

# OCTORARA AREA SCHOOL DISTRICT

## Minutes of Board Meeting Held on December 14, 2020

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 December 14, 2020.

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

The President, Mr. Fox, called the meeting to order at 7:01 p.m. Other members present were: Ms. Bowman (via Zoom), Mr. Falgiatore (via Zoom), Mr. Ganow (via Zoom), Mr. Hurley (via Zoom), Mr. Koennecker (via Zoom), Mr. Norris (via Zoom), Ms. Yelovich (via Zoom) and Mr. Zimmerman. Also present were Mrs. Hardy, Secretary; Dr. Orner, Superintendent; Mr. Curtis, Business Manager; members of the administrative team via Zoom; and 23 citizens who attended the meeting via Zoom.

The minutes of the Work Session of November 9, 2020 and the Regular Meeting of November 16, 2020 were approved on motion of Mr. Ganow, second by Ms. Bowman and approval of all members present.

Under presentations, Michelle Moran introduced the 2020-2021 Heroes: Braedan Amole, Claire Badman, Jayson Baggett, Adriana Belmonte, Sydney Burkhardt, Samantha Carr, Olivia Dorton, Alivia Ellingsworth, Noahli Fisher, Lilli Kirk, Meghan McKenna, Jada Morris, Lindsey Priddy, Caleb Rising, Mia Rising, Hailey Rohrer, Ella Roselli, Abigail Semeneck, Katherine Sweet, Jaclyn Wolbert, and Ava Zimmerman.

Mr. Pete Mango, Signal 88, gave a safety and security update.

There were no information items.

The Treasurer's Report, which can be found at the end of these minutes, was approved on motion of Mr. Falgiatore, second by Mr. Koennecker and approval of all members present. (Appendix A-12/14/20)

A list of bills for the General Fund totaling \$1,845,101.96; Cafeteria Fund totaling \$20,118.10, Capital Projects totaling \$0.00, and Capital Reserve totaling \$0.00 of which are attached to these minutes as Appendix B-12/14/20, were approved and ordered paid on motion of Mr. Ganow, second by Ms. Bowman 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 Mr. Zimmerman and approval of all members present:

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

- 106 *Curriculum Maps*
- 107 *Adoption of Courses of Study*
- 109 *Resource Materials*
- 110 *Instructional Supplies*
- 111 *Lesson Plans*
- 113.1 *Discipline of Students With Disabilities*
- 113.2 *Behavior Support*
- 113.4 *Confidentiality of Special Education Student Information*
- 122 *Extracurricular Activities*

- 123 *Interscholastic Athletics*
- 123.1 *Concussion Management*
- 123.2 *Sudden Cardiac Arrest*
- 130 *Homework*
- 137 *Home Education Programs*
- 137.1 *Extracurricular Participation by Home Education Students*
- 138 *Language Instruction Educational Program for English Learners*
- 140 *Charter Schools*
- 140.1 *Extracurricular Participation by Charter/Cyber Charter Students*
- 142 *Migrant Students*
- 143 *Standards for Persistently Dangerous Schools*
- 144 *Standards for Victims of Violent Crimes*
- 146 *Student Services*
- 150 *Title I Comparability of Services*

(Appendix C-12/14/20)

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

- 200 *Enrollment of Students*
- 201 *Admission of Students*
- 202 *Eligibility of Nonresident Students*
- 203 *Immunizations and Communicable Diseases*
- 203.1 *HIV Infection*
- 204 *Attendance*
- 205 *Postgraduate Students*
- 206 *Assignment Within District*
- 207 *Confidential Communications of Students*
- 208 *Withdrawal From School*
- 209 *Health Examinations/Screenings*
- 209.1 *Food Allergy Management*
- 209.2 *Diabetes Management*
- 210 *Medications*
- 210.1 *Possession/Administration of Asthma Inhalers/Epinephrine*
- 212 *Reporting Student Progress*
- 214 *Class Rank*

(Appendix D-12/14/20)

The Octorara Board of School Directors approved the Attestation Ensuring Implementation of Mitigation Efforts from the Pennsylvania Department of Health and Pennsylvania Department of Education dated November 30, 2020. (Appendix E-12/14/20)

The Octorara Board of School Directors approved the 2020-2021 K-6 Parent/Guardian Handbook. (Appendix F-12/14/20)

The Octorara Board of School Directors approved the 2020-2021 Octorara Career and Technical Education Programs Occupational Advisory Committee members. (Appendix G-12/14/20)

The Octorara Board of School Directors accepted the donation of \$500 from the Cochranville United Methodist Church.

