

OCTORARA AREA SCHOOL DISTRICT

Minutes of Rescheduled Board Meeting Held on September 25, 2023

The rescheduled regular meeting of the Octorara Area School Board was held in the Octorara Area Jr./Sr. High School Multi-Purpose Room on September 25, 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, Ms. Yelovich and Mr. Zimmerman. Also present were Mrs. Hardy, Secretary; Dr. Leever, Superintendent; members of the administrative team; and eight citizens.

Mr. Ganow thanked everyone for their patience and understanding in the rescheduled public meeting originally scheduled for September 18, 2023. Due a clerical error, the September 18 agenda was not posted on the District website at least 24 hours prior to the meeting per Sunshine Law. The Board is committed to transparency and there was no intent to keep the agenda from the public. Mr. Ganow apologized for any concern or inconvenience the error may have caused.

Mr. Ganow said there was discussion with the District solicitor for clarification and, as a result of that discussion, he asked for a motion to amend tonight's agenda.

Ms. Bowman made a motion to revise the agenda to include the reapproval of the minutes from the August 14, 2023 and August 21, 2023 Board meetings upon the advice of the District solicitor. Mr. Norris second the motion.

Mr. Falgiatore asked if that would include specific reference to any statutes or policy.

Mr. Ganow said there will be time to discuss approval of the minutes following visitor's comments. The motion was approved by all members present except Mr. Falgiatore who abstained.

There were no visitors' comments for agenda items only, presentations, or information items.

Ms. Bowman made a motion to approve the minutes from the August 14, 2023 and August 21, 2023 Board meetings. Mr. Fox second the motion.

Mr. Falgiatore asked if there is going to be a mention of statute or Board policy violations. Mr. Ganow said the minutes have been posted on the website for several days.

The motion was approved by all members present except Mr. Falgiatore who abstained.

The Treasurer's Report, which can be found at the end of these minutes, was approved on motion of Ms. Bowman, second by Mr. Norris and approval of all members present. (Appendix A-9/25/23)

A list of bills for the General Fund totaling \$2,013,459.36; Cafeteria Fund totaling \$6,406.80, Capital Projects totaling \$85,775.62, and Capital Reserve totaling \$79,130.00 of which are attached to these minutes as Appendix B-9/25/23, were approved and ordered paid on motion of Ms. Yelovich, second by Ms. Bowman and approval of all members present.

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

The Octorara Board of School Directors approved the list of school bus drivers employed by Althouse Transportation, Inc. for the 2023-2024 school year. (Appendix C-9/25/23)

The Octorara Board of School Directors approved the list of school bus runs by Althouse Transportation, Inc. for the 2023-2024 school year. (Appendix D-9/25/23)

The Octorara Board of School Directors approved the Letter of Agreement with Devereux Advanced Behavioral Health for Student Assistant Program Liaison Services for the 2023-2024 school year. (Appendix E-9/25/23)

The Octorara Board of School Directors approved the Security Services Proposal with Signal 88 effective 8/29/2023 through 6/7/2024. (Appendix F-9/25/23)

The Octorara Board of School Directors approved the Transportation Contract with Linville Hill Christian School for the 2023-2024 school year at a cost of \$58,500. (Appendix G-9/26/23)

The Octorara Board of School Directors approved the request for unpaid intermittent family medical leave for Ms. Samantha Norris effective August 28, 2023 through June 5, 2024. Ms. Norris is an Emotional Support teacher at the Octorara Elementary School.

The Octorara Board of School Directors approved the request for unpaid family medical leave for the purpose of child rearing for Ms. Caysie Williams from approximately October 12, 2023 through January 12, 2024. Ms. Williams is a Learning Support teacher at the Octorara Elementary School.

The Octorara Board of School Directors approved the request for unpaid family medical leave for purpose of child rearing for Ms. Megan Clarke from approximately November 13, 2023 through February 5, 2024. Ms. Clarke is a Second Grade teacher at the Octorara Primary Learning Center.

