

# **OCTORARA AREA SCHOOL DISTRICT**

## **Minutes of Board Meeting Held on August 20, 2018**

The regular meeting of the Octorara Area School Board was held in the Octorara Area Jr./Sr. High School Multi-Purpose Room on August 20, 2018.

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

The President, Ms. Bowman, called the meeting to order at 7:02 p.m. Other members present were: Mr. Falgiatore, Mr. Fox, Mr. Ganow, Mr. Hurley, Mr. Koennecker, and Mr. Zimmerman. Mr. Kloss and Mr. Norris were absent. Also present were; Mrs. Hardy, Secretary; Dr. Orner, Superintendent; Mr. Curtis, Business Manager; members of the administrative team; Ava Zimmerman, student representative; one reporter; and ten citizens. Three citizens remained after the presentation.

The minutes of the Regular Meeting of July 16, 2018 were approved on motion of Mr. Zimmerman, second by Mr. Fox and approval of all members present.

Under presentations, Ben Mellema, Jared Dagney and Dr. McWatters reported on the International Youth Physics Tournament held in Beijing this summer.

Under information items, Allyson Hineman will transfer from learning support math teacher to CTE learning support teacher at the Octorara Area Jr./Sr. High School effective August 20, 2018. (Replacing Matt Worrell who transferred.)

Shari Filoromo will transfer from an instructional assistant at the Octorara Elementary School to an instructional assistant at the Octorara Primary Learning Center effective August 27, 2018. (Replacing Lisa Nunemaker who resigned.)

The Treasurer's Report, which can be found at the end of these minutes, was approved on motion of Mr. Ganow, second by Mr. Fox and approval of all members present. (Appendix A-8/20/18)

A list of bills for the General Fund totaling \$2,572,515.83; Cafeteria Fund totaling \$0.00, Capital Projects totaling \$0.00, and Capital Reserve totaling \$24,351.00 of which are attached to these minutes as Appendix B-8/20/18, were approved and ordered paid on motion of Mr. Zimmerman, second by Mr. Ganow and approval of all members present.

There were no visitors' comments for agenda items only.

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

The Octorara Board of School Directors approved Dr. Michele Orner, Superintendent, as the District School Safety and Security Coordinator according to the provisions of Act 44 of 2018.

The Octorara Board of School Directors approved the Resolution allowing Dr. Michele Orner, Superintendent, to sign and/or e-sign any and all contracts, agreements, grants and/or licenses with the Pennsylvania Department of Education. (Appendix C-8/20/18)

The Octorara Board of School Directors approved the Agreement to Participate in the Lancaster-Lebanon Virtual Solutions for online courses for the 2018-2019 school year. (Appendix D-8/20/18)

The Octorara Board of School Directors accepted, with regret, the resignation for purpose of retirement of Mr. Richard Daller, Jr as custodian for the District effective October 19, 2018. (Hired July 1, 1985)

The Octorara Board of School Directors accepted, with regret, the resignation of Ms. Lisa Nunemaker as an instructional assistant at the Octorara Primary Learning Center effective July 18, 2018. (Hired August 31, 2005)

The Octorara Board of School Directors accepted the resignation of Ms. An Le as an instructional assistant at the Octorara Area Jr./Sr. High School effective June 11, 2018. (Hired September 18, 2017)

The Octorara Board of School Directors accepted the following supplemental resignations:

David Paez – Jr. High Boys’ Soccer Coach	Hired 2017-2018
Beth Miller – Jr./Sr. High Substitute Coordinator	Hired 2015-2016

The Octorara Board of School Directors approved Mr. Troy Hyman as a vocational instructor for the Homeland Security and Protective Services Academy effective January 2, 2019 pending completion of employee related documents required by law and the District. Mr. Hyman’s salary will be \$62,745 pro-rated which is step 9 to MAX of the Bachelor’s +15 scale.

