

OCTORARA AREA SCHOOL DISTRICT

Minutes of Board Meeting Held on August 16, 2021

The regular meeting of the Octorara Area School Board was held in the Octorara Area Jr./Sr. High School Multi-Purpose Room and via Zoom on August 16, 2021.

A moment of silence and the Pledge of Allegiance preceded the meeting.

The President, Mr. Fox, called the meeting to order at 7:03 p.m. Other members present were: Ms. Bowman, Mr. Falgiatore, Mr. Ganow, Mr. Hurley, Mr. Koennecker, Ms. Yelovich, and Mr. Zimmerman. Mr. Norris was absent. Also present were Mrs. Hardy, Secretary; Dr. Orner, Superintendent; Mr. Curtis, Business Manager; members of the administrative team; Paige Linnenbaugh, student representative; one reporter; 21 citizens; and 55 citizens via Zoom.

The minutes of the Regular Meeting of July 19, 2021 were approved on motion of Mr. Ganow, second by Ms. Bowman and approval of all members present.

There were no presentations.

Under information items:

Samantha Norris will transfer from a third grade teacher to a fourth grade teacher for the 2021-2022 school year replacing Joan McDermott who is transferring to an Elementary Itinerant Acceleration Teacher on Assignment for the 2021-2022 school year.

The Treasurer's Report, which can be found at the end of these minutes, was approved on motion of Mr. Zimmerman, second by Mr. Hurley and approval of all members present. (Appendix A-8/16/21)

A list of bills for the General Fund totaling \$1,544,304.34; Cafeteria Fund totaling \$0.00, Capital Projects totaling \$0.00, and Capital Reserve totaling \$0.00 of which are attached to these minutes as Appendix B-8/16/21, were approved and ordered paid on motion of Mr. Ganow, second by Mr. Falgiatore and approval of all members present.

There were no visitors' comments for agenda items only.

The following items were approved on motion of Mr. Ganow, second by Ms. Bowman and approval of all members present:

The Octorara Board of School Directors approved the Renewal of School District Facilities Department Management Contract with the Chester County Intermediate Unit effective July 1, 2021 through June 30, 2023 at a monthly cost of \$10,500 for 2021-2022 and \$12,000 for 2022-2023. (Appendix C-8/16/21)

The Octorara Board of School Directors approved the Service Agreement with the Chester County Intermediate Unit for a Mathematics Instructional Coach/Facilitator for the 2021-2022 school year at a cost of \$159,233. (Appendix D-8/16/21)

The Octorara Board of School Directors accepted the CCIU joint purchasing bid from John A. DiRocco General Contractors Inc. for the PLC bus loop paving project at a cost of \$32,196.10 paid with capital project funds.

The Octorara Board of School Directors accepted the Costars quote from New Holland Auto Group for a Ford F-250 at a cost of \$29,976 paid with capital project funds.

The Octorara Board of School Directors approved the Consultative Services Agreement with the Lancaster-Lebanon Intermediate Unit for safety and security consulting for the 2021-2022 school year at a cost of \$500. (Appendix E-8/16/21)

The Octorara Board of School Directors approved the Security Services Proposal with Signal 88 Security for the 2021-2022 school year for an armed officer and a traffic officer at a monthly cost of \$11,418.75. (Appendix F-8/16/21)

The Octorara Board of School Directors approved the following policies, second reading:

- 601 *Fiscal Objectives*
- 602 *Budget Planning*
- 603 *Budget Preparation*
- 604 *Budget Adoption*
- 605 *Tax Levy*
- 606 *Tax Collection*
- 607 *Tuition Income*
- 608 *Bank Accounts*
- 609 *Investment of District Funds*
- 610 *Purchase Subject to Bid/Quotation*
- 611 *Purchases Budgeted*
- 612 *Purchases Not Budgeted*
- 613 *Cooperative Purchasing*
- 614 *Payroll Authorization*
- 615 *Payroll Deductions*
- 616 *Payment of Bills*
- 617 *Petty Cash*
- 618 *Student Activity Funds*
- 619 *District Audit*
- 620 *Fund Balance*
- 621 *Local Taxpayer Bill of Rights*
- 622 *GASB Statement 34*
- 624 *Taxable Fringe Benefits*
- 625 *Procurement Cards*
- 626 *Federal Fiscal Compliance*
- 626.1 *Travel Reimbursement – Federal Programs*

(Appendix G-8/16/21)

The Octorara Board of School Directors approved a half-year educational sabbatical leave for Ms. Tara Murdock for the second semester of the 2021-2022 school year. Ms. Murdock is a family and consumer science and CTE child care teacher at the Octorara Jr./Sr. High School.

