

# **OCTORARA AREA SCHOOL DISTRICT**

## **Minutes of Board Meeting Held on June 20, 2022**

The regular meeting of the Octorara Area School Board was held in the Octorara Area Sr. High School Auditorium and via Zoom on June 20, 2022.

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

The President, Mr. Fox, called the meeting to order at 7:04 p.m. Other members present were Ms. Bowman, Mr. Falgiatore, Mr. Ganow, Mr. Hurley, Mr. Norris, Ms. Yelovich and Mr. Zimmerman. Mr. Koennecker was absent. Also present were Mrs. Hardy, Secretary; Dr. Orner, Superintendent; Mr. Curtis, Business Manager; members of the administrative team; Paige Linnenbaugh, student representative; two citizens and ten citizens via Zoom.

The minutes of the Work Session of May 9, 2022 and the Regular Meeting of May 16, 2022 were approved on motion of Mr. Ganow, second by Mr. Norris and approval of all members present.

Under presentations, Pete Mango from Signal 88 gave a safety/security update.

Mr. Curtis gave a budget update.

Under information items, Connie Good will transfer from a building secretary at the Octorara Intermediate School to attendance secretary at the Octorara Jr. Sr. High School effective July 1, 2022.

Lakeya Gilliam will transfer from special education teacher at the Octorara Jr./Sr. High School to special education teacher at the Octorara Elementary School, replacing Shauna McAllister who is transferring to a fourth grade teacher for the 2022-2023 school year.

The Treasurer's Report, which can be found at the end of these minutes, was approved on motion of Mr. Ganow, second by Mr. Zimmerman and approval of all members present. (Appendix A-6/20/22)

A list of bills for the General Fund totaling \$2,207,621.26; Cafeteria Fund totaling \$32,051.08, Capital Projects totaling \$11,716.60, and Capital Reserve totaling \$0.00 of which are attached to these minutes as Appendix B-6/20/22, were approved and ordered paid on motion of Mr. Norris, second by Mr. Ganow and approval of all members present.

There were no visitors' comments for agenda items only.

On motion of Mr. Ganow, second by Mr. Hurley and approval of all members present by a roll call vote the Octorara Board of School Directors approved the resolution adopting the 2022-2023 General Fund Budget Expenditures in the amount of \$59,627,792. (Appendix C-6/20/22)

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 establishing a real estate millage rate of 41.99 mills in Chester County and 26.06 mills in Lancaster County. (Appendix D-6/20/22)

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

The Octorara Board of School Directors approved the resolution for the 2022-2023 Homestead and Farmstead Exclusion. (Appendix E-6/20/22)

The Octorara Board of School Directors approved the resolution to appoint Ms. Nicole Morrow as tax collector for the District effective July 1, 2022 through June 30, 2023. (Appendix F-6/20/22)

The Octorara Board of School Directors approved the following financial institutions and investment firms for financial services during the 2022-2023 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, 2022:

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 2021-2022 as a result of the annual financial audit. (Note: This is a requirement for the school code to be done prior to June 30<sup>th</sup> of each fiscal year.)

The Octorara Board of School Directors approved Dr. Jeffrey Blair as the school dental consultant for the 2022-2023 school year.

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

*237 Electronic Devices*  
*904 Public Attendance at District Events*  
*905 Citizen Advisory Committees*  
*906 Public Complaint Procedures*  
*908 Relations With Parents/Guardians*

(Appendix G-6/20/22)

The Octorara Board of School Directors approved Octorara Board of School Directors accept the 2022-2023 Perkins grant in the amount of \$41,362.00. The funds will be used for professional development, career development, equipment, and supplies for the CTE programs. the following policies, first reading:

*909 Municipal Government Relations*  
*910 Community Engagement*  
*911 News Media Relations*  
*912 Relations With Educational Institutions*  
*913 Non-District Organizations/Groups/Individuals*  
*914 Relations With Intermediate Unit*  
*916 Volunteers*  
*917 Parent/Family Involvement*  
*918 Title I Parent and Family Engagement*

(Appendix H-6/20/22)

The Octorara Board of School Directors accepted the 2022-2023 Perkins grant in the amount of \$41,362.00. The funds will be used for professional development, career development, equipment, and supplies for the CTE programs.

