

OCTORARA AREA SCHOOL DISTRICT

Minutes of Board Meeting Held on January 21, 2019

The regular meeting of the Octorara Area School Board was held in the Octorara Area Jr./Sr. High School Multi-Purpose Room on January 21, 2019.

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

The President, Ms. Bowman, called the meeting to order at 7:04 p.m. Other members present were: Mr. Falgiatore, Mr. Fox, Mr. Ganow, Mr. Hurley, Mr. Kloss, Mr. Koennecker, Mr. Norris, and Mr. Zimmerman. Also present were; Mrs. Hardy, Secretary; Dr. Orner, Superintendent; Mr. Curtis, Business Manager; members of the administrative team; one reporter; and three citizens.

The minutes of the Reorganization Meeting of December 3, 2018, the Work Session of December 3, 2018 and the Regular Meeting of December 10, 2018 were approved on motion of Mr. Norris, second by Mr. Koennecker and approval of all members present.

Mr. Curtis gave a budget presentation.

Dr. Tachau gave a Future Ready Index presentation.

Under information items, Ms. Valerie Brewer will transfer from an ESL aide at the Octorara Primary Learning Center to an instructional assistant at the Octorara Elementary School effective January 22, 2019. (Replacing Samantha Norris who resigned.)

The Treasurer's Report, which can be found at the end of these minutes, was approved on motion of Mr. Hurley, second by Mr. Zimmerman and approval of all members present. (Appendix A-1/21/19)

A list of bills for the General Fund totaling \$2,186,355.87; Cafeteria Fund totaling \$37,385.43, Capital Projects totaling \$0.00, and Capital Reserve totaling \$55,880.64 of which are attached to these minutes as Appendix B-1/21/19, were approved and ordered paid on motion of Mr. Ganow, second by Mr. Koennecker and approval of all members present.

There were no visitors' comments for agenda items only.

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

The Octorara Board of School Directors approved the 2018-2019 Octorara Area Homeland Security and Protective Services Academy Occupational Advisory Committee members. (Appendix C-1/21/19)

The Octorara Board of School Directors approved the annual fiscal audit report of the District for the year ending June 30, 2018 as prepared by the auditing firm of Herbein & Company. (Appendix D-1/21/19)

The Octorara Board of School Directors approved the calendar for the 2019-2020 school year. (Appendix E-1/21/19)

The Octorara Board of School Directors approved Ms. Megan Clarke's request for unpaid Family Medical Leave for the purpose of child rearing from approximately April 25, 2019 through the end of the 2018-2019 school year. Ms. Clarke is a second grade teacher at the Octorara Primary Learning Center.

The Octorara Board of School Directors approved Ms. Katherine Westervelt's request for unpaid Family Medical Leave for the purpose of child rearing from approximately April 16, 2019 through May 24, 2019. Ms. Westervelt is a math teacher at the Octorara Jr./Sr. High School.

The Octorara Board of School Directors approved the issuance of a diploma for student "A" effective December 2018.

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

- 108 Adoption of Textbooks
- 246 Student Wellness

(Appendix F-1/21/19)

The Octorara Board of School Directors accepted, with regret, the resignation of Ms. Connie Rutter as an instructional assistant at the Octorara Intermediate School effective December 21, 2018. (Hired September 18, 2003)

The Octorara Board of School Directors accepted the resignation of Ms. Samantha Norris as an instructional assistant at the Octorara *Elementary* School effective January 10, 2019. (Hired August 17, 2015)

The Octorara Board of School Directors accepted the resignation of Ms. Kapri Johnson as a lunch/playground supervisor at the Octorara Primary Learning Center effective January 9, 2019. (Hired September 19, 2016)

The Octorara Board of School Directors accepted the resignation of Mr. Steve Roberts as a 7th grade baseball coach at the Octorara Jr./Sr. High School effective December 17, 2018. (Hired for the 2017-2018 school year)

The Octorara Board of School Directors accepted the resignation of Ms. Debbie Bollenbach as an assistant track coach at the Octorara Jr./Sr. High School effective January 4, 2019. (Hired for the 2017-2018 school year)

The Octorara Board of School Directors approved the following substitute support staff for the 2018-2019 school year:

- Melissa Bailey, cafeteria
- Alexis Howarth, cafeteria

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

Holly Conte From M+15 (\$69,405) to M+30 (\$71,378) Step 9 to MAX

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

Nae Al-Malik	Cheerleading Competition	4 pts @ \$620	\$2,480
Sarah Kluge	Mentor Emily Pearce	.99 pts @ \$620	\$ 613.40
Blake Aponte	JV Softball Coach	6 pts @ \$620	\$3,720
Jeff Milligan	Varsity Girls' Soccer Coach	7 pts @ \$620	\$4,340

On motion of Mr. Ganow, second by Mr. Kloss and approval of all members present the Octorara Board of School Directors approved Ms. Emily Pearse as a long term substitute learning support teacher at the Octorara Primary Learning Center effective January 22, 2019 through the end of the 2018-2019 school year pending completion of employee related documents required by law and the

District. Ms. Pearce's salary will be \$51,467 pro-rated which is Step 18 to MAX of the Bachelor's Scale. (Replacing Margaret Schaeffer who is on sabbatical leave.)

On motion of Mr. Norris, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors accepted the resignation of Ms. Amanda Hamilton as a cafeteria employee effective December 20, 2018. (Ms. Hamilton will be moving to the cafeteria driver position.)

On motion of Mr. Ganow, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors approved Ms. Amanda Hamilton as cafeteria driver effective January 2, 2019. Ms. Hamilton's rate will be \$13.00 per hour. (Ms. Hamilton is a current cafeteria employee and will be replacing Mark Maurer who resigned.)

On motion of Mr. Ganow, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors approved Ms. Vicki Dixon as a long term substitute kindergarten teacher at the Octorara Primary Learning Center effective January 22, 2019 through April 10, 2019. Ms. Dixon's rate will be \$140 per day. (Ms. Dixon is an approved substitute and is replacing a medical leave)

On motion of Mr. Ganow, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved Ms. Donna Ferrier as a lunchroom/playground supervisor at the Octorara Primary Learning Center effective January 22, 2019. Ms. Ferrier's rate will be \$9.28 per hour for three hours per day. (Ms. Ferrier is an approved substitute and is replacing Kapri Johnson who resigned.)

On motion of Mr. Koennecker, second by Mr. Hurley and approval of all members present the Octorara Board of School Directors accepted the resignation of Ms. Alysyn Hoffman as JV softball coach at the Octorara Area Jr./Sr. High School effective January 9, 2019. (Hired for the 2017-2018 school year)

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. Emily Whitney as assistant cheerleading coach at the Octorara Area Jr./Sr. High School effective October 16, 2018. (Hired for the 2017-2018 school year)

On motion of Mr. Norris, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors accepted the resignation of Ms. Teresa Johnston as a cafeteria employee effective January 15, 2019. (Hired August 21, 2017)

On motion of Mr. Zimmerman, second by Mr. Hurley and approval of all members present the Octorara Board of School Directors accepted the resignation of Ms. Barbara Dotson as a cafeteria employee for purpose of retirement effective January 31, 2019. (Hired September 15, 2014)

On motion of Mr. Fox, second by Mr. Norris and approval of all members present the Octorara Board of School Directors approved the student activity request for "Symphonic Student Society" at the Octorara Area Jr./Sr. High School. (Appendix G-1/21/19)

On motion of Mr. Kloss, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved the Agreement for student "A". (Appendix H-1/21/19)

On motion of Mr. Kloss, second by Mr. Ganow and approval of all members present the Octorara Board of School Directors approved the Opt Out Resolution for the 2019-2020 budget process. (Appendix I-1/21/19)

Agenda item “BB” for approval of the Proposed Preliminary Budget for the 2019-2020 fiscal year was removed from the agenda due to the affirmative vote for the Opt Out Resolution.

Under the Finance Committee Report, Mr. Ganow said the Committee looked at the audit report approval and discussed a three year agreement with the auditing firm of Herbein & Company. The Committee discussed food service balance concerns, the Opt Out Resolution or passing a Proposed Preliminary Budget, and the new maintenance position.

Under the I.U./C.A.T. Board Representative’s report, Mr. Norris reported on the meeting that was held on January 16, 2019.

There were no items of old business or new business.

Under other items and announcements, Ms. Bowman announced the passing of former Octorara English teacher, Ms. Pat Groves.

There were no visitors’ comments for items in general.

