

OCTORARA AREA SCHOOL DISTRICT

Minutes of Board Meeting Held on June 19, 2023

The regular meeting of the Octorara Area School Board was held in the Octorara Area Jr./Sr. High School Multi-Purpose Room on June 19, 2023.

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 Ms. Bowman, Mr. Falgiatore, Mr. Fox, Mr. Hurley, Mr. Koennecker, Mr. Norris, and Mr. Zimmerman. Ms. Yelovich was absent. Also present were Mrs. Hardy, Secretary; Dr. Scanlon, Interim Superintendent; Mr. Curtis, Business Manager; members of the administrative team; and three citizens.

The minutes of the Work Session of May 8, 2023, and the Regular Meeting of May 15, 2023 were approved on motion of Mr. Fox, second by Mr. Zimmerman and approval of all members present.

Under presentations, Mr. Curtis gave a 2023-2024 final budget 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 Ms. Bowman, second by Mr. Zimmerman and approval of all members present. (Appendix A-6/19/23)

A list of bills for the General Fund totaling \$2,721,287.67; Cafeteria Fund totaling \$83,162.62, Capital Projects totaling \$56,556.02, and Capital Reserve totaling \$90,000.00 of which are attached to these minutes as Appendix B-6/19/23, were approved and ordered paid on motion of Mr. Hurley, second by Ms. Bowman and approval of all members present except Mr. Falgiatore who voted no.

Mr. Falgiatore said he was lodging the same objection as in the past for paying anything associated with the legal bill for the federal lawsuit. A brief exchange took place among several board members with Mr. Ganow suggesting that since Mr. Falgiatore, his wife, and Joey Rzonca have been asked to be put on the federal lawsuit as plaintiffs, it appears that is a conflict of interest.

Mr. Falgiatore responded by mentioning threats of extortion and intimidation that are coming to his house, his wife, and his family. He said he is talking about the legal bill specifically being paid with public funds since the court ruled that it is a private person matter, and because of that he can't support approving the bill.

Mr. Fox said the court has not ruled and since Mr. Miller offered to make Mr. Falgiatore a plaintiff, it is a conflict of interest. Mr. Norris suggested the correct thing to do would be to abstain.

There were no visitors' comments for agenda items only.

On motion of Mr. Hurley, second by Ms. Bowman and approval of all members present by a roll call vote the Octorara Board of School Directors approved the resolution adopting the 2023-2024 General Fund Budget Expenditures in the amount of \$61,846,196. (Appendix C-6/19/23)

On motion of Mr. Fox, second by Mr. Zimmerman and approval of all members present by a roll call vote the Octorara Board of School Directors approved the resolution establishing a real estate millage rate of 42.28 mills in Chester County and 26.47 mills in Lancaster County. (Appendix D-6/19/23)

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

The Octorara Board of School Directors approved the resolution for the 2023-2024 Homestead and Farmstead Exclusion. (Appendix E-6/19/23)

The Octorara Board of School Directors approved the resolution to appoint Ms. Andrea Bisignani as tax collector for the District effective July 1, 2023 through June 30, 2024. (Appendix F-6/19/23)

The Octorara Board of School Directors approved the following financial institutions and investment firms for financial services during the 2023-2024 school year, in accordance with Section 621 of the School Code:

1. Fulton Bank-depository and investment
2. PA School District Liquid Asset Fund – depository and investment
3. RBC Dain Rauscher, Inc.-investment only

The Octorara Board of School Directors approved the following list of signatories for the designated bank accounts effective July 1, 2023:

General Fund: – President, Vice President, Treasurer, Secretary

Cafeteria Fund: – President, Vice President, Treasurer, Secretary

School Activity Fund: - Building Principal, Building Asst. Principal, Business Manager,
Board Secretary (Required Business Manager signature with one counter signature)

The Octorara Board of School Directors approved the appropriate budget transfers for the year ending 2022-2023 as a result of the annual financial audit. (Note: This is a requirement for the school code to be done prior to June 30th of each fiscal year.)