The Octorara Board of School Directors approved the proposal to start a girls' wrestling team at the Octorara Jr./Sr. High School. (Appendix I-6/20/22)

The Octorara Board of School Directors approved the brand identity proposal with Taylor Brand Group at a cost of \$6,500. (Appendix J-6/20/22)

The Octorara Board of School Directors approved the student activity club “Thespian Society” at the Octorara Jr./Sr. High School. (Appendix K-6/20/22)

The Octorara Board of School Directors approved the Pennsylvania Department of Education Emergency Instructional Time Template for the 2022-2023 school year. (Appendix L-6/20/22)

The Octorara Board of School Directors approved the following curriculum resources:

Jr./Sr. High School:

OACTEP Homeland Security: *Emergency Medical Responder: Your First Response in Emergency Care*, Seventh Edition. ISBN# 9781284230789

Publisher Name: Public Safety Group, Division of Jones and Bartlett

*Technology and Your Future I Grade 7: Cyber Civics Mini: Digital Citizenship & Outline Safety Lessons*

Primary Learning Center:

*Kindergarten English Language Arts: Fountas & Pinnell Classroom Shared Reading*

The Octorara Board of School Directors accepted, with regret, the resignation of Ms. Aimee Blochberger for purpose of retirement as an eighth grade ELA teacher at the Octorara Jr./Sr. High School effective June 8, 2022. (Hired August 28, 1990)

The Octorara Board of School Directors accepted, with regret, the resignation of Ms. Joan Agen for purpose of retirement as an Octorara Virtual Academy PM Program teacher effective August 31, 2022. (Hired September 16, 2013)

The Octorara Board of School Directors accepted, with regret, the resignation of Ms. Heidi Ferry for purpose of retirement as an intervention specialist at the Octorara Intermediate School effective July 23, 2022. (Hired March 24, 2000)

The Octorara Board of School Directors accepted, with regret, the resignation of Ms. Sue Aquadro for purpose of retirement as an instructional assistant at the Octorara Primary Learning Center effective June 8, 2022. (Hired August 30, 2004)

The Octorara Board of School Directors accepted, with regret, the resignation of Ms. Debora Gajari for purpose of retirement as an instructional assistant at the Octorara Jr./Sr. High School effective June 8, 2022. (Hired February 14, 2005)

The Octorara Board of School Directors accepted, with regret, the resignation of Ms. Kimberly Beatty as a fifth grade teacher at the Octorara Intermediate School effective June 30, 2022. (Hired August 20, 2008)

The Octorara Board of School Directors accepted the resignation of Ms. Kendra Collins as a learning support teacher at the Octorara Elementary School effective June 8, 2022. (Hired August 20, 2018)

The Octorara Board of School Directors accepted the resignation of Ms. Ketaurah Caldwell as an instructional assistant at the Octorara Jr./Sr. High School effective June 8, 2022. (Hired September 13, 2021. Ms. Caldwell is transferring contingent on approval of agenda item II.)

The Octorara Board of School Directors accepted the resignation of Ms. Margaret Nelson as a cafeteria employee effective May 17, 2022. (Hired March 21, 2022)

The Octorara Board of School Directors accepted the resignation of Ms. Ashley Stern as a co-director of the Summer Literacy Program effective June 30, 2022. (Hired February 15, 2021)

The Octorara Board of School Directors accepted the resignation of Mr. Denim Kurtzhals as an eighth grade baseball coach effective May 16, 2022. (Hired for the 2021-2022 school year)

The Octorara Board of School Directors approved Ms. Caysie Williams as a special education teacher at the Octorara Elementary School effective August 16, 2022. Ms. Williams' salary will be \$53,267 which is Step 18 to MAX of the Bachelor's scale. (Ms. Williams is a current employee and will be replacing Kendra Collins who resigned.)

The Octorara Board of School Directors approved Ms. Megan McLoone as a learning support teacher at the Octorara Primary Learning Center effective August 16, 2022. Ms. McLoone's salary will be \$53,267 which is Step 18 to MAX of the Bachelor's scale. (Ms. McLoone is a current employee and will be replacing Margaret Schaefer who transferred.)

The Octorara Board of School Directors approved Ms. Macey Wetzel as a long term substitute third grade teacher at the Octorara Elementary School effective August 16, 2022. Ms. Wetzel's salary will be \$53,267 which is Step 18 to MAX of the Bachelor's scale. (Ms. Wetzel is a current employee and will be replacing Trent Zook who transferred.)

The Octorara Board of School Directors approved Ms. Margaret Imms as a long term substitute fourth grade teacher at the Octorara Elementary School effective August 16, 2022. Ms. Imms' salary will be \$53,267 which is Step 18 to MAX of the Bachelor's scale. (Ms. Imms is a current employee and will be replacing Jennifer Reeves who transferred.)

