

GENERAL McLANE
SCHOOL DISTRICT
Board of Education
Monthly Agenda Meeting
November 15, 2023

11/15/23

A properly advertised Monthly Agenda Meeting for the General McLane School District Board of Education was held on Wednesday, November 15, 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, Mr. Ickes, Mr. Lofgren, Mrs. Miller, Mr. Pattullo, Mr. Schulz, Mr. Webber, and Dr. Wise. Mrs. Gould was absent. Administration present were Dr. Lane, Mr. Fendya, Dr. Karns, Mr. Buto, Dr. Whitford, and Mr. Cannata.

Also present was the Board Solicitor, Brian Cressman, and 14 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 was one communication that was shared with board members in their digital folders.

BOARD MINUTES APPROVED

The Directors were presented with copies of the minutes of the Regular Monthly Study Session on October 11, 2023, and the minutes of the Regular Monthly Agenda Meeting on October 18, 2023.

Motion: Mrs. Crow recommended that the minutes of the Regular Monthly Study Session on October 11, 2023, and the minutes of the Regular Monthly Agenda Meeting on October 18, 2023, were approved as presented. Seconded by Mr. Schulz.

Action: Motion approved with all "ayes." Mrs. Gould was absent.

SUPERINTENDENT'S REPORT – DR. LANE

Dr. Lane's superintendent's report included a PBIS presentation given by Dr. Whitford and an academic presentation given by Dr. Steven Karns, the Director of Curriculum.

FINANCIAL REPORT

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

Cash and Investments - Beginning of Period	\$ 7,597,687.21
Cash Receipts	\$ 3,506,972.02
Disbursements	<u>\$ 4,615,610.49</u>
Cash and Investments - End of Period	\$ 6,491,048.74

The Directors were presented with a listing of Accounts Payable as of November 7, 2023, totaling \$1,635,607.97. A copy of the Treasurer's Report as of September 30, 2023 and the Accounts Payable of November 7, 2023, is attached hereto and becomes part of the official records of the Board.

Motion: Mr. Lofgren recommended that the Treasurer's Report of October 31 2023, and the Accounts Payable as of November 7, 2023, be approved as presented. Seconded by Mr. Schulz.

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 November 7, 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

AGENDA ITEM AMENDED

The Committee moved to amend this agenda item to remove item B, Policy 819, from the item up for approval.

Motion: Mr. Pattullo recommended the item be amended as presented. Seconded by Mr. Schulz.

Action: Motion passed with all "ayes." Mrs. Gould was absent.

FIRST READING APPROVED

The Committee moved to approve a first reading of the following school board policy: Policy 815 - Acceptable Use of Internet, Computers, and Network Resources

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

Action: Motion passed with all "ayes." Mrs. Gould was absent.

ATHLETIC VOLUNTEERS APPROVED

The Committee moved to approve the following individuals to volunteer with the listed athletic programs for the 2023-2024 School Year: Eli Buto (Baseball and Boys Basketball), Megan Fiala (Girls Basketball), Hudson Harrison (Wrestling), Zach Lucas (Wrestling), Spencer Nagy (Wrestling), Richie Gomez (Wrestling), Matt Wilcox (Wrestling), Matt Caro (Wrestling), James Laird (Wrestling), Andrew Brest (Wrestling), John Byrtus (Wrestling), Matt Leehan (Wrestling), Brett Mallory (Wrestling), Carl Parkin (Wrestling), Maddison Hollenbeck (Wrestling). The appropriate clearances are on file at the Education Center or will be prior to volunteering.

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

Action: Motion passed with all "ayes." Mrs. Gould was absent.

INTERIM PRINCIPAL AT MCKEAN ELEMENTARY APPROVED

The Committee moved to approve Randy White as the interim principal at McKean Elementary School beginning January 1, 2024, through the remainder of the school year. This approval is

pending his temporary/emergency status approval by PSERS. Compensation will be at the employee's established daily rate and without paid benefits. The employee's appropriate clearances are on file at the Education Center.

Motion: Mr. Pattullo recommended the interim principal be approved as presented.
Seconded by Mr. Schulz.

Action: Motion passed with all "ayes." Mrs. Gould was absent.

SUPPLEMENTAL RESIGNATION APPROVED

The Committee moved to approve the following supplemental resignation: Dino Montagna submitted a letter of resignation for his position as Assistant Coach - Track and Field, effective for the 2023-2024 season.

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

Action: Motion passed with all "ayes." Mrs. Gould was absent.

GM FRIENDS OF VOCAL MUSIC AND THEATRE BOOSTERS APPROVED

The Committee moved to recognize the GM Friends of Vocal Music and Theatre Boosters to support the General McLane High School and James W. Parker Middle School vocal and music programs. The group has followed the required steps and submitted the required documentation for recognition by the board as outlined in Policy 915.