The Octorara Board of School Directors approved Dr. Jeffrey Blair as the school dental consultant for the 2023-2024 school year.

The Octorara Board of School Directors approved the Resolution allowing Dr. Steven A. Leever, Superintendent, to sign and/or e-sign any and all contracts, agreements, grants and/or licenses with the Pennsylvania Department of Education effective July 1, 2023. (Appendix G-6/19/23)

The Octorara Board of School Directors approved the Multi-County Millage Rebalancing Resolution. (Appendix H-6/19/23)

The Octorara Board of School Directors approved the 2023-2024 Enrollment Agreement with Valley Forge Educational Services for students “A” and “B” at a cost of \$80,500 each. (Appendix I-6/19/23)

The Octorara Board of School Directors approved the Extended School Year Agreement with Valley Forge Educational Services for student “B” from July 5 through August 3, 2023 at a cost of \$10,600. (Appendix J-6/19/23)

The Octorara Board of School Directors approved the agreement with CritiCare effective July 1, 2023 through June 30, 2024. (Appendix K-6/19/23)

The Octorara Board of School Directors approved the Proposal for Professional Services with Architerra for the Athletic Master Plan Initial Phase of Improvements. (Appendix L-6/19/23)

The Octorara Board of School Directors approved the Proposal with NRG Building Services, Inc. for control system replacement and upgrades in the Octorara Elementary and Jr./Sr. High Schools. The

CoStars quote for the project is \$795,000 which will be paid with Capital Project Funds. (Appendix M-6/19/23)

The Octorara Board of School Directors approved the Service Agreement with the Chester County Intermediate Unit for a Mathematics Instructional Coach/Facilitator for the 2023-2024 school year at a cost of \$165,329. (Appendix N-6/19/23)

The Octorara Board of School Directors approved the Agreement for Services with CCRES for the Interim Human Resource Director Services of Catherine Rossi effective June 5 through August 30, 2023 at a rate of \$121 per hour. (Appendix O-6/19/23)

The Octorara Board of School Directors approved the Act 93 Agreement effective July 1, 2023 through June 30, 2024. (Appendix P-6/19/23)

The Octorara Board of School Directors approved the Memorandum of Understanding with the Octorara Act 93 Administrator Group effective July 1, 2023 through June 30, 2024. (Appendix Q-6/19/23)

The Octorara Board of School Directors approved the Addendum to the Contract for Services Agreement with Austill's Rehabilitation Services, Inc. effective July 1, 2023 through June 30, 2024. (Appendix R-6/19/23)

The Octorara Board of School Directors approved the Staffing Agreement with General Healthcare Resources, LLC for PCA services. (Appendix S-6/19/23)

The Octorara Board of School Directors approved the Contract for the Transportation of School Pupils with Faithful Transportation, LLC for the 2023-2024 school year. (Appendix T-6/19/23)

The Octorara Board of School Directors approved the Memorandum of Understanding with Delaware County Community College effective July 1, 2023 through June 30, 2024. (Appendix U-6/19/23)

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

| | |
|----------------------------------|------------|
| Art Supplies | \$7,548.43 |
| Science-Biology Supplies | \$727.82 |
| Industrial Arts-Drawing Supplies | \$2,772.04 |

(Appendix V-6/19/23)

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

The Octorara Board of School Directors accepted, with regret, the resignation of Mr. Ben Creighton as an English Teacher at the Octorara Jr./Sr. High School effective June 7, 2023. (Hired September 17, 2012)

The Octorara Board of School Directors accepted the resignation of Ms. Megan McLoone as a Learning Support Teacher at the Octorara Primary Learning Center effective June 7, 2023. (Hired August 23, 2021)

The Octorara Board of School Directors accepted the resignation of Ms. Lisa Caldwell as a Learning Support Teacher at the Octorara Primary Learning Center effective June 7, 2023. (Hired June 23, 2021)

The Octorara Board of School Directors accepted the resignation of Ms. Hayley Caulfeild-James as a Science Teacher at the Octorara Jr./Sr. High School effective June 7, 2023. (Hired August 23, 2021)

