

**OFFICIAL MINUTES OF THE SPECIAL MEETING OF THE  
OTTO-ELDRED BOARD OF EDUCATION**

The regular meeting of the Otto-Eldred Board of Education was held in the Otto-Eldred Elementary Tech Center on Tuesday, August 15, 2023, at 6:30 p.m. The meeting was called to order by President, Cynthia Murphy.

The meeting began with everyone present saying the Pledge of Allegiance.

**PRESENT:**

**BOARD MEMBERS:** Lance Baker, Lisa Beaver, Jeannine Gray, Marlene Lang, Cynthia Murphy,

**ABSENT:** Robert DeLong, Elizabeth Murphy, Jolene Schuessler, Matthew Windsor

**ADMINISTRATION:** Matthew D. Splain, Superintendent; Nicholas J. LaBella, High School Principal; Lindsay Burns, Director of Student Services/Special Education; Nicole Garthwaite, Elementary Principal; Jodi L. Flexman, Business Manager/Board Secretary

**FACULTY/STAFF:** Brandon Witmer, Fawn Miller (6:54)

**VISITORS:** Nate Rodgers

**REPORTERS:** None

**Minutes**

**Motion:** It was moved by Lisa Beaver, seconded by Marlene Lang, to approve the minutes of the regular scheduled meeting held on Tuesday, June 13, 2023, and the Special Board meeting on July 31, 2023. All present voted yes.

At this time the board provided time for public comment. No public comment was given.

**Treasurer's Report**

**Motion:** It was moved by Jeannine Gray, seconded by Lance Baker, to approve the June 2023 and July 2023 and treasurer's reports, as presented. All present voted yes.

**Bill List**

**Motion:** It was moved by Jeannine Gray, seconded by Marlene Lang, to approve the General Fund Bill List for July 2023 and August 2023 as presented. All present voted yes.

**Capital Bill List**

**Motion:** It was moved by Jeannine Gray, seconded by Marlene Lang, to approve the Capital Fund Bill List for August 2023 as presented. All present voted yes.

**Cafeteria Report**

**Motion:** It was moved by Lisa Beaver, seconded by Jeannine Gray, to approve the June 2023 and July 2023 cafeteria report as presented. All present voted yes.

The schedule of accounts and athletic fund reports for June/July 2023 were presented for informational purposes.

Mrs. Burns updated the Board on the anticipated enrollment numbers for the beginning of school, cyber school students, and SCM Trainings. Mrs. Burns also thanked all the maintenance, cafeteria, and secretarial staff for all their hard work over the summer!

Mr. LaBella briefly noted that Mrs. Lawton and Mr. Mooney have been in the building preparing for the school year, homecoming will be the weekend of September 15 with the dance scheduled for September 16, and the tech staff has hit a few bumps recently, yet hope to be ready to go!

Mrs. Garthwaite relayed that there are numerous upcoming trainings for the in-service days, summer school ran smoothly, and the YMCA summer swimming was a success.

Mr. Splain conversed with the Board about the budget being signed, BEF and SEF increases, and building updates.

**Policy 003 Waiver**

**Motion:** It was moved by Lisa Beaver, seconded by Jeannine Gray, to approve the one-time waiver of the two readings at separate meetings to approve the revisions to Policy 137.3 and Policy 202 on the first reading. All present voted yes.

**Addition to Agenda**

**Motion:** It was moved by Jeannine Gray, seconded by Lisa Beaver, to add an agenda item to the agenda. All present voted yes.

**CTE Students**

**Motion:** It was moved by Jeannine Gray, seconded by Lisa Beaver, to accept home schooled students in the CTE Agriculture program. All present voted yes.

**Policies**

**Motion:** It was moved by Lisa Beaver, seconded by Marlene Lang, to approve the final reading of the following policies:

800 Records Management

830 Electronic Storage

830.1 Data Governance-Storage/Security. All present voted yes.

**Health & Safety Plan**

**Motion:** It was moved by Lisa Beaver, seconded by Marlene Lang, to approve the District Health & Safety plan with changes. All present voted yes.

**Personnel**

**Motion:** It was moved by Lisa Beaver, seconded by Marlene Lang, to approve the following personnel items:

Resignation of Mrs. Patti Bell – Paraprofessional

Mr. Calib Chernish – Behavioral Specialist

All present voted yes.

