

OCTORARA AREA SCHOOL DISTRICT

Minutes of Board Meeting Held on June 21, 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 June 21, 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; Paige Linnenbaugh, student representative; and eight citizens via Zoom.

The minutes of the Work Session of May 10, 2021 and the Regular Meeting of May 17, 2021 were approved on motion of Mr. Ganow, second by Mr. Zimmerman and approval of all members present.

Under presentations, Mr. Curtis gave a budget update.

Dr. Propper gave an update on the Jr./Sr. High School ATSI Plan.

Under information items:

The following teachers will transfer to an Elementary Itinerant Acceleration Teacher on Assignment using ESSER funds for the 2021-2022 school year:

Margaret Schaefer, 1st grade (transfer from learning support)

Megan Hood, 2nd grade (transfer from 2nd grade)

Shauna McAllister, 3rd grade (transfer from learning support)

Joan McDermott, 4th grade (transfer from 4th grade)

Ashley Stern, 5th & 6th grade (transfer from Jr. High math)

David Baker will transfer from a 6th grade teacher at the Octorara Intermediate School to a long term substitute math teacher at the Octorara Jr. High School for the 2021-2022 school year. (Replacing Ashley Stern who transferred.)

Laura Fischer will transfer from a 6th grade teacher at the Octorara Intermediate School to a reading specialist at the Octorara Primary Learning Center effective August 23, 2021. (Replacing Cindy Eshleman who retired. Her 1st grade position is repurposed to a Reading Specialist.)

Rachel Schreiber will transfer from an instructional assistant at the Octorara Elementary School to library assistant at the Octorara Elementary School effective August 30, 2021. (Replacing Mary Weaver who retired.)

The Treasurer's Report, which can be found at the end of these minutes, was approved on motion of Mr. Zimmerman, second by Ms. Bowman and approval of all members present. (Appendix A-6/21/21)

A list of bills for the General Fund totaling \$2,741,040.02; Cafeteria Fund totaling \$33,498.28, Capital Projects totaling \$874,325.13, and Capital Reserve totaling \$0.00 of which are attached to these minutes as Appendix B-6/21/21, 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.

On motion of Mr. Ganow, 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 2021-2022 General Fund Budget Expenditures in the amount of \$57,968, 357. (Appendix C-6/21/21)

On motion of Mr. Ganow, 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 40.82 mills in Chester County and 25.80 mills in Lancaster County. (Appendix D-6/21/21)

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 resolution for the 2021-2022 Homestead and Farmstead Exclusion. (Appendix E-6/21/21)

The Octorara Board of School Directors approved the resolution to appoint Ms. Nicole Morrow as tax collector for the District effective July 1, 2021 through June 30, 2022. (Appendix F-6/21/21)

The Octorara Board of School Directors approved the list of salaries for District employees for the 2021-2022 school year. (Appendix G-6/21/21)

The Octorara Board of School Directors approved the following financial institutions and investment firms for financial services during the 2021-2022 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, 2021:

- 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 2020-2021 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 2021-2022 school year.

The Octorara Board of School Directors approved closing the Officials Imprest Fund bank account at the Fulton Bank.

The Octorara Board of School Directors accepted the following grants from the Agriculture and Youth Organization:

Direct grant for \$7,458 will be used to purchase a Swine Breeder Injection Simulator and large injection pads for the Animal and Plant Science Program.

Matching grant for \$16,964 (\$8,482.38) will be used to purchase CASE 4 learning equipment and supplies for the Mechanical Systems Technology and Animal and Plant Science Programs.

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

- 332 Working Periods*
- 333 Professional Development*
- 334 Sick Leave*
- 335 Family and Medical Leaves*
- 336 Personal Necessity Leave*
- 337 Vacation*
- 338 Sabbatical Leave*
- 338.1 Compensated Professional Leave*
- 339 Uncompensated Leave*
- 340 Responsibility for Student Welfare*
- 341 Benefits for Part Time Employees*
- 342 Jury Duty*
- 343 Paid Holidays*
- 347 Workers' Compensation Transitional Return-to-Work Program*
- 351 Drug and Substance Abuse*

(Appendix H-6/21/21)

The Octorara Board of School Directors approved the following policies, first 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 I-6/21/21)

The Octorara Board of School Directors approved the list of novels and non-fiction texts for the AP Literature, 10th grade Literature and Composition, and 10th grade Honors Literature and Composition curriculum. (Appendix J-6/21/21)

The Octorara Board of School Directors approved an educational sabbatical leave for the second semester of the 2021-2022 school year for Ms. Katherine Westervelt. Ms. Westervelt is a math teacher at the Octorara Jr./Sr. High School.

