

# OCTORARA AREA SCHOOL DISTRICT

## Minutes of Board Meeting Held on January 18, 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 January 18, 2021.

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

The President, Mr. Fox, called the meeting to order at 7:00 p.m. Other members present were: Ms. Bowman, Mr. Falgiatore, Mr. Ganow, Mr. Hurley, Mr. Koennecker, Mr. Norris (via Zoom), Ms. Yelovich, and Mr. Zimmerman. Also present were Mrs. Hardy, Secretary; Dr. Orner, Superintendent; Mr. Curtis, Business Manager; members of the administrative team; Ava Zimmerman, student representative; and 24 citizens who attended the meeting via Zoom.

The minutes of the Reorganization Meeting of December 7, 2020, the Work Session of December 7, 2020 and the Regular Meeting of December 14, 2020 were approved on motion of Mr. Ganow, second by Mr. Zimmerman and approval of all members present.

Under presentations, Dr. Keith Heck, Penn Medicine was present via Zoom to clarify the return to play protocols for student athletes.

Karen Devine, PSBA Representative, acknowledged the Board Directors for School Board Director Recognition Month.

Mr. Curtis gave a budget update.

Under information items, as a result of the McKinney-Vento Homeless monitoring, the K-6 Parent/Guardian 2020-2021 handbook has been updated to include the regulations for school enrollment for anyone who, due to a lack of housing, does not have a fixed regular, and adequate nighttime residence.

The Treasurer's Report, which can be found at the end of these minutes, was approved on motion of Mr. Hurley, second by Ms. Bowman and approval of all members present. (Appendix A-1/18/21)

A list of bills for the General Fund totaling \$2,377,004.67; Cafeteria Fund totaling \$13,278.55, Capital Projects totaling \$22,994.71, and Capital Reserve totaling \$0.00 of which are attached to these minutes as Appendix B-1/18/21, were approved and ordered paid on motion of Mr. Ganow, second by Mr. Koennecker 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. Falgiatore and approval of all members present:

The Octorara Board of School Directors approved the following policies, second 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 C-1/18/21)

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

- 215 *Promotion and Retention*
- 216 *Student Records*
- 217 *Graduation*
- 218 *Student Discipline*
- 218.1 *Weapons*
- 218.2 *Terroristic Threats v*
- 219 *Student Complaint Process*
- 221 *Dress and Grooming*
- 223 *Use of Motor Vehicles*
- 224 *Care of School Property*
- 226 *Searches*
- 227 *Controlled Substances/Paraphernalia*
- 228 *Student Government*
- 229 *Student Fundraising*
- 230 *Public Performances by Students*
- 231 *Social Events and Class Trips*

(Appendix D-1/18/21)

The Octorara Board of School Directors approved the extension of unpaid Family Medical Leave for the purpose of child rearing for Ms. Allyson Fought from December 23, 2020 through January 15, 2021. (Ms. Fought is a CTE learning support teacher at the Octorara Jr./Sr. High School.)

The Octorara Board of School Directors approved an unpaid leave of absence for the purpose of student teaching for Ms. Stephanie Chesnet from January 4, 2021 through April 9, 2021. (Ms. Chesnet is an ESL instructional assistant at the Octorara Elementary School.)

The Octorara Board of School Directors accepted the \$500 grant from Land O'Lakes Foundation for the CTE Agriculture Production Program and Octorara FFA. Funds will be used to purchase industry level materials and equipment that will help provide students with hands-on learning experiences while addressing the need for hunger relief in their community.

The Octorara Board of School Directors approved the following school bus driver employed by Althouse Transportation, Inc. for the 2020-2021 school year:

Michelle Taylor, bus #7

The Octorara Board of School Directors accepted, with regret, the resignation for purpose of retirement of Ms. Cindy Eshleman as a first grade teacher at the Octorara Primary Learning Center effective January 31, 2021. (Hired November 18, 1980)

The Octorara Board of School Directors accepted, with regret, the resignation for purpose of retirement of Ms. Lynn Brown as an instructional assistant at the Octorara Primary Learning Center effective December 21, 2020. (Hired September 15, 2003)

The Octorara Board of School Directors accepted the resignation of Ms. Buffie Vaught as Octorara Junior High softball coach effective December 18, 2020. (Hired for the 2017-2018 school year)

The Octorara Board of School Directors approved Ms. Lisa Budzik as a long term substitute first grade teacher at the Octorara Primary Learning Center effective August 31, 2020 through the end of the 2020-2021 school year. Ms. Budzik's salary will be \$52,617 which is step 18 to MAX of the Bachelor's Scale. (Ms. Budzik was originally approved as a long term substitute through December 23, 2020 and will be completing the school year due to Ms. Eshleman's retirement.)

