

**GENERAL McLANE**  
**SCHOOL DISTRICT**  
Board of Education  
Monthly Agenda Meeting  
September 20, 2023

A properly advertised Monthly Agenda Meeting for the General McLane School District Board of Education was held on Wednesday, September 20, 2023 beginning at 6:30 p.m. in the McDonald Board Room in the Therese Walter Education Center.

**ROLL CALL**

Members in attendance were Mrs. Crow, Mrs. Gould, Mr. Ickes, Mr. Lofgren, Mrs. Miller, Mr. Pattullo, Mr. Schulz, Mr. Webber, and Dr. Wise. Mr. Lofgren attended virtually. Administration present were Dr. Lane, Mr. Fendya, Dr. Karns, Mr. Keim, Mr. Buto, Dr. Whitford, and Mr. Cannata.

Also present was the Board Solicitor, Brian Cressman, and 7 visitors.

**PLEDGE OF ALLEGIANCE**

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

**RECOGNITION OF VISITORS**

Mrs. Crow offered the opportunity for any visitors wishing to discuss matters related to the agenda to come forward.

Hearing no response, she continued on with the meeting.

**COMMUNICATIONS**

There were no communications to be read.

**BOARD MINUTES APPROVED**

The Directors were presented with copies of the minutes of the Regular Monthly Study Session on August 2, 2023, and the minutes of the Regular Monthly Agenda Meeting on August 9, 2023.

Motion: Dr. Wise recommended that the minutes of the Regular Monthly Study Session on August 2, 2023 and the minutes of the Regular Monthly Agenda Meeting on August 9, 2023, be approved as presented. Seconded by Mr. Schulz.

Action: Motion approved with all "ayes."

**SUPERINTENDENT'S REPORT – DR. LANE**

Dr. Lane's superintendent's report included a presentation on the G.R.I.T program at James W. Parker Middle School presented by Mr. Cannata and Mr. Buto.

**FINANCIAL REPORT**

The Directors were presented with a copy of the Treasurer's Report as of August 31, 2023, indicating the following balances:

Cash and Investments - Beginning of Period	\$ 6,564,085.35
Cash Receipts	\$ 2,299,813.60
Disbursements	<u>\$ 1,288,220.28</u>
Cash and Investments - End of Period	\$ 7,575,678.67

The Directors were presented with a listing of Accounts Payable as of September 10, 2023, totaling \$3,604,720.89. A copy of the Treasurer's Report as of August 31, 2023 and the Accounts Payable of September 10, 2023, is attached hereto and becomes part of the official records of the Board.

Motion: Mr. Schulz recommended that the Treasurer's Report of August 31, 2023, and the Accounts Payable as of September 10, 2023, be approved as presented. Seconded by Mr. Lofgren.

Action: Motion passed with all "ayes."

### **OTHER**

The Directors were presented with copies of the following: the Summarized Cash and Investment Balances Report, the General Fund Treasurer's Report Summary, the Revenue Report, the Expenditure Report, the Food Service Fund report, the High School Activity Report, the Middle School Activity Report, and the list of payments, all as of September 10, 2023. These reports are referenced as FR #1, 2, 3, 4, 6, 8, 9 and 30 respectively. Copies of these reports are on file in the Secretary's office for audit purposes and available on the General McLane website.

## **POLICY & CO-CURRICULAR ACTIVITIES MATTERS**

### **FIRST READING APPROVED**

The Committee moved to approve a first reading of the following school board policies: Policy 707 / 707R - Use of Facilities. These policy changes were recommended by the Pennsylvania School Board Association. School Directors were given copies of the updated/new policies at the September 13, 2023 Study Session.

Motion: Mrs. Gould recommended the first reading be approved as presented. Seconded by Mr. Pattullo.

Action: Motion passed with all "ayes."

### **SECOND/FINAL READINGS APPROVED**

The Committee moved to approve a second and final reading of the following school board policies: Policy 006 - Meetings; Policy 216.1 - Supplemental Discipline Records; Policy 251 - Students Experiencing Homelessness, Foster Care, and Other Educational Instability. These policies are being updated to comply with new court decisions and laws. These policy changes were recommended by the Pennsylvania School Board Association. School Directors were given copies of the updated/new policies at the August 2, 2023 Study Session.