The Octorara Board of School Directors approved Mr. Brian Hood as a math teacher at the Octorara Jr./Sr. High School effective August 16, 2022 pending completion of employee related documents required by law and the District. Mr. Hood's salary will be \$73,148 which is Step 9 to MAX of the Master's +30 scale. (Replacing Wanda Lapp who retired.)

The Octorara Board of School Directors approved Ms. Allison Schillinger as a Spanish teacher at the Octorara Jr./Sr. High School effective August 16, 2022 pending completion of employee related documents required by law and the District. Ms. Schillinger's salary will be \$55,579 which is Step 18 to MAX of the Bachelor's +15 scale. (Replacing Samantha Kelly who resigned.)

The Octorara Board of School Directors approved Ms. Kristy Hirtzel as an instructional assistant at the Octorara Elementary School effective August 29, 2022 pending completion of employee related documents required by law and the District. Ms. Hirtzel's rate will be \$12.65 per hour for 5.75 hours per day.

The Octorara Board of School Directors approved Ms. Keturah Caldwell as CTE secretary at the Octorara Jr./Sr. High School effective August 23, 2022. Ms. Caldwell's rate will be \$19.49 per hour for 5.75 hours per day. (Ms. Caldwell is a current employee and is replacing Cyndi Manning who resigned.)

The Octorara Board of School Directors approved the following substitute support staff for the 2021-2022 school year:

Margaret Nelson, cafeteria

The Octorara Board of School Directors approved the following additional staff for the K-6 Summer Literacy and Math Program:

Stephanie Nuse – Co-Director - \$40  
Adrienne Blackerby – Professional - \$30  
Beth Mulhollan – Professional - \$30  
Andrew Chesnet – Support - \$20  
Christopher Zary – Support - \$20  
Kieran Lomboy – Support - \$20  
Terry Powell – Support - \$24  
Camryn Koennecker – Support - \$20  
Olivia Hillman – Support - \$20  
Valentina Brucchieri – Support - \$20  
Breanna DeVoe – Support - \$20

The Octorara Board of School Directors approved the following summer interns for the IT Department at the rate of \$8.00 per hour effective June 13, 2022:

Cowan Hahn  
Sarah Watson

On motion of Ms. Bowman, second by Ms. Yelovich and approval of all members present the Octorara Board of School Directors accepted, with regret, the resignation of Ms. Ashley Stern as sixth grade teacher and math intervention specialist on assignment at the Octorara Intermediate School effective June 14, 2022. (Hired November 19, 2012)

On motion of Mr. Ganow, second by Mr. Hurley and approval of all members present the Octorara Board of School Directors accepted the resignation of Ms. Valerie Brewer as an instructional assistant at the Octorara Elementary School effective June 9, 2022. (Hired August 20, 2018. Ms. Brewer is transferring contingent on approval of agenda item QQ.)

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. Lisa Budzik as a library assistant at the Octorara Primary Learning Center effective July 21, 2022. (Hired October 7, 2002)

On motion of Ms. Bowman, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved Ms. Bridget Cummiskey/Solnosky as a long term substitute kindergarten teacher at the Octorara Primary Learning Center effective August 16, 2022 pending completion of employee related documents required by law and the District. Ms. Cummiskey/Solnosky's salary will be \$53,267 which is Step 18 to MAX of the Bachelor's scale. (Replacing Alison Mannelta who will be on child rearing leave.)

On motion of Mr. Ganow, second by Mr. Hurley and approval of all members present the Octorara Board of School Directors approved Ms. Valerie Brewer as a long term substitute second grade teacher at the Octorara Primary Learning Center effective August 16, 2022. Ms. Brewer's salary will be \$57,531 which is Step 18 to MAX of the Master's scale. (Ms. Brewer is a current employee and is replacing Lindsay Mittman who transferred.)

On motion of Ms. Bowman, second by Ms. Yelovich and approval of all members present the Octorara Board of School Directors approved Ms. Lisa Hillman as a second grade teacher at the Octorara Primary Learning Center effective August 16, 2022. Ms. Hillman's salary will be \$55,579 which is Step 18 to MAX of the Bachelor's +15 scale. (Ms. Hillman is an approved substitute and is replacing Tim Ergler who retired.)