The Octorara Board of School Directors approved Mr. Grant Pusey as a long term substitute ELA teacher at the Octorara Jr./Sr. High School effective August 31, 2020 through the end of the 2020-2021 school year. Mr. Pusey's salary will be \$52,617 which is step 18 to MAX of the Bachelor's Scale. (Mr. Pusey was originally approved as a long term substitute through January 27, 2021 and is replacing a medical leave which has been extended.)

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

Lisa Gerber, ESL PK-12, Elementary K-6  
Valerie Brewer, Emergency Permit

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

Maria Stoltzfus, instructional assistant  
Emily Lantz, instructional assistant

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

|                |                                      |   |         |
|----------------|--------------------------------------|---|---------|
| Lori Boldt     | Mentor Emily Creighton               | 1.31 pts @ \$620  | \$811   |
| Robin McKenna  | Mentor William Holmes                | Up to 4 hours @ hourly rate                             | TBD     |
| Jordan Tuthill | .5 JH Asst. Track Coach              | 2 pts @ \$620   | \$1,240 |
| Allison Thaler | .5 JH Asst. Track Coach              | 2 pts @ \$620   | \$1,240 |
| David Thaler   | SH Asst. Track Coach                 | 6 pts @ \$620   | \$3,720 |
| Haley Neff     | JV Softball Coach                    | 6 pts @ \$620   | \$3,720 |
| Brad Boyer     | 8 <sup>th</sup> Grade Baseball Coach | 4 pts @ \$620   | \$2,480 |
| Adam Udell     | Mentor Grant Pusey                   | 2 pts @ \$620 (originally approved at 1 pt for .5 year) | \$1,240 |

On motion of Mr. Ganow, second by Ms. Bowman and approval of all members present the Octorara Board of School Directors approved the Opt Out Resolution for the 2021-2022 budget process. (Appendix E-1/18/21)

On motion of Ms. Bowman, second by Mr. Ganow and approval of all members present the Octorara Board of School Directors approved Ms. Sarah Soden as a long term substitute instructional assistant at the Octorara Primary Learning Center effective January 19, 2021 through the end of the 2020-2021 school year pending completion of employee related documents required by law and the District. Ms. Soden's rate will be \$12.65 per hour for 5.75 hours per day. (Replacing Lynn Brown who retired.)

On motion of Mr. Ganow, second by Zimmerman and approval of all members present the Octorara Board of School Directors approved Ms. Lisa Rohrer as a long term substitute kindergarten teacher

at the Octorara Primary Learning Center effective January 28, 2021 through the end of the 2020-2021 school year. Ms. Rohrer's salary will be \$52,617, pro-rated, which is step 18 to MAX of the Bachelor's Scale. (Ms. Rohrer is an approved substitute and is filling a temporary position due to COVID 19 social distancing protocols.)

On motion of Mr. Ganow, second by Ms. Bowman and approval of all members present the Octorara Board of School Directors accepted, with regret, the resignation for purpose of retirement of Ms. Susan Thieroff as Human Resources assistant effective August 31, 2021. (Hired March 21, 1995)

On motion of Mr. Ganow, second by Ms. Bowman and approval of all members present the Octorara Board of School Directors approved Ms. Jacklyn Matkowski as a learning support teacher at the Octorara Primary Learning Center effective TBD pending completion of employee related documents required by law and the district. Ms. Matkowski's salary will be \$52,617 pro-rated which is Step 18 to MAX of the Bachelor's Scale. (Replacing Sarah Kluge who transferred.)

Under the Finance Committee Report, Mr. Ganow said the committee was given a budget update and discussed food service balances and YMCA information.

Under the CCIU Board Representative report, Mr. Norris reported there was no meeting held in December. The next meeting will be held on Wednesday, January 20, 2021.

