

GENERAL McLANE SCHOOL DISTRICT
BOARD OF EDUCATION MEETING

May 15, 2024
6:30 p.m.

Therese Walter Education Center
McDonald Board Room

AGENDA

1. Executive session - new hires
2. Call to Order and Roll Call
3. Pledge of Allegiance
4. Recognition of Visitors for Matters Related to the Agenda
5. Communications
6. Consideration of Minutes of the Regular Monthly Study Session on April 10, 2024
7. Consideration of Minutes of the Regular Monthly Agenda Meeting on April 17, 2024
8. Superintendent's Report
 - a. Autistic Support / Life Skills Transition Project - Mr. Lucas and Mrs. Iaquina
9. Review and Consideration of Financial Reports, Accounts Payable, Cafeteria Accounts Payable as of May 2024, and accounts paid and cafeteria accounts paid prior to the Board meeting in April 2024
10. Committee Reports
 - a. Policy & Co-Curricular Activities Committee - Mrs. Crow, Chair
 - b. Finance & District Operations Committee - Mr. Lofgren, Chair
 - c. Curriculum & Instruction Committee - Mrs. Miller, Chair
11. 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
12. Other Business
13. Recognition of Visitors for School-Related Matters
 - a. Holly Ickes - Technology consideration

14. Notification of Meetings held since the last regularly scheduled Board Meeting of April 17, 2024

- a. Curriculum & Instruction Committee, May 8, 2024; 5:45 p.m.
- b. Policy & Co-Curricular Activities Committee, May 8, 2024; 5:45 p.m.

15. Adjournment

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POLICY & CO-CURRICULAR ACTIVITIES COMMITTEE MATTERS

Mrs. Carrie Crow - Chairperson; Mr. Ickes; Dr. Wise

1. The Committee moves to approve a first reading of the following school board policies:
 - a. Policy 203 - Immunizations and Communicable Diseases
 - b. Policy 219 - Student Complaint Process
 - c. Policy 224 - Care of School Property
 - d. This policy change was made as part of routine policy updates being performed by the GMSD administration and the GMSD solicitor.
 - e. School Directors were given a copy of the updated/new policy at the May 8, 2024, Study Session.
2. The Committee moves to approve a second and final reading of the following school board policies:
 - a. Policy 100 - Strategic Plan
 - b. Policy 108 - Adoption of Textbooks
 - c. Policy 114 - Gifted Education
 - d. Policy 140 - Charter School
 - e. These policy changes were made as part of routine policy updates being performed by the GMSD administration and the GMSD solicitor.
 - f. School Directors were given copies of the updated/new policies at the April 10, 2024, Study Session.
3. The Committee moves to approve the following supplemental contracts with the mentioned athletic programs for the 2024-2025 school year:
 - a. Jamie Brown, Assistant Coach, Football \$7,110.00
 - b. Jenna Bennett, Head Coach, Volleyball \$7,266.40 (new)
 - c. Shannon Regan, Assistant Coach, Girls Soccer \$4,937.60 (new)
 - d. The appropriate clearances are on file at the Education Center.
4. The Committee moves to approve the following supplemental contracts with the mentioned athletic programs for the 2023-2024 school year:
 - a. Josh Hopkins, Middle School Coach - Girls Soccer \$3,118.50
 - b. Dan Young, Middle School Coach - Boys Soccer \$4,158.00
 - c. The appropriate clearances are on file at the Education Center.
5. The Committee moves to approve the agreement with Lexipol for grant-writing services related to school security.
 - a. The agreement includes a 25% cost reduction for the COPS SVPP grant.
 - b. This is part of the budgeted funds for the security cameras and security camera software upgrade.

6. The Committee moves to approve the acceptance of the PCCD School Security Meritorious Grant.
 - a. The award acceptance letter will be signed and uploaded through the PCCD eGrant portal.
7. The Committee moves to nominate Kevin Webber and Luke Lofgren for the PSBA Delegate Assembly on November 2, 2024 (9:00 a.m).
 - a. All registered delegates, both in-person and virtual, will be able to engage in the deliberation and voting process.
8. The Committee moves to approve the following supplemental resignations:
 - a. Ms. Savannah Yonkin submitted a letter of resignation from her Head Coach - Cheerleading position, effective for the 2024-2025 School Year.
 - b. Mr. Dino Montagna submitted a letter of resignation from his Head Coach - Cross Country position, effective for the 2024-2025 School Year.

