

OCTORARA AREA SCHOOL DISTRICT

Minutes of Board Meeting Held on January 16, 2024

The regular meeting of the Octorara Area School Board was held in the Octorara Area Jr./Sr. High School Multi-Purpose Room on January 16, 2024.

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

The President, Mr. Ganow, called the meeting to order at 7:00 p.m. Other members present were Mr. Falgiatore, Mr. Hurley, Mr. Koennecker, Mr. Lusby, Mr. Norris, Ms. Metzler, Ms. Williamson, and Mr. Zimmerman. Also present were Mrs. Hardy, Secretary; Dr. Leever, Superintendent; members of the administrative team; Jeff Litts, Saxton & Stump; and two citizens.

The minutes of the Reorganization Meeting of December 7, 2023, the Regular Meeting of December 7, 2023, and the Policy, Facilities, and Finance Committee Meetings of December 11, 2023 were approved on motion of Mr. Zimmerman, second by Mr. Koennecker and approval of all members present.

There were no visitors' comments for agenda items only.

Under presentations, Mr. Hilbolt gave a presentation on the partnership with Special Olympics and Unified Champions School to begin a Unified Bocce Program.

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. Norris, second by Mr. Zimmerman and approval of all members present. (Appendix A-1/16/24)

A list of bills for the General Fund totaling \$1,436,771.68; Cafeteria Fund totaling \$25,563.60, Capital Projects totaling \$71,445.75, and Capital Reserve totaling \$53,188.81 of which are attached to these minutes as Appendix B-1/16/24 were approved and ordered paid on motion of Mr. Lusby, second by Ms. Williamson and approval of all members present.

On motion of Mr. Hurley, second by Mr. Zimmerman and approval of all members present except Ms. Williamson who voted no, the Octorara Board of School Directors elected Brian Norris as Board Treasurer from January 16, 2024 through June 30, 2024.

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

The Octorara Board of School Directors approved the Health and Safety Plan. (Appendix C-1/16/24)

The Octorara Board of School Directors approved the Agreement with the County of Chester for space and equipment at the Chester County Public Safety Training Campus effective October 15, 2023 through September 14, 2024. (Appendix D-1/16/24)

The Octorara Board of School Directors approved the low bid from Spectra Electrical Construction to perform upgrades to the electrical system at the Octorara Senior High School Weld Shop at a cost of \$73,900. (Appendix E-1/16/24)

The Octorara Board of School Directors approved the Agreement with PowerSchool for Human Resource services at a cost of \$27,448.40 and Finance services at a cost of \$36,166 effective January 17, 2024 with an implementation fee of \$199,930. (Appendix F-1/16/24)

The Octorara Board of School Directors approved the CoStars Agreement with Premium Power Services, LLC for a Gillette generator for the Sr. High School at a cost of \$51,641 with an installation/start up fee of \$14,625. (Appendix G-1/16/24)

The Octorara Board of School Directors approved the Agreement with Always Safe Sidewalks for District sidewalk repair at a cost of \$19,601.60. (Appendix H-1/16/24)

The Octorara Board of School Directors approved the use of the Octorara Jr. High and Sr. High gymnasiums beginning at 8:00 a.m. on Sunday, February 4, 2024 for an Octorara Youth Wrestling tournament.

The Octorara Board of School Directors approved the request for unpaid family medical leave for the purpose of child rearing for Ms. Lauren Morlando from approximately April 29, 2024 through the end of the 2023-2024 school year. (Ms. Morlando is a Learning Support Teacher at the Octorara Intermediate School.)

The Octorara Board of School Directors approved the Addendum to Agreement Between Parties for student "A". (Appendix I-1/16/24)

The Octorara Board of School Directors approved the following bus drivers for Althouse Transportation for the 2023-2024 school year:

Jennifer Turnier, Bus #24
Sharon Pierce, School Vehicle #70

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

101 *Mission Statement/Vision Statement/Shared Values*
819 *Suicide Awareness, Prevention and Response*
200 *Enrollment of Students*
254 *Educational Opportunity for Military Children*

(Appendix J-1/16/24)

The Octorara Board of School Directors accepted the resignation of employee "A". (Appendix K-1/16/24)

The Octorara Board of School Directors accepted the resignation of Ms. Diane Tyman as an Instructional Assistant at the Octorara Intermediate School effective December 7, 2023. (Hired December 7, 2023)

The Octorara Board of School Directors accepted the resignation of Ms. Savannah Fitzgerald as an Instructional Assistant at the Octorara Jr./Sr. High School effective January 2, 2024. (Hired February 21, 2023)

The Octorara Board of School Directors acknowledged the no response of the following employees:

Kimberly Lacock, Food Service
Phillip Brandon, Instructional Assistant at the OIS

The Octorara Board of School Directors approved Mr. Ryan King as an Ag Mechanics Teacher at the Octorara Jr./Sr. High School effective the start of the 2024-2025 school year pending completion of employee related documents required by law and the District. Mr. King's salary will be \$65,387 which is Step 10 to MAX of the Bachelor's +15 scale. (Replacing Charles Graydus who retired.)