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, Dr. Tachau thanked the principals for finding the way to accommodate 43 students who want to return to in-person learning from the Octorara Virtual Academy. She reviewed the number of remote classrooms K-6 and said the numbers for in-person learning in the elementary buildings are currently at capacity.

Ms. Lease reported registration is open for kindergarten for the 2021-2022 school year. Ms. Peticca is working on kindergarten transition activities. Ms. Lease said Ms. Eshleman and Ms. Brown have impacted many children in their years at the Octorara Primary Learning Center and both will be missed. On behalf of the PLC students and staff, she recognized the Board of Directors and thanked them for all they do for the Octorara community.

Dr. Orner reminded the community she is sending COVID community notifications as required by the Department of Health. She thanked the nurses for helping to monitor the COVID cases even on the weekends. Dr. Orner said she will be having conversations starting this week on what school life events we can safely hold this spring for the Jr./Sr. High School students. Dr. Orner thanked Mr. Curtis for his painstaking work with the budget during these unprecedented times along with the many grants he is currently managing and reporting. The district appreciates Mr. Curtis' time, talent, and expertise he puts into the financial care of the Octorara Area School District.

Under Board comments, Ms. Bowman and Mr. Ganow expressed their agreement with Dr. Orner's comments regarding Mr. Curtis and the work he does for the district.

Mr. Fox referenced an article in the *Community Courier* regarding Dr. McWatters receiving the Presidential Excellence Award for Science.

Mr. Fox announced the following upcoming meetings:

Executive Session for Personnel – Monday, January 18, 2021 – Following the Regular Meeting 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

Policy Committee Meeting – Monday, February 8, 2021 – 5:30 p.m. in the Jr. High School Multi-Purpose Room/Zoom

Facility Committee Meeting – Monday, February 8, 2021 – 6:30 p.m. in the Jr. High School Multi-Purpose Room/Zoom

Next regularly scheduled Work Session – Monday, February 8, 2021 – 7:00 p.m. in the Jr. High School Multi-Purpose Room/Zoom

Finance Committee Meeting – Monday, February 15, 2021 – 6:00 p.m. in the Jr. High School Multi-Purpose Room/Zoom

Next regularly scheduled Board Meeting – Monday, February 15, 2021 – 7:00 p.m. in the Jr. High School Multi-Purpose Room/Zoom

Education Committee Meeting – Monday, February 22, 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 8:11 p.m. on motion of Mr. Ganow, 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](https://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 December 1, 2020</u></b>                      |    | \$             | 2,141,505.42         |
| <b><u>Receipts Deposited:</u></b>                                      |    |                |                      |
| Revenue - (Tax Receipts, State Transfers)                              | \$ | 3,308,726.55   |                      |
| Other Receipts - (Retiree Medical Payments, Misc.)                     |    | 1,000.00       |                      |
| Checking Account Interest  |    | 285.33         |                      |
| Accounts Receivable  |    | 162,487.12     |                      |
| Transfer in from Investments   |    | 3,553,965.31   |                      |
|  |    | 7,026,464.31   |                      |
| Total Available  | \$ |                | 9,167,969.73         |
| <b><u>Disbursements:</u></b>   |    |                |                      |
| Net Payroll  | \$ | 1,071,275.08   |                      |
| Accounts Payable   |    | 5,270,023.26   |                      |
| Transfer to Investments  |    | 517,309.77     |                      |
|  |    | 6,858,608.11   |                      |
| <b>General Fund Cash as of December 31, 2020</b>                       |    | \$             | 2,309,361.62         |
| <b><u>Investments Outstanding</u></b>                                  |    |                |                      |
| Beginning Balance PSDLAF Investment Account                            | \$ | 9,426,103.78   |                      |
| Beginning Balance Fulton Money Market                                  |    | 25,906,101.63  |                      |
| Earnings on PSDLAF Investment Account                                  |    | 504.61         |                      |
| Earnings on Fulton Money Market  |    | 4,098.72       |                      |
| Net Transfers  |    | (3,553,965.31) |                      |
| <b>Total General Fund Cash and Investments as of December 31, 2020</b> |    | \$             | <b>34,092,205.05</b> |

For the January 18, 2021 Regular Board Meeting

Respectfully submitted,

Jill L. Hardy, Secretary  
Octorara Board of School Directors