

# **OCTORARA AREA SCHOOL DISTRICT**

## **Minutes of Board Meeting Held on June 17, 2019**

The regular meeting of the Octorara Area School Board was held in the Octorara Area Jr./Sr. High School Multi-Purpose Room on June 17, 2019.

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. Kloss, Mr. Koennecker, and Mr. Norris. Mr. Zimmerman was absent. Also present were; Mrs. Hardy, Secretary; Dr. Orner, Superintendent; Mr. Curtis, Business Manager; members of the administrative team; one reporter; and two citizens.

The minutes of the Work Session of May 13, 2019 and the Regular Meeting of May 20, 2019 were approved on motion of Mr. Ganow, second by Mr. Norris and approval of all members present.

Mr. Curtis gave a 2019-2020 Final Budget update.

There were no information items.

The Treasurer's Report, which can be found at the end of these minutes, was approved on motion of Mr. Hurley, second by Mr. Kloss and approval of all members present. (Appendix A-6/17/19)

A list of bills for the General Fund totaling \$2,383,642.88; Cafeteria Fund totaling \$14,382.58, Capital Projects totaling \$0.00, and Capital Reserve totaling \$374,311.44 of which are attached to these minutes as Appendix B-6/17/19/19, were approved and ordered paid on motion of Mr. Ganow, second by Mr. Fox and approval of all members present.

There were no visitors' comments for agenda items only.

On motion of Mr. Ganow, second by Mr. Kloss and approval of all members present by a roll call vote the Octorara Board of School Directors approved the resolution adopting the 2019-2020 General Fund Budget Expenditures in the amount of \$56,718,731. (Appendix C-6/17/19)

On motion of Mr. Ganow, second by Mr. Norris and approval of all members present by a roll call vote the Octorara Board of School Directors approved the resolution establishing a real estate millage rate of 40.79 mills in Chester County and 25.66 mills in Lancaster County. (Appendix D-6/17/19)

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

The Octorara Board of School Directors approved the resolution for the 2019-2020 Homestead and Farmstead Exclusion. (Appendix E-6/17/19)

The Octorara Board of School Directors approved the resolution to appoint Ms. Ashley Antosh as tax collector for the District effective July 1, 2019 through June 30, 2020. (Appendix F-6/17/19)

The Octorara Board of School Directors approved the list of salaries for District employees for the 2019-2020 school year. (Appendix G-6/17/19)

The Octorara Board of School Directors approved the following financial institutions and investment firms for financial services during the 2019-2020 school year, in accordance with Section 621 of the School Code:

1. Fulton Bank-depository and investment

2. PA School District Liquid Asset Fund – depository and investment
3. RBC Dain Rauscher, Inc.-investment only

The Octorara Board of School Directors approved the following list of signatories for the designated bank accounts effective July 1, 2019:

General Fund: – President, Vice President, Treasurer, Secretary

Cafeteria Fund: – President, Vice President, Treasurer, Secretary

Official Imprest Fund: - Superintendent, Business Manager, High School Principal, Asst. High School Principal, Board Secretary

(Required 2 signatures)

School Activity Fund: - Building Principal, Building Asst. Principal, Business Manager, Board Secretary

(Required Business Manager signature with one counter signature)

The Octorara Board of School Directors approved the appropriate budget transfers for the year ending 2018 - 2019 as a result of the annual financial audit. (Note: This is a requirement for the school code to be done prior to June 30<sup>th</sup> of each fiscal year.)

The Octorara Board of School Directors approved Dr. Jeffrey Blair as the school dental consultant for the 2019-2020 school year.

The Octorara Board of School Directors approved the Additional Targeted Support and Improvement Plan for the Octorara Area Jr/Sr High School effective July 1, 2019. (Appendix H-6/17/19)

The Octorara Board of School Directors approved the Octorara Area School District Communication and Community Engagement Plan effective July 1, 2019. (Appendix I-6/17/19)

The Octorara Board of School Directors approved the Agreement for Student Enrollment with Valley Forge Educational Services for the 2019-2020 school year. (Appendix J-6/17/19)

The Octorara Board of School Directors approved the revision to the 2019-2020 school calendar. (Appendix K-6/17/19)

The Octorara Board of School Directors approved the three-year Chromebook Lease Agreement effective July 1, 2019. (Appendix L-6/17/19)

The Octorara Board of School Directors approved a half-year sabbatical leave for the second semester of the 2019-2020 school year for Ms. Tara Murdock for the purpose of study. (Ms. Murdock is a FACS teacher at the Octorara Jr/Sr High School.)