The Octorara Board of School Directors approved Ms. Theresa Arrington as a Utility Custodian as per the attached job description effective TBD pending completion of employee related documents

required by law and the District. Ms. Arrington's salary will be \$27,216, pro-rated. (This is a new position.) (Appendix L-1/16/24)

The Octorara Board of School Directors approved the transfer of Ms. Bettye Thomas from an Instructional Assistant in the PM Program to an Instructional Assistant for the Life Skills Program at the Octorara Jr./Sr. High School effective January 9, 2024. Ms. Thomas' rate will be \$17.06 per hour for 5.75 hours per day, Monday through Thursday. (Replacing Wendy Zeffert who resigned.)

The Octorara Board of School Directors approved the transfer Ms. Sarah Danforth from an 8th grade Math Teacher to a long term substitute 8th grade Math Teacher effective January 2, 2024 through the end of the 2023-2024 school year.

The Octorara Board of School Directors approved Ms. Sarah Morrissey as a substitute Athletic Trainer for the 2023-2024 school year. Ms. Morrissey's substitute rate will be \$50 per hour. (Ms. Morrissey is a nurse at the Octorara Jr./Sr. High School.)

The Octorara Board of School Directors approved the following changes in supplemental contracts for the 2023-2024 school year:

Drew Duggan - mentor for Michael Smith – 2 pts @ \$620 – originally approved Cathy Smith as mentor
Adam Udell – Character Club Advisor – 1 pt @ \$620 – originally approved at 2 pts – splitting with Jennifer Watson
Jennifer Watson – Character Club Advisor – 1 pt @ \$620
Eric Sifford – National Honor Society Advisor – change from 1 pt to 4 pts @ \$620

The Octorara Board of School Directors approved the following supplemental contracts for the 2023-2024 school year:

Julianna Kocher	Secondary Music Accompaniment	3 pts @ \$620	\$1,860
Holly Hayes	Jr High Girls Asst Basketball Coach	4 pts @ \$620	\$2,480

The Octorara Board of School Directors approved the following substitute support staff for the 2023-2024 school year:

Brianne McGovern, Instructional Assistant
Elizabeth Meyer, Instructional Assistant
Devon Holm, Instructional Assistant

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

Tammy Simmon	From B (\$57,427) to M (\$62,012)	Step 15 to MAX
Caitlin Cracchiolo	From B (\$56,389) to B+15 (\$58,889)	Step 17 to MAX

On motion of Mr. Hurley, second by Ms. Williamson and approval of all members present the Octorara Board of School Directors approved the Contract of Service with Alleghany Intermediate Unit for PAeducator.net for online recruitment services for a pro-rated fee of \$1,140. (Appendix M-1/16/24)

On motion of Mr. Zimmerman, second by Ms. Metzler and approval of all members present the Octorara Board of School Directors approved the Addendum with ESS for substitute staffing needs. (Appendix N-1/16/24)

On motion of Mr. Koennecker, second by Mr. Falgiatore and approval of all members present the Octorara Board of School Directors authorized Architerra to take Stage One Implementation of the Athletic Campus Master Plan to bid. (Appendix O-1/16/24)

On motion of Mr. Lusby, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors approved Option Two of the Comprehensive Facility Study with EI/McClure Company at a cost of \$7,500. (Appendix P-1/16/24)

On motion of Ms. Metzler, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved the Letter of Intent with McClure Company to proceed with the design study of a solar system project. (Appendix Q-1/16/24)

On motion of Mr. Hurley, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors approved the list of Athletic Game Workers for the 2023-2024 school year. (Appendix R-1/16/24)

On motion of Ms. Williamson, second by Ms. Metzler and approval of all members present the Octorara Board of School Directors approved the rate adjustment for Ms. Lauren Phillips to \$17.46 per hour. Ms. Phillips is an Instructional Assistant at the Octorara Primary Learning Center.

On motion of Mr. Koennecker, second by Ms. Williamson and approval of all members present the Octorara Board of School Directors approve the 2023-2024 Unified Champion Schools Memorandum of Understanding with Special Olympics for an Intramural Unified Indoor Bocce Program. (Appendix S-1/16/24)

On motion of Mr. Lusby, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved Mr. Brenton Brady as an Assistant Principal at the Octorara Jr./Sr. High School effective TBD pending completion of employee related documents required by law and the District. Mr. Brady's salary will be \$94,775, pro-rated. (Replacing Mark Peticca who transferred.)