The Octorara Board of School Directors approved the request for unpaid family medical leave for the purpose of child rearing for Ms. Doreen Steinmacher from approximately June 2, 2021 through the end of the 2020-2021 school year. Ms. Steinmacher is a music/chorus teacher at the Octorara Jr./Sr. High School.

The Octorara Board of School Directors approved the request for uncompensated leave for Ms. Marjory Zajac effective December 7, 2020 through the end of the 2020-2021 school year. Ms. Zajac is a first grade teacher at the Octorara Primary Learning Center.

The Octorara Board of School Directors accepted the resignation of Mr. Mike Griffith as a track coach at the Octorara Jr./Sr. High School effective November 16, 2020. (Hired for the 2019-2020 school year)

The Octorara Board of School Directors accepted the resignation of Ms. Michaela Landis as an assistant track coach at the Octorara Jr./Sr. High School effective November 13, 2020. (Hired for the 2019-2020 school year)

The Octorara Board of School Directors accepted the resignation of Ms. Lisa Foster as a cafeteria employee effective October 23, 2020. (Hired February 17, 2020)

The Octorara Board of School Directors approved Ms. Emily Creighton as a long term substitute ESL teacher at the Octorara Intermediate and Jr./Sr. High Schools effective December 7, 2020 through the end of the 2020-2021 school year. Ms. Creighton's salary will be \$52,617 pro-rated which is Step 18 to MAX of the Bachelor's Scale. (Ms. Creighton is currently an ELL Instructional Assistant at the Primary Learning Center and is taking a leave of absence from that position to fill this long term substitute position. She is replacing Richard Baker who resigned.)

The Octorara Board of School Directors approved Mr. William Holmes as an instructional assistant at the Octorara Elementary School pending completion of employee related documents required by law and the District effective December 15, 2020. Mr. Holmes' rate will be \$12.65 per hour for 5.75 hours per day. (Replacing Paula Spicher who resigned.)

The Octorara Board of School Directors approved the following substitute support staff for the 2020-2021 school year:

Grace Puffenberger, Instructional Assistant  
Connor Lewin, Cafeteria

The Octorara Board of School Directors approved the following substitute teacher for the 2020-2021 school year:

Brandon Olmeda, K-12 Music

The Octorara Board of School Directors approved the following supplemental contract for the 2020-2021 school year:

Danielle Kelley      Mentor Holub/Shenk      1.31 pts @ \$620      \$811

On motion of Ms. Bowman, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved the rate schedule for Kegal Kelin Litts & Lord, LLP for January 1, 2021 through December 31, 2021. (Appendix H-12/14/20)

On motion of Mr. Ganow, second by Ms. Bowman and approval of all members present the Octorara Board of School Directors approved the annual fiscal audit report of the District for the year ending June 30, 2020 as prepared by the auditing firm of Herbein & Company. (Appendix I-12/14/20)

On motion of Mr. Ganow, second by Ms. Bowman and approval of all members present the Octorara Board of School Directors approved the list to exonerate uncollectable real estate property tax liens from the Chester County Tax Claim Bureau. The parcels are deemed uncollectable due to the mobile homes being removed from the parcels. (Appendix J-12/14/20)

On motion of Mr. Ganow, second by Mr. Falgiatore and approval of all members present the Octorara Board of School Directors approved Ms. Amber Lowe as a long term substitute school counselor at the Octorara Jr./Sr. High School effective December 14, 2020 through February 26, 2021. Ms. Lowe's rate will be \$140 per day. (Ms. Lowe is an approved substitute and is replacing Katherine Dill who is on child rearing leave.)

On motion of Mr. Ganow, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors approved Mr. Manuel Almanza as a custodian at the Octorara Intermediate School pending completion of employee related documents required by law and the District effective December 15, 2020. Mr. Almanza's salary will be \$35,000 pro-rated. (Replacing Brian Harsh who retired.)

Under the Finance Committee Report, Mr. Ganow said the committee was given a budget timeline and discussed the audit for approval, tax exonerations on the agenda, 2021 solicitor fees, and the camera and access project. The committee also had a representative from the YMCA present to discuss enrollment numbers and fees.

Under the CCIU Board Representative report, Mr. Norris reported on the meeting held on November 18, 2020.

