

GENERAL McLANE SCHOOL DISTRICT
BOARD OF EDUCATION MEETING

January 17, 2024
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 November 8, 2023
6. Consideration of Minutes of the Regular Monthly Agenda Meeting on November 15, 2023
7. Consideration of Minutes of the Reorganization Meeting on December 6, 2023
8. Committee Appointments Made by President
9. Superintendent's Report
 - a. GMHS - AP and AP Seminar
10. Review and Consideration of Financial Reports, Accounts Payable, Cafeteria Accounts Payable as of January 2024, and accounts paid and cafeteria accounts paid prior to the Board meeting in November 2023
11. Committee Reports
 - a. Policy & Co-Curricular Activities Committee - Name here, Chair
 - b. Finance & District Operations Committee - Name here, Chair
 - c. Curriculum & Instruction Committee - Name here, Chair
12. 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
13. Other Business
14. Recognition of Visitors for School-Related Matters

(Continued on next page)

AGENDA (continued)

15. Notification of Meetings held since the last regularly scheduled Board Meeting of November 15, 2023
 - a. Reorganization Meeting, December 6, 2023
 - b. Curriculum & Instruction Committee, November 8, 2023; 5:45 p.m.
 - c. Policy & Co-Curricular Activities Committee, January 10, 2024; 5:45 p.m.

16. Adjournment

GENERAL McLANE SCHOOL DISTRICT

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POLICY & CO-CURRICULAR ACTIVITIES COMMITTEE MATTERS

1. The Committee moves to approve a **first reading** of the following school board policy:
 - a. Policy 200 – Enrollment
 - b. Policy 202 - Eligibility of Non-Resident Students
 - c. Policy 217 - Graduation
 - d. Policy 254 (new) - Educational Opportunity for Military Children
 - e. Policy 610 – Purchases Subject to Bid/Quotation
 - f. Policy 611 – Purchases Budgeted
 - g. Policy 626 - (Procurement Attachment)
 - h. Policy 810 - Transportation
 - i. These policy changes were recommended by the Pennsylvania School Board Association.
 - j. School Directors were given copies of the updated/new policies at the January 10, 2024 Study Session.

2. The Committee moves to approve a **second 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
 - c. These policy changes were recommended by the Pennsylvania School Board Association.
 - d. School Directors were given copies of the updated/new policies at the November 11, 2023 Study Session.

3. The Committee moves to approve the GMSD 2024-2025 calendar as follows:
 - a. Approval is requested to adopt the 2024-2025 calendar.
 - b. A draft calendar was reviewed with the committee and shared with the board at the January 11, 2024 study session meeting.

4. The Committee moves to approve the following volunteers associated with the mentioned athletic programs for the 2023-2024 school year:
 - a. Clay Steadman (Wrestling)
 - b. Brady Haskins (Wrestling)
 - c. Kyle Cousins (Wrestling)
 - d. Brett Mallory (Wrestling)
 - e. Seth Myers (Boys Basketball)
 - f. Matt Roach (Track and Field)
 - g. Nate Jones (Track and Field)
 - h. Lori Burke (Track and Field)
 - i. Christine Patterson (Track and Field)
 - j. Lukas Jakobowski (Track and Field)

POLICY & CO-CURRICULAR ACTIVITIES COMMITTEE MATTERS (continued)

- k. Lexie Traxx (Track and Field)
 - l. Katie Szep (Track and Field)
 - m. Pete Gray (Track and Field)
 - n. Hannah Cox (Softball)
 - o. Tyler Garbee (Softball)
 - p. Jimmy Young (Softball)
 - q. Keith Lawson (Softball)
 - r. Dan Zamoski (Softball)
 - s. Eli Buto (baseball)
 - t. Tim Banks (baseball)
 - u. Brandon Simmons (baseball)
 - v. The appropriate clearances are on file at the Education Center or will be prior to volunteering.
5. The Committee moves to approve the following supplemental resignation with the mentioned athletic programs for the 2023-2024 school year:
- a. James Beach has submitted his letter of resignation for the position of Assistant Coach - Wrestling, effective for the 2023-2024 school year.
6. The Committee moves to approve the following supplemental contracts with the mentioned athletic programs for the 2023-2024 school year:
- a. Spencer Nagy, Assistant Coach - Wrestling \$5,688.80
 - b. Brad Wingle, Head Coach - Track and Field \$7,878.00
 - c. Marshall McCormick, Assistant Coach - Track and Field \$7,110.00
 - d. Jim Wells, Assistant Coach - Track and Field \$7,110.00
 - e. Doug Anderson, Assistant Coach - Track and Field \$7,110.00
 - f. Molly Dillen, Assistant Coach - Track and Field (new) \$5,688.80
 - g. Will White, Middle School Coach, Track and Field \$4,158.00
 - h. Tom Peyton, Head Coach - Baseball \$7,878.00
 - i. Todd Jukes, Assistant Coach - Baseball \$7,110.00
 - j. The appropriate clearances are on file at the Education Center.

