

GENERAL McLANE SCHOOL DISTRICT
BOARD OF EDUCATION MEETING

October 18, 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 Minutes of the Regular Monthly Study Session on September 13, 2023
6. Consideration of Regular Monthly Agenda Meeting on September 20, 2023
7. Superintendent's Report
 - a. Academic Update - Dr. Karns
8. Review and Consideration of Financial Reports, Accounts Payable, Cafeteria Accounts Payable as of October 2023, and accounts paid and cafeteria accounts paid prior to the Board meeting in September 2023
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

(Continued on next page)

AGENDA (continued)

13. Notification of Meetings held since the last regularly scheduled Board Meeting of September 20, 2023
 - a. Study Session Meeting, October 11, 2023; 6:30 p.m.
 - b. Finance & District Operations Committee, October 11, 2023; 5:30 p.m.

14. 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 second and final reading of the following school board policy:

- a. Policy 707 / 707R - Use of Facilities
- b. School directors were given copies of the updated/new policies at the August and September 2023 meetings.

2. The Committee moves to ratify additions to the 2023-2024 athletic worker list as follows:

Gary Blass	Don Ickes (Volunteer)
Cameron Calabrese	Todd Jay
Pat Crist	Matt Kuffer
John Cudzilo	Matt Sharpe
Aidan Dougan	Todd Stafford
Charlie Hager	Ken Walker

3. The Committee moves to approve the following volunteers associated with the mentioned athletic programs for the 2023-2024 school year:

- a. Hannah Cox (softball)
- b. Tyler Garbee (softball)
- c. Jimmy Young (softball)
- d. Keith Lawson (softball)
- e. Dan Zamoski (softball)
- f. Dan Fiscus (wrestling)
- g. Joe Platz (wrestling)
- h. Todd Stafford (wrestling)
- i. The appropriate clearances are on file at the Education Center or will be prior to volunteering.

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FINANCE & DISTRICT OPERATIONS COMMITTEE MATTERS

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

1. The Committee moves to approve a \$38,000 contract with Edinboro Psychological Services for S.A.P. services at James W. Parker Middle School for the 2023-2024 school year.

2. The Committee moves to award a contract to construct a new access driveway to the softball field and upper field(s) east of Linden Field along with an ADA parking area and sidewalks.
 - a. The District advertised for bids according to state requirements and District policy.
 - b. The District received bids from three vendors and opened the bids Friday, October 6, 2023 at 10:00 am in the Therese Walter Education Center. A bid tabulation is attached.
 - c. The District evaluated the bids according to the criteria listed in the Bid Documents.
 - d. XL Excavating, Inc., 25912 Route 6 & 19, Cambridge Springs, PA provided the bid with the lowest overall cost of ownership to the District totalling \$90,100 and is the recommended contractor.

The contractor is authorized to begin construction immediately and has committed to finish the project by Monday, January 1, 2024.

3. Note: This item was added to the agenda after the October 11 Committee Meeting or Study Session.

The Committee moves to authorize the Director of Business and Operations to sell or otherwise dispose of the surplus assets:

- a. Demco 60-gallon, Honda gx120 powered tow-behind sprayer
- b. John Deere model w2132 snowblower
- c. Cosmo model s-500u fertilizer spreader
- d. Troy Built model 186899 22-inch walk-behind trimmer
- e. Billy Goat model bg80 vacuum
- f. Millcreek Turf model 75TD top dresser
- g. Aeravator model ae60
- h. Spare front bucket for tractor

FINANCE & DISTRICT OPERATIONS COMMITTEE (continued)

4. The Committee moves to approve the following non-instructional employee resignation with intent to retire:
 - a. Sandra Figueroa submitted a letter to resign from her Custodial Services Technician I position at James W Parker Middle School effective October 31, 2023 after 12 years of service.
 - b. Maria Chalk submitted a letter to resign from her Custodial Services Technician I position at General McLane High School effective January 5, 2024 after 10 years of service.

5. The Committee moves to ratify the termination of Edgar Miller from his Van Driver position after not showing up for training.

6. The Committee moves to ratify the following non-instructional unpaid leave of absence:
 - a. Kathy Bradley requested unpaid leave from her Clerical Aide position at McKean Elementary School beginning September 18, 2023.
 - b. Jacinda Jones requested unpaid leave from her Custodial Services Technician II position at General McLane High School beginning October 5, 2023.
 - c. These requests are consistent with Policy 336 (Personal Necessity Leave) and Policy 339 (Uncompensated Leave).