The Octorara Board of School Directors accepted, with regret, the resignation of Ms. Jennifer Watson as advisor for the Jr./Sr. High School newspaper effective June 1, 2023. (Hired for the 2017-2018 school year)

The Octorara Board of School Directors approved Ms. Bridget Solnosky as a Kindergarten Teacher at the Octorara Primary Learning Center effective August 15, 2023. Ms. Solnosky's salary will be \$56,389 which is Step 17 to MAX of the Bachelor's scale. (Ms. Solnosky is currently a long-term substitute and is replacing Jean Curry who retired.)

The Octorara Board of School Directors approved Ms. Shannon Owens as a long-term substitute First Grade Teacher at the Octorara Primary Learning Center effective for the 2023-2024 school year. Ms. Owens' salary will be \$71,229 which is Step 17 to MAX of the Master's +45 scale. (Ms. Owens is currently a long-term substitute and is replacing Margaret Schaefer who transferred.)

The Octorara Board of School Directors approved Ms. Valerie Brewer as a Second Grade Teacher at the Octorara Primary Learning Center effective August 15, 2023. Ms. Brewer's salary will be \$60,953 which is Step 17 to MAX of the Master's scale. (Ms. Brewer is a current employee and is replacing Lindsay Mitman who transferred.)

The Octorara Board of School Directors approved Ms. Nicole Kutner as a Second Grade Teacher at the Octorara Primary Learning Center effective August 15, 2023 pending completion of employee related documents required by law and the District. Ms. Kunter's salary will be \$56,389 which is Step 17 to MAX of the Bachelor's scale. (Replacing Margaret Schaeffer who transferred.)

The Octorara Board of School Directors approved Ms. Reina Eckman as a Sixth Grade Teacher at the Octorara Intermediate School effective August 15, 2023. Ms. Eckman's salary will be \$56,389 which is Step 17 to MAX of the Bachelor's scale. (Ms. Eckman is currently a long-term substitute and is replacing Patty Steyer who transferred.)

The Octorara Board of School Directors approved Ms. Adrienne Cochran as a long-term substitute Sixth Grade Teacher at the Octorara Intermediate School for the 2023-2024 school year. Ms. Cochran's salary will be \$56,389 which is Step 17 to MAX of the Bachelor's scale. (Ms. Cochran is currently a long-term substitute and is replacing Alison Venini who transferred.)

The Octorara Board of School Directors approved Ms. Lisa Carlson as a long-term substitute Sixth Grade Teacher at the Octorara Intermediate School for the 2023-2024 school year. Ms. Carlson's salary will be \$60,953 which is Step 17 to MAX of the Master's scale. (Ms. Carlson is currently a long-term substitute and is replacing Stefanie Nuse who transferred.)

The Octorara Board of School Directors approved Ms. Jennifer Davis as a Social Worker for the District effective August 15, 2023 pending completion of employee related documents required by law and the District. Ms. Davis' salary will be \$60,953 which is Step 17 to MAX of the Master's scale. (This is a new position.)

The Octorara Board of School Directors approved Ms. Erin Sullivan as an Instructional Assistant at the Octorara Primary Learning Center effective August 28, 2023. Ms. Sullivan's rate will be \$15.00 per hour for 5.75 hours per day. (Ms. Sullivan is a current substitute and will be replacing Diane Powers who retired.)

The Octorara Board of School Directors approved the following summer maintenance intern at the rate of \$12.50 per hour:

Mike Trainor

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

Sarah Lazor Assistant Volleyball Coach 6 pts @ \$620 \$3,720

The Octorara Board of School Directors approved the following additional staff for the Summer Literacy/Math/Science and Extended Year Programs:

Lauren Brotman – Professional - \$35

Julia Harpel – Professional - \$30

John Cummings – Professional - \$35

Teresa Ashby – Professional - \$35

Taylor Ward – Professional - \$30

Samantha Norris – Professional - \$30

Jennifer Mitchell – Support - \$20

Katelynn McMinn – Support - \$20

Nikkole Puckett – Support - \$20

Francesca Wiley – Support - \$20

Devon Holm – Support - \$20

The Octorara Board of School Directors approved the following change for the Summer Literacy/Math/Science and Extended Year Programs:

Val Brucherri will transfer from support staff to professional staff at \$32 per hour

On motion of Mr. Zimmerman, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors approved the change in rate from \$8.25 per hour to \$12.50 per hour for the following summer interns:

Savannah Fitzgerald – Agriculture/Animal Care

Cowan Hahn – Technology

Sarah Watson - Technology

On motion of Mr. Hurley, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors accepted, with regret, the resignation for purpose of retirement of Mr. David Baker as a Math Teacher at the Octorara Jr./Sr. High School effective September 5, 2023. (Hired August 29, 1997)

On motion of Ms. Bowman, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors accepted, with regret, the resignation of Ms. Kelsey Nisula as a Special Education Teacher and Seventh Grade Girls' Basketball Coach at the Octorara Jr./Sr. High School effective June 7, 2023. (Hired February 16, 2015 (teacher) and the 2021-2022 school year (coach).

On motion of Ms. Bowman, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved Ms. Samantha Dash as a Special Education Autism Support Teacher at the Octorara Primary Learning Center effective August 15, 2023 pending completion of employee related documents required by law and the District. Ms. Dash's salary will be \$56,389 which is Step 17 to MAX of the Bachelor's scale. (This is a new position.)

On motion of Mr. Hurley, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved Ms. Joy Schnell as an Instructional Assistant at the Octorara Primary Learning Center effective August 28, 2023. Ms. Schnell's rate will be \$16.00 per

hour for 5.75 hours per day. (Ms. Schnell is a substitute and will be replacing Madison (Anthony) Carter.)

On motion of Ms. Bowman, second by Mr. Hurley and approval of all members present the Octorara Board of School Directors approved the transfer of Ms. Ketaurah Caldwell from CTE secretary to an Instructional Assistant at the Octorara Jr./Sr. High School effective June 15, 2023. Ms. Caldwell's rate will be \$17.87 per hour for 5.75 hours per day. (Replacing one of three open positions.)

On motion of Mr. Zimmerman, second by Mr. Fox and approval of all members present the Octorara Board of School Directors approved two additional supplemental points at \$620 each (\$1,240) for Theresa Rudick for Heroes for the 2022-2023 school year.

On motion of Mr. Hurley, second by Mr. Fox and approval of all members present the Octorara Board of School Directors approved the following summer interns at a rate of \$12.50 per hour:

Justin Colligan – Technology

Kelsey Badman – Auditorium Stage/Sound/Lighting

Aiden Althouse – Auditorium Stage/Sound/Lighting

On motion of Ms. Bowman, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved the Attorney-Client Contingent Fee Agreement to provide legal services in connection with pursuing claims for damages associated with Social Media litigation. (Appendix W-6/19/23)

On motion of Mr. Hurley, second by Mr. Fox and approval of all members present the Octorara Board of School Directors approved the list of salaries for District employees for the 2023-2024 school year. (Appendix X-6/19/23)

Under the Facility Committee Report, Mr. Curtis reported the committee discussed stage curtain replacement in the Sr. High auditorium, summer project update, corrosion control project, custodial and maintenance personnel changes, and the Capital Sources and Use Report.

Under the CCIU Board Representative Report, Mr. Norris reported on the meeting held on May 17, 2023.

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

Under administrator comments/announcements, Dr. Tachau announced the 2nd annual Literacy Under the Lights held on May 31 was a success and thanked all those who were involved. The event was used to kick-off the K-6 Summer Reading with one book, one school. Each student in grades K-6 received a copy of *A Boy Called Bat*, by Elana K. Arnold. Reading the book is not a requirement; however, we hope to encourage students and their families to spend time reading together. Dr. Tachau announced today was the opening day for the Summer Literacy and Math/ESY Programs. A total of 335 students are participating in the programs. The 21st Century Summer Program will be held July 23-August 10 from 8:30 a.m. – 12:30 p.m. Monday through Thursday. There are still spots available on a first come, first served basis.