On motion of Mr. Ganow, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved Ms. Caitlin Cressman as a fifth grade teacher at the Octorara Intermediate School effective August 16, 2022. Ms. Cressman's salary will be \$53,267 which is Step 18 to MAX of the Bachelor's scale. (Ms Cressman is an approved substitute and is replacing Kim Beatty who resigned.)

On motion of Mr. Ganow, second by Ms. Bowman and approval of all members present the Octorara Board of School Directors approved Ms. Jillian Matys as a fifth grade teacher at the Octorara Intermediate School effective August 16, 2022. Ms. Matys' salary will be \$55,579 which is Step 18 to MAX of the Bachelor's +15 scale. (Ms. Matys is an approved substitute and is replacing Michele Miller who resigned.)

On motion of Ms. Bowman, second by Ms. Yelovich and approval of all members present the Octorara Board of School Directors approved Ms. Brittany Fulwider as an ELA teacher at the Octorara Jr./Sr. High School effective August 16, 2022. Ms. Fulwider's salary will be \$57,531 which is Step 18 to MAX of the Master's scale. (Ms. Fulwider is an approved substitute and is replacing Aimee Blockberger who retired.)

On motion of Mr. Zimmerman, second by Ms. Bowman and approval of all members present the Octorara Board of School Directors approved Ms. Tamela Cooper as a school nurse at the Octorara Elementary School effective August 16, 2022 pending completion of employee related documents required by law and the District. Ms. Cooper's salary will be \$50,000. (Replacing Kristal Guertler who transferred to a certified school nurse position.)

On motion of Mr. Hurley, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved the agreement with the Octorara Area Education Association for the employment of the position of school psychologist. (Appendix M-6/20/22)

On motion of Ms. Bowman, second by Mr. Norris and approval of all members present the Octorara Board of School Directors approved Ms. Erin Cooper as a school psychologist effective August 16, 2022 pending completion of employee related documents required by law and the District. Ms. Cooper's salary will be \$74,501 which is Step 18 to MAX of the Master's +60 scale. Ms. Cooper will work 198 days per year. (Replacing Ryan Kieffer who resigned.)

On motion of Mr. Zimmerman, second by Mr. Hurley and approval of all members present the Octorara Board of School Directors approved Ms. Amber Lowe as a guidance counselor at the Octorara Jr./Sr. High School effective July 1, 2022. Ms. Lowe's salary will be \$63,629 which is Step 18 to MAX of the Master's scale. Ms. Lowe will work 10.5 months (208 days) per year. (Ms. Lowe is an approved substitute and is replacing Karen Letts who retired.)

On motion of Ms. Bowman, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved Ms. Jacqueline Smith as a guidance counselor at the Octorara Jr./Sr. High School effective July 1, 2022 pending completion of employee related documents required by law and the District. Ms. Smith's salary will be \$63,629 which is Step 18 to MAX of the Master's scale. Ms. Smith will work 10.5 months (208 days) per year. (Replacing John Atlee who retired.)

On motion of Ms. Bowman, second by Ms. Yelovich and approval of all members present the Octorara Board of School Directors accepted the proposal from CM Regent for District insurance. (Appendix N-6/20/22)

On motion of Ms. Bowman, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors accepted the lease agreement with FP Mailing Solutions for a postage meter. (Appendix O-6/20/22)

On motion of Mr. Zimmerman, second by Ms. Bowman and approval of all members present the Octorara Board of School Directors approved the student activity club “Octorara Running Club” at the Octorara Jr./Sr. High School. (Appendix P-6/20/22)

On motion of Ms. Bowman, second by Mr. Ganow and approval of all members present the Octorara Board of School Directors approved a rate adjustment from \$22 per hour to \$24 per hour for the following K-6 Summer Literacy and Math Program staff:

Robin Sockoloskie  
Pat Ford

On motion of Mr. Zimmerman, second by Mr. Ganow and approval of all members present the Octorara Board of School Directors approved the agreement with Health eTools software effective July 1, 2022 through June 30, 2023. (Appendix Q-6/20/22)

On motion of Mr. Ganow, second by Ms. Bowman and approval of all members present the Octorara Board of School Directors approved the agreement with CritiCare effective July 1, 2022 through June 30, 2023. (Appendix R-6/20/22)

On motion of Mr. Zimmerman, second by Ms. Yelovich and approval of all members present the Octorara Board of School Directors approved Tiffany Ross as a student animal feeding intern at the Octorara Jr./Sr. High School at a rate of \$8.00 per hour effective June 20, 2022.