The Octorara Board of School Directors accepted, with regret, the resignation for purpose of retirement of Ms. Linda Neff as Director of Food Service effective October 25, 2021. (Hired July 15, 2002)

The Octorara Board of School Directors accepted, with regret, the resignation for purpose of retirement of Ms. Cindy Kunko as a kindergarten teacher at the Octorara Primary Learning Center effective June 16, 2021. (Hired August 27, 2001)

The Octorara Board of School Directors accepted, with regret, the resignation for purpose of retirement of Ms. Linda Sarian as a reading assistant at the Octorara Intermediate School effective June 16, 2021. (Hired February 23, 1999)

The Octorara Board of School Directors accepted, with regret, the resignation for purpose of retirement of Ms. Sandra Jaques as a lunchroom/playground supervisor at the Octorara Elementary School effective June 16, 2021. (Hired January 19, 2015)

The Octorara Board of School Directors accepted the resignation of Ms. Sara Soll Rising as a learning support teacher at the Octorara Jr./Sr. High School effective June 16, 2021. (Hired August 20, 2018)

The Octorara Board of School Directors accepted the resignation of Ms. Jacklyn Matkowski as a learning support teacher at the Octorara Primary Learning Center effective May 21, 2021. (Hired January 26, 2021)

The Octorara Board of School Directors accepted the resignation of Mr. Jordan Tuthill as a long term substitute social studies teacher at the Octorara Jr./Sr. High School effective June 1, 2021. (Hired November 16, 2020)

The Octorara Board of School Directors accepted the resignation of Ms. Joann Bodnar as a lunchroom/playground supervisor at the Octorara Elementary School effective May 28, 2021. (Hired August 15, 2016)

The Octorara Board of School Directors accepted, with regret, the resignation of Ms. Jade Burkhardt as lunchroom/playground supervisor and health office assistant at the Octorara Primary Learning Center effective June 10, 2021. (Hired October 19, 2010)

The Octorara Board of School Directors accepted, with regret, the resignation of Mr. Andrew Baumgardner as varsity baseball coach at the Octorara Jr./Sr. High School effective June 1, 2021. (Hired for the 2015-2016 school year)

The Octorara Board of School Directors accepted the resignation of Mr. Chad Naggy as 7th grade baseball coach at the Octorara Jr./Sr. High School effective May 21, 2021. (Hired for the 2020-2021 school year).

The Octorara Board of School Directors accepted the resignation of the following
PLC Leaders effective June 16, 2021 (Hired for the 2019-2020 school year):

Candice Schwien, K-6 UA
Dana Coulter, K-3 Math

The Octorara Board of School Directors approved the following teachers as tutors for grades 6-11 for the Summer Tutoring Program from June 21-July 22, 2021 at the rate of \$30 per hour:

Wanda Lapp
Tammy Simon
Jennifer Young
Benjamin Creighton
Michelle Lofgren
Kelsey Nisula

The Octorara Board of School Directors approved the following Summer Literacy and Math Program staff:

Alison Manna, teacher, \$30 per hour
Kristan Eannone, teacher, \$30 per hour
Scottie Rohrer, teacher, \$30 per hour
Robin McKenna, substitute teacher, \$22 per hour
Samantha Norris, substitute teacher, \$22 per hour
Emily Lantz, support staff, \$15 per hour
Grace Meyer, support staff, \$15 per hour

On motion of Mr. Zimmerman, second by Ms. Bowman and approval of all members present the Octorara Board of School Directors approved Ms. Candace Mulderig as a nurse for the ESY and Summer Literacy and Math Programs effective June 21 – July 22, 2021. Ms. Mulderig's rate will be \$30 per hour.

On motion of Ms. Bowman, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved Ms. Paula Spicher as an instructional assistant at the Octorara Elementary School effective August 30, 2021. Ms. Spicher's rate will be \$11.84 per hour for 5.75 hours per day. (Replacing Rachel Schreiber who transferred.)

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. Jennifer Young as an instructional assistant at the Octorara Intermediate School effective July 22, 2021. (Hired December 10, 2018)

On motion of Ms. Bowman, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors approved an overnight trip for the Octorara Wrestling Team to Kutztown University to participate in camp from July 22, 2021 to July 25, 2021. Transportation and camp fees will be paid by the Wrestling Boosters and parents.

On motion of Mr. Zimmerman, second by Ms. Yelovich and approval of all members present the Octorara Board of School Directors approved the Allegheny Intermediate Unit Services Agreement for the 2021-2022 school year. (Appendix K-6/21/21)

On motion of Mr. Ganow, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved Ms. Lisa Caldwell as a learning support teacher at the Octorara Primary Learning Center effective August 23, 2021. Ms. Caldwell's salary will be \$55,579 which is Step 18 to MAX of the Bachelor's +15 Scale. (Replacing Jacklyn Matkowski who resigned.)

On motion of Mr. Zimmerman, second by Mr. Falgiatore and approval of all members present the Octorara Board of School Directors approved Ms. Lisa Caldwell as a teacher for the ESY Program at a rate of \$30 per hour.