The Octorara Board of School Directors approved the following substitute rates effective the start of the 2023-2024 school year:

1-19 days - \$125 per day (currently \$115 per day)

20 days - \$135 per day (currently \$125 per day)

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

800 *Records Management*

830 *Security of Computerized Personal Information/Breach Notification*

(Appendix H-9/25/23)

The Octorara Board of School Directors accepted, with regret, the resignation for purpose of retirement of Ms. Lisa McNamara as CTE Director effective June 5, 2024. (Hired September 4, 1991)

The Octorara Board of School Directors accepted, with regret, the resignation of Ms. Megan Hood as a Second Grade teacher at the Octorara Primary Learning Center effective *September 22, 2023*. (Hired January 9, 2004)

The Octorara Board of School Directors accepted the resignation of Ms. Sarah Jacien as a Math teacher at the Octorara Jr./Sr. High School effective August 15, 2023. (Hired August 14, 2023)

The Octorara Board of School Directors accepted the resignation of Ms. Erin (Smith) Pierznik as an Instructional Assistant at the Octorara Elementary School effective August 28, 2023. (Hired August 21, 2023)

The Octorara Board of School Directors acknowledged the no paperwork, no show of Mr. Keith Thompson as an HVAC Maintenance Mechanic effective September 5, 2023. (Hired August 21, 2023)

The Octorara Board of School Directors acknowledged the no paperwork, no response of Ms. Katelyn LaPearl as an Instructional Assistant at the Octorara Intermediate School effective August 28, 2023. (Hired August 21, 2023)

The Octorara Board of School Directors accepted the resignation of Ms. Elizabeth D’Orazio as Academic Team Advisor at the Octorara Jr./Sr. High School effective August 30, 2023. (Hired for the 2022-2023 school year)

The Octorara Board of School Directors accepted the resignation of Ms. Nicole Norton as Musical Director at the Octorara Jr./Sr. High School effective August 28, 2023. (Hired for the 2022-2023 school year)

The Octorara Board of School Directors approved Ms. Katherine McGinnis as a Special Education Learning 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. McGinnis’ salary will be \$59,000 which is Step 13 to MAX of the Bachelor’s scale. (Replacing Megan McLoone who resigned.)

The Octorara Board of School Directors approved Mr. Michael Smith as a Health/PE teacher at the Octorara Elementary and Intermediate Schools effective September 5, 2023 pending completion of employee related documents required by law and the District. Mr. Smith’s salary will be \$64,801, prorated, which is Step 12 to MAX of the Master’s scale. (Replacing Anthony Slusher who resigned.)

The Octorara Board of School Directors approved Ms. Sarah Danforth as an Eighth Grade Math teacher at the Octorara Jr./Sr. High School effective September 5, 2023 pending completion of employee related documents required by law and the District. Ms. Danforth’s salary will be \$58,889, prorated, which is Step 17 to MAX of the Bachelor’s +15 scale. (Replacing Sara Jacien who resigned.)

The Octorara Board of School Directors approved Ms. Holly Hayes as a Special Education teacher at the Octorara Jr./Sr. High School effective *September 11, 2023* pending completion of employee related documents required by law and the District. Ms. Hayes’ salary will be \$57,427, prorated, which is Step 15 to MAX of the Bachelor’s scale. (This is a new position.)

The Octorara Board of School Directors approved Mr. Robert Smith as a long term substitute CTE Business Education-Computer Tech teacher at the Octorara Jr./Sr. High School effective August 29, 2023 for the 2023-2024 school year pending completion of employee related documents required by law and the District. Mr. Smith’s salary will be \$56,389, prorated, which is Step 17 to MAX of the Bachelor’s scale. (Mr. Smith is an approved substitute and is replacing Colin Kolb who resigned.)

The Octorara Board of School Directors approved Ms. Lynn Spaulding as a Food Service employee effective August 17, 2023 pending completion of employee related documents required by law and the District. Ms. Spaulding’s rate will be \$15.00 per hour for four hours per day. (Replacing Joy Schnell who transferred.)