Motion: Mrs. Gould recommended the final reading be approved as presented. Seconded by Mr. Pattullo.

Action: Motion passed with all "ayes."

### **ACADEMIC SUPPLEMENTAL CONTRACT APPROVED**

The Committee moved to approve the following academic supplemental contract:

Kelly Allen - 8th Grade Advisor \$2,157.60

The appropriate clearances are on file at the Education Center or will be before the individual starts.

Motion: Mrs. Gould recommended the contract be approved as presented. Seconded by Mr. Pattullo.

Action: Motion passed with all "ayes."

### **MEDICAL EXAMINER APPROVED**

The Committee moved to approve a new medical examiner and drug test provider for the service center staff for the 2023-2024 School Year as follows: Dr. James Spaulding

Motion: Mrs. Gould recommended the new medical examiner and drug test provider be approved as presented. Seconded by Mr. Pattullo.

Action: Motion passed with all "ayes."

### **FIELD TRIP REQUESTS APPROVED**

The Committee moved to approve the following Field Trips: Mrs. Amanda Vickey (James W. Parker Middle School) has requested permission to begin the exploration process and interest gathering to take students to Panama City, Panama (EF Tours) in 2025. It is understood that all costs related to the trip will be borne by the group and GMSD will be exempt from providing any funds for the trip. Brooke Irwin, Scott Hutchinson, and Will White (James W. Parker Middle School) have requested approval to take the eighth grade class to Washington, D.C. on March 7-9, 2024. The students will depart the middle school at 8:30 AM on the seventh and return to the middle school by 9:00 PM on the ninth. The cost per student is \$350 and will be offset by fundraisers; no students will be denied participation because of cost. The seventh grade teachers (James W. Parker Middle School) have requested approval to take the seventh grade class to Kennywood Park in Pittsburgh, PA on May 29, 2024. The students will depart the middle school at 8:30 AM and return to the middle school by 9:00 PM. The cost per student is \$130 and will be offset by fundraisers; no students will be denied participation because of cost.

Motion: Mrs. Gould recommended the field trips be approved as presented. Seconded by Mr. Pattullo.

Action: Motion passed with all "ayes."

### **ATHLETIC SUPPLEMENTAL CONTRACTS APPROVED**

The Committee moved to approve the following athletic supplemental contracts for the 2023-2024 School Year for the following individuals with the affiliated sports and amounts listed below:

Jon Orr, Assistant Coach, Boys Basketball	\$5,688.00
Nate Jones, Middle School Coach, Boys Basketball	\$4,158.00

The appropriate clearances are on file at the Education Center or will be before the individual starts.

Motion: Mrs. Gould recommended the contracts be approved as presented. Seconded by Mr. Pattullo.

Action: Motion passed with all "ayes."

### **ATHLETIC VOLUNTEERS APPROVED**

The Committee moved to approve the following individuals to volunteer with the listed athletic programs for the 2023-2024 School Year: Aaron Wagner (football); Lorri Schulz (boys basketball/girls basketball); Andy Schulz (boys basketball/girls basketball). The appropriate clearances are on file at the Education Center.

Motion: Mrs. Gould recommended the volunteers be approved as presented. Seconded by Mr. Pattullo.

Action: Motion passed with all "ayes." Mr. Schulz abstained his vote.

## **FINANCE & DISTRICT OPERATIONS COMMITTEE MATTERS**

### **REFOCUS ROOM CONTRACT APPROVED**

The Committee moved to approve a \$116,741 contract with Sarah Reed Children's Center to staff the General McLane High School Refocus Room for the 2023-2024 school year.

Motion: Mr. Lofgren recommended the contract be approved as presented. Seconded by Dr. Wise.

Action: Motion passed with all "ayes."