The Octorara Board of School Directors approved Ms. Teresa Milligan as an instructional assistant at the Octorara Intermediate School effective August 21, 2018 pending completion of employee related documents required by law and the District. Ms. Milligan’s rate will be \$12.36 per hour for 4.75 hours per day. (Replacing Nancy Culp who resigned.)

The Octorara Board of School Directors approved Ms. Amber Lowe as an instructional assistant at the Octorara Elementary School effective August 21, 2018 pending completion of employee related documents required by law and the District. Ms. Lowe’s rate will be \$12.36 per hour for 5.75 hours per day. (Replacing Lenora Burrell who retired.)

The Octorara Board of School Directors approved Ms. Valerie Brewer as a long term substitute instructional assistant at the Octorara Elementary School effective August 21, 2018 through November 21, 2018 pending completion of employee related documents required by law and the District. Ms. Brewer’s rate will be \$12.36 per hour for 5.75 hours per day. (Replacing Samantha Norris who will be student teaching.)

The Octorara Board of School Directors approved Ms. Christine Amole as building secretary at the Octorara Area Jr./Sr. High school effective August 13, 2018. Ms. Amole’s salary will be \$27,050. (Ms. Amole is an approved substitute support staff and is replacing Diane Budzik who retired.)

The Octorara Board of School Directors approved the list of supplemental contracts for the 2018-2019 school year. (Appendix E-8/20/18)

The Octorara Board of School Directors approved the list of substitute teachers and support staff for the 2018-2019 school year. (Appendix F-8/20/18)

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

Matt Talley	From M (\$58,655) to M+15(\$63,636)	Step 14 to MAX
Kathleen Heller	From M+30 (\$71,348) to M+45 (\$74,275)	Step 9 to MAX
Alysia Coldren	From M (\$65,043) to M+15 (\$69,405)	Step 9 to MAX
Jed King	From M (\$61,324) to M+15 (\$66,144)	Step 11 to MAX
Carol Dittoe	From M+60 (\$84,695) to DR (\$89,130)	Step 4 to MAX

On motion of Mr. Ganow, second by Mr. Koennecker and approval of all members present, the Octorara Board of School Directors accepted the resignation of Ms. Lori Smith as a lunch/playground supervisor at the Octorara Intermediate School effective August 9, 2018. (Hired October 16, 2017)

On motion of Mr. Falgiatore, second by Mr. Ganow and approval of all members present, the Octorara Board of School Directors accepted the resignation of Ms. Ida Babiak as a lunch/playground supervisor at the Octorara Intermediate School effective August 8, 2018. (Hired August 21, 2017)

On motion of Mr. Fox, second by Mr. Ganow and approval of all members present, the Octorara Board of School Directors approved Ms. Lauren Castle as an instructional assistant at the Octorara Jr./Sr. High School effective August 21, 2018 pending completion of employee related documents required by law and the District. Ms. Castle's rate will be \$10.77 per hour for 5.75 hours per day. (Replacing Barbara Scarcelle who resigned.)

On motion of Mr. Hurley, second by Mr. Koennecker and approval of all members present, the Octorara Board of School Directors approved the following additional supplemental contracts for the 2018-2019 school year:

Denim Kurtzals	Assistant Football Coach	7 pts @ \$620	\$4,340
Anthony Slusher	7 <sup>th</sup> Grade Boys' Soccer Coach	4 pts @ \$620	\$2,480
Helmut Kettner	8 <sup>th</sup> Grade Boys' Soccer Coach	4 pts @ \$620	\$2,480

On motion of Mr. Ganow, second by Mr. Fox and approval of all members present, the Octorara Board of School Directors approved the Octorara Area School District Organizational Chart. (Appendix G/8/20/18)

Under the Finance Committee Report, Mr. Ganow said the Committee discussed the healthcare plan that went into effect on July 1, exoneration of uncollectable real estate tax, the 2019-2020 budget timeline, the local audit, the new lunch program as well as balance due from last year's lunches, and possible refinancing of bonds in the future.

