

OCTORARA AREA SCHOOL DISTRICT

Minutes of Board Meeting Held on October 16, 2023

The regular meeting of the Octorara Area School Board was held in the Octorara Area Jr./Sr. High School Multi-Purpose Room on October 16, 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 Mr. Hurley, Mr. Koennecker, Mr. Norris, Ms. Yelovich and Mr. Zimmerman. Ms. Bowman, Mr. Falgiatore, and Mr. Fox were absent. Also present were Mrs. Hardy, Secretary; Dr. Leever, Superintendent; members of the administrative team; Ben Pratt, Saxton & Stump; Menah Alkhabaz, student representative (arrived at 7:05); and seven citizens.

The minutes of the Work Session of September 11, 2023, the Regular Meeting of September 18, 2023, and the Rescheduled Regular Meeting of September 25, 2023 were approved on motion of Mr. Norris, second by Mr. Zimmerman and approval of all members present.

There were no visitors' comments for agenda items only.

Under presentations, Mr. Lobato, Food Service Director gave a Food Service 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 Mr. Zimmerman, second by Ms. Yelovich and approval of all members present. (Appendix A-10/16/23)

A list of bills for the General Fund totaling \$2,084,372.71; Cafeteria Fund totaling \$51,282.28, Capital Projects totaling \$98,054.47, and Capital Reserve totaling \$0.00 of which are attached to these minutes as Appendix B-10/16/23, were approved and ordered paid on motion of Mr. Hurley, second by Mr. Zimmerman and approval of all members present.

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

The Octorara Board of School Directors approved the EAP Employer Services Agreement with Penn Medicine effective November 1, 2023. (Appendix C-10/16/23)

The Octorara Board of School Directors approved the request from Youth Wrestling to use the Sr. High School Gymnasium on Sunday, January 7, 2024 prior to 1:00 p.m. for a tournament.

The Octorara Board of School Directors approved the grant with Community Action Partnership of Lancaster County for \$4,000 for the Kindergarten Transition Program for supplies. (Appendix D-10/16/23)

The Octorara Board of School Directors approved the following student activity clubs at the Octorara Jr./Sr. High School:

Chess Club

Latino Club

(Appendix E-10/16/23)

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

006 *Meetings*

216.1 *Supplemental Discipline Records*
251 *Students Experiencing Homelessness, Foster Care and Other Educational Instability*
(Appendix F-10/16/23)

The Octorara Board of School Directors accepted, with regret, the resignation of Ms. Rachel Schreiber as a Library Assistant at the Octorara Elementary School effective October 20, 2023. (Hired September 17, 2012)

The Octorara Board of School Directors approved Ms. Alexis Stratman as a Food Service employee effective October 9, 2023 pending completion of employee related documents required by law and the District. Ms. Stratman's rate will be \$15.00 per hour for four hours per day. (Replacing Lynn Spaulding who resigned.)

The Octorara Board of School Directors approved the transfer of Ms. K.C. Testerman from Assistant Musical Director at 6 points (\$3,720) to Musical Director at 8 points (\$4,960). (Replacing Nicole Norton who resigned.)

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

Jude Unitis	Jr. High Head Football Coach	6 pts @ \$620	\$3,720
Jen Hoskins	Mentor Sarah Danforth	2 pts @ \$620	\$1,240
Dana Coulter	Mentor Grace Meyer	2 pts @ \$620	\$1,240
Jen Watson	Sr High Student Council	3 pts @ \$620	\$1,860
Adam Udell	Sr High Student Council	3 pts @ \$620	\$1,860
Joe Lynch	Asst Musical Director	6 pts @ \$620	\$3,720

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

Christian Day, Emergency

On motion of Mr. Hurley, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors approved the following salary adjustments as a result of previous substitute positions held in the District:

Valerie Brewer from \$60,953 at M Step 17 to \$61,203 at M Step 16

Reina Eckman from \$56,389 at B Step 17 to \$56,639 at B Step 16

On motion of Mr. Hurley, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved the transfer of Mr. Manny Almanza from a custodian at the Octorara Intermediate School at a salary of \$38,695 to an evening custodian at a salary of \$40,629.75 effective October 13, 2023.

On motion of Mr. Hurley, second by Mr. Norris and approval of all members present the Octorara Board of School Directors approved Mr. Eric Foote as Production Cook per the attached job description. Mr. Foote's rate will be \$18 per hour for 5.75 hours per day effective TBD pending completion of employee related documents required by law and the District. (This is a new position.) (Appendix G-10/16/23)

On motion of Mr. Koennecker, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved Ms. Tracy Zary as a Building Secretary at the Octorara Primary Learning Center effective October 16, 2023. Ms. Zary's salary will be \$34,960 pro-rated. (Ms. Zary is an approved substitute and is replacing Danette Balistreri who retired.)