7. The Committee moves to hire the following non-instructional employee:
 - a. Frank Bowen-Turzak for an 8 hour, 260 day Custodial Services Technician II position at Edinboro Elementary School with an effective date TBD.
 - b. Raymond Smaltz for a 180 day Van Driver position with an effective date TBD.
 - c. Wages and benefits will be consistent with the Board-approved compensation plan unless otherwise noted.
 - d. All required clearances are on file (or will be before the first day of work) in the Business Office.

8. The Committee moves to approve the following individuals for the non-instructional substitute employee call list:
 - a. Lacey Bunce
 - b. Latisha Gantt
 - c. Jordyn Wheeler
 - 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.

FINANCE & DISTRICT OPERATIONS COMMITTEE (continued)

9. The Committee moves to substitute the italicized language below (dealing with payment for unused sick days at retirement) for current language in the compensation plans for the following job classifications:

Bus Drivers
Exempt Salaried
Non-Exempt Salaried
Hourly (PT & FT)
Business Manager

An employee in this job classification will be eligible for a sick leave retirement benefit under the following conditions:

- A. He/she notifies the Director of Business and Operations, in writing, of his/her intent to retire at least ninety (90) calendar days prior to his/her last day of work (which might not be the same as his/her retirement date).***
B. He/she retires into the Public School Employees Retirement System.

The design of this sick leave retirement benefit is intended to provide a tax savings to the retiree and the District by depositing payments directly into a 403(b) tax sheltered annuity account while at the same time providing the retiree with investment control over the account(s) until the retiree elects to withdraw amounts from the account(s)

The District will provide the sick leave retirement benefit in the form of a non-elective District contribution deposited into the employee's 403(b) tax sheltered annuity account. There will be no cash option for this benefit.

All contributions payable under this section will be subject to all applicable Internal Revenue Code rules and limits including, but not limited to, those specified in Sections 415(c) and 403(b).

The retiree must open a 403(b) account with any approved vendor from a list maintained by OMNI (or the District's then current plan administrator).

The District will deposit the sick leave retirement benefit directly into the retiree's 403(b) account no later than the fifteenth (15th) day of the month following the employee's retirement date.

The District's Plan Administrator will calculate the applicable contribution limits for each eligible employee and will guarantee the calculations to the District.

The value of the sick leave retirement benefit will be calculated by multiplying

FINANCE & DISTRICT OPERATIONS COMMITTEE (continued)

the retiree's number of unused sick days as of his/her retirement date by a

percentage of his/her Average Daily Rate ("ADR") as determined by his/her Years of Service ("YOS.") in the following table:

<u>YOS</u>	<u>% of ADR</u>
0-4	0%
5-9	60
10-14	65
15-19	70
20+	75%
<i>5+ & disabled (PSERS definition)</i>	100%

The retiree's Average Daily Rate will be calculated by dividing his/her actual gross wages for the twelve months preceding his/her retirement date by the actual number of days he/she worked.

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CURRICULUM & INSTRUCTION COMMITTEE MATTERS

Mrs. Dana Miller (chairperson); Mr. Ickes, Mr. Schulz

1. The Committee moves to ratify additions to the 2023-2024 GMSD substitute teacher list as follows:
 - A. The following individuals are recommended for the Substitute Teacher list. Act 34, Act 114 and Act 151 Background checks are on file as well as three additional clearances/trainings and a TB test required by the district:

Natalie Agresti	Grades PK-4
Rachel Brooker	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.

Michael Deutsch	Lindsey Dodis	Jennifer Larson
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2. The Committee moves to approve the following field trip request:
 - A. Mrs. Karen Lerch (James W. Parker Middle School) has requested to take a group of 8th grade ELA students to the Youngstown English Festival in Youngstown, Ohio, on April 19, 2024.
 - a. To attend, students will be required to read seven specifically selected books and participate in books clubs with other classmates to discuss the books.
 - b. Up to 30 students will be permitted to attend to represent JWPMS.
 - c. The cost for the Festival is \$10 per student. Students will have the option to buy lunch at the festival or pack a lunch.
 - d. They will utilize one General McLane school bus.
 - e. The group is planning to leave Parker Middle School at 7:30 am on 4/19/23 and return to school the same day at 5:15 pm.
 - f.
3. The Committee moves to approve the following FMLA leave:
 - a. Mr. Michael Beck (JWPMS) has requested to take an FMLA leave, approximately from November 5, 2023-December 18, 2023.
 - 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 the employee is entitled under the Family and Medical Leave Act.