The Octorara Board of School Directors approved the attainment of tenure status for the following professional employees (in accordance with Section 1108 of the current School Laws of Pennsylvania):

- Katherine Wark
- Melissa Melton
- Kendra Collins
- Stefanie Nuse
- Heather Kramer
- Elizabeth D’Orazio
- Allyson Fought

The Octorara Board of School Directors accepted the resignation of Ms. Alex Stam as girls' basketball coach at the Octorara Jr./Sr. High School effective July 30, 2021. (Hired for the 2020-2021 school year.)

The Octorara Board of School Directors approved Ms. Patricia Albrecht as an instructional assistant at the Octorara Primary Learning Center effective August 30, 2021. Ms. Albrecht's rate will be \$11.02 per hour for 5.75 hours per day. (Ms. Albrecht is currently a lunchroom/playground supervisor and is replacing Traci Zary who resigned.)

The Octorara Board of School Directors approved Ms. Bonita DeForest as a lunchroom/playground supervisor at the Octorara Intermediate School effective August 30, 2021 pending completion of employee related documents required by law and the District. Ms. DeForest's rate will be \$9.50 per hour for three hours per day. (Replacing Yeimy Almanza Zurity who resigned.)

The Octorara Board of School Directors approved Ms. Sandra Affourtit as a cafeteria site leader effective August 23, 2021. Ms. Affourtit's rate will be \$16.50 per hour for 5.75 hours per day. (Replacing Penny Garris who retired.)

The Octorara Board of School Directors approved Ms. Amanda Hamilton as supply handler in the Food Service Department effective August 16, 2021 pending completion of employee related documents required by law and the District. Ms. Hamilton's rate will be \$17.00 per hour for 5.75 hours per day. (Ms. Hamilton is returning to this position after resigning to be home with her children when school was not open due to COVID.)

The Octorara Board of School Directors approved the following cafeteria workers effective August 23, 2021 at a rate of \$15.00 per hour for four hours per day:

- Elizabeth Colden (Replacing Barbara Dotson)
- Doris McGinnis (Replacing Tara Sheets)
- Irene Sable (Replacing Alexis Howarth)
- Valerie Wilson (Replacing Teresa Johnson)

The Octorara Board of School Directors approved the list of substitute teachers and support staff for the 2021-2022 school year. (Appendix H-8/16/21)

The Octorara Board of School Directors approved the list of supplemental contracts for the 2021-2022 school year. (Appendix I-8/16/21)

The Octorara Board of School Directors approved a support staff rate increase for Ms. Valerie Brewer from \$12.40 per hour to \$12.65 per hour due to credits earned.

The Octorara Board of School Directors approved the following changes in salary due to graduate credits earned:

Lakeya Gilliam	From B (\$59,505) to M (\$61,345)	Step 13 to MAX
Allison Hallman	From B+15 (\$58,587) to M (\$60,455)	Step 14 to MAX
Lori Boldt	From M+45 (\$76,075) to M+60 (\$79,042)	Step 9 to MAX

On motion of Ms. Bowman, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved the 2021-2022 Octorara Jr./Sr. High School Student/Parent Handbook. (Appendix J-8/16/21)

On motion of Mr. Zimmerman, second by Mr. Falgiatore and approval of all members present the Octorara Board of School Directors approved the changes to the 2021-2022 K-6 Student/Parent Handbook. (Appendix K-8/16/21)

On motion of Ms. Bowman, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors approved Dr. Jon Propper, Mr. Mark Peticca, Ms. Melissa Andrews, and Ms. Lisa McNamara as truant officers for the Octorara Jr./Sr. High School.

On motion of Ms. Bowman, second by Mr. Hurley and approval of all members present the Octorara Board of School Directors approved a one year extension for Health eTools software for the 2021-2022 school year at a cost of \$8,508.