### **NON-INSTRUCTIONAL EMPLOYEE RESIGNATIONS RATIFIED**

The Committee moved to ratify the following non-instructional employee resignations: Beth Cesnick submitted a letter to resign from her Bus Driver position effective June 9, 2023 after 3 years of service. Kristy Marucci submitted a letter to resign from her Clerical Aide position at General McLane High School effective September 15, 2023 after less than one year of service. Thomas Skarupski submitted a letter to resign from his Director of Buildings and Grounds position at the Service Center effective September 7, 2023 after 4 years of service. Mark Williams submitted a letter to resign from his Custodial Services Technician II position at Edinboro Elementary School effective September 5, 2023 after 10 years of service.

Motion: Mr. Lofgren recommended the resignations be ratified as presented. Seconded by Dr. Wise.

Action: Motion passed with all "ayes."

### **FMLA LEAVE OF ABSENCE RATIFIED**

The Committee moved to ratify the following non-instructional FMLA leaves of absence: Kim Belden has requested an FMLA leave from her Food Service Kitchen Lead position at Edinboro Elementary School beginning on September 1, 2023. Any available paid leave will be used concurrent with FMLA leave. These requests are consistent with Policy 334 (Sick Leave) and Policy 335 (FMLA Leave).

Motion: Mr. Lofgren recommended the leave be ratified as presented. Seconded by Dr. Wise.

Action: Motion passed with all "ayes."

### **UNPAID LEAVE OF ABSENCE APPROVED**

The Committee moved to approve the following non-instructional unpaid leave of absence: Michelle Cannon has requested unpaid leave from her Personal Care Aide II position at James W Parker Middle School beginning September 18, 2023. This request is consistent with Policy 336 (Personal Necessity Leave) and Policy 339 (Uncompensated Leave).

Motion: Mr. Lofgren recommended the leave be approved as presented. Seconded by Dr. Wise.

Action: Motion passed with all "ayes."

### **NON-INSTRUCTIONAL TRANSFERS RATIFIED**

The Committee moved to ratify the following non-instructional transfers: Jennifer Amory has requested a transfer from her Personal Care Aide I position at Edinboro Elementary School to a Personal Care Aide I position at James W Parker Middle School effective August 29, 2023. Karen

Walla-Brown has requested a transfer from her Bus Driver position to a Bus Driver/Cafe Monitor position at the Service Center and James W Parker Middle School effective August 29, 2023.

Motion: Mr. Lofgren recommended the transfers be approved as presented. Seconded by Dr. Wise.

Action: Motion passed with all "ayes."

#### **NON-INSTRUCTIONAL EMPLOYEE HIRES RATIFIED**

The Committee moved to ratify the following non-instructional employee hires: Richard Scardina for a Bus Driver position effective July 27, 2023. Ken Chernicky for a Van Driver position effective August 9, 2023. Sarah Bunting for a Bus Driver position effective August 11, 2023. Edgar Miller for a Van Driver position effective September 8, 2023. Wages and benefits will be consistent with the Board-approved compensation plan unless otherwise noted. All required clearances are on file (or will be before the first day of work) in the Business Office.

Motion: Mr. Lofgren recommended the hires be ratified as presented. Seconded by Dr. Wise.

Action: Motion passed with all "ayes."

#### **NON-INSTRUCTIONAL EMPLOYEE HIRES APPROVED**

The Committee moves to approve the following non-instructional employee hires with start dates TBD: Melanie Shields for a 5 hour 180 day Custodial Services Technician I position at Edinboro Elementary School. Abigail Walla for a 5 hour 180 day Custodial Services Technician I position at James W Parker Middle School. Cindy Weston for a 6 hour 180 day Food Services Assistant I position at General McLane High School. Katelyn Rhodes for an 8 hour 210 day Clerical Office Aide - Front Desk Receptionist/Attendance Secretary position at General McLane High School. Wages and benefits will be consistent with the Board-approved compensation plan unless otherwise noted. All required clearances are on file (or will be before the first day of work) in the Business Office.

Motion: Mr. Lofgren recommended the hires be approved as presented. Seconded by Dr. Wise.

Action: Motion passed with all "ayes."