GENERAL McLANE SCHOOL DISTRICT

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May 15, 2024

FINANCE & DISTRICT OPERATIONS COMMITTEE MATTERS

Mr. Luke Lofgren - Chairperson; Mrs. Foulkrod-Olson; Mr. Schulz

Note: The first four motions listed below are options for the Board to consider for the final 2024–2025 budget. The expenditures are the same in all four options. The only difference between the options is the real estate tax rate. The motions are listed in order from the largest to the smallest real estate tax increase. The Board will vote on the motions one at a time until one of the motions is approved by a majority vote. The Board made the proposed final budget available to the public at least 30 days prior to this vote.

1. The Committee moves to approve the Final 2024-2025 Budget which includes the following (dollar amounts are rounded to the nearest thousand):
 - a. A **real estate tax increase** from 14.49 mills **to 15.36 mills (a 0.87 mill or 6.0% increase)**
 - b. Revenues of \$37,743,000 and expenditures (including transfers) of \$39,259,000 resulting in **\$1,516,000 use of the fund balance.**
 - c. Estimated total fund balance of \$11,316,000 at June 30, 2025 including an unassigned portion equal to \$2,215,000 which is 5.6% of budgeted expenditures.
2. The Committee moves to approve the Final 2024-2025 Budget which includes the following (dollar amounts are rounded to the nearest thousand):
 - a. A **real estate tax increase** from 14.49 mills **to 15.07 mills (a 0.58 mill or 4.0% increase)**
 - b. Revenues of \$37,474,000 and expenditures (including transfers) of \$39,259,000 resulting in **\$1,785,000 use of the fund balance.**
 - c. Estimated total fund balance of \$11,047,000 at June 30, 2025 including an unassigned portion equal to \$1,946,000 which is 5.0% of budgeted expenditures.
3. The Committee moves to approve the Final 2024-2025 Budget which includes the following (dollar amounts are rounded to the nearest thousand):
 - a. A **real estate tax increase** from 14.49 mills **to 14.90 mills (a 0.41 mill or 2.8% increase)**
 - b. Revenues of \$37,312,000 and expenditures (including transfers) of \$39,259,000 resulting in **\$1,947,000 use of the fund balance.**

- c. Estimated total fund balance of \$10,885,000 at June 30, 2025 including an unassigned portion equal to \$1,784,000 which is 4.5% of budgeted expenditures.
- 4. The Committee moves to approve the Final 2024-2025 Budget which includes the following (dollar amounts are rounded to the nearest thousand):
 - d. A **real estate tax increase** from 14.49 mills to **14.78 mills (a 0.29 mill or 2.0% increase)**
 - e. Revenues of \$37,204,000 and expenditures (including transfers) of \$39,259,000 resulting in **\$2,055,000 use of the fund balance.**
 - f. Estimated total fund balance of \$10,777,000 at June 30, 2025 including an unassigned portion equal to \$1,676,000 which is 4.3% of budgeted expenditures.
- 5. The Committee moves to approve the Final 2024-2025 Budget which includes the following (dollar amounts are rounded to the nearest thousand):
 - a. **No real estate tax increase** from the current level of 14.49 mills.
 - b. Revenues of \$36,934,000 and expenditures (including transfers) of \$39,259,000 resulting in **\$2,325,000 use of the fund balance.**
 - c. Estimated total fund balance of \$10,507,000 at June 30, 2025 including an unassigned portion equal to \$1,406,000 which is 3.6% of budgeted expenditures.
- 6. The Committee moves to approve **homestead and farmstead** real estate tax assessment reductions for the year beginning July 1, 2025.:
 - a. The District will apply homestead and farmstead reductions under the provisions of the Homestead Property Exclusion Program (Act 50 of 1998) and the Taxpayer Relief Act (Act 1 of Special Session 2006).
 - b. The Pennsylvania Department of Education has notified the District that it will receive a real estate tax reduction allocation of \$_____ funded by gaming tax revenues.
 - c. The Erie County Assessment Office provided a certified report listing 3,885 properties approved for homestead and/or farmstead exclusions.
 - d. The maximum real estate assessed value reduction to be reflected on the July 1, 2025 tax notices as a homestead and/or farmstead exclusion will be \$_____.
 - e. The maximum real estate tax reduction for each approved homestead and/or farmstead will be \$_____.
- 7. The Committee moves to accept a quote from Conrad Siegel to provide **actuarial services** required under **GASB 75** (Other Post Employment Benefits) as follows:
 - a. Actuarial roll-forward service for the fiscal year ending June 30, 2023 for \$3,000