On motion of Mr. Lusby, second by Ms. Williamson and approval of all members present the Octorara Board of School Directors approved Mr. James Fryer as an Assistant Principal at the Octorara Jr./Sr. High School effective on or about February 1, 2024 pending completion of employee related documents required by law and the District. Mr. Fryer's salary will be \$90,263, pro-rated. (Replacing Melissa Andrews who resigned.)

Under the Finance Committee Report, Mr. Norris said the committee compared year-to-year financial reports, received an update on the audit, discussed moving some investment funds from Fulton Bank to PSDLAF for increased interest, and discussed a new credit card from Fulton Bank that gives cash back. Raymond James will be at the February meeting to discuss the financial state of the District.

Under the CCIU Board Representative Report, Mr. Norris reported the January meeting will be held on Wednesday evening.

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

Under visitors' comments in general, Mariellen Carris, Sadsbury Township, expressed her desire to move forward in a positive manner with the recent changes in administration and Board members. Ms. Carris closed her comments with a prayer.

Under administrator comments/announcements, Ms. Lease announced the 2024-2025 Kindergarten kick-off will be held on January 18. She thanked Gateway Church for their generous gift of Amazon and Poured Out Coffee gift cards to all the teachers and instructional assistants in grades K-6.

Dr. Propper thanked the Board for their approval of the two assistant principals. He is excited about what they will bring to the students.

Mr. Hilbolt thanked Brookfield Woodworking, ArJoy Farms, Freedom Life Church, Creative Minds Child Care, Nulls Towing, and Newport Meadows who are business partners in the Pathway 21 Program. These business partners show students how to be an employee and exist in the workplace.

Dr. Leever said he is excited about the direction the District is going and the progress we are making. We will look at positive data at the Education Committee meeting next Monday. He announced there will be a 2-hour delay tomorrow, January 17.

Under Board comments, Ms. Metzler expressed her appreciation for the committee meeting minutes so the community can stay on top of the details that take place at those meetings. She thanked Ms. Carris for sharing her positive message.

Mr. Ganow announced the following upcoming meetings:

Executive Session for Personnel - Tuesday, January 16, 2024 – Prior to the Regular Meeting in room 102 at the Jr. High School

Education Committee Meeting – Monday, January 22, 2024 – 6:00 p.m. in the Jr. High School Multi-Purpose Room

Policy/Facility Committee Meeting – Monday, February 12, 2024 – 6:00 p.m. in the Jr. High School Multi-Purpose Room

Next regularly scheduled Work Session – Monday, February 12, 2024 – 7:00 p.m. in the Jr. High School Multi-Purpose Room

Finance Committee Meeting – Monday, February 19, 2024 – 6:00 p.m. in the Jr. High School Multi-Purpose Room

Next regularly scheduled Board Meeting – Monday, February 19, 2024 – 7:00 p.m. in the Jr. High School Multi-Purpose Room

Education Committee Meeting – Monday, February 26, 2024 – 6:00 p.m. in the Jr. High School Multi-Purpose Room

There being no further items of business the meeting adjourned at 7:37 p.m. on motion of Ms. Metzler, second by Mr. Zimmerman 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
2023-2024

<u>Cash Balance as of November 30, 2023</u>		\$ 2,406,896.31
<u>Receipts Deposited:</u>		
Revenue - (Tax Receipts, State Transfers)	\$ 3,595,571.40	
Other Receipts - (Rentals, Misc.)	1,030.00	
Checking Account Interest	5,679.41	
Transfer in from Investments	3,086,629.77	
	<u>6,688,910.58</u>	
Total Available		\$ 9,095,806.89
<u>Disbursements:</u>		
Net Payroll	\$ 1,167,673.08	
Accounts Payable	4,715,018.85	
Transfer to Investments	0.00	
	<u>5,882,691.93</u>	
<u>General Fund Cash as of December 31, 2023</u>		\$ 3,213,114.96
<u>Investments Outstanding</u>		
Beginning Balance PSDLAF Investment Account		\$ 8,673,507.94
Beginning Balance Fulton Money Market		32,086,629.77
Earnings on PSDLAF Investment Account		38,827.97
Earnings on Fulton Money Market		86,335.74
Net Transfers		(\$3,086,629.77)
<u>Total General Fund Cash and Investments as of December 31, 2023</u>		<u>\$ 41,011,786.61</u>

For the January 16, 2024 Regular Board Meeting

Respectfully submitted,

Jill L. Hardy, Secretary
Octorara Board of School Directors