Under administrator comments and announcements, Ms. Lease and Mr. Dikun read comments made by PLC and OES students about what they think a School Directors job is in honor of January being School Director Recognition Month.

Ms. McNamara congratulated the following students for achieving the 2018 Pennsylvania State FFA Degree (the highest available FFA State Degree): Jason Mazepink, Alaina Davis, and Kelsey Cunningham. Ms. McNamara also congratulated Jason Mazepink for winning the Supreme Champion Ram title with his Hampshire Ram at the Pennsylvania Farm Show.

Dr. Haller announced the following STEM Competition winners: 5th grade – Cassidy Jeffries, Elise Kurtz, Grant Umble, Val Wakeman, Alternate –Brayden Remphrey; 6th grade – Delaney Amole, Shelby Kittlitz, Meghan McGinnis, Mya Trotty. These students will move on to the county competition to be held on March 15. Dr. Haller presented the Board with a poster of Board appreciation signed by students and staff.

Dr. Rohrer thanked the Board Directors for all they do by presenting them with a Braves token (given to students for displaying acts of positive character) and a Sr. High pin.

Dr. Orner shared comments about her visit to learn more about the Parkesburg Boro’s Comprehensive Plan as well as the Chester County Planning Commission visit and tour at Octorara. She thanked everyone who came out for the Safe Schools Summit on January 15 and announced another Safe Schools Summit will take place at the Parkesburg Point on Monday, January 28 at 7:00. She thanked the community partners that are participating in the meetings.

Under Board comments, Mr. Kloss recognized the Martin Luther King National Holiday and the great things Mr. King did for civil rights. Mr. Kloss encouraged everyone to read Mr. King’s speech at the Berlin Wall.

Ms. Bowman announced an Executive Session for Personal took place prior to tonight’s meeting in the District Office Conference Room.

Ms. Bowman announced the following upcoming meetings:

Education Committee Meeting – Monday, January 28, 2019 – 7:00 p.m. at the Parkesburg Point. Dinner by RSVP to the Point begins at 6:00 p.m.

Policy Committee Meeting – Monday, February 11, 2019 – 6:00 p.m. in the District Office Conference Room

Facility Committee Meeting – Monday, February 11, 2019 – 6:30 p.m. in the District Office Conference Room

Next regularly scheduled Work Session – Monday, February 11, 2019 – 7:00 p.m. in the Jr. High School Multi-Purpose Room

Finance Committee Meeting – Monday, February 18, 2019 – 6:00 p.m. in the District Office Conference Room

Next regularly scheduled Board Meeting – Monday, February 18, 2019 – 7:00 p.m. in the Jr. High School Multi-Purpose Room

Education Committee Meeting – Monday, February 25, 2019 – 6:00 p.m. in Room 102 in the Jr. High School

There being no further items of business the meeting adjourned at 8:46p.m. on motion of Mr. Ganow, second by Mr. Norris 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
2018-2019

<u>Cash Balance as of December 1, 2018</u>		\$	2,063,408.02
<u>Receipts Deposited:</u>			
Revenue - (Tax Receipts, State Transfers)	\$	3,101,243.99	
Other Receipts - (Retiree Medical Payments, Misc.)		1,000.00	
Checking Account Interest		3,628.78	
Accounts Receivable		38,522.55	
Transfer in from Investments		<u>2,973,300.00</u>	<u>6,117,695.32</u>
Total Available			\$ 8,181,103.34
<u>Disbursements:</u>			
Net Payroll	\$	1,095,634.31	
Accounts Payable		2,588,451.61	
Transfer to Investments		<u>-</u>	<u>3,684,085.92</u>
General Fund Cash as of December 31, 2018			\$ 4,497,017.42
<u>Investments Outstanding</u>			
Beginning Balance PSDLAF Investment Account			\$ 9,243,706.06
Beginning Balance Fulton Money Market			22,471,864.38
Earnings on PSDLAF Investment Account			17,079.04
Earnings on Fulton Money Market			39,169.80
Net Transfers			<u>(2,973,300.00)</u>
Total General Fund Cash and Investments as of December 31, 2018			\$ <u>33,295,536.70</u>

For the January 21, 2019 Regular Board Meeting

Respectfully submitted,

Jill L. Hardy, Secretary
Octorara Board of School Directors