The Octorara Board of School Directors approved Ms. Pat Softchin as a Food Service employee effective August 28, 2023. Ms. Softchin’s rate will be \$16.35 per hour for two hours per day.

The Octorara Board of School Directors approved the increase in salary for Ms. Dana Shultz from \$47,332 to \$63,109 (80% of M+45, Step 9) effective August 22, 2023. Ms. Shultz is a Speech/Language Therapist at the Primary Learning Center and increased from three days per week to four days per week.

The Octorara Board of School Directors approved the following change in salary due to graduate credits earned:

Samantha Pittman	From M+30 (\$68,820) to M+45 (\$73,988)	Step 13 to MAX
Allison Carr	From B+15 (\$58,889) to M (\$60,953)	Step 17 to MAX

Kristina Campbell From M+15 (\$68,053) to M+30 (\$70,178) Step 14 to MAX

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

Holly Conte	Mentor Nicole Kutner	2 pts @ \$620	\$1,240
Alysyn Hoffman	Mentor Lauren Morlando	2 pts @ \$620	\$1,240
Heather Childress	Mentor Rebecca German		\$94.60
Jed King	Mentor Robert Smith	1 pt @ \$620	\$620
Joan McDermott	OES Envirothon Advisor	2 pts @ \$620	\$1,240
Cathy Smith	Mentor Michael Smith	2 pts @ \$620	\$1,240
Samantha Pittman	Mentor Holly Hayes	2 pts @ \$620	\$1,240
Linda Haslett	Mentor Shannon Owens	1 pt @ \$620	\$620
Sarah Mitchell	Head Fall Cheerleading Coach	7 pts @ \$620	\$4,340
Lisa Marshman	Asst Fall Cheerleading Coach	6 pts @ \$620	\$3,720
Charles Graydus	8 th Grade Volleyball Coach	4 pts @ \$620	\$2,480
Renee Shenk	Academic Team Advisor	2 pts @ \$620	\$1,240
Alexander Gooden	Asst Football Coach	7 pts @ \$620	\$4,340
Holly Hayes	Jr. High Asst Field Hockey Coach	4 pts @ \$620	\$2,480

On motion of Ms. Bowman, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors voted for the following PSBA officers:

President Elect – Allison Mathis
Vice-President – Sabrina Backer
Treasurer – Karen Beck Pooley
PSBA Insurance Trust Trustee – Marianne Neel
PSBA Insurance Trust Trustee – Mike Faccinnetto

On motion of Mr. Falgiatore, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved Ms. Ana Torres as an Instructional Assistant at the Octorara Primary Learning Center effective September 18, 2023 pending completion of employee related documents required by law and the District. Ms. Torres rate will be \$15.00 per hour for 5.75 hours per day. (Replacing Heidi VanGilder who resigned.) Ms. Torres will also be a translator for the District at \$40.98 per hour

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 mentor for Ms. Kaylene Mummert from Ms. Amanda Kieffer to Ms. Elizabeth D’Orazio. (2 pts. @ \$620 - \$1,240)

On motion of Mr. Zimmerman, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors acknowledged the no show of Mr. Khalif Williams as the Jr. High Football Coach effective August 14, 2023.

On motion of Ms. Bowman, second by Mr. Norris and approval of all members present the Octorara Board of School Directors accepted a \$4,000 grant from International Paper to be used for the 2024 OABEST Expo.

On motion of Mr. Hurley, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors approved Ms. Shannon Owens as a First Grade teacher at the Octorara Primary Learning Center effective September 18, 2023. Ms. Owens’ salary will be \$71,479, pro-rated, which is Step 16 to MAX of the Masters +45 scale. (Ms. Owens was originally hired as a long term substitute first grade teacher for the 2023-2024 school year and is replacing Margaret Schaefer who transferred.)

