

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

A brief executive session was held prior to the regular meeting.

The regular meeting of the Otto-Eldred Board of Education was held in the Otto-Eldred Elementary Tech Center on Tuesday, December 5, 2023, at 6:35 p.m. The meeting was called to order by Vice President, Cynthia Murphy.

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

**PRESENT:**

**BOARD MEMBERS:** Lindsey Anderson, Lance Baker, Lisa Beaver, Robert DeLong, Jeannine Gray, Erikka Henretta, Cynthia Murphy, Nate