Under the Policy Committee Report, Ms. Bowman reported the committee discussed the first and second reading policies on tonight’s agenda.

Under the Facility Committee Report, Mr. Norris reported the committee discussed the replacement of wrestling mats and divider removal in the wrestling room at the Jr. High School, rooftop compressor unit replacement at the OIS, summer project update, cleaning and sealcoating of the PLC, life skills classroom renovation into a simulated apartment at the Jr. High School, IT office renovation, athletic field study update, parking lot and concrete work, and the Jr. High School fire alarm system.

Under the CCIU Board Representative Report, Mr. Norris reported on the meeting held on June 15, 2022.

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

Under visitors’ comments for items in general, Mr. Fox reminded attendees that this would be the last meeting for public comments via Zoom.

Kurt Hershey, West Sadsbury Township, discussed the meaning of education and how it has changed over the years. He expressed his concern about teaching different truths, gender identity, and receiving Federal funds. He shared his faith and told the Board many are praying for them.

Under administrator comments and announcements, Dr. Haller reported five teams of fifth and sixth grade students participated in the 2<sup>nd</sup> Chester County Calcusolve competition. Students tackled difficult multi-step math problems and were awarded points for correct responses. Sixth grade students, Lauren Bierlein and Michael McKee tied for third place in the competition.

Ms. Lease thanked the Sr. High student council and academic team students for helping with field day. She announced incoming kindergarten playground play dates will be held on August 2, 10, and 18 from 6:30-7:30 p.m.

Dr. Orner thanked everyone involved in the Summer Literacy Camp, ESY, and the 21st Century Community Learning Center afternoon program for a great first day. She will give an update in July. She thanked Dr. Haller for the OIS hospitality to these programs.

Under Board comments, Mr. Norris asked about the success of the first day of camp and discussed the number of students enrolled.

Mr. Zimmerman recommended gift cards for the summer interns at the end of the summer.

Mr. Falgiatore asked if Zoom would be continued at the meetings but without comments. Mr. Fox said the meetings will be accessible live via YouTube as they were pre-covid.

Mr. Zimmerman said he is proud of the way the community is supporting Mason, the student who was injured in a tractor accident.

Mr. Fox announced the following upcoming meetings:

Executive Session for Personnel and Safety/Security - Monday, June 20, 2022 - Following the Regular Meeting in the Sr. High School Auditorium

Policy Committee Meeting – Monday, July 18, 2022 – 5:30 p.m. in the Sr. High School Auditorium

Facility Committee Meeting – Monday, July 18, 2022 – 6:00 p.m. in the Sr. High School Auditorium

Finance Committee Meeting – Monday, July 18, 2022 – 6:30 p.m. in the Sr. High School Auditorium

Next regularly scheduled Board Meeting – Monday, July 18, 2022 – 7:00 p.m. in the Sr. High School Auditorium

There being no further items of business the meeting adjourned at 7:58 p.m. on motion of Mr. Ganow, second by Ms. Bowman 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**  
**2021-2022**

<b><u>Cash Balance as of April 30, 2022</u></b>		\$	2,586,626.53
<b><u>Receipts Deposited:</u></b>			
Revenue - (Tax Receipts, State Transfers)	\$	1,345,975.30	
Other Receipts - (Retiree Medical Payments, Misc.)		23,130.29	
Checking Account Interest		14.75	
Accounts Receivable		5,249.10	
Transfer in from Investments		1,000,000.00	
		2,374,369.44	
Total Available	\$		4,960,995.97
<b><u>Disbursements:</u></b>			
Net Payroll	\$	1,112,911.91	
Accounts Payable		2,179,411.29	
Transfer to Investments		-	
		3,292,323.20	
<b>General Fund Cash as of May 31, 2022</b>	<b>\$</b>		<b>1,668,672.77</b>
<b><u>Investments Outstanding</u></b>			
Beginning Balance PSDLAF Investment Account	\$		8,189,437.73
Beginning Balance Fulton Money Market			11,318,495.10
Earnings on PSDLAF Investment Account			2,713.95
Earnings on Fulton Money Market			283.45
Net Transfers			(1,000,000.00)
			-
<b>Total General Fund Cash and Investments as of May 31, 2022</b>	<b>\$</b>		<b><u>20,179,603.00</u></b>

**For the June 20, 2022 Regular Board Meeting**

Respectfully submitted,

Jill L. Hardy, Secretary  
Octorara Board of School Directors