NOTE: The head coach softball position was approved at the August meeting and we still have an opening for the assistant coach softball position.

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FINANCE & DISTRICT OPERATIONS COMMITTEE MATTERS

1. The Committee moves to purchase three (3) model year 2025 gasoline, 72-passenger bus at a cost of \$_____ from _____ using 2024-2025 budgeted funds.
 - a. Business Office personnel followed bid processes required under state law and district policy and evaluated bids according to criteria listed in the Bid Documents.
 - b. The attached bid summaries were reviewed at the January 10, 2023 Study Session.
 - c. The District opts to waive the deviations in _____ bids.
2. The Committee moves to award a contract to _____ totalling \$_____ to provide new turf, track and scoreboard at Linden Field.
 - a. Business Office personnel followed bid processes required under state law and district policy and evaluated bids according to criteria listed in the Bid Documents.
3. The Committee moves to approve the Erie County Tax Collection Committee 2023 budget totalling \$10,000. General McLane's share is \$236.59.
4. The Committee moves to approve the Erie County Tax Collection Committee's audited financial statements for the year ended December 31, 2022
 - a. The statements were available for Board review at the Jan 10, 2024 Study Session.
 - b. The statements were audited by Buseck, Barger and Bliel which issued an unqualified opinion.
5. The Committee moves to approve the Berkheimer Tax Innovations' audited financial statements for the year ended December 31, 2022
 - a. The statements were available for Board review at the Jan 10, 2024 Study Session.
 - b. The statements were audited by Baker Tilly LLP which issued an unqualified opinion.
6. The Committee moves to approve the Berkheimer Tax Innovations System of Organization Controls ("SOC") report for the year ended December 31, 2022
 - a. The report was available for Board review at the Jan 10, 2024 Study Session.
 - b. The report was prepared by Baker Tilly LLP which issued a clean opinion.

FINANCE & DISTRICT OPERATIONS COMMITTEE MATTERS (continued)

7. The Committee moves to transfer the following amounts between funds:
 - a. \$447,887.67 from the General Fund to the Capital Projects Fund representing Emergency Connectivity Fund grant receipts and Erie County Technical School building project funds.
 - b. \$351,436.64 from the General Fund to the Food Services Fund representing an accumulation of state and federal subsidies (i.e. meal claims, FICA and PSERS).
 - c. \$60,940 from the General Fund to the Capital Projects Fund representing amounts budgeted but not spent for discontinued teams during 2021-22 and 2022-23. These set-aside funds will be used for Athletic Facilities improvements.

8. The Committee moves to approve a contract with Sarah Reed Children's Center to reserve seats for Emotional Support students.

9. The Committee moves to approve the following non-instructional employee resignation with intent to retire:
 - a. Deanna English submitted a letter to retire from her Food Service Kitchen Lead position at James W Parker Middle School, effective June 6, 2023 after 30 years of service.

10. The Committee moves to ratify the following non-instructional employee resignation:
 - a. Kerry Hoehn submitted a letter to resign from her Custodial Services Technician I position at McKean Elementary School effective December 31, 2023 after 4 years of service.
 - b. Rebecca Saxton submitted a letter to resign from her Personal Care Aide III position at McKean Elementary School effective November 13, 2023 after 15 years of service.

11. The Committee moves to ratify the following non-instructional unpaid leaves of absence:
 - a. Kathy Bradley requested unpaid leave from her Clerical Aide position at McKean Elementary School beginning November 13, 2023.
 - b. Paula Hengle requested unpaid leave from her Food Services Assistant I position at James W Parker Middle School beginning December 19, 2023.
 - c. Joe Therasse requested unpaid leave from his Bus Driver position beginning November 22, 2023.
 - d. Sabrina Austin requested unpaid leave from her Food Services Assistant I position at General McLane High School beginning January 2, 2024.
 - e. These requests are consistent with Policy 336 (Personal Necessity Leave) and Policy 339 (Uncompensated Leave).

FINANCE & DISTRICT OPERATIONS COMMITTEE MATTERS (continued)

12. The Committee moves to approve the following non-instructional unpaid leaves of absence:
 - a. Jennifer Armory requested unpaid leave from her Personal Care Aide I position at James W Parker Middle School beginning February 14, 2023.
 - b. Rolee Luciano requested unpaid leave from her Clerical Aide position at Edinboro Elementary School beginning on April 22, 2024.
 - c. These requests are consistent with Policy 336 (Personal Necessity Leave) and Policy 339 (Uncompensated Leave).

13. The Committee moves to ratify the following non-instructional FMLA leave of absence:
 - a. Jim Wray has requested an FMLA leave from his Bus Driver position effective November 1, 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).