- b. Actuarial services for the fiscal years ending June 30, 2024 and June 30, 2025 for a total of \$7,500.
8. The Committee moves to approve the sale of a parcel from the County of Erie, Bureau of Revenue and Tax Claim's repository for unsold properties as outlined below:
 - a. Thomas B. Churchill offered \$250 to purchase parcel 45-023-054.1-001.49 more commonly known as 26 Duke Drive, Lot 26 TRL..
9. The Committee moves to renew the following **facility use requests** for the 2024-2025 fiscal year:
 - a. The Northwest Tri-County Intermediate Unit to lease space for \$11,300.00 at McKean Elementary School to operate its Early Intervention Program.
 - b. The YMCA of Erie to lease space for \$12,000.00 at McKean Elementary School to operate its day care.
 - c. All other terms and conditions of the leases will remain the same as previous years.
10. The Committee moves to authorize the Administration to apply for a \$595,400 Department of Community and Economic Development grant to procure and install new exterior doors at the James W. Parker Middle School as more fully described in the attached resolution.
11. The Committee moves to approve the appointments and designations listed below. The appointments and designations are for the July 1, 2024 through June 30, 2025 fiscal year unless otherwise noted.
 - a. Luke Lofgren to serve as **Board Treasurer**. There is no compensation for the Board Treasurer position. The Board will purchase a \$25,000 performance bond for this position.
 - b. The **Student Activity Bank Account Custodians** will be:
 - i. Edinboro Elementary Mitten Fund – Dr. Whitford
 - ii. McKean Elementary Mitten Fund – Ms. Sarah Palm
 - iii. Middle School – Mr. Buto and Ms. Anderson
 - iv. High School – Mr. Mennow and Mr. Kiem
 - v. The Board will purchase a \$5,000 bond for each custodian.
 - c. Brian Cressman (MacDonald, Illig, Jones and Britton) as the District's **Solicitor**.
 - d. USI Insurance Services (formerly Northwest Insurance Services) to serve as the District's **health insurance broker**.
 - e. Hallgren, Restifo, Loop & Coughlin to serve as the District's **Architect** of Record. Hallgren, Restifo, Loop & Coughlin's fee will be 6% of total contract costs.

- f. Loesel-Schaaf to serve as the District's **Insurance Broker** of Record for property, casualty, liability and workers' compensation coverages.
- g. H.A. Berkheimer, Inc. ("Berkheimer") to serve as the **Earned Income Tax Collector** effective January 1, 2025 under the terms of an agreement with the Erie County Tax Collection Committee ("ECTCC"). Berkheimer will collect earned income taxes for all municipalities within the District for a commission of 1.44% of the amount collected.
- h. H.A. Berkheimer, Inc. ("Berkheimer") to serve as the **Delinquent Earned Income Tax Collector** effective January 1, 2025 under the terms of an agreement with the Erie County Tax Collection Committee ("ECTCC"). Berkheimer will collect delinquent earned income taxes for all municipalities within the District for a commission of 1.44% of the amount collected.
- i. H.A. Berkheimer, Inc. ("Berkheimer") or the municipality's appointed individual to serve as the **Local Services Tax Collector** effective January 1, 2025 under the terms of an agreement with the Erie County Tax Collection Committee ("ECTCC") or an agreement with the appointing municipality. Berkheimer will collect local services taxes for all municipalities within the District for a commission of 1.44% of the amount collected.

j. **Designated Depositories:**

Northwest Bank:

- i. General Fund Business Insured Money Fund Account #XXXXXX5X46
- ii. General Fund Checking Account #XXXXX9430
- iii. Capital Reserve Business Insured Money Fund Account #XXXXXX5X86
- iv. Capital Reserve Checking Account #XXXXXX1436
- v. Employee Benefit Dental Checking Account #XXXXXX1X19
- vi. Flexible Spending Checking Account #XXXXXX0X22
- vii. Food Service Checking Account # XXXXXX1477
- viii. High School Activity Checking Account #XXXXXX1X44
- ix. Middle School Activity Checking Account #XXXXXX1X51
- x. Middle School Ross Morrow Checking Account #XXXXXX1X01
- xi. Edinboro Elementary Activity Checking Account #XXXXXX1X69
- xii. McKean Elementary Activity Checking Account #XXXXXX1X85