**Addition to Agenda**

**Motion:** It was moved by Jeannine Gray, seconded by Lisa Beaver, to add an agenda item to the agenda. All present voted yes.

**Supplemental**

**Motion:** It was moved by Lisa Beaver, seconded by Lance Baker, to approve Bryan O’Neil as a back up Game Manager for the 2023-2024 Basketball season. All present voted yes.

**Supplemental**

**Motion:** It was moved by Lisa Beaver, seconded by Lance Baker, to approve the resignation of the following supplemental positions:

Varsity OE Advisor – Amber Sudbrook

Jr. High Volleyball Scorekeeper – Kayla Johnson

All present voted yes.

**Supplemental**

**Motion:** It was moved by Lisa Beaver, seconded by Marlene Lang, to approve the following mentor teachers:

Mr. Lance E. Baker for Mr. Benjamin Mooney

Mrs. Erin Jackson for Mrs. Kera Hendershot

Mrs. Nicole Cochran for Mrs. Amber Sudbrook

All present voted yes.

**Volunteers**

**Motion:** It was moved by Lisa Beaver, seconded by Jeannine Gray, to approve the following volunteers:  
Cheerleading: Kim Stewart pending all receipts of

clearances and all necessary documentation All present voted yes.

**Substitute Teachers, Para-Educators, Aides, Custodians**

**Motion:** It was moved by Lisa Beaver, seconded by Jeannine Gray, to approve the attached list of substitute teachers, para-educators, cafeteria aides, and custodians for the 2023-2024 school year, pending all receipts of clearances and all necessary documentation. All present voted yes.

**Addition to Agenda**

**Motion:** It was moved by Lisa Beaver, seconded by Jeannine Gray, to add an agenda item to the agenda. All present voted yes.

**Para-educator**

**Motion:** It was moved by Jeannine Gray, seconded by Lisa Beaver, to approve Paige Goodwill as a new paraeducator with the district, pending all receipts of clearances and all necessary documentation. All present voted yes.

**Substitute Nurse**

**Motion:** It was moved by Lisa Beaver, seconded by Jeannine Gray, Mrs. Deborah Halsted and Mrs. Jeanette Smith for substitute nurse positions as needed, pending all receipts of clearances and all necessary documentation. All present voted yes.

**Bus Drivers**

**Motion:** It was moved by Jeannine Gray, seconded by Lisa Beaver, to approve the attached list of Bus Drivers, pending all receipts of clearances and all necessary documentation. All present voted yes

**Cafeteria**

**Motion:** It was moved by Jeannine Gray, seconded by Lisa Beaver, to approve the following vendors to supply food for the 2023-2024 school year:  
US Foods & Gold Star (through PRFSD Cooperative)  
Brigottas Produce  
Bimbo Bakery  
Upstate Niagara Cooperative  
All present voted yes.

**Addition to Agenda**

**Motion:** It was moved by Jeannine Gray, seconded by Lisa Beaver, to add an agenda item to the agenda. All present voted yes.

**Service Agreements**

**Motion:** It was moved by Jeannine Gray, seconded by Lisa Beaver to add agreements with the following

for approval:  
NPRC  
All present voted yes.

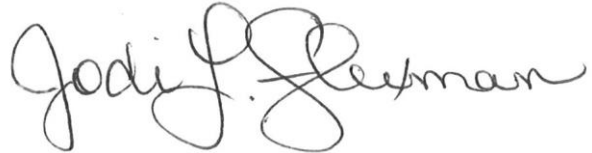
**Service Agreements**

**Motion:** It was moved by Jeannine Gray, seconded by Lisa Beaver, to approve the following service agreement; Titusville Cyber Education 2023-2024, Beacon Light Service Agreement 2023-2024, Potter County Education Council 2023-2024 Career Mentor Agreement. All present voted yes.

**Adjourn**

**Motion:** It was moved by Lance Baker, seconded by Lisa Beaver, to adjourn at 7:48 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jodi L. Flexman". The signature is fluid and stylized, with the first and last names being more prominent.

Jodi L. Flexman  
Business Manager/Board Secretary