On motion of Ms. Bowman, second by Mr. Ganow and approval of all members present the Octorara Board of School Directors approved the following new anchor texts for grade 6 ELA:

A Long Walk to Water by Linda Sue Park
The Boy in the Striped Pyjamas by John Boyne
Ghost by Jason Reynolds

On motion of Mr. Falgiatore, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors accepted the resignation of Ms. Deirdre Shappell as an instructional assistant at the Octorara Intermediate School effective August 5, 2021. (Hired October 15, 2018)

On motion of Ms. Bowman, second by Mr. Ganow and approval of all members present the Octorara Board of School Directors accepted the resignation of Ms. Nichole Little as secretary to the Director of Student Services effective August 31, 2021. (Hired July 13, 2020)

On motion of Mr. Ganow, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved Mr. Dorian LoBato as Food Service Director effective August 17, 2021 pending completion of employee related documents required by law and the District. Mr. LoBato's salary will be \$80,000. (Replacing Linda Neff who retired.)

On motion of Mr. Ganow, second by Ms. Bowman and approval of all members present the Octorara Board of School Directors approved Ms. Hayley Caulfeild-James as a science teacher at the Octorara Jr. High School effective August 23, 2021 pending completion of employee related documents required by law and the District. Ms. Caulfeild-James' salary will be \$53,267 which is Step 18 to MAX of the Bachelor's scale. (Replacing Shelley Leonard who resigned.)

On motion of Mr. Zimmerman, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors approved Ms. Patty Steyer as a sixth grade teacher at the Octorara Intermediate School effective August 23, 2021 pending completion of employee related documents required by law and the District. Ms. Steyer's salary will be \$62,675 which is Step 18 of the Master's +15 scale. (Replacing Laura Fischer who transferred.)

On motion of Mr. Ganow, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved Ms. Tammy Swanson as a long term substitute sixth grade teacher at the Octorara Intermediate School for the 2021-2022 school year pending completion of employee related documents required by law and the District. Ms. Swanson's salary will be \$57,531 which is Step 18 to MAX of the Master's scale. (Replacing Ashley Stern who transferred to an Elementary Itinerant Acceleration Teacher on Assignment for the 2021-2022 school year.)

On motion of Ms. Bowman, second by Mr. Ganow and approval of all members present the Octorara Board of School Directors approved Ms. Margaret Imms as long term substitute fourth grade teacher

at the Octorara Elementary School for the 2021-2022 school year pending completion of employee related documents required by law and the District. Ms. Imms' salary will be \$53,267 which is Step 18 to MAX of the Bachelor's scale. (Replacing Joan McDermott who transferred to an Elementary Itinerant Acceleration Teacher on Assignment for the 2021-2022 school year.)

On motion of Mr. Ganow, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors approved Ms. Macey Wetzel as a long term substitute third grade teacher at the Octorara Elementary School for the 2021-2022 school year pending completion of employee related documents required by law and the District. Ms. Wetzel's salary will be \$53,267 which is Step 18 to MAX of the Bachelor's scale. (Replacing Samantha Norris who transferred to a fourth grade teacher for the 2021-2022 school year.)

On motion of Mr. Ganow, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved Ms. Jillian Matys as a long term substitute fourth grade teacher at the Octorara Elementary School for the first semester of the 2021-2022 school year pending completion of employee related documents required by law and the District.. Ms. Matys' salary will be \$55,579 pro-rated which is Step 18 to MAX of the Bachelor's +15 scale. (Replacing Ashley Ayers who is on an ½ year educational sabbatical.)

On motion of Mr. Ganow, second by Ms. Bowman and approval of all members present the Octorara Board of School Directors approved Ms. Brooke Hawley as a long term substitute second grade teacher effective August 23, 2021 through December 23, 2021 pending completion of employee related documents required by law and the District. Ms. Hawley's rate will be \$150 per day. (Replacing Megan Clark who will be on child rearing leave.)

On motion of Mr. Ganow, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved Ms. Jessica Compton as an instructional assistant at the Octorara Elementary School effective August 30, 2021 pending completion of employee related documents required by law and the District. Ms. Compton's rate will be \$11.02 per hour for 5.75 hours per day. (This is a new position.)

