

**OCTORARA AREA SCHOOL DISTRICT**  
**PUBLIC SCHOOL BOARD MEETING**  
**October 16, 2023 – 7:00 p.m.**  
**Jr. High School Multi-Purpose Room**

**AGENDA**

1. Moment of Silence
2. Pledge of Allegiance
3. Roll Call
4. Approval of 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.
5. Visitors' Comments - Agenda Items Only
6. Presentations/Discussions
  - A. Food Service Update
7. Information Items
8. Treasurer's Report
  - A. That the Octorara Board of School Directors approve the General Fund Report for period ending September 30, 2023.
9. Business Manager's Report
  - A. That the Octorara Board of School Directors approve the list of bills for payment.
10. Recommended Action Items:
  - A. That the Octorara Board of School Directors approve the EAP Employer Services Agreement with Penn Medicine effective November 1, 2023.
  - B. That the Octorara Board of School Directors approve 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.
  - C. That the Octorara Board of School Directors approve the grant with Community Action Partnership of Lancaster County for \$4,000 for the Kindergarten Transition Program for supplies.
  - D. That the Octorara Board of School Directors approve the following student activity clubs at the Octorara Jr./Sr. High School:
    - Chess Club
    - Latino Club
  - E. That the Octorara Board of School Directors approve the following policies, first reading:
    - 006 *Meetings*
    - 216.1 *Supplemental Discipline Records*

251 Students Experiencing Homelessness, Foster Care and Other Educational Instability

Resignation Approvals:

- F. That the Octorara Board of School Directors accept, 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)

Hiring Approvals:

- G. That the Octorara Board of School Directors approve 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.)
- H. That the Octorara Board of School Directors approve 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.)
- I. That the Octorara Board of School Directors approve 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

- J. That the Octorara Board of School Directors approve the following substitute teacher for the 2023-2024 school year:  
Christian Day, Emergency
- K. That the Octorara Board of School Directors approve 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
- L. That the Octorara Board of School Directors approve 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.
- M. That the Octorara Board of School Directors approve 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.)
- N. That the Octorara Board of School Directors approve 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.)
- O. That the Octorara Board of School Directors approve 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.)*

- P. That the Octorara Board of School Directors approve 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.)*
- Q. That the Octorara Board of School Directors approve the Service Agreement with Health eTools software effective August 1, 2023 through July 31, 2026.*
- R. That the Octorara Board of School Directors approve 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.*
- S. That the Octorara Board of School Directors approve the 2023-2024 Octorara Area Career & Technical Education Occupational Advisory Committee.*

11. Finance Committee Report

12. CCIU Board Representative's Report

13. Old Business

14. New Business

15. Other Items and Announcements

16. Visitors' Comments – General

17. Administrator Comments/Announcements

18. Board Comments

19. Adjournment

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

Executive Session for Personnel, Labor, and Legal - Monday, October 16, 2023 – Prior to the Regular Meeting in room 102 at the Jr. High School

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