On motion of Mr. Koennecker, second by Mr. Fox and approval of all members present the Octorara Board of School Directors approved Ms. Grace Meyer as a long term substitute Second Grade teacher at the Octorara Primary Learning Center effective September 18, 2023 through the end of the 2023-2024 school year pending completion of employee related documents required by law and the District. Ms. Meyer's salary will be \$56,389, pro-rated, which is Step 17 to MAX of the Bachelor's scale. (Replacing Megan Hood who resigned.)

On motion of Mr. Fox, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved Ms. Lisa Rohrer as a long term substitute Second Grade teacher at the Octorara Primary Learning Center from approximately October 16, 2023 through the end of the 2023-2024 school year. Ms. Rohrer's salary will be \$56,389, pro-rated, which is Step 17 to MAX of the Bachelor's scale. (Ms. Rohrer is a current employee and is replacing family medical leaves.)

On motion of Ms. Bowman, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved Ms. Erika Lombardo as an Instructional Assistant at the Octorara Elementary School effective October 2, 2023 pending completion of employee related documents required by law and the District. Ms. Lombardo's rate will be \$16.00 per hour for 5.75 hours per day. (Replacing Erin Smith who was a no show.)

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 Mr. Matt Livingood as a Science teacher at the Octorara Jr./Sr. High School effective TBD. (Hired August 23, 2006)

On motion of Mr. Zimmerman, second by Ms. Bowman and approval of all members present Octorara Board of School Directors accepted the resignation of Ms. Valentina Brucchieri as an Instructional Assistant at the Octorara Intermediate School effective September 28, 2023. (Hired June 20, 2022)

On motion of Mr. Zimmerman, second by Mr. Norris and approval of all members present the Octorara Board of School Directors accepted the resignation of Ms. Jennifer Mitchell as an Instructional Assistant at the Octorara Intermediate School effective September 15, 2023. (Hired August 21, 2023)

On motion of Mr. Fox, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors accepted the resignation of Ms. Lynn Spaulding as a Food Service employee effective September 15, 2023. (Hired August 17, 2023)

On motion of Mr. Falgiatore, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved the request for unpaid family medical leave for purpose of child rearing for Ms. Brittany Howe from approximately October 12, 2023 through November 27, 2023. Ms. Howe is the Athletic Secretary.

On motion of Mr. Fox, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors approved the following substitute teachers for the 2023-2024 school year:

Madeline McDermott, 60 Credits

Grace Meyer, Pre-K - 4

Ann Clymer, Science

On motion of Ms. Bowman, second by Mr. Hurley and approval of all members present the Octorara Board of School Directors approved the following volunteer coaches:

Charles Smallwood – Boys' Soccer

Christopher Henley – Boys' Basketball

On motion of Mr. Zimmerman, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors approved the Agreement with Turf Tank for mechanical line painting on the athletic fields at a cost of \$15,000. (Appendix I-9/25/23)

On motion of Mr. Fox, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved the Service Agreement with the Chester County Intermediate Unit for Human Resources Services effective September 28, 2023 through June 30, 2024. (Appendix J-9/25/23)

On motion of Mr. Fox, second by Ms. Bowman and approval of all members present the Octorara Board of School Directors approved the contract with Mr. Scott Domowicz as the District Business Manager effective October 1, 2023 through June 30, 2027. (Appendix K-9/25/23)

Under the Finance Committee Report, Mr. Hurley reported the committee met on September 18 and discussed the August year-to-date financial status, the annual audit which began today, and the updated chart of accounts.

Under the Education Committee meeting, Mr. Fox reported the committee met tonight and received updates on the three focus area goals: Student Health and Wellness, Continuous School Improvement for Student Learning, and Collaboration and Building Collective Efficacy Through Achievement Teams. The goals will be a standing committee agenda item this year. The committee also was given an overview of the Structured Literacy Grant.

Under the CCIU Board Representative Report, Mr. Norris reported on the August meeting.