On motion of Ms. Bowman, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved Ms. Annette Williams as an instructional assistant at the Octorara Elementary School effective August 30, 2021 pending completion of employee related documents required by law and the District. Ms. Williams' rate will be \$11.02 per hour for 5.75 hours per day. (This is a new position.)

On motion of Mr. Ganow, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved Ms. Angela Cristou as an instructional assistant at the Octorara Elementary School effective August 30, 2021 pending completion of employee related documents required by law and the District. Ms. Cristou's rate will be \$11.02 per hour for 5.75 hours per day. (Replacing Amanda Ellingsworth who resigned.)

On motion of Mr. Ganow, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors approved Ms. Rachel McGinnis as Jr. High Assistant Cross Country Coach at 3 points at \$620 each for \$1,860.

On motion of Mr. Ganow, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors accepted the resignation of Ms. Ashley Mann as a long term substitute learning support teacher at the Octorara Elementary School effective August 12, 2021. (Hired August 9, 2021)

On motion of Mr. Ganow, second by Ms. Yelovich and approval of all members present the Octorara Board of School Directors approved Ms. Elizabeth Monk-Sarvis as an instructional assistant at the Octorara Intermediate School effective August 30, 2021 pending completion of employee related documents required by law and the District. Ms. Monk-Sarvis' rate will be \$11.02 per hour for 5.75 hours per day. (Replacing Kathleen McCarthy who resigned.)

On motion of Ms. Bowman, second by Mr. Ganow and approval of all members present the Octorara Board of School Directors approved Ms. Katelyn McMinn as an instructional assistant at the Octorara Primary Learning Center effective August 30, 2021 pending completion of employee related documents required by law and the District. Ms. McMinn's rate will be \$11.02 per hour for 5.75 hour per day. (Replacing Maria Miller who resigned.)

On motion of Ms. Bowman, second by Mr. Ganow and approval of all members present the Octorara Board of School Directors approved Ms. Madison Anthony as an instructional assistant at the Octorara Primary Learning Center effective August 30, 2021 pending completion of employee related documents required by law and the District. Ms. Anthony's rate will be \$11.84 per hour for 5.75 hours per day. (Replacing Lynn Brown who retired.)

On motion of Mr. Koennecker, second by Mr. Falgiatore and approval of all members present the Octorara Board of School Directors approved Ms. Melanie Schillinger as an instructional assistant at the Octorara Primary Learning Center effective August 30, 2021 pending completion of employee related documents required by law and the District. Ms. Schillinger's rate will be \$12.65 per hour for 5.75 hours per day. (Replacing Hannah Dieringer who transferred.)

On motion of Mr. Ganow, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors approved Ms. Leisly Semanyk as a lunchroom/playground supervisor at the Octorara Primary Learning Center effective August 30, 2021 pending completion of employee related documents required by law and the District. Ms. Semanyk's rate will be \$9.50 per hour for three hours per day. (Replacing Donna Ferrier who resigned.)

On motion of Mr. Ganow, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved Ms. Bianca Cortez as a lunchroom/playground supervisor at the Octorara Primary Learning Center effective August 30, 2021 pending completion of employee related documents required by law and the District. Ms. Cortez's rate will be \$9.50 per hour for three hours per day. (Replacing Patricia Albrecht who transferred.)

On motion of Mr. Ganow, second by Ms. Bowman and approval of all members present the Octorara Board of School Directors approved Ms. Yesenia Vasquez as a lunchroom/playground supervisor at the Octorara Primary Learning Center effective August 30, 2021 pending completion of employee related documents required by law and the District. Ms. Vasquez's rate will be \$9.50 per hour for three hours per day. (Replacing Jade Burkhardt who resigned.)

There was no CCIU Board Representative report due to no meeting in July.

There were no items of old business, new business, or other items and announcements.

Under visitor's comments for items in general, Barbara Waters, West Fallowfield Township, expressed her concerns about the legality of mandated mask wearing.

Katie Klingensmith, Parkesburg, asked the Board to take guidance from health care professionals and medical experts and keep the safety of the students a priority.

Kathy Greig, Sadsbury Township, expressed her concern about mandated mask wearing along with the long term social and emotional effects of wearing a mask. She believes parents should have the freedom to choose whether their student should wear a mask and/or be vaccinated.

