

**GENERAL McLANE SCHOOL DISTRICT**  
BOARD OF EDUCATION MEETING

November 15, 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 October 11, 2023
6. Consideration of Regular Monthly Agenda Meeting on October 18, 2023
7. Superintendent's Report
  - a. EES MTSS & SWPBIS
8. Review and Consideration of Financial Reports, Accounts Payable, Cafeteria Accounts Payable as of November 2023, and accounts paid and cafeteria accounts paid prior to the Board meeting in October 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 October 18, 2023
  - a. Study Session Meeting, November 8, 2023; 6:30 p.m.
  - b. Finance & District Operations Committee, November 8, 2023; 5:45 p.m.
  - c. Curriculum & Instruction Committee, November 8, 2023; 5:45 p.m.
  - d. Policy & Co-Curricular Activities Committee, November 8, 2023; 5:45 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 **first reading** of the following school board policy:
  - a. Policy 815 - Acceptable Use of Internet, Computers, and Network Resources
  - b. Policy 819 - Suicide Awareness, Prevention, and Response
2. The Committee moves to approve the following volunteers associated with the mentioned athletic programs for the 2023-2024 school year:
  - a. Eli Buto (Baseball and Boys Basketball)
  - b. Megan Fiala (Girls Basketball)
  - c. Hudson Harrison (Wrestling)
  - d. Zach Lucas (Wrestling)
  - e. Spencer Nagy (Wrestling)
  - f. Richie Gomez (Wrestling)
  - g. Matt Wilcox (Wrestling)
  - h. Matt Caro (Wrestling)
  - i. James Laird (Wrestling)
  - j. Andrew Brest (Wrestling)
  - k. John Byrtus (Wrestling)
  - l. Matt Leehan (Wrestling)
  - m. Brett Mallory (Wrestling)
  - n. Carl Parkin (Wrestling)
  - o. Maddison Hollenbeck (Wrestling)
  - p. The appropriate clearances are on file at the Education Center or will be prior to volunteering.
3. The Committee moves to approve Randy White as the interim principal at McKean Elementary School beginning January 1, 2024, through the remainder of the school year.
  - a. This approval is pending his temporary/emergency status approval by PSERS.
  - b. Compensation will be at the employee's established daily rate and without paid benefits.
  - c. The employee's appropriate clearances are on file at the Education Center.
4. The Committee moves to approve the following supplemental resignation:
  - a. Dino Montagna submitted a letter of resignation for his position as Assistant Coach - Track and Field, effective for the 2023-2024 season.

**POLICY & CO-CURRICULAR ACTIVITIES MATTERS** (continued)

5. The Committee moves 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.
  - a. The group has followed the required steps and submitted the required documentation for recognition by the board as outlined in Policy 915.

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**FINANCE & DISTRICT OPERATIONS COMMITTEE MATTERS**

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

1. The Committee moves 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%.
2. The Committee moves 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
3. The Committee moves to exonerate the remaining taxes on the following parcels:
  - a. Parcel 31-009-016.8-003.58  
8 Cherokee Drive Lot 92 TRL, McKean, PA  
School taxes (including penalties and interest) due = \$198.86
  - b. Parcel 31-009-016.2-003.74  
18 Meadow Court Lot 186 TRL, McKean, PA  
School taxes (including penalties and interest) due = \$0.00
  - c. Parcel 31-009-016.4-003.64  
4 Woodside Drive Lot 279 TRL, McKean, PA  
School taxes (including penalties and interest) due = \$0.00
  - d. Parcel 31-009-017.2-003.44  
7 Sharon Drive Lot 235 TRL, McKean, PA  
School taxes (including penalties and interest) due = \$5.15
  - e. 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.

4. The Committee moves 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.
5. The Committee moves to approve the following non-instructional employee resignations with intent to retire:
  - a. 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.