Under the I.U./C.A.T. Board Representative's report, Mr. Norris was not present. Mrs. Hardy has a copy of the minutes of the August 15 meeting.

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

Under administrator comments and announcements, Ms. Lease reported on the Professional Learning Communities meetings and purpose.

Dr. Haller and Mr. Dikun discussed STEM competition in their buildings as a precursor to the International Youth Physics Tournament.

Dr. Rohrer announced all staff returns tomorrow – he is excited for the students to start next week. He announced the golf team is currently 6-0.

Dr. Orner announced she is excited for the start of school. She thanked Dr. Rohrer for his video assuring students that the buildings will be open and ready. She is looking forward to the "one first day" with the staff tomorrow as well as with the students on Monday. She invited Board Directors to the opening ceremony to be held tomorrow at 8:00 a.m. Dr. Orner thanked everyone who worked over the summer to prepare for the opening of school.

Mrs. Hardy announced the Jr. High teacher lounge has been refurbished by the Freedom Life Church to include painting and new furnishings in the lounge.

Under board comments, Mr. Fox asked for interest to attend the next meeting with Representative John Lawrence. Mr. Fox and Mr. Falgiatore will attend the meeting.

Ms. Bownman announced an Executive Session for Personnel and Security was held at 6:45 p.m. tonight prior to this meeting.

Ms. Bowman announced the following upcoming meetings:

Executive Session for Personnel – Monday, August 20, 2018 – Following the Regular Meeting in the District Office Conference Room

Education Committee Meeting – Monday, August 27, 2018 – 6:00 p.m. in Room 102 in the Jr. High School

Policy Committee Meeting – Monday, September 10, 2018 – 6:00 p.m. in the District Office Conference Room

Facility Committee Meeting – Monday, September 10, 2018 – 6:30 p.m. in the District Office Conference Room

Next regularly scheduled Work Session – Monday, September 10, 2018 – 7:00 p.m. in the Jr. High School Multi-Purpose Room

Finance Committee Meeting – Monday, September 17, 2018 – 6:00 p.m. in the District Office Conference Room

Next regularly scheduled Board Meeting – Monday, September 17, 2018 – 7:00 p.m. in the Jr. High School Multi-Purpose Room

Education Committee Meeting – Monday, September 24, 2018 – 6:00 p.m. in Room 102 in the Jr. High School

There being no further items of business the meeting adjourned at 7:39 p.m. on motion of Mr. Ganow, 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](http://www.youtube.com/user/OctoraraAreaSD).

**TREASURER'S REPORT**  
**OCTORARA AREA SCHOOL DISTRICT**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**GENERAL FUND**  
**2018-2019**

<b><u>Cash Balance as of July 1, 2018</u></b>		\$	3,218,407.81
<b><u>Receipts Deposited:</u></b>			
Revenue - (Tax Receipts, State Transfers)	\$		4,017,989.02
Other Receipts - (Retiree Medical Payments, Misc.)			85,488.57
Checking Account Interest			4,209.43
Accounts Receivable			35,897.93
Transfer in from Investments			-
			4,143,584.95
Total Available		\$	7,361,992.76
<b><u>Disbursements:</u></b>			
Net Payroll	\$		858,688.96
Accounts Payable			2,961,207.41
Transfer to Investments			1,000,000.00
			4,819,896.37
<b>General Fund Cash as of July 31, 2018</b>		\$	2,542,096.39
<b><u>Investments Outstanding</u></b>			
Beginning Balance PSDLAF Investment Account		\$	9,164,362.42
Beginning Balance Fulton Money Market			1,348,551.30
Earnings on PSDLAF Investment Account			14,570.00
Earnings on Fulton Money Market			2,714.25
Net Transfers			1,000,000.00
<b>Total General Fund Cash and Investments as of July 31, 2018</b>		\$	<b>14,072,294.36</b>

For the August 20, 2018 Regular Board Meeting

Respectfully submitted,

Jill L. Hardy, Secretary  
Octorara Board of School Directors