On motion of Ms. Bowman, second by Mr. Ganow and approval of all members present the Octorara Board of School Directors approved the proposal with John A. DiRocco for resurfacing the Sr. High stadium parking lot at a cost of \$133,961.14. The project will be paid with Capital Project funds. (Appendix L-6/21/21)

On motion of Mr. Ganow, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors approved the 2021 Signal Service Preventive Maintenance Agreement with West Fallowfield Township for \$1,225.00. (Appendix M-6/21/21)

On motion of Mr. Ganow, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors approved the Letter of Agreement with Positive Coaching Alliance for workshops totaling \$5,250.00. (Appendix N-6/21/21)

On motion of Mr. Ganow, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved the Service Agreement with Proasys Energy Management System effective July 1, 2021 through June 30, 2022 at a cost of \$2,340.00. (Appendix O-6/21/21)

On motion of Mr. Ganow, second by Ms. Bowman and approval of all members present the Octorara Board of School Directors rescinded the emergency declaration made on March 16, 2020 to limit the total number of people at a Board meeting to a maximum of 25.

On motion of Ms. Bowman, second by Mr. Hurley and approval of all members present by a roll call vote the Octorara Board of School Directors approved the Jr./Sr. High School ATSI Plan. (Appendix P-6/21/21)

Under the Policy Committee Report, Ms. Bowman said the committee reviewed the 1st and 2nd reading policies on the agenda.

Under the Facility Committee Report, Mr. Curtis reported the committee discussed repairs to the Sr. High stage, repairs to the dust collection system at the Sr. High, summer project update with the roof at the OES almost complete, stadium bleacher repairs, District Office renovation, additional paving repairs at the PLC, tree removal at the OES, scoreboard replacement at the baseball and softball fields, HVAC control replacement at the PLC, OES, and Jr. High.

Under the CCIU Board Representative report, Mr. Norris will send the report via email.

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

Under administrator comments and announcements, Dr. Tachau reported there are 363 students attending the incoming kindergarten-6th grade summer programs. There are 298 students in the Summer Literacy/Math and Science Program and 119 students in the Camp Program. There are 65 students in the afternoon camp only. The Games Camp, which runs all five weeks, was designed and planned by students Kayla Kittlitz and Chase Decker as part of their Girl Scout Gold Award Project. There are 14 students in grades 6-11 being tutored in ELA and math and 70 K-12 students in the ESY program.

Dr. Propper said the commencement ceremony was a great evening and wished the class of 2021 the best.

Dr. Orner welcomed Paige Linnenbaugh as the student representative. She thanked Mr. Curtis for a job well done with the 2021-2022 budget process. She is proud of the work administration has done to control spending and is pleased that this is the second year in a row there will be no tax increase for residents. She wished the class of 2021 well and apologized for the issues with the live stream during the graduation ceremonies. She said it was a challenging but productive school year with many lessons learned.

Under Board comments, Mr. Fox said graduation was a great event.

Mr. Fox announced there was an executive session for personnel on Monday, June 21, 2021 at 4:00 p.m. in the Sr. High Conference Room.

Mr. Fox announced the following upcoming meetings:

Executive Session for Personnel – Monday, June 21, 2021 – Following the Regular Meeting in the Jr. High School Multi-Purpose Room

Facility Committee Meeting – Monday, July 19, 2021 – 6:00 p.m. in the Jr. High School Multi-Purpose Room

Finance Committee Meeting – Monday, July 19, 2021 – 6:30 p.m. in the Jr. High School Multi-Purpose Room

Next regularly scheduled Board Meeting – Monday, July 19, 2021 – 7:00 p.m. in the Jr. High School Multi-Purpose Room/Zoom

There being no further items of business the meeting adjourned at 7:55 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.

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

<u>Cash Balance as of April 30, 2021</u>		\$	1,410,618.77
 <u>Receipts Deposited:</u>			
Revenue - (Tax Receipts, State Transfers)	\$	855,964.08	
Other Receipts - (Retiree Medical Payments, Misc.)		4,990.74	
Checking Account Interest		122.56	
Accounts Receivable		43,393.08	
Transfer in from Investments		3,000,000.00	3,904,470.46
Total Available	\$		5,315,089.23
 <u>Disbursements:</u>			
Net Payroll	\$	1,098,358.12	
Accounts Payable		2,948,407.22	
Transfer to Investments		-	4,046,765.34
General Fund Cash as of May 31, 2021		\$	1,268,323.89
 <u>Investments Outstanding</u>			
Beginning Balance PSDLAF Investment Account	\$	9,425,448.45	
Beginning Balance Fulton Money Market		10,365,413.13	
Earnings on PSDLAF Investment Account		79.98	
Earnings on Fulton Money Market		616.59	
Net Transfers		(3,000,000.00)	
Total General Fund Cash and Investments as of May 31, 2021		\$	<u>18,059,882.04</u>

For the June 21, 2021 Regular Board Meeting

Respectfully submitted,

Jill L. Hardy, Secretary
 Octorara Board of School Directors