

OCTORARA AREA SCHOOL DISTRICT

Minutes of Board Meeting Held on May 20, 2019

The regular meeting of the Octorara Area School Board was held in the Octorara Area Jr./Sr. High School Multi-Purpose Room on May 20, 2019.

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

The President, Ms. Bowman, called the meeting to order at 7:07 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; Ava Zimmerman, student representative, one reporter; and nine citizens after the student presentation.

The minutes of the Work Session of April 8, 2019 and the Regular Meeting of April 15, 2019 were approved on motion of Mr. Ganow, second by Mr. Zimmerman and approval of all members present.

Ms. Gray and students, Grant Umble, Cassidy Jeffries, Elise Kurtz, Delaney Amole, Shelby Kittlitz, Meghan McGinnis and Mya Trott presented their STEM projects for the Regional and State Competition.

Mr. Curtis gave a 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. Ganow, second by Mr. Zimmerman and approval of all members present. (Appendix A-5/20/19)

A list of bills for the General Fund totaling \$1,764,065.98; Cafeteria Fund totaling \$58,428.79, Capital Projects totaling \$0.00, and Capital Reserve totaling \$12,187.60 of which are attached to these minutes as Appendix B-5/20/19, were approved and ordered paid on motion of Mr. Ganow, second by Mr. Zimmerman and approval of all members present.

There were no visitors' comments for agenda items only.

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

The Octorara Board of School Directors elected Sam Ganow as Board Treasurer from July 1, 2019 through June 30, 2020.

The Octorara Board of School Directors approved the list of current Class of 2019 seniors of the Octorara Area Sr. High School, having been individually considered for graduation by the Octorara Board of School Directors, contingent upon their successful completion of all local and state requirements. (Appendix C-5/20/19)

The Octorara Board of School Directors approved the attainment of tenure status for the following professional employees (in accordance with Section 1108 of the current School Laws of Pennsylvania):

Lauren Daly Clark
Kiera Kradzinski
Allyson Hallman
Mary Shenk

The Octorara Board of School Directors approved the amendment to the County of Chester Facility and Equipment Agreement dated August 17, 2017 to extend the Term of Agreement through August 15, 2020. (Appendix D-5/20/19)

The Octorara Board of School Directors approved the following policy, first reading:

915 Booster Organizations

(Appendix E-5/20/19)

The Octorara Board of School Directors approved the 2019-2020 Legal Services Consultation Agreement between Sweet, Stevens, Katz & Williams LLP and the Octorara Area School District for Special Education Services. (Appendix F-5/20/19)

The Octorara Board of School Directors approved the Corrective Action Plan which resulted from the Approved Program Evaluation conducted in February by PDE and the Bureau of Career and Technical Education for the district's career and technical education program. (Appendix G-5/20/19)

The Octorara Board of School Directors approved the deletion of *CIP Code-52.1802: Sales, Distribution, and Marketing Operations, General* from the career and technical education reporting system. Such deletion confirms that business courses will be offered in the Sr. High School based on student interest and without CTE certification during the 2019-2020 school year. Administration will investigate other opportunities for aligning the district's business education courses to career and technical education programming.

The Octorara Board of School Directors approved the deletion of *CIP Code-52.0302: Accounting Technology/Technician and Bookkeeping* from the career and technical education reporting system. Such deletion confirms that business courses will be offered in the Sr. High School based on student interest and without CTE certification during the 2019-2020 school year. Administration will investigate other opportunities for aligning the district's business education courses to career and technical education programming.

The Octorara Board of School Directors created an administrative position entitled K-12 Instructional Technology Integration Specialist, per school board policy *301: Creating a Position*.

The Octorara Board of School Directors approved the following administrative job descriptions:

Business Manager

Supervisor of Accounting and Personnel Services (formerly HR Director/Accounting Supervisor)

Director of Curriculum and Instruction

Director of Career and Technical Education (formerly K-12 Program Administrator)

Director of Special Education

Director of Technology

K-12 Instructional Technology Integration Specialist

Jr/Sr High School Principal

Elementary Principal

Assistant Jr/Sr High School Principal

Director of Food Service

Supervisor of Custodial and Maintenance

Athletic Director

(Appendix H-5/20/19)

The Octorara Board of School Directors approved the following bus driver upon completion of fingerprint paperwork employed by Althouse Transportation for the 2018-2019 school year:

Holly Decker – bus 12

The Octorara Board of School Directors accepted, with regret, the resignation for purpose of retirement of Mr. George Hadfield as a special education teacher at the Octorara Jr./Sr. High School effective June 10, 2019. (Hired August 24, 2007)

The Octorara Board of School Directors accepted the resignation of Mr. William L. Johnson as an ISS monitor at the Octorara Jr./Sr. High School effective April 26, 2019. (Hired November 17, 2015)

The Octorara Board of School Directors accepted, with regret, the resignation of Mr. Jamie Schempp as Octorara Jr. High football coach effective May 7, 2019. (Hired for the 2006-2007 school year.)

The Octorara Board of School Directors approved Ms. Alexis Howarth as a permanent cafeteria worker effective April 16, 2019. Ms. Howarth's rate will be \$9.28 per hour for five hours per day. (Ms. Howarth is currently an approved substitute and is replacing Ashley Pullin who resigned.)

The Octorara Board of School Directors approved Ms. Tara Sheets as a permanent cafeteria worker effective May 1, 2019. Ms. Sheets' rate will be \$9.28 per hour for three hours per day. (Ms. Sheets is currently an approved substitute and is replacing Kimberly Emel who resigned.)

The Octorara Board of School Directors approved Ms. Holly Strogan as a lunch/playground assistant at the Octorara Intermediate School effective April 22, 2019. Ms. Strogan's rate will be \$9.28 per hour for three hours per day. (Replacing Lori Smith who resigned.)

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

Karen Hamilton, cafeteria

The Octorara Board of School Directors approved the following supplemental contract for the 2018-2019 school year:

Dawn Munion	Mentor Rhonda Stoltzfus	.66 pts @ \$610	\$408.94
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On motion of Mr. Fox, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors approved Dr. Christopher Shultz as K-12 Technology Integration Specialist effective July 1, 2019 pending completion of employee related documents required by law and the District. Dr. Shultz's salary will be \$95,000.

On motion of Mr. Ganow, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors accepted the resignation of Ms. Jalisa Torres-Noon as varsity field hockey coach at the Octorara Jr./Sr. High School effective May 1, 2019. (Hired for the 2017-2018 school year)

On motion of Mr. Ganow, second by Mr. Fox and approval of all members present the Octorara Board of School Directors approved the proposal with Thomas Builders for labor and materials to finish the Greenhouse at a cost of \$12,187.60 .

On motion of Mr. Hurley, second by Mr. Norris and approval of all members present the Octorara Board of School Directors approved the Agreement with Siteimprove for website improvement services. (Appendix I-5/20/19)

On motion of Mr. Zimmerman, second by Mr. Norris and approval of all members present the Octorara Board of School Directors approved the following bid awards for the 2019-2020 school year:

Art Supplies	\$11,778.92
Industrial Arts/Vo-Ag Supplies	\$ 3,381.12

Science Supplies	\$ 3,563.55
Copy and Computer Paper	\$29,408.45
Total Bids	\$48,132.04

On motion of Mr. Ganow, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved the transfer of Mr. Gene Lambert from Athletic Director to Resource Coordinator at the Octorara Jr./Sr. High School effective July 1, 2019. Mr. Lambert's salary will be \$42,892.

On motion of Mr. Fox, second by Mr. Norris and approval of all members present the Octorara Board of School Directors approved Ms. Angela Gaido as the Athletic Director at the Octorara Jr./Sr. High School effective July 1, 2019. Ms. Gaido's salary will be \$75,000.

Under the Finance Committee Report, Mr. Ganow said the Committee had a presentation on debt service refinance and new Capital Project funds. They also had a budget discussion that included the Homestead/Farmstead figures and a proposed increase in millage of 2.1%. Mr. Ganow reminded the audience that all committee meetings are open to the public. The committee also discussed the chrome book lease for the 2019-2020 school year.

Under the I.U./C.A.T. Board Representative's report, Mr. Norris reported on the meeting that was held on May 15, 2019.

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 she received word that Dockstader's Foundation will be awarding the District a grant of \$15,000 to fund solar power for the ecology lab.

Dr. Tachau said the STEAM night held last Wednesday was phenomenal and thanked the students, staff, parents, and community businesses for everything they did to make it a successful evening.