On motion of Mr. Zimmerman, second by Mr. Hurley and approval of all members present the Octorara Board of School Directors approved Mr. Phillip Brandon as an Instructional Assistant at the Octorara Intermediate School effective TBD pending completion of employee related documents required by law and the District. Mr. Brandon's rate will be \$15.00 per hour for 5.75 hours per day. (Replacing Jennifer Marshall who resigned.)

On motion of Mr. Norris, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved Mr. Phillip Woodward as a Custodian at the Octorara Intermediate School effective October 12, 2023 pending completion of employee related documents required by law and the District. Mr. Woodward's salary will be \$37,440, pro-rated. (Replacing Manny Almanza who transferred.)

On motion of Mr. Hurley, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved the Service Agreement with Health eTools software effective August 1, 2023 through July 31, 2026. (Appendix H-10/16/23)

On motion of Mr. Zimmerman, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors approved an overnight trip for the Sr. High Boys' Wrestling team to participate in the War at the Shore Tournament at Stephen Decatur High School in Berlin, Maryland on January 12-13, 2024.

On motion of Mr. Norris, second by Mr. Hurley and approval of all members present the Octorara Board of School Directors approved the 2023-2024 Octorara Area Career & Technical Education Occupational Advisory Committee. (Appendix I-10/16/23)

Under the Finance Committee Report, Mr. Hurley reported the committee met tonight and received a year to year update on July through September budget comparisons, received an audit update, and the 2024-2025 Act I index. The committee welcomed Mr. Scott Domowicz as business manager.

Under the CCIU Board Representative Report, Mr. Norris reported on the meeting held on September 20, 2023.

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

Under administrator comments/announcements, Dr. Leever welcomed Mr. Domowicz to the District. He thanked Mr. Szablowski for his time and help during the interim.

Mr. Dikun thanked the local fire companies for coming out and teaching fire safety to the K-4 students this past Friday. He announced the PTO Fun'd Walk will be held on Friday, October 20 and K-6 parent/teacher conferences will be held on November 9 and 15. Conference information will be sent next week.

Dr. Propper thanked staff for a great Homecoming. The advisory meeting scheduled for tomorrow night will be postponed until October 25 at 6:00 p.m. The second round of parent/teacher conferences will be held in person on Thursday. He introduced Menah Alkhabaz, student representative to the Board.

Menah Alkhabaz, student representative, announced the Fall Play, *Olympiaganza*, will be held on November 10 and 11 at 7:00 p.m.

Dr. Leever invited community members to participate in the Comprehensive Planning to review the District's mission and vision. Meetings will be held October 17 and 24 from 5:00-7:00 p.m.

Under Board comments, Mr. Norris addressed the criticism of a District employee by a Board member on a public forum.

Mr. Ganow announced an Executive Session for Personnel, Labor, and Legal matters was held tonight prior to the Regular Board Meeting in room 102 at the Jr. High School.

Mr. Ganow announced the following upcoming meetings:

Education Committee Meeting – Monday, October 23, 2023 – 6:00 p.m. in room 102 at the Jr. High School

Policy/Facility Committee Meeting – Monday, November 13, 2023 – 6:00 p.m. in room 102 at the Jr. High School

Next regularly scheduled Work Session – Monday, November 13, 2023 – 7:00 p.m. in the Jr. High School Multi-Purpose Room

Finance Committee Meeting – Monday, November 20, 2023 – 6:00 p.m. in room 102 at the Jr. High School

Next regularly scheduled Board Meeting – Monday, November 20, 2023 – 7:00 p.m. in the Jr. High School Multi-Purpose Room

There being no further items of business the meeting adjourned at 7:44 p.m. on motion of Mr. Norris, 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 August 31, 2023</u>		\$	16,319,946.09
<u>Receipts Deposited:</u>			
Revenue - (Tax Receipts, State Transfers)	\$	5,491,491.75	
Other Receipts - (Rentals, Misc.)		1,000.00	
Checking Account Interest		26,116.67	
Transfer in from Investments		0.00	
			<u>5,518,608.42</u>
Total Available		\$	21,838,554.51
<u>Disbursements:</u>			
Net Payroll	\$	1,135,278.52	
Accounts Payable		4,423,080.16	
Transfer to Investments		12,936,867.09	
			<u>18,495,225.77</u>
General Fund Cash as of September 30, 2023		\$	3,343,328.74
<u>Investments Outstanding</u>			
Beginning Balance PSDLAF Investment Account	\$	8,560,660.68	
Beginning Balance Fulton Money Market		19,063,132.91	
Earnings on PSDLAF Investment Account		37,038.81	
Earnings on Fulton Money Market		71,623.47	
Net Transfers		12,936,867.09	
Total General Fund Cash and Investments as of September 30, 2023		\$	<u>44,012,651.70</u>

For the October 16, 2023 Regular Board Meeting

Respectfully submitted,

Jill L. Hardy, Secretary
Octorara Board of School Directors