PNC Bank, Edinboro Office

Checking Account #XX-XXXX-2X68
Easy Procure Account #XX-XXXX-1X81

Pennsylvania Local Government Investment Trust ("PLGIT")

General Fund Account #XXX00X5
Capital Reserve Fund Account #XXX00X8

Pennsylvania School District Liquid Asset Fund ("PSDLAF")
General Fund Account (for credit cards) - #XXXXXX73X2

- k. ????? Buseck, Barger & Bleil, CPA's to audit the District's financial records for the fiscal year ending June 30, 2024.
12. The Committee moves to approve the following hiring:
- a. Mrs. Jaquelynn Dutchcot is recommended for the position of Business Manager, effective July 1, 2024.
 - b. A contract will be issued that details salary and benefits.
13. The Committee moves to approve the following non-instructional FMLA leave of absence:
- a. Cathy Clever has requested an FMLA leave from her Administrative Assistant position at Edinboro Elementary School beginning on July 2, 2024
 - 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 unpaid leave of absence:
- a. Paula Hengle requested leave from her Food Services Assistant I position at James W Parker Middle School beginning on April 22, 2024.
 - b. These requests are consistent with Policy 336 (Personal Necessity Leave) and Policy 339 (Uncompensated Leave).
15. The Committee moves to approve the following non-instructional transfer:
- a. Paula Hengle has requested a transfer from her 4 hour, 180 day Food Services Assistant I position at James W Parker Middle School to a 6.5 hour, 180 day Food Services Assistant I position at James W Parker Middle School.
 - b. Chris Suroviec has requested a transfer from his part time Bus Driver position to a Bus Driver/Food Services Assistant I position at James W Parker Middle School.
16. The Committee moves to approve the following individuals for the non-instructional substitute employee call list:
- a. Darrell Brannon as a bus driver.
 - b. Wages will be at board approved rates and all required clearances will be on file 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

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May 15, 2024

CURRICULUM & INSTRUCTION COMMITTEE MATTERS

Mrs. Dana Miller, chairperson; Mr. Webber; Mr. Pattullo

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. Judy Scaletta Music/Mathematics 7-12
 - ii. Chloe McMullen Act 86 Prospective Substitute Teacher
 - iii. Bailee Miara Elementary Education
 - iv. Alayna Denhold Teacher Program Completer
 - v. Kira Ackerman Teacher Program Completer
 - vi. Sophie Tyler Teacher Program Completer
 - vii. Halleigh Irwin Act 86 Prospective Substitute Teacher
 - 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. Jessica Brown
2. The Committee moves to approve the following recommendation(s) for open position(s) for the 2024-2025 School Year:
 - a. Dorothy Laskey is recommended for the Second Grade teaching position at McKean Elementary School to start at the beginning of the 2024-2025 school year. Mrs. Laskey will start at Masters Step 5 salary in accordance with the GMEA contract. A Temporary Professional Contract will be issued.
 - b. Jenna Bennett is recommended for the Fourth Grade teaching position at McKean Elementary School to start at the beginning of the 2024-2025 school year. Ms. Bennett will start at Bachelors Step 2 salary in accordance with the GMEA contract. A Temporary Professional Contract will be issued.
 - c. Mrs. Kimberly Martz is recommended for the Kindergarten teaching position at Edinboro Elementary School to start at the beginning of the 2024-2025 school year. Mrs. Martz will start at Masters Step 5 salary in accordance with the GMEA contract. A Professional Contract will be issued.
 - d. Danna Heh is recommended for the Learning Support teaching position at General McLane High School to start at the beginning of the 2024-2025 school year. She will start at Masters Step 2 salary in accordance with the GMEA contract. A Professional Contract will be issued.