Mr. Dikun said three OES Envirothon teams competed at Hibernia Park last week. The teams have been preparing weekly for the competition since January. The team of Mary Flowers, Abby Tuel, Abby McCarthy, Adeline Martzel, and Lauren Beirlein took first place in forestry and fifth place overall.

Dr. Haller reported OIS students also participated in the Envirothon. Fifth grade students, Gabriel Krider, Cameryn Naggy, Grant Umble, Brayden Remphrey, and Michael Blankenhagen did well in the outdoor safety, wildlife, and current issue stations. Sixth graders, Ben Everhardt, Grant Moore, Gabbie Moore, and Declan Lomboy received third place finishes in both aquatics and wildlife. Also on Monday, May 13 three OIS students competed in the Chester County Invention Convention. Austin Matteson, Dylan Rife, and Chase Tuel came in second place for the middle school competition. Their invention, Filter-O, was an environmentally friendly device that helped clean polluted water to make it drinkable.

Dr. Orner introduced Dr. Shultz and welcomed him to the District. She reported the newly formed Chester County chapter of Our Community Salutes had their first annual recognition ceremony at the Sr. High last week for Chester County graduates who are entering the military as their career pathway.

Under Board comments, Ms. Bowman announced OABEST will be held on Saturday, June 1. She said it is great to hear about the student's participation in various competitions and programs and thanked the students, their parents, and the staff for helping the students be successful.

Mr. Norris announced the Octorara Band POPS Concert will be held at 6:30 p.m. on Thursday, May 23.

Mr. Fox announced the Octorara Jr. High Chorus Concert will be held at 6:30 p.m. on Tuesday, May 21. He encouraged the Board to review the School Improvement Plan they will be approving next month.

Mr. Koennecker said he attended the Our Community Salutes Program and thought it was a fantastic way to send students off and thank them for their service. He said veterans from WWII, Korea, Vietnam, Gulf War, and the Iraq and Afghanistan War on Terrorism were in attendance to help send the students off to their military career.

Mr. Kloss gave kudos to Ms. Lease for the great communication to parents with incoming kindergarten students. He said she gives a thorough, personalized approach to everyone and it is a good model for others to use.

Ms. Bowman announced the Communication Plan will be presented to the Board next month. She thanked Dr. Orner and the administrative team for their work on the Plan.

Ms. Bowman announced there was a brief Executive Session for Personnel prior to the Regular Meeting. She announced the following upcoming meetings:

Facility Committee Meeting – Monday, June 10, 2019 – 6:30 p.m. in the District Office Conference Room

Next regularly scheduled Work Session – Monday, June 10, 2019 – 7:00 p.m. in the Jr. High School Multi-Purpose Room

Finance Committee Meeting – Monday, June 17, 2019 – 6:00 p.m. in the District Office Conference Room

Next regularly scheduled Board Meeting – Monday, June 17, 2019 – 7:00 p.m. in the Jr. High School Multi-Purpose Room

There being no further items of business the meeting adjourned at 7:42 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.

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

<u>Cash Balance as of April 1, 2019</u>		\$	5,041,727.03
<u>Receipts Deposited:</u>			
Revenue - (Tax Receipts, State Transfers)	\$	1,153,145.13	
Other Receipts - (Retiree Medical Payments, Misc.)		10,072.31	
Checking Account Interest		3,408.02	
Accounts Receivable		44,489.04	
Transfer in from Investments		3,000,000.00	
		4,211,114.50	
Total Available	\$		9,252,841.53
<u>Disbursements:</u>			
Net Payroll	\$	1,074,461.74	
Accounts Payable		6,138,803.73	
Transfer to Investments			
		7,213,265.47	
General Fund Cash as of April 30, 2019	\$		2,039,576.06
<u>Investments Outstanding</u>			
Beginning Balance PSDLAF Investment Account	\$	9,314,981.40	
Beginning Balance Fulton Money Market		12,118,264.02	
Earnings on PSDLAF Investment Account		18,739.44	
Earnings on Fulton Money Market		18,650.17	
Net Transfers		(3,000,000.00)	
Total General Fund Cash and Investments as of April 30, 2019	\$		<u>20,510,211.09</u>

For the May 20, 2019 Regular Board Meeting

Respectfully submitted,

Jill L. Hardy, Secretary
Octorara Board of School Directors