**FINANCE & DISTRICT OPERATIONS MATTERS** (continued)

- b. Deborah Lathrop submitted a letter to resign from her Food Service Kitchen Lead position at James W Parker Middle School effective January 5, 2024 after more than 18 years of service.
- 6. The Committee moves to approve the following non-instructional employee termination:
  - a. Melanie Shields has been terminated from her Custodial Services Technician I position effective October 20, 2023 due to no call no show.
- 7. The Committee moves to ratify the following non-instructional unpaid leaves of absence:
  - a. Kim Belden requested an unpaid leave from her Food Service Kitchen Lead position at Edinboro Elementary School beginning on October 16, 2023.
  - b. Sandra Figueroa requested an unpaid leave from her Custodial Services I position at James W Parker Middle School beginning on October 10, 2023.
  - c. Jill McGee requested an unpaid leave from her Personal Care Assistant II position at McKean Elementary School beginning on October 30, 2023.
  - d. Joseph Platz requested an unpaid leave from his Van Driver position beginning on October 11, 2023.
  - e. James Wray requested an unpaid leave from his Bus Driver position beginning on October 23, 2023 and then again beginning on November 1, 2023.
  - f. These requests are consistent with Policy 336 (Personal Necessity Leave ) and Policy 339 (Uncompensated Leave).
- 8. The Committee moves to approve the following non-instructional FMLA leaves of absence:
  - a. 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.
  - b. Any available paid leave will be used concurrent with FMLA leave.
  - c. These requests are consistent with Policy 334 (Sick Leave) and Policy 335 (FMLA Leave)
- 9. The Committee moves to ratify the following non-instructional transfers:
  - a. 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.
  - b. 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.

**FINANCE & DISTRICT OPERATIONS MATTERS** (continued)

10. The Committee moves to approve the following reorganization of the Buildings and Grounds Department:
  - a. The Director of Buildings and Grounds position is eliminated.
  - b. The following new positions are created:
    - i. Manager of Maintenance Services (260 days, 8 hours/day)
    - ii. Project Manager - Buildings and Grounds (260 days, 8 hours/day)
  - c. The Manager of Maintenance Services, Manager of Custodial Services and Project Manager - Buildings and Grounds will report to the Director of Business and Operations.
11. The Committee moves to promote Chad Chase to the position of Manager of Maintenance Services.
  - a. Salary and benefits will be in accordance with the Full-Time Salaried Non-Exempt Compensation Plan.
12. The Committee moves to hire Wesley Suroviec for the position of Project Manager.
  - a. Salary and benefits will be in accordance with the Full-Time Salaried Non-Exempt Compensation Plan.
  - b. Tentative start date is Monday, November 27, 2023
  - c. All clearances are on file (or will be before the first day of work) in the Business Office
13. The Committee moves to promote Brandi Conn from Food Services Assistant II to Food Services Kitchen Lead at James W. Parker Middle School effective December 11, 2023.
14. The Committee moves to approve the following individuals for the non-instructional substitute employee call list:
  - a. Maggie Lasher for all non-instructional positions
  - b. 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.
  - c. 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.

**GENERAL McLANE SCHOOL DISTRICT**

## BOARD OF EDUCATION MEETING

November 15, 2023

## 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:

Michelle Michali

Social Studies (7-12)
  - 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.

Drew Maetz
2. The Committee moves to approve Curriculum Revisions and Adoptions for the following courses:
  - a. Art Kindergarten
  - b. Art Grade 1
  - c. Art Grade 2
  - d. Art Grade 3
  - e. Art Grade 4
3. The Committee moves to approve the following internship:
  - a. Brook Lovell
  - b. Brook intends to begin on January 16, 2024
  - c. The appropriate clearances will be on file at the Education Center before her start date.
4. The Committee moves to approve the following field trip request:
  - a. 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.
  - b. 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.
  - c. The cost per student is \$140 and will be offset by fundraisers; no students will be denied participation because of cost.