14. The Committee moves to ratify the following non-instructional transfer:
 - a. Erica Rolland has requested a transfer from her Bus Driver position to a Bus Driver/Clerical Aide position at the Service Center effective November 16, 2023.

15. The Committee moves to ratify the following non-instructional employee hirings:
 - a. Lacey Bunce for a 5 hour per day, 180 days per year Custodial Services Technician I position at Edinboro Elementary School effective December 12, 2023.
 - b. Wages and benefits will be consistent with the board approved compensation plan unless otherwise noted.
 - c. All required clearances are on file (or will be before the first day of work) in the Business Office.

16. The Committee moves to approve the following individuals for the non-instructional substitute employee call list:
 - a. Sandra Figueroa as a Custodial Services Technician I.
 - b. Michael Forione as any non-instructional substitute position.

GENERAL McLANE SCHOOL DISTRICT

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CURRICULUM & INSTRUCTION COMMITTEE MATTERS

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:
 - i. Aliyha Larson- Act 86 Prospective Substitute
 - ii. Julia Weber - 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.
 - i. Kendra Stinglin
 - ii. Leslie Guelcher
2. The Committee moves to approve the following field trip requests:
 - a. Mr. Charlie Haise (General McLane High School) has requested to take a group of students to Costa Rica in mid to late June of 2025.
 - i. The trip is being organized and arranged with EF Tours.
 - ii. The purpose of the trip is to provide students taking Spanish the opportunity of a unique and immersive learning experience.
 - b. Mr. Will Steadman (General McLane High School) has requested to take a group of students to the ACDA Eastern Region Festival in Providence, Rhode Island, from February 29, 2024 through March 2, 2024.
 - i. At the festival, students will be performing in the SATB Honors Choir and the SSAA Honors Choir.
 - ii. Students will sing with nearly 200 other students from 13 states and work with choral conductors exploring inclusion in choral music.
 - iii. The General McLane Foundation paid for the students' registration fees.
 - c. Mr. Will Steadman (General McLane High School) has requested to take six GMHS students to the PMEA District 2 Chorus Festival in Allegheny College, in Meadville from January 25, 2024 through January 27, 2024.

CURRICULUM & INSTRUCTION COMMITTEE MATTERS (continued)

3. The Committee moves to ratify the following intermittent FMLA requests:
 - a. Mrs. Mary Anne Cousins (General McLane High School) has requested to take an intermittent FMLA leave from December 4, 2023, through January 31, 2024.
 - b. Mr. Scott Hutchison (James W. Parker Middle School) has requested to take an intermittent FMLA leave from December 19, 2023, through the end of the 2023-2024 School Year.
 - c. Mrs. Jessica Hutchison (Edinboro Elementary School) has requested to take an intermittent FMLA leave from December 19, 2023, through the end of the 2023-2024 School Year.
 - d. These leaves are 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.
 - e. This leave shall be deemed a concurrent use of any leave to which the employee is entitled under the Family and Medical Leave Act.

4. The Committee moves to approve the following intermittent FMLA request:
 - a. Dr. Justin Whitford (Edinboro Elementary School) has requested to take an FMLA leave from approximately February 14, 2024 through the remainder of the 2023-2024 school year.
 - b. This leave is granted in accordance with Policy Section 335, Family and Medical Leaves, Policy 339, Uncompensated Leave, and the Act 93 agreement
 - 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.

5. The Committee moves to approve a Field Experience Agreement with Indiana University of Pennsylvania as follows:
 - a. Indiana University of Pennsylvania is responsible for the selection of qualified students to participate in the practicum or student teaching experience.
 - b. GMSD authorizes the use of its facilities and professional employees to provide the student teaching experience.

6. The Committee moves to ratify the following instructional unpaid leaves of absence:
 - a. Mrs. Sydne Wehrer (McKean Elementary School) has requested unpaid leave from December 13 to 14, 2023.
 - b. Ms. Mackenzie Bird (General McLane High School) has requested unpaid leave from December 20 to 21, 2023.
 - c. These requests are consistent with Policy 336 (Personal Necessity Leave) and Policy 339 (Uncompensated Leave).

CURRICULUM & INSTRUCTION COMMITTEE MATTERS (continued)

7. The Committee moves to approve the following recommendation for the open position for the 2024-2025 School Year.
 - a. Dr. Shannon Scully is recommended for the School Nurse position at James W. Parker Middle School to start at the beginning of the 2024-2025 school year. Dr. Scully will start at step 6 M+45/D in accordance with the GMEA contract. A Professional Contract will be issued.

8. The Committee moves to approve Curriculum Revisions and Adoptions for the following course(s):
 - a. AP English Language and Composition
 - b. AP Research
 - c. Chemistry 1 Accelerated
 - d. Drawing 2
 - e. Metalsmithing
 - f. Painting