Under administrator comments and announcements, Ms. Lease gave an update on the flooring project at the PLC. She reported the kindergarten playground play dates have been great. It is an opportunity for incoming kindergarten families to meet each other and the teachers. The final kindergarten play date will be August 18.

Dr. Propper introduced Melissa Andrews, the newly hired assistant principal. He announced the parent letter will be sent this week and reviewed the staggered start for grades 7-12. Since there is not a sneak-a-peak for grades 7-12, parents are welcome to bring their students to tour the building on Friday, August 27. Teachers will not be on campus, but parents are welcome to walk through the building with their student. He reminded parents of students who have not received the state required vaccines that it needs to be taken care of prior to the first day of school.

Dr. Orner introduced student representative to the Board, Paige Linnenbaugh. She announced the back-to-school letter will go out electronically on August 18. Parents will receive a phone call to check their email when the letter is sent. Dr. Orner is excited for the first day of school on August 30.

Under Board comments, Mr. Ganow reported the Finance Committee met this evening prior to the Board meeting. The Committee discussed the local audit, state subsidy and grant revenue, the timeline for the 2022-2023 budget, tax collection deputization process, paving project change orders, and district insurance.

Mr. Fox thanked everyone for their participation.

Mr. Fox announced there was an executive session for personnel prior to the Board meeting tonight at 6:30.

Mr. Fox announced the following upcoming meetings:

Executive Session for Safety and Security – Monday, August 16, 2020 – Following the Regular Meeting in the Jr. High School Multi-Purpose Room

Education Committee Meeting – Monday, August 23, 2021 – 6:00 p.m. in the Jr. High School Multi-Purpose Room

Policy Committee Meeting – Monday, September 13, 2021 – 5:30 p.m. in the Jr. High School Multi-Purpose Room

Facility Committee Meeting – Monday, September 13, 2021 – 6:30 p.m. in the Jr. High School Multi-Purpose Room

Next regularly scheduled Work Session – Monday, September 13, 2021 – 7:00 p.m. in the Jr. High School Multi-Purpose Room/Zoom

Finance Committee Meeting – Monday, September 20, 2021 – 6:00 p.m. in the Jr. High School Multi-Purpose Room

Next regularly scheduled Board Meeting – Monday, September 20, 2021 – 7:00 p.m. in the Jr. High School Multi-Purpose Room/Zoom

Education Committee Meeting – Monday, September 27, 2021 – 6:00 p.m. in the Jr. High School Multi-Purpose Room

Mr. Fox announced there will be a Special Board Meeting to discuss the Health and Safety Plan held on Tuesday, August 17, 2021 at 7:00 in the Jr. High School Multi-Purpose Room

There being no further items of business the meeting adjourned at 7:49 p.m. on motion of Mr. Ganow, second by Mr. Koennecker and approval of all members present.

This Board meeting can be viewed in its entirety at www.youtube.com/user/OctoraraAreaSD.

**TREASURER'S REPORT
OCTORARA AREA SCHOOL DISTRICT
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
GENERAL FUND
2021-2022**

<u>Cash Balance as of June 30, 2021</u>		\$	1,753,984.13
<u>Receipts Deposited:</u>			
Revenue - (Tax Receipts, State Transfers)	\$	5,126,947.63	
Other Receipts - (Retiree Medical Payments, Misc.)		37,868.93	
Checking Account Interest		195.06	
Accounts Receivable		0.00	
Transfer in from Investments		0.00	
		5,165,011.62	
Total Available			\$ 6,918,995.75
<u>Disbursements:</u>			
Net Payroll	\$	890,715.25	
Accounts Payable		2,211,722.07	
Transfer to Investments		2,000,000.00	
		5,102,437.32	
General Fund Cash as of July 31, 2021			\$ 1,816,558.43
<u>Investments Outstanding</u>			
Beginning Balance PSDLAF Investment Account	\$	9,425,605.93	
Beginning Balance Fulton Money Market		5,866,527.19	
Earnings on PSDLAF Investment Account		79.98	
Earnings on Fulton Money Market		429.27	
Net Transfers		2,000,000.00	
		19,109,200.80	
Total General Fund Cash and Investments as of July 31, 2021			\$ 19,109,200.80

For the August 16, 2021 Regular Board Meeting

Respectfully submitted,

Jill L. Hardy, Secretary
Octorara Board of School Directors