Motion: Mr. Pattullo recommended the boosters be approved as presented. Seconded by Mr. Schulz.

Action: Motion passed with all "ayes." Mrs. Gould was absent.

FINANCE & DISTRICT OPERATIONS COMMITTEE MATTERS

ACT 1 INDEX RESOLUTION APPROVED

The Committee moved to approve the attached resolution to not exceed the Act 1 S.S. 2006 Index for the 2024-2025 budgeting year, which is 7.2%.

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

Action: Motion passed with all "ayes." Mrs. Gould was absent.

USDA'S COMMUNITY ELIGIBILITY PROVISION APPROVED

The Committee moved to authorize District administrators to exercise the special mid-year election option to apply for USDA's Community Eligibility Provision ("CEP") as discussed at the November 8, 2023 Finance and District Operations meeting.

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

Action: Motion passed with all "ayes." Mrs. Gould was absent.

TAXES EXONERATED ON DISTRICT PROPERTIES

The Committee moved to exonerate the remaining taxes on the following parcels:

- Parcel 31-009-016.8-003.58
8 Cherokee Drive Lot 92 TRL, McKean, PA
School taxes (including penalties and interest) due = \$198.86

- Parcel 31-009-016.2-003.74
18 Meadow Court Lot 186 TRL, McKean, PA
School taxes (including penalties and interest) due = \$0.00
- Parcel 31-009-016.4-003.64
4 Woodside Drive Lot 279 TRL, McKean, PA
School taxes (including penalties and interest) due = \$0.00
- Parcel 31-009-017.2-003.44
7 Sharon Drive Lot 235 TRL, McKean, PA
School taxes (including penalties and interest) due = \$5.15
- Parcel 31-009-016.2-003.29
11 Woodside Drive Lot 286 TRL, McKean, PA
School taxes (including penalties and interest) due = \$0.00

The Erie County Bureau of Assessment has made a determination of no value or existence of a trailer per a field review.

Motion: Mr. Lofgren recommended the Director of Business be authorized as presented.
Seconded by Dr. Wise.

Action: Motion passed with all “ayes.” Mrs. Gould was absent.

DIRECTOR OF BUSINESS AUTHORIZED TO REQUEST TECHNICAL SPECIFICATIONS

The Committee moved to authorize the Director of Business and Operations to request technical specifications from the District’s architect and solicit bids for the construction of athletic team locker rooms and shower facilities in James W. Parker Middle School as discussed at the November 8, 2023 Study Session.

Motion: Mr. Lofgren recommended the Director of Business be authorized as presented.
Seconded by Dr. Wise.

Action: Motion passed with all “ayes.”

NON-INSTRUCTIONAL RETIREMENTS APPROVED

The Committee moved to approve the following non-instructional employee resignations with intent to retire: Maria Chalk submitted a letter changing her retirement date from January 5, 2024 to November 17, 2023 from her Custodial Services Technician I position after 10 years of service. Deborah Lathrop submitted a letter to retire from her Food Service Kitchen Lead position at James W Parker Middle School effective January 5, 2024 after more than 18 years of service.

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

Action: Motion passed with all “ayes.” Mrs. Gould was absent.

TERMINATION RATIFIED

The Committee moved to ratify the following non-instructional employee termination: Melanie Shields has been terminated from her Custodial Services Technician I position effective October 20, 2023 due to no call no show.

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

Action: Motion passed with all “ayes.” Mrs. Gould was absent.

NON-INSTRUCTIONAL UNPAID LEAVES OF ABSENCE RATIFIED

The Committee moved to ratify the following non-instructional unpaid leaves of absence: Kim Belden requested an unpaid leave from her Food Service Kitchen Lead position at Edinboro Elementary School beginning on October 16, 2023. Sandra Figueroa requested an unpaid leave from her Custodial Services I position at James W Parker Middle School beginning on October 10, 2023. Jill McGee requested an unpaid leave from her Personal Care Assistant II position at McKean Elementary School beginning on October 30, 2023. Joseph Platz requested an unpaid leave from his Van Driver position beginning on October 11, 2023. James Wray requested an unpaid leave from his Bus Driver position beginning on October 23, 2023 and then again beginning on November 1, 2023. These requests are consistent with Policy 336 (Personal Necessity Leave) and Policy 339 (Uncompensated Leave).

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

Action: Motion passed with all "ayes." Mrs. Gould was absent.

FMLA LEAVES APPROVED

The Committee moved to approve the following non-instructional FMLA leaves of absence: Klint Cousins requested an intermittent FMLA leave from his Personal Care Assistant III position at James W Parker Middle School beginning on December 4, 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 non-instructional be approved as presented. Seconded by Dr. Wise.