- e. Kaitlyn Gleba is recommended for the Elementary School Counselor position at Edinboro Elementary School to start at the beginning of the 2024-2025 school year. Ms. Gleba will start at Masters Step 2 salary in accordance with the GMEA contract. A Temporary Professional Contract will be issued.
- 3. The Committee moves to approve the following conference travel request:
 - a. Mike Cannata, Director of Student Services, will be traveling to the PDE/PaTTAN Transition Conference at Penn State University from July 31 to August 1, 2024, to be the opening keynote speaker to talk about General McLane's Education Academy and Unified Sports.
 - i. Three General McLane High School students will accompany him to present.
 - ii. PaTTAN will pay for all room and board.
- 4. The Committee moves to approve Curriculum Revisions and Adoptions for the following course(s):
 - a. AP English Language & Composition
 - b. Fitness & Weight Training
 - c. Health (Grade 9)
 - d. Physical Education (K-2)
 - e. Physical Education (3-4)
 - f. Health (K-4)
 - g. Painting II
- 5. The Committee moves to approve the adoption of resources at Edinboro Elementary School and McKean Elementary School as follows:
 - a. EnVisions Mathematics (Savvas)
 - b. The Curriculum and Instruction Committee was provided with an overview of the resource during the study session on May 8, 2024
- 6. The Committee moves to approve the adoption of resources at Edinboro Elementary School and McKean Elementary School as follows:
 - a. Character Strong
 - b. Character Strong will be implemented by our elementary school counselors, in cooperation with the regular education teachers, on a weekly basis.
 - c. The Curriculum and Instruction Committee was provided with an overview of the resource during the study session on May 8, 2024
- 7. The Committee moves to approve the adoption of resources by the General McLane High School Health & Physical Education department as follows:
 - a. 2022 Glencoe Health with 2023 Human Sexuality
 - b. The Curriculum and Instruction Committee was provided with an overview of the resource during the study session on May 8, 2024
- 8. The Committee moves to approve certification of seniors for graduation as follows:

- a. Approval of the seniors for graduation is on the condition that all requirements have been met.
 - b. A list was provided at the May 8, 2024, Study Session.
- 9. The Committee moves to approve the creation of the General McLane School District-Foundation Coordinator Position
 - a. This is a 480 hour/year position
 - b. This person will act as a liaison between the District and the GM Foundation
 - c. The focus of this position will be on administrative tasks, fundraising efforts, and community outreach initiatives.
 - d. The job may be completed remotely, with the exception of required attendance at the bi-monthly GM Foundation Board of Trustees meetings, and any other meetings as requested by the Foundation President and/or GMSD Administration
- 10. The committee moves to approve the following internship:
 - a. Molly Gavin will be a psychology intern in General McLane School District as part of her requirements for graduate school at PennWest Edinboro.
 - b. The internship would be from approximately August 26, 2024 through June 6, 2025.
 - c. Dr. Coughenour and Dr. Hardy have agreed to supervise this internship.
 - d. Ms. Gavin will be paid a \$20,000 stipend via PHEAA/PA Helps funds, pending approval.
 - i. If those funds are not approved, she will receive a \$10,000 stipend using Access funds.
- 11. The Committee moves to approve the AP Summer Institute Conference Request as follows:
 - a. Ms. Emily Troncone will attend the AP Language & Composition conference in person at Oakland University in Rochester, Michigan.
 - b. The conference goes from June 17, 2024 until June 20, 2024. She will use June 16, 2024 as a travel day and return on June 20, 2024.
 - c. Ms. Troncone will travel to and from the conference with Mrs. Mary Anne Cousins.
 - d. The district will pay for Ms. Troncone's registration and related travel expenses.
- 12. The Committee moves to approve the updated MOU with Robert Morris University and the College in High School program.
 - a. This update outlines changes to Robert Morris University's online portal, which will be utilized for student registration and payment for courses.
- 13. The committee moves to approve the purchase of SchoolMessenger Communicate and SchoolMessenger SecureFile
 - a. This will replace SwiftK12, which Motorola is discontinuing as of June 30, 2024.
 - b. SchoolMessenger is a PowerSchool product that integrates with our SIS and will function similarly to SwiftK12.

14. The committee moves to approve the Dual Credit Affiliation Agreement between the General McLane School District and Erie County Community College
 - a. Entering into this agreement will enable students to earn dual credit by taking courses through Erie County Community College while enrolled as students at General McLane High School.
 - b. This agreement will commence on the effective date listed and continue for a period of 5 years.
15. The committee moves to approve a linkage of agreement between General McLane School District and Barber National Institute
 - a. The agreement will remain in effect for five years, unless either party requests a revision
 - b. The agreement approves referrals, emergency services, documentation, transfer of information, and financial arrangements between the two parties.