

OCTORARA AREA SCHOOL DISTRICT
AMENDED RESCHEDULED PUBLIC SCHOOL BOARD MEETING
September 25, 2023 – 7:00 p.m.
Jr. High School Multi-Purpose Room

AGENDA

1. Moment of Silence
2. Pledge of Allegiance
3. Roll Call
4. Amend Agenda to Include Approval of August Minutes
5. Visitors' Comments - Agenda Items Only
6. Presentations/Discussions
7. Information Items
8. Approval of August Minutes
9. Treasurer's Report
 - A. That the Octorara Board of School Directors approve the General Fund Report for period ending August 31, 2023.
10. Business Manager's Report
 - A. That the Octorara Board of School Directors approve the list of bills for payment.
11. Recommended Action Items:
 - A. That the Octorara Board of School Directors approve the list of school bus drivers employed by Althouse Transportation, Inc. for the 2023-2024 school year.
 - B. That the Octorara Board of School Directors approve the list of school bus runs by Althouse Transportation, Inc. for the 2023-2024 school year.
 - C. That the Octorara Board of School Directors approve the Letter of Agreement with Devereux Advanced Behavioral Health for Student Assistant Program Liaison Services for the 2023-2024 school year.
 - D. That the Octorara Board of School Directors approve the Security Services Proposal with Signal 88 effective 8/29/2023 through 6/7/2024.
 - E. That the Octorara Board of School Directors approve the Transportation Contract with Linville Hill Christian School for the 2023-2024 school year at a cost of \$58,500.
 - F. That the Octorara Board of School Directors approve 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.
 - G. That the Octorara Board of School Directors approve 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.

- H. That the Octorara Board of School Directors approve 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.
- I. That the Octorara Board of School Directors approve 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)
- J. That the Octorara Board of School Directors approve the following policies, second reading:
 - 800 *Records Management*
 - 830 *Security of Computerized Personal Information/Breach Notification*

Resignation Approvals:

- K. That the Octorara Board of School Directors accept, with regret, the resignation for purpose of retirement of Ms. Lisa McNamara as CTE Director effective June 5, 2024. (Hired September 4, 1991)
- L. That the Octorara Board of School Directors accept, 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)
- M. That the Octorara Board of School Directors accept 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)
- N. That the Octorara Board of School Directors accept the resignation of Ms. Erin (Smith) Pierznik as an Instructional Assistant at the Octorara Elementary School effective August 28, 2023. (Hired August 21, 2023)
- O. That the Octorara Board of School Directors acknowledge the no paperwork, no show of Mr. Keith Thompson as an HVAC Maintenance Mechanic effective September 5, 2023. (Hired August 21, 2023)
- P. That the Octorara Board of School Directors acknowledge 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)
- Q. That the Octorara Board of School Directors accept 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)
- R. That the Octorara Board of School Directors accept 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)

Hiring Approvals:

- S. That the Octorara Board of School Directors approve 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.)

- T. That the Octorara Board of School Directors approve 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.)
- U. That the Octorara Board of School Directors approve 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.)
- V. That the Octorara Board of School Directors approve 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.)
- W. That the Octorara Board of School Directors approve 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.)
- X. That the Octorara Board of School Directors approve 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.)
- Y. That the Octorara Board of School Directors approve 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.
- Z. That the Octorara Board of School Directors approve 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.

AA. That the Octorara Board of School Directors approve 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

BB. That the Octorara Board of School Directors approve 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

CC. That the Octorara Board of School Directors vote 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 } Vote for 2

DD. That the Octorara Board of School Directors approve 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.

EE. That the Octorara Board of School Directors approve the transfer of mentor for Ms. Kaylene Mummert from Ms. Amanda Kieffer to Ms. Elizabeth D’Orazio. (2 pts. @ \$620 - \$1,240)

FF. That the Octorara Board of School Directors acknowledge the no show of Mr. Khalif Williams as the Jr. High Football Coach effective August 14, 2023.

GG. That the Octorara Board of School Directors accept a \$4,000 grant from International Paper to be used for the 2024 OABEST Expo.

HH. That the Octorara Board of School Directors approve 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.)

II. That the Octorara Board of School Directors approve 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.)

JJ. That the Octorara Board of School Directors approve 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.)

KK. That the Octorara Board of School Directors approve 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.)

LL. That the Octorara Board of School Directors accept, 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)

MM. That the Octorara Board of School Directors accept the resignation of Ms. Valentina Brucchieri as an Instructional Assistant at the Octorara Intermediate School effective September 28, 2023. (Hired June 20, 2022)

NN. That the Octorara Board of School Directors accept the resignation of Ms. Jennifer Mitchell as an Instructional Assistant at the Octorara Intermediate School effective September 15, 2023. (Hired August 21, 2023)

OO. That the Octorara Board of School Directors accept the resignation of Ms. Lynn Spaulding as a Food Service employee effective September 15, 2023. (Hired August 17, 2023)

PP. That the Octorara Board of School Directors approve 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.

QQ. That the Octorara Board of School Directors approve the following substitute teachers for the 2023-2024 school year:

Madeline McDermott, 60 Credits

Grace Meyer, Pre-K - 4

Ann Clymer, Science

RR. That the Octorara Board of School Directors approve the following volunteer coaches:

Charles Smallwood – Boys' Soccer

Christopher Henley – Boys' Basketball

SS. That the Octorara Board of School Directors approve the Agreement with Turf Tank for mechanical line painting on the athletic fields at a cost of \$15,000.

TT. That the Octorara Board of School Directors approve the Service Agreement with the Chester County Intermediate Unit for Human Resources Services effective September 28, 2023 through June 30, 2024.

UU. That the Octorara Board of School Directors approve the contract with Mr. Scott Domowicz as the District Business Manager effective October 1, 2023 through June 30, 2027.

12. Finance Committee Report
13. Education Committee Report
14. CCIU Board Representative's Report
15. Old Business
16. New Business
17. Other Items and Announcements
18. Visitors' Comments – General

19. Administrator Comments/Announcements

20. Board Comments

21. Adjournment

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

Education Committee Meeting – Monday, September 25, 2023 – 6:00 p.m. in room 102 at the Jr. High School

Executive Session for Legal - Monday, September 25, 2023 – Approximately 6:30 p.m. Prior to the Rescheduled Regular Board Meeting in room 102 at the Jr. High School

Rescheduled Regular Board Meeting – Monday, September 25, 2023 – 7:00 p.m. in the Jr. High School Multi-Purpose Room

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