

GENERAL McLANE
SCHOOL DISTRICT
Board of Education
Monthly Agenda Meeting
October 18, 2023

10/18/23

A properly advertised Monthly Agenda Meeting for the General McLane School District Board of Education was held on Wednesday, October 18, 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. Administration present were Dr. Lane, Mr. Fendya, Dr. Karns, Mr. Keim, Mr. Buto, Dr. Whitford, and Mr. Cannata.

Mrs. Miller entered the meeting at 6:31 p.m.

Also present was the Board Solicitor, Brian Cressman, and 12 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 September 13, 2023, and the minutes of the Regular Monthly Agenda Meeting on September 20, 2023.

Motion: Dr. Wise recommended that the minutes of the Regular Monthly Study Session on September 13, 2023, and the minutes of the Regular Monthly Agenda Meeting on September 20, 2023, were approved as presented. Seconded by Mr. Ickes.

Action: Motion approved with all "ayes."

SUPERINTENDENT'S REPORT – DR. LANE

Dr. Lane's superintendent's report included 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 September 30, 2023, indicating the following balances:

| | |
|--|------------------------|
| Cash and Investments - Beginning of Period | \$ 7,597,687.21 |
| Cash Receipts | \$ 3,220,168.02 |
| Disbursements | <u>\$ 4,595,137.63</u> |
| Cash and Investments - End of Period | \$ 6,222,717.60 |

The Directors were presented with a listing of Accounts Payable as of October 6, 2023, totaling \$1,635,607.97. A copy of the Treasurer's Report as of September 30, 2023 and the Accounts Payable of October 6, 2023, is attached hereto and becomes part of the official records of the Board.

Motion: Mr. Schulz recommended that the Treasurer's Report of September 30, 2023, and the Accounts Payable as of October 6, 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

SECOND AND FINAL READING APPROVED

The Committee moved to approve a second and final 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 second reading be approved as presented.
Seconded by Mr. Pattullo.

Action: Motion passed with all "ayes."

ATHLETIC WORKERS APPROVED

The Committee moved 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.

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

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

ATHLETIC VOLUNTEERS APPROVED

The Committee moved to approve the following individuals to volunteer with the listed athletic programs for the 2023-2024 School Year: Hannah Cox (softball); Tyler Garbee (softball); Jimmy Young (softball); Keith Lawson (softball); Dan Zamoski (softball); Dan Fiscus (wrestling); Joe Platz (wrestling); Todd Stafford (wrestling). 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."

FINANCE & DISTRICT OPERATIONS COMMITTEE MATTERS

EDINBORO PSYCHOLOGICAL SERVICES CONTRACT APPROVED

The Committee moved 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.

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

Action: Motion passed with all "ayes."

CONTRACT AWARDED

The Committee moved 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. The District advertised for bids according to state requirements and District policy. 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. The District evaluated the bids according to the criteria listed in the Bid Documents. 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.

Motion: Mr. Lofgren recommended the contract be awarded as presented. Seconded by Mr. Webber.

Action: Motion passed with all "ayes."

DIRECTOR OF BUSINESS AUTHORIZED TO SELL/DISPOSE OF ITEMS

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

Demco 60-gallon, Honda gx120 powered tow-behind sprayer

John Deere model w2132 snowblower

Cosmo model s-500u fertilizer spreader

Troy Built model 186899 22-inch walk-behind trimmer

Billy Goat model bg80 vacuum

Millcreek Turf model 75TD top dresser

Aeravator model ae60

Spare front bucket for tractor

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

Action: Motion passed with all "ayes."

NON-INSTRUCTIONAL EMPLOYEE RESIGNATIONS APPROVED

The Committee moved to approve the following non-instructional employee resignation with intent to retire: 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. 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.

Motion: Mr. Lofgren recommended the resignations be approved as presented. Seconded by Mr. Webber.

Action: Motion passed with all “ayes.”

TERMINATION RATIFIED

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

Motion: Mr. Lofgren recommended the termination be ratified as presented. Seconded by Mr. Webber.

Action: Motion passed with all “ayes.”

LEAVE OF ABSENCE RATIFIED

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

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

Action: Motion passed with all “ayes.”

NON-INSTRUCTIONAL HIRES APPROVED

The Committee moved to hire the following non-instructional employee: Frank Bowen-Turzak for an 8 hour, 260 day Custodial Services Technician II position at Edinboro Elementary School with an effective date TBD. Raymond Smaltz for a 180 day Van Driver position with an effective date TBD. 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 Mr. Webber.

Action: Motion passed with all “ayes.”

NON-INSTRUCTIONAL SUBSTITUTE LIST APPROVED

The Committee moved to approve the following individuals for the non-instructional substitute employee call list: Lacey Bunce, Latisha Gantt, Jordyn Wheeler. 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 Mr. Webber.

Action: Motion passed with all “ayes.”

COMPENSATION PLAN LANGUAGE APPROVED

The Committee moved 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: 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).

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 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:

| YOS | % of ADR |
|-------------------------------------|-------------|
| 0-4 | 0% |
| 5-9 | 60 |
| 10-14 | 65 |
| 15-19 | 70 |
| 20+ | 75% |
| 5+ & disabled (PSERS definition) | 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.

Motion: Mr. Lofgren recommended the language be approved as presented. Seconded by Mr. Webber.

Action: Motion passed 8-1. Mr. Lofgren voted "nay."

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:

| | |
|-----------------|---------------------------|
| Natalie Agresti | Grades PK-4 |
| Rachel Brooker | Teacher Program Completer |

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 |
|-----------------|---------------|-----------------|

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

Action: Motion passed with all "ayes."

FIELD TRIP REQUEST APPROVED

Mrs. Karen Lerch (James W. Parker Middle School) requested to take a group of 8th grade ELA students to the Youngstown English Festival in Youngstown, Ohio, on April 19, 2024.

To attend, students will be required to read seven specifically selected books and participate in books clubs with other classmates to discuss the books. Up to 30 students will be permitted to attend to represent JWPMS. The cost for the Festival is \$10 per student. Students will have the option to buy lunch at the festival or pack a lunch. They will utilize one General McLane school bus. 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.

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

Action: Motion passed with all "ayes."

FMLA REQUEST APPROVED

The Committee moved to approve the following FMLA leave: Mr. Michael Beck (JWPMS) has requested to take an FMLA leave, approximately from November 5, 2023-December 18, 2023. 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 leave 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.

Mrs. Wenda LaRue, address given in the sign up, spoke for 3 minutes on military compliance.

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 September 20, 2023 was given as follows:

Study Session Meeting, October 11, 2023; 6:30 p.m.

Finance & District Operations Committee, October 11, 2023; 5:30 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 7:44 p.m.

Sarah A. Grabski, Board Secretary