Action: Motion passed with all "ayes." Mrs. Gould was absent. Dr. Wise abstained his vote.

NON-INSTRUCTIONAL TRANSFERS RATIFIED

The Committee moved to ratify the following non-instructional transfers: Abigail Walla has requested a transfer from her 5 hour, 180 day Custodial Services I position at James W Parker Middle School, to an 8 hour, 210 day Custodial Services Technician I position at James W Parker Middle School effective November 13, 2023. Brandi Conn has requested a transfer from her 6 hour, 180 day Food Services Assistant I position at James W Parker Middle School, to a 7.5 hour, 182 day Food Services Kitchen Lead position at James W Parker Middle School effective November 27, 2023.

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

Action: Motion passed with all "ayes." Mrs. Gould was absent.

REORGANIZATION OF BUILDINGS AND GROUNDS DEPARTMENT APPROVED

The Committee moved to approve the following reorganization of the Buildings and Grounds Department: The Director of Buildings and Grounds position is eliminated. The following new positions are created: Manager of Maintenance Services (260 days, 8 hours/day); Project Manager - Buildings and Grounds (260 days, 8 hours/day); the Manager of Maintenance Services, Manager of Custodial Services and Project Manager - Buildings and Grounds will report to the Director of Business and Operations.

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

Action: Motion passed with all "ayes."

PROMOTION APPROVED

The Committee moved to promote Chad Chase to the position of Manager of Maintenance Services. Salary and benefits will be in accordance with the Full-Time Salaried Non-Exempt Compensation Plan.

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

Action: Motion passed with all "ayes."

HIRING APPROVED

The Committee moved to hire Wesley Suroviec for the position of Project Manager. Salary and benefits will be in accordance with the Full-Time Salaried Non-Exempt Compensation Plan. Tentative start date is Monday, December 11, 2023. All clearances are on file (or will be before the first day of work) in the Business Office.

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

Action: Motion passed with all "ayes."

NON-INSTRUCTIONAL SUBSTITUTE EMPLOYEE CALL LIST APPROVED

The Committee moved to approve the following individuals for the non-instructional substitute employee call list: Maggie Lasher for all non-instructional positions. 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. 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.

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

Action: Motion passed with all "ayes." Mrs. Gould was absent.

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:

Michelle Michali

Social Studies (7-12)

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.

Drew Maetz

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

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 Kindergarten; Art Grade 1; Art Grade 2; Art Grade 3; Art Grade 4.

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

Action: Motion passed with all “ayes.”

INTERNSHIP APPROVED

The Committee moved to approve the following internship: Brook Lovell as an unpaid intern working with the school counselors at James W Parker Middle School and the elementary schools. Brook intends to begin on January 16, 2024. The appropriate clearances will be on file at the Education Center before her start date.

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

Action: Motion passed with all “ayes.”

FIELD TRIP REQUEST APPROVED

James W. Parker Middle School fifth grade teachers have requested to take the fifth grade class to Camp Fitch in North Springfield, PA on March 27 and March 28, 2024. They would leave the school at 8:30 a.m. each day and return to school at approximately 7 p.m. each day. Transportation will be provided by GM and included in the trip cost. The cost per student is \$140 and will be offset by fundraisers; no students will be denied participation because of cost.

Motion: Mrs. Miller recommended the trip 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 October 25.

ERIE COUNTY VO-TECH REPORT

Dr. Wise reported the construction is almost complete at the school. The contractors are revising some of the plans with change orders. Final numbers won't change much, but they're within their contingencies.

LEGISLATIVE COUNCIL REPORT

Mr. Lofgren reported the Pennsylvania Senate advanced a bill that would raise the penalty for school SWATTING. He also shared a ruling on the Bill that

GENERAL McLANE FOUNDATION REPORT

Mrs. Crow reported the Holiday Arts Fair is November 17.

OTHER BUSINESS

Mr. Ickes wanted to share the “Guys and Dolls” production this past weekend at GMHS was fantastic.

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.

Mrs. Wenda LaRue, address given upon sign up, spoke for 3 minutes about school policy.

NOTIFICATION OF MEETINGS

Notification of Meetings held since the last regularly scheduled Board Meeting of September 20, 2023 was given as follows:

Study Session Meeting, November 8, 2023; 6:30 p.m.

Finance & District Operations Committee, November 8, 2023; 5:45 p.m.

Policy & Co-Curricular Activities Committee, November 8, 2023; 5:45 p.m.

Curriculum & Instruction Committee, November 8, 2023; 5:45 p.m.

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 8:03 p.m.

Sarah A. Grabski, Board Secretary

