. Lynn Lipinski submitted a letter to resign from her Personal Care Aide II position at General McLane High School effective April 27, 2023 after 10 years of service.

10. The Committee moves to approve the following non-instructional employee resignations:
 - a. Dawn Johnson submitted a letter to resign from her Personal Care Aide II position at James W Parker Middle School effective May 26, 2023 after 11 years of service.
 - b. Johanna Lennox submitted a letter to resign from her Administrative Assistant position at the Service Center effective May 26, 2023 after less than one year of service.

11. The Committee moves to hire the following individuals for temporary (summer) non-instructional positions:
 - a. Robert Moats to assist with various routine indoor and outdoor assignments.
 - b. Jackson White to assist with various routine indoor and outdoor assignments.
 - c. 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.
 - d. All required clearances are on file (or will be before the start of work) in the Business Office.

GENERAL McLANE SCHOOL DISTRICT

BOARD OF EDUCATION MEETING

May 17, 2023

CURRICULUM & INSTRUCTION COMMITTEE MATTERS

Mrs. Dana Miller, chairperson; Mr. Donald Ickes, Mr. Schulz

1. The Committee moves to approve additions to the 2022-2023 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.

Morgan Cook	Act 86 Prospective Teacher
Christa Knipes	Emergency Certified (PDE) Teacher
Faith Williams	Teacher Program Completer
Henry Zeller	Act 86 Prospective Teacher
Grace McNeil	Teacher 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.

Charles Springgate	Mary Eddy
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2. The Committee moves to approve the following recommendation(s) for open position(s) for the 2023-2024 School Year:
 - a. Ms. Nicole Kuna is recommended for a Third Grade Teacher position at McKean Elementary School to start at the beginning of the 2023-2024 school year. Ms. Kuna will start at step 1B salary in accordance with the GMEA contract. A Temporary Professional Contract will be issued.
 - b. Mr. Nate Myers is recommended for an Emotional Support position at James W. Parker Middle School to start at the beginning of the 2023-2024 school year. Mr. Myers will start at step 4B salary in accordance with the GMEA contract. A Temporary Professional Contract will be issued.
 - c. Ms. Julya Polaski is recommended for a Music Teacher position at James W. Parker Middle School to start at the beginning of the 2023-2024 school year. Ms. Polaski will start at step 1M salary in accordance with the GMEA contract. A Temporary Professional Contract will be issued.
 - d. Ms. Elise Heinlein is recommended for a Learning Support Teacher position at James W. Parker Middle School to start at the beginning of the 2023-2024 school year. Ms. Heinlein will start at step 1B salary in accordance with the GMEA contract. A Professional Contract will be issued.
 - e. Ms. Jenna Bennett is recommended for a Long Term Substitute position at Edinboro Elementary School to start at the beginning of the 2023-2024 school

CURRICULUM & INSTRUCTION COMMITTEE MATTERS (continued)

year. Ms. Bennett will start at step 1B salary in accordance with the GMEA contract.

3. The Committee moves to approve Curricular Supplemental Contracts for the summer of 2023 as follows:
 - a. The following individuals are recommended for an hourly supplemental contract not to exceed \$2,000
 - i. Chris Gilbert, GMHS Summer Remediation Supervisor
 - ii. Toni Zona, GMHS Summer Remediation Supervisor
 - b. The appropriate clearances are on file at the Education Center.

4. The Committee moves to approve the following intermittent FMLA leaves for maternity purposes:
 - a. Mrs. Sarah Grabski (Therese Walter Education Center) has requested to take an intermittent FMLA leave for maternity purposes, effective approximately August 14, 2023, through January 2, 2024.
 - b. Mrs. Sydne Wehrer (McKean Elementary School) has requested to take an intermittent FMLA leave for maternity purposes, effective August 29, 2023, through November 3, 2023. Mrs. Wehrer would like to attend the National Autism Conference to earn professional development credits in place of the three in-service days prior to school starting and one in-service day on October 9, 2023.
 - c. These leaves are 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.
 - d. These leaves shall be deemed a concurrent use of any leave to which they are entitled under the Family and Medical Leave Act.

5. The Committee moves to ratify the following FMLA leaves:
 - a. Mrs. Melanie Mischler (General McLane High School) has requested to take an intermittent FMLA leave, effective April 24, 2023, through the end of the 2022-2023 School Year.
 - b. Mrs. Lacey Peirce (Edinboro Elementary School) has requested to take an FMLA leave, effective May 8, 2023 through approximately May 22, 2023.
 - c. These leaves are 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.
 - d. These leaves shall be deemed a concurrent use of any leave to which the employees are entitled under the Family and Medical Leave Act.

CURRICULUM & INSTRUCTION COMMITTEE MATTERS (continued)

6. The Committee moves to ratify the following long-term substitute positions:
 - a. Ms. Faith Williams is recommended for a long-term substitute position as a General McLane High School English teacher. Ms. Williams is filling in for Mrs. Ashley Lossie, who is taking a leave of absence for maternity purposes. Ms. Williams will be subbing from approximately May 4, 2023, through the end of the 22-23 School Year.
 - b. Ms. Christa Knipes is recommended for a long-term substitute position as a General McLane High School English teacher. Ms. Knipes is filling in for Mrs. Melanie Mischler, who is taking an intermittent medical leave of absence. Ms. Knipes will be subbing from approximately April 24, 2023, through the end of the 22-23 School Year.

7. The Committee moves to approve the AP Summer Institute Conference Request as follows:
 - a. Mrs. Mary Anne Cousins and Mrs. Melanie Mischler will attend the AP Seminar conference in person at Goucher College (Baltimore, MD)
 - b. The conference goes from July 10-14, 2023. They will use Sunday, July 9, 2023 as a travel day
 - c. Mrs. Cousins applied for and received a grant to attend the conference for free.

8. The Committee moves to approve the AP CS Principles Workshop Conference Request as follows:
 - a. Ms. Victoria Hansen will attend the conference in person at IU3 in Homestead, Pennsylvania
 - b. The conference goes from July 24-27, 2023. She will use Sunday, July 23, 2023 as a travel day.
 - c. The conference fee is ½ price thanks to support from Allegheny Intermediate Unit and Code.org.

9. The Committee moves to approve the adoption of resources by the James W Parker Middle School math department as follows:
 - a. Reveal Math (McGraw Hill)
 - b. A presentation on the selected resource, as well as the process utilized to come to that decision, was presented to the Curriculum & Instruction Committee meeting held on May 10, 2023.

10. The Committee moves to approve Curriculum Revisions and Adoptions for the following courses:
 - a. AP Computer Science Principles
 - i. This course was approved at the February meeting to be included in the GMHS program of studies for the 2023-2024 school year
 - ii. This is a formalization of the curriculum map that will be utilized in that course
 - b. Coding

CURRICULUM & INSTRUCTION COMMITTEE MATTERS (continued)

- c. A presentation on the curriculum revision was provided to the Curriculum & Instruction Committee meeting held on May 10, 2023

- 11. The Committee moves to approve the application for Flexible Instructional Days for the 2023-2024 school year
 - a. A Flexible Instructional Day will be used if the Superintendent determines that students are unable to attend school in person.
 - b. The Flexible Instructional Day would not need to be made up later in the school year.
 - c. The plan includes accommodations for students without internet at home, as well as students with disabilities.
 - d. The plan also includes procedures for tracking and reporting attendance.