The Octorara Board of School Directors approved the student activity request “Cosmos Club” at the Octorara Jr/Sr High School. (Appendix M-6/17/19)

The Octorara Board of School Directors accepted, with regret, the resignation for purpose of retirement of Ms. Debra Bollenbach as a health/physical education teacher at the Octorara Jr/Sr High School effective June 30, 2019. (Hired September 1, 1994)

The Octorara Board of School Directors accepted, with regret, the resignation for purpose of retirement of Ms. Diane Haney as a math teacher at the Octorara Jr/Sr High School effective June 30, 2019. (Hired August 29, 1997)

The Octorara Board of School Directors accepted, with regret, the resignation for purpose of retirement of Ms. Deborah McCormick as a math instructional assistant at the Octorara Jr/Sr High School effective June 7, 2019. (Hired April 29, 1992)

The Octorara Board of School Directors accepted, with regret, the resignation of Mr. Michael Mundy from the following supplemental positions at the Octorara Jr/Sr High School effective May 13, 2019:  
Assistant Cross Country Coach (Hired for the 2006-2007 school year)  
Assistant Track Coach (Hired for the 1998-1999 school year)

The Octorara Board of School Directors accepted the resignation of Mr. Denim Kurtzhals as assistant football coach at the Octorara Jr/Sr High School effective May 17, 2019. (Hired for the 2018-2019 school year)

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

The Octorara Board of School Directors accepted, with regret, the resignation of Ms. Diane Haney as 11<sup>th</sup> grade advisor effective June 10, 2019. (Hired for the 2002-2003 school year.)

The Octorara Board of School Directors accepted the resignation of Ms. Patricia Smith as a lunch/playground supervisor at the Octorara Primary Learning Center effective June 10, 2019. (Hired January 18, 2016)

The Octorara Board of School Directors accepted the resignation of Ms. Debbie Ward as yearbook advisor at the Octorara Jr/Sr High School effective June 5, 2019. (Hired for the 2016-2017 school year.)

The Octorara Board of School Directors accepted the resignation of Mr. Anthony Slusher as 7<sup>th</sup> grade boys' soccer coach at the Octorara Jr/Sr High School effective June 6, 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 approved the following student summer IT interns effective June 17, 2019 at a rate of \$7.50 per hour not to exceed eight hours per day:

Alex Achenbach  
Michael Rudisill

On motion of Mr. Fox, second by Mr. Falgiatore and approval of all members present the Octorara Board of School Directors approved the Physician Services Agreement with Lancaster General Medical Group effective July 1, 2019 through June 30, 2024. (Appendix N-6/17/19)

On motion of Mr. Ganow, second by Mr. Hurley and approval of all members present the Octorara Board of School Directors approved the MOU between the Octorara Area School District and the Octorara Education Association regarding school counselor days worked. (Appendix O-6/17/19)

On motion of Mr. Fox, second by Mr. Falgiatore and approval of all members present the Octorara Board of School Directors approved the proposal with Unitex Asphalt Services for parking lot repairs at a cost of \$19,564.67. (Appendix P-6/17/19)

On motion of Mr. Norris, second by Mr. Hurley and approval of all members present the Octorara Board of School Directors approved the five year lease agreement with Xerox Financial Services for Paper Cut Software at a cost of \$474.68 per month. (Appendix Q-6/17/19)

On motion of Mr. Norris, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors approved the following quotes for carpet with Interface Services:

OES Guidance Office - \$4,558.98

Jr/Sr Hub - \$15,454.06

(Appendix R-6/17/19)

On motion of Mr. Hurley, second by Mr. Norris and approval of all members present the Octorara Board of School Directors approved the contract with River Rock Academy for the 2019-2020 school year. (Appendix S-6/17/19)

On motion of Mr. Fox, second by Mr. Hurley and approval of all members present the Octorara Board of School Directors approved the following substitute staff for the Summer Literacy/Math Program:

Adrienne Ketterer - \$22 per hour

Linda Sarian - \$15 per hour

On motion of Mr. Norris, second by Mr. Falgiatore and approval of all members present the Octorara Board of School Directors approved Mr. Richard Durkin as a substitute teacher for the Extended School Year Program at a rate of \$30 per hour

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. Jane Delaney as a teacher in the Extended School Year Program effective June 14, 2019.

On motion of Mr. Norris, second by Mr. Ganow and approval of all members present the Octorara Board of School Directors approved the Act 93 Management Agreement effective July 1, 2019 through June 30, 2023. (Appendix T-6/17/19)

Under the Finance Committee Report, Mr. Ganow said the Committee discussed the 2019-2020 Final Budget, received an update on the Security RFP, discussed the dependent audit, and a tax assessment appeal.