#### **INDIVIDUALS APPROVED FOR NON-INSTRUCTIONAL SUBSTITUTE LIST**

The Committee moved to approve the following individuals for the non-instructional substitute employee call list:

Tobiah Capron-Custer as a Van Driver.

Beth Cesnick as a Bus Driver.

Nancy Ciesielski as a non-instructional sub or any other sub needed.

Henry Fonzi as a Bus Driver.

Peter Gray as a Driver.

Carla Hromyak as a non-instructional sub or PCA

Mary Jackson as a non-instructional sub, Bus Aide, Cafe Monitor, FSA, PCA or CST.

James Morschhauser as a CDL Driver

Lindy Porter as a non-instructional sub

Tanis Tuttle as a non-instructional sub

Motion: Mr. Lofgren recommended the individuals be approved as presented. Seconded by Dr. Wise.

Action: Motion passed with all "ayes."

## **CURRICULUM & INSTRUCTION COMMITTEE MATTERS**

### **ADDITIONS APPROVED TO THE 2023-2024 SUBSTITUTE TEACHER LIST**

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 and a TB test required by the district:

Stephanie Hargest	Emergency certified substitute
Valerie Hawks	Teacher Preparation Completer
Sharon Izbicki	Elementary Education
Tanis Tuttle	Special Education
Amanda Zindel	Elementary Education

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.

Maureen Daigle-Farrell	Jennifer Lane
Abigail Frick	Isabella Miehl
Jeannie Gonzalez	Aydin Nelson-Zill
Ian Headley	Kyle Robson
Ryan Hughes	Richard Schlindwein

Motion: Mrs. Miller recommended the substitute teachers be approved as presented.  
Seconded by Mr. Schulz.

Action: Motion passed with all "ayes."

### **INSTRUCTIONAL RESIGNATION APPROVED**

The Committee moved to ratify the following instructional employee resignation: Mr. Chris Gilbert resigned from his teaching position at General McLane High School effective Thursday, August 24, 2023 after 15 years of service.

Motion: Mrs. Miller recommended the resignation be approved as presented. Seconded by Mr. Schulz.

Action: Motion passed with all "ayes."

### **RETIREMENT APPROVED**

The Committee moved to approve the following retirement: Mr. Michael Getz has submitted his resignation with intent to retire effective January 1, 2024 after 24 years of service to the district.

Motion: Mrs. Miller recommended the retirement be approved as presented. Seconded by Mr. Schulz.

Action: Motion passed with all "ayes."

### **LONG-TERM SUBSTITUTE TEACHERS APPROVED**

The Committee moved to approve the following long-term substitute teachers as follows:

Ms. Michelle Beddick is recommended as a long term substitute autistic support teacher at McKean Elementary School from the beginning of the 2023-2024 School Year through October 31, 2023. Ms. Beddick will fill in for Ms. Wehrer, who is on maternity leave.

Ms. Sharon Izbicki is recommended as a long-term substitute first grade teacher at McKean Elementary School from the beginning of the 2023-2024 School Year through October 31, 2023.

Ms. Izbicki will fill in for Ms. Alexandra Stauffer, who is on maternity leave.

The above mentioned employees will receive the daily per diem sub rate of \$125 per day, until they hit 20 days in their position, at which point they will receive \$190 per day.

Substitute teachers do not receive any paid benefits, nor do they receive special consideration as it pertains to full-time, permanent GMSD positions.

Motion: Ms. Miller recommended the substitutes be approved as presented. Seconded by Mr. Schulz.

Action: Motion passed with all "ayes."

### **RECOMMENDATIONS RATIFIED FOR OPEN POSITIONS**

The Committee moved to ratify the following recommendations for open positions for the 2023-2024 school year: Ms. Mackenzie Bird is recommended for the high school biology position at General McLane High School to start at the beginning of the 2023-2024 school year. Ms. Bird will start at Step 1, Masters as a letter of appointment, in accordance with the GMEA contract.