There were no items of old business, new business, other items and announcements, or visitors' comments for items in general.

Under administrator comments and announcements, Mr. Dikun announced the Elementary School's donation to the Octorara Food Cupboard. He said he is able to accommodate students who want to return to in-person learning at the end of the first trimester.

Dr. Haller said it was a great first day back for students and he was impressed with how well the students remembered and followed the protocols.

Mr. Peticca gave an OVA enrollment update.

Dr. Tachau shared the results of the survey on numbers of K-8 students who want to return to in-person learning from OVA at the end of the first semester. She requested an additional long term substitute kindergarten teacher to accommodate the kindergarten students who wish to return to in-person learning from the OVA.

Dr. Orner said the long term substitute kindergarten teacher will be on the January agenda for approval. She thanked the nurses for creating the COVID 19 Dashboard that is available on the District website. Dr. Orner thanked staff for donations to the boxes the Parkesburg Lions Club are shipping to military personnel serving overseas during the Holiday season. Thanks to those donations, the Lions Club was able to send 160 boxes this year which included handmade cards from our 2<sup>nd</sup> and 3<sup>rd</sup> grade students. Dr. Orner gave best wishes to all for a safe, healthy, and happy Holiday break. She will update families so they know what to expect for returning on January 4, 2021.

Under Board comments, Mr. Fox said he missed seeing everyone in the Boardroom and wished all a happy Holiday season.

Mr. Fox announced the following upcoming meetings:

Executive Session for Personnel and Safety/Security – Monday, December 14, 2020 –  
Following the Regular Meeting in the Jr. High School Multi-Purpose Room/Zoom

Policy Committee Meeting – Monday, January 11, 2021 – 5:30 p.m. in the Jr. High School Multi-Purpose Room/Zoom

Facility Committee Meeting – Monday, January 11, 2021 – 6:30 p.m. in the Jr. High School Multi-Purpose Room/Zoom

Next regularly scheduled Work Session – Monday, January 11, 2021 – 7:00 p.m. in the Jr. High School Multi-Purpose Room/Zoom

Finance Committee Meeting – Monday, January 18, 2021 – 6:00 p.m. in the Jr. High School Multi-Purpose Room/Zoom

Next regularly scheduled Board Meeting – Monday, January 18, 2021 – 7:00 p.m. in the Jr. High School Multi-Purpose Room/Zoom

Education Committee Meeting – Monday, January 25, 2021 – 6:00 p.m. in the Jr. High School Multi-Purpose Room/Zoom

There being no further items of business the meeting adjourned at 7:47 p.m. on motion of Mr. Zimmerman, second by Mr. Ganow and approval of all members present.

This Board meeting can be viewed in its entirety at [www.youtube.com/user/OctoraraAreaSD](http://www.youtube.com/user/OctoraraAreaSD).

TREASURER'S REPORT  
 OCTORARA AREA SCHOOL DISTRICT  
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
 GENERAL FUND  
 2020-2021

<b><u>Cash Balance as of November 1, 2020</u></b>		\$	2,139,780.95
<b><u>Receipts Deposited:</u></b>			
Revenue - (Tax Receipts, State Transfers)	\$	1,972,806.46	
Other Receipts - (Retiree Medical Payments, Misc.)		8,868.38	
Checking Account Interest		342.42	
Accounts Receivable		134,254.15	
Transfer in from Investments		1,000,000.00	
		3,116,271.41	
Total Available			\$ 5,256,052.36
<b><u>Disbursements:</u></b>			
Net Payroll	\$	1,086,196.87	
Accounts Payable		2,028,350.07	
Transfer to Investments		-	
		3,114,546.94	
<b>General Fund Cash as of November 30, 2020</b>			<b>\$ 2,141,505.42</b>
<b><u>Investments Outstanding</u></b>			
Beginning Balance PSDLAF Investment Account	\$	9,425,747.72	
Beginning Balance Fulton Money Market		26,901,762.61	
Earnings on PSDLAF Investment Account		356.06	
Earnings on Fulton Money Market		4,339.02	
Net Transfers		(1,000,000.00)	
<b>Total General Fund Cash and Investments as of November 30, 2020</b>			<b>\$ <u>37,473,710.83</u></b>

For the December 14, 2020 Regular Board Meeting

Respectfully submitted,

Jill L. Hardy, Secretary  
 Octorara Board of School Directors