Under the I.U./C.A.T. Board Representative's report, Mr. Norris said the meeting will be held on Wednesday, June 19, 2019. Mr. Norris announced Dr. George Fiore, Superintendent of the Kutztown School District, will be the next CCIU Executive Director.

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. McNamara announced the Homeland and Protective Services Academy will participate in the Chester County Balloon Festival on Sunday, June 23. In support of the School Improvement Program and as a result of the recent CTE audit, the CTE teachers went through the school improvement process and came up with similar goals. Ms. McNamara submitted a request to PDE to participate in the PA Technical Assistance Program for NOCTI, math, and ELA support in the CTE programs. Ms. McNamara announced the first round of interviews for the EMT teacher have been completed. She hopes to have a recommendation for the Board in July. Ms. McNamara announced the District qualified as a finalist in the 2019 America's Farmers Grow Rural Education program to receive a highly competitive grant. Winners will be announced August 1. Ms. McNamara thanked the Dansko Foundation for the \$2,000 grant which will be used to purchase a vertical hydroponic system for the ecology lab.

Dr. Tachau announced today was the first day for the Summer Reading and Math Program and the Extended School Year Program. Approximately 180 students are enrolled in the Reading and Math

Program. She thanked Ms. Welsch and Ms. Bowder for their work with this program. There are 19 students enrolled in the Extended School Year Program. Both programs run for five weeks.

Ms. Lease announced the collaboration of Ms. Shoop, the teacher for four year olds at the YMCA, and Ms. Mannetta, Octorara kindergarten teacher, whose students were pen pals this year. The four year olds then visited the kindergarten classroom and playground. Next year Ms. Lease will reach out to other preschools in the area to see if they want to participate in this program.

Dr. Orner announced the Class of 2019 post graduate plans include 80 who will enter a four-year college program, 26 will enter a two-year program, six will enter the armed forces, 21 have skilled employment, and 13 are seeking employment. Dr. Orner announced she was interviewed by WHYH Keystone Crossroads to discuss student achievement and student welfare in the cyber school programs. The story will come out next month. Dr. Orner announced she will be in Harrisburg, Tuesday, June 18 to talk to elected officials regarding funding issues that affect rural school districts across the state.

Under Board comments, Mr. Fox wished Dr. Orner well as she addresses the elected officials in Harrisburg.

Ms. Bowman thanked Mr. Curtis for his hard work in the long budget process.

Ms. Bowman announced the following upcoming meetings:

Executive Session for Personnel and Safety and Security – Monday, June 17, 2019 – Following the Regular Meeting in the District Office Conference Room

Policy Committee Meeting – Monday, July 15, 2019 – 5:30 p.m. in the District Office Conference Room

Facility Committee Meeting – Monday, July 15, 2019 – 6:00 p.m. in the District Office Conference Room

Finance Committee Meeting – Monday, July 15, 2019 – 6:30 p.m. in the District Office Conference Room

Next regularly scheduled Board Meeting – Monday, July 15, 2019 – 7:00 p.m. in the Jr. High School Multi-Purpose Room

There being no further items of business the meeting adjourned at 8:11 p.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](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 May 1, 2019</u></b>		\$	2,039,576.06
<b><u>Receipts Deposited:</u></b>			
Revenue - (Tax Receipts, State Transfers)	\$	3,172,263.35	
Other Receipts - (Retiree Medical Payments, Misc.)		43,558.49	
Checking Account Interest		3,909.99	
Accounts Receivable		21,993.57	
Transfer in from Investments		4,991,668.56	
		<u>8,233,393.96</u>	
Total Available		\$	10,272,970.02
<b><u>Disbursements:</u></b>			
Net Payroll	\$	1,117,957.28	
Accounts Payable		3,333,467.16	
Transfer to Investments			<u>4,451,424.44</u>
<b>General Fund Cash as of May 31, 2019</b>		\$	5,821,545.58
<b><u>Investments Outstanding</u></b>			
Beginning Balance PSDLAF Investment Account		\$	9,333,720.83
Beginning Balance Fulton Money Market			9,136,914.19
Earnings on PSDLAF Investment Account			14,564.52
Earnings on Fulton Money Market			18,261.08
Net Transfers			(4,991,668.56)
<b>Total General Fund Cash and Investments as of May 31, 2019</b>		\$	<u>19,333,337.64</u>

For the June 17, 2019 Regular Board Meeting

Respectfully submitted,

Jill L. Hardy, Secretary  
 Octorara Board of School Directors