Dr. Scanlon said there is a lot of teaching and learning happening on the campus this summer. He discussed the proposed cyber/charter school reform bill and the need for the cap on tuition and limits on fund balance to be like Pennsylvania public schools. Dr. Scanlon thanked the Board, staff, and community for allowing him to work at Octorara the past two months as the District transitions to the new Superintendent, Dr. Leever. He announced Cathy Rossi as the interim Human Resource Director

and hopes to have an interim Business Manager by July 10. He suggested the following in light of having two interim positions and a new Superintendent:

- Keep focus on hiring and prepare for the opening of school in August.
- With Mr. Curtis leaving, give Right-to-Know requests an automatic 30-day response.
- Give confirmation of hiring letters to new staff that won't be approved until the July Board meeting.

Dr. Scanlon announced this is Mr. Curtis' last meeting and thanked him for his work to leave the District in a great financial position and for making a positive difference for the students, staff, and community.

Under Board comments, Mr. Hurley thanked Mr. Curtis for all he has done and congratulated him on his retirement. He thanked Dr. Scanlon for his guidance in the Superintendent transition.

Ms. Bowman thanked Dr. Scanlon for all he has done in his short time at Octorara. She thanked Mr. Curtis for his honesty, competency, calm demeanor, integrity, and going above and beyond for the District. She wished him well and said he will be missed.

Mr. Fox thanked Dr. Scanlon for the smooth transition. He said it will be a loss to see Mr. Curtis go and wished him the best in retirement.

Mr. Ganow said Mr. Curtis is the best business manager in his tenure on the Board and will be impossible to replace. He thanked Dr. Scanlon for a job well done and for exceeding expectations.

Mr. Ganow announced an Executive Session for Personnel and Safety/Security was held at 6:35 p.m. tonight prior to the meeting.

Mr. Ganow announced the following upcoming meetings:

Facility/Finance Committee Meeting – Monday, July 17, 2023 – 6:00 p.m. in room 102 at the Jr. High School

Next regularly scheduled Board Meeting – Monday, July 17, 2023 – 7:00 p.m. in the Jr. High School Multi-Purpose Room

There being no further items of business the meeting adjourned at 7:39 p.m. on motion of Mr. Fox, 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
2022-2023

| | | |
|---|-----------------|--------------------------------|
| <u>Cash Balance as of April 30, 2023</u> | | \$ 1,793,891.48 |
| <u>Receipts Deposited:</u> | | |
| Revenue - (Tax Receipts, State Transfers) | \$ 1,514,569.30 | |
| Other Receipts - (Retiree Medical Payments, Misc.) | 1,000.00 | |
| Checking Account Interest | 2,623.85 | |
| Accounts Receivable | 63,172.05 | |
| Transfer in from Investments | 2,412,847.24 | |
| | | <u>3,994,212.44</u> |
| Total Available | | \$ 5,788,103.92 |
| <u>Disbursements:</u> | | |
| Net Payroll | \$ 1,152,421.13 | |
| Accounts Payable | 3,851,120.68 | |
| Transfer to Investments | - | |
| | | <u>5,003,541.81</u> |
| General Fund Cash as of May 31, 2023 | | \$ 784,562.11 |
| <u>Investments Outstanding</u> | | |
| Beginning Balance PSDLAF Investment Account | | \$ 8,415,793.99 |
| Beginning Balance Fulton Money Market | | 13,412,847.24 |
| Earnings on PSDLAF Investment Account | | 35,602.43 |
| Earnings on Fulton Money Market | | 31,604.60 |
| Net Transfers | | (2,412,847.24) |
| Total General Fund Cash and Investments as of May 31, 2023 | | \$ <u>20,267,563.13</u> |

For the June 19, 2023 Regular Board Meeting

Respectfully submitted,

Jill L. Hardy, Secretary
Octorara Board of School Directors