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

Under visitors' comments in general, Mary Ellen Caris, Sadsbury Township, said the Board may have their hands tied regarding prayer but the public does not. She asked the Board and visitors to join her as she prayed.

Melissa Falgiatore, Atglen, alleged the Board violated the Sunshine Law. She thanked Mr. Ganow for his opening comments.

Under administrator comments/announcements, Dr. Leever thanked the Board for their support of the CCIU contract for Human Resources Services and Scott Domowicz. He is looking forward to everyone getting here.

Dr. Propper said the Jr./Sr. High has had a great start to the new year and students are acclimated to the school environment and the new schedule. He reported the athletic teams have had a great start, student clubs have begun, and Homecoming festivities will be held the week of October 2. Thursday is Back to School Night for our Spanish speaking families. He recognized the following students who earned academic honors from the College Board National Recognition Programs: Andrew Baggett, Braeden Wood, Carrie Beecher, Carson Schempp, Cowan Hahn, Isaiah Klingensmith, Jack Holub, Katelyn Hery, Kristina Timm, Lyla Elboubkri, and Sarah Watson. Lyla Elboubkri was recognized as one of 50,000 highest scoring students across the nation. Dr. Propper is looking forward to having student rep, Menah Alkhabaz join the Board this year.

Under Board comments, Mr. Zimmerman thanked Dr. Leever for being instrumental in getting a robot for the engineering program.

Dr. Leever said the robot is called Openbot and was developed by an engineer for Intel who now is employed by Apple. The robot functions off the computing power of a cell phone. We are the first high school in Pennsylvania to have one, with ten high schools set to receive them in the state this

year. Dr. Leever hopes next year there will be competitions for the students to explore. They will write their own programs, develop the AI, and download blueprints and create their own robots with 3-D printing.

Mr. Ganow said the Board minutes were posted on the website for several days.

Mr. Ganow announced an Executive Session for Personnel and Legal Matters was held Monday, September 18, 2023 prior to the Regular Meeting in room 102 at the Jr. High School.

An Executive Session for Legal Matters was also held tonight prior to the Rescheduled Regular Board Meeting in room 102 at the Jr. High School.

Mr. Ganow announced the following upcoming meetings:

Policy/Facility Committee Meeting – Monday, October 9, 2023 – 6:00 p.m. in room 102 at the Jr. High School

Next regularly scheduled Work Session – Monday, October 9, 2023 – 7:00 p.m. in the Jr. High School Multi-Purpose Room

Finance Committee Meeting – Monday, October 16, 2023 – 6:00 p.m. in room 102 at the Jr. High School

Next regularly scheduled Board Meeting – Monday, October 16, 2023 – 7:00 p.m. in the Jr. High School Multi-Purpose Room

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

There being no further items of business the meeting adjourned at 7:37 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 July 31, 2023</u>	\$	2,157,644.76
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Receipts Deposited:

Revenue - (Tax Receipts, State Transfers)	\$	27,312,702.93		
Other Receipts - (Rentals, Misc.)		12,413.14		
Checking Account Interest		17,647.41		
Transfer in from Investments		0.00		
		27,342,763.48		
Total Available	\$			29,500,408.24

Disbursements:

Net Payroll	\$	960,899.93		
Accounts Payable		3,219,562.22		
Transfer to Investments		9,000,000.00		
		13,180,462.15		

General Fund Cash as of August 31, 2023	\$	16,319,946.09
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Investments Outstanding

Beginning Balance PSDLAF Investment Account	\$	8,522,573.59
Beginning Balance Fulton Money Market		10,025,450.64
Earnings on PSDLAF Investment Account		38,087.09
Earnings on Fulton Money Market		37,682.27
Net Transfers		9,000,000.00

Total General Fund Cash and Investments as of August 31, 2023	\$	43,943,739.68
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For the September 18, 2023 Regular Board Meeting

Respectfully submitted,

Jill L. Hardy, Secretary
Octorara Board of School Directors