Ms. Kaitlyn Gleba is recommended for the part-time emotional support teaching position at the General McLane High School to start at the beginning of the 2023-2024 school. Ms. Gleba will start at Step 1, Bachelors as a letter of appointment, in accordance with the GMEA contract, prorated to 50%. She is also recommended as a Personal Care Assistant III (Part-Time Hourly Support Staff) at General McLane High School.

Motion: Mrs. Miller recommended the new hires be ratified as presented. Seconded by Mr. Schulz.

Action: Motion passed with all "ayes."

### **INTERMITTENT FMLA APPROVED**

The Committee moved to approve the following intermittent FMLA leave: Ms. Filomena Mitchell (McKean Elementary) has requested to take an intermittent FMLA leave, effective August 29, 2023 through March 1, 2024. 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.

This leave shall be deemed a concurrent use of any leave to which the employee is entitled under the Family and Medical Leave Act.

Motion: Mrs. Miller recommended the FMLA leave be approved as presented. Seconded by Mr. Schulz.

Action: Motion passed with all "ayes."

### **LONG-TERM SUB SALARY POSITION APPROVED**

The Committee moves to ratify the following recommendations for a long term sub salary position: Ms. Audrey Schweitzer will work as a second grade substitute teacher at McKean Elementary School for the first and second quarter of the 2023-2024 School year.

Ms. Schweitzer will be in this classroom substituting for Ms. Bridget Hoge. Ms. Hoge is currently on maternity leave. Ms. Schweitzer will be issued a Temporary Professional Contract at a prorated step 1, Bachelor's salary.

Motion: Mrs. Miller recommended the sub be approved as presented. Seconded by Mr. Schulz.

Action: Motion passed with all “ayes.”

### **CURRICULUM REVISIONS AND ADOPTIONS APPROVED**

The Committee moves to approve Curriculum Revisions and Adoptions for the following courses:

Art Department

Art Grade 6

Motion: Mrs. Miller recommended the revisions and adoptions be approved as presented. Seconded by Mr. Schulz.

Action: Motion passed with all “ayes.”

### **FIELD TRIP REQUEST APPROVED**

The Committee moved to approve the following field trip request: Mrs. Katie Thompson and Ms. Christine Wolfe (General McLane High School) have requested approval to take students enrolled in Drawing 1 and Photography 1 to Phipps Conservatory in Pittsburgh, PA on Wednesday, October 4, 2023. The students will depart the High School at 8:00 AM and return to the High School by 2:30 PM. The cost per student is \$30.

Motion: Mrs. Miller recommended the request be approved as presented. Seconded by Mr. Schulz.

Action: Motion passed with all “ayes.”

### **INTERMEDIATE UNIT #5 REPORT**

Mr. Pattullo reported the group met on August 23. There were no policy items and they updated their Health & Safety Plan as required by the state.

### **ERIE COUNTY VO-TECH REPORT**

Dr. Wise had no report.

### **LEGISLATIVE COUNCIL REPORT**

Mr. Lofgren had no report.

### **GENERAL McLANE FOUNDATION REPORT**

Mrs. Crow reported the Holiday Arts Fair is November 17 and planning is underway for that.

### **OTHER BUSINESS**

There was no other business.

### **RECOGNITION OF VISITORS FOR SCHOOL-RELATED MATTERS**

Mrs. Crow offered the opportunity for any visitors wishing to discuss any school-related matters to come forward.

Ms. Kathleen Higgins, address given in the sign up, spoke for 5 minutes about school-related issues.

### **NOTIFICATION OF MEETINGS**

Notification of Meetings held since the last regularly scheduled Board Meeting of August 9, 2023 was given as follows:

Study Session Meeting, September 13, 2023; 6:30 p.m.

Finance & District Operations Committee, September 13, 2023; 5:30 p.m.

Curriculum & Instruction Committee, September 13, 2023; 5:30 p.m.



**EXECUTIVE SESSION**

The board met in executive session starting at 7:25 p.m. for personnel items regarding hiring.

**MEETING ADJOURNED**

Mrs. Crow asked if there was any further business to be presented for consideration and, hearing no response, adjourned the Monthly Agenda Meeting at 7:33 p.m.

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Sarah A. Grabski, Board Secretary

