

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

November 20, 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. Consideration of Minutes of the Regular Monthly Study Session on October 9, 2024
5. Consideration of Minutes of the Regular Monthly Agenda Meeting on October 16, 2024
6. Superintendent's Report
  - a. 2024 GMSD Holiday Card
  - b. Safety Patrol – McKean Elementary School
7. Review and Consideration of Financial Reports, Accounts Payable, Cafeteria Accounts Payable as of November 2024, and accounts paid and cafeteria accounts paid prior to the Board meeting in October 2024
8. Committee Reports
  - a. Policy & Co-Curricular Activities Committee – Carrie Crow, Chair
  - b. Finance & District Operations Committee – Luke Lofgren, Chair
  - c. Curriculum & Instruction Committee – Dana Miller, Chair
9. Other Reports
  - a. Intermediate Unit #5 Report – Brad Pattullo
  - b. Erie County Vo-Tech Report – Tim Wise
  - c. Legislative Council Report - Luke Lofgren
  - d. General McLane Foundation Report – Carrie Crow
10. Other Business
11. Recognition of Visitors for School-Related Matters
12. Notification of Meetings held since the last regularly scheduled Board Meeting of October 16, 2024
  - a. Curriculum & Instruction Committee, November 13, 2024; 5:45 p.m.
  - b. Policy & Co-Curricular Activities Committee, November 13, 2024; 5:45 p.m.
  - c. Finance & District Operations Committee, November 13, 2024; 5:45 p.m.
13. Adjournment

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**POLICY & CO-CURRICULAR ACTIVITIES COMMITTEE MATTERS**

Carrie Crow - Chairperson; Donald Ickes; Timothy Wise

1. The Committee moves to approve a first reading of the following GMSD School Board Policy:
  - a. Policy 137.1 – Extracurricular Participation by Home Education Students
  - b. Policy 137.2 – Participation in Cocurricular Activities and Academic Courses by Home Education Students
  
2. The Committee moves to approve second and final readings of the following GMSD School Board Policies:
  - a. Policy 113.1 – Discipline of Students with Disabilities
  - b. Policy 113.2 – Behavior Support
  - c. Policy 202 – Eligibility of Nonresident Students
  - d. Policy 236.1 – Threat Assessment
  - e. Policy 254 (new) – Educational Opportunity for Military Children
  - f. Policy 606 – Tax Collection
  - g. Policy 607 – Tuition Income
  - h. Policy 805.3 – School Security Personnel
  - i. Policy 610 – Purchases Subject to Bid/Quotation
  - j. Policy 611 – Purchases Budgeted
  - k. Policy 615 – Payroll Deductions
  - l. Policy 616 – Payment of Bills
  - m. Policy 618 – Student Activity Funds
  - n. Policy 624 – Taxable Fringe Benefits
  - o. Policy 625 – Procurement Cards
  - p. Policy 626.1 – Travel Reimbursement Federal Programs
  - q. These changes are being made to align GMSD Board Policy with current PA School Code and updated PA legislation.
  - r. School Directors received updated copies of the policies at the October 9, 2024, Study Session meeting.
  
3. The Committee moves to approve the following athletic volunteers with the mentioned athletic programs for the 2024-2025 school year:
  - a. Ryan Detric (Wrestling)
  - b. Chance Kimmy (Wrestling)
  - c. Jordan Brewer (Cheerleading – Basketball)
  - d. Matt Leehan (Wrestling)
  - e. Grace Flood (Wrestling)
  - f. Ryan Bookhamer (Boys Basketball)
  - g. The appropriate clearances will be on file at the Education Center before these individuals begin volunteering.
  
4. The Committee moves to approve the following athletic supplemental resignation:
  - a. Mike Caro has submitted a letter of resignation for his Middle School Coach – Wrestling position, effective immediately.

- b. He did not work at all for the 24-25 year. He will continue to volunteer with the program.
- 5. The Committee moves to approve the following athletic supplemental contracts for the 2024-2025 School Year:
  - a. Shannon Regan, Middle School Coach, Girls Soccer \$4,158.00
  - b. Clearances will be on file at the Education Center on or before the coach's start date.

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**FINANCE & DISTRICT OPERATIONS COMMITTEE MATTERS**

Luke Lofgren - Chairperson; Ashley Foulkrod-Olson; Andy Schulz

1. The Committee moves to approve the following non-instructional employee resignation with intent to retire:
  - a. Paula Loomis submitted a letter to resign from her Administrative Assistant – Guidance position at General McLane High School effective January 31, 2025, after 25 years of service.
2. The Committee moves to approve the following non-instructional employee resignation:
  - a. Audrey Russell submitted a letter to resign from her Clerical Aide position at McKean Elementary School effective December 20, 2024, after 2 years of service.
  - b. Sarah Grabski submitted a letter to resign from her Director of Communications and Administrative Services position effective January 2, 2025, after 5 years of service.
3. The Committee moves to ratify the following non-instructional unpaid leave of absence:
  - a. Sarah Campbell requested leave from her Food Services Assistant I position at McKean Elementary from October 21, 2024, through October 28, 2024.
  - b. This request is consistent with Policy 336 (Personal Necessity Leave) and Policy 339 (Uncompensated Leave).
4. The Committee moves to approve the following non-instructional unpaid leave of absence:
  - a. Denise Shreve requested leave from her Personal Care Assistant II position at James W Parker Elementary School from April 1, 2025, through April 4, 2025.
  - b. This request is consistent with Policy 336 (Personal Necessity Leave) and Policy 339 (Uncompensated Leave).
5. The Committee moves to approve the following non-instructional FMLA leaves of absence:
  - a. Employee #2320 has requested to use an FMLA leave from January 2, 2025, through March 31, 2025.
  - 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).
6. The Committee moves to approve the following non-instructional transfer:
  - a. Adam Snarski has requested to transfer from his Mechanic I position at the Service Center to a Mechanic II position at the Service Center with an effective date TBD.
7. The Committee moves to approve the hiring of the following non-instructional employees:

- a. Eric Flowers for an 8.0-hour, 260-day Mechanic I position at the Service Center with a start date TBD.
  - b. Christian Karotko for an 8.0-hour, 260-day Maintenance I position at the Service Center with a start date TBD.
  - c. Elizabeth Richards for an 8.0-hour, 260-day Custodial Services Technician II position at Edinboro Elementary School with a start date TBD.
  - d. Hunter Thomas for a 5.0-hour, 180-day Custodial Services I position at Edinboro Elementary School with a start date TBD.
  - e. Wages and benefits will be consistent with the Board-approved compensation plan unless otherwise noted.
  - f. All required clearances are on file (or will be before the first day of work) in the Business Office.
8. The Committee moves to ratify the hiring of the following non-instructional employees:
  - a. Staci Rock for a 6.5-hour, 180-day Instructional Aide position at McKean Elementary School, with a start date November 5, 2024.
  - b. Darlene Salhoff for a 6.5-hour, 2.0-days/week Food Services Assistant I position at General McLane High School for the remainder of the 2023-2024 school year with an effective date of October 17, 2024.
  - c. Wages and benefits will be consistent with the Board-approved compensation plan unless otherwise noted.
  - d. All required clearances are on file (or will be before the first day of work) in the Business Office.
9. The Committee moves to approve the following individuals for the non-instructional substitute employee call list:
  - a. Elizabeth Clark
  - b. Magdalen Rutkowski
  - c. 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.
  - d. 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.
10. The Committee moves to approve the contract with The Nutrition Group as the District's Food Service Management Company effective January 1, 2025, through June 30, 2025, renewable for four (4) additional one-year periods.
11. The Committee moves to approve the attached resolution to not exceed the Act 1 S.S. 2006 Index for the 2025-26 budgeting year, which is 5.4%.
12. The Committee moves to approve the attached IntraFi Network Deposits DDA-MMDA Deposit Placement Agreement ("Agreement") with Northwest Savings Bank and Treasury Management Addendum; as attached.
13. The Committee moves to approve the quote for Glycol replacement at McKean Elementary School with Scobell for \$74,013 paid out of Capital Fund.
14. The Committee moves to approve the quote for valve replacement at McKean Elementary School with Scobell for \$9,934.00 paid out of Capital Fund.
15. The Committee moves to approve the proposal agreement for Servicefinder through Transfinder; as attached.

16. The Committee moves to approve the agreement with Sammartino, Stout & Lo Presti Real Estate Analysts, Appraisers & Consultants; as attached.

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**CURRICULUM & INSTRUCTION COMMITTEE MATTERS**

Dana Miller, chairperson; Kevin Webber; Brad Pattullo

1. The Committee moves to approve the 2024-2025 School Year GMSD substitute teacher list:
  - a. The following individuals are recommended for the substitute teacher list. Act 34, Act 114, Act 151 Background checks are on file, as well as three additional clearances and a TB test required by the district:
    - i. Alysa Henry
    - ii. Edwin Murphey
    - iii. Rebecca Waszkiewicz
    - iv. Lindsay Meighan
    - v. Chloe Pavlov
    - vi. Bridgett Bartlett
    - vii. Madison Adams
    - viii. Shannon Curtis
    - ix. Rischelle Shaw
    - x. Sharon Bisbee
    - xi. Emma Guzik
2. The Committee moves to approve the following FMLA leaves:
  - a. Employee #151 is requesting to use an FMLA leave from November 11, 2024, through January 2, 2025.
  - b. Employee #2289 is requesting to use an intermittent FMLA leave for child-rearing purposes from approximately January 28, 2025 through May 19, 2025.
  - c. Any available paid leave will be used concurrent with FMLA leave.
  - d. These requests are consistent with Policy 334 (Sick leave) and Policy 335 (FMLA Leave).
3. The Committee moves to approve the following undergraduate internship:
  - a. Rita Gonzalez-Cuevas, a PennWest student, is requesting to complete an undergraduate internship in school psychology from January 2025 through June 2025.
  - b. Jennifer Hardy and Julie Coughenour will supervise the internship.
  - c. This is an unpaid internship.
  - d. All clearances are on file or will be prior to the internship start date.
4. The Committee moves to approve the following substitute nurse:
  - a. Sandra Wilson, RN
  - b. All clearances are on file or will be before the employee's start date.
5. The Committee moves to approve a long-term substitute at Edinboro Elementary School:
  - a. Michelle Beddick will be substitute teaching in for a long-term health & physical education teacher position at Edinboro Elementary School, effective November 4, 2024, through December 20, 2024.
  - b. Michelle is filling in for an employee on FMLA leave.
  - c. It is understood this substitute teaching position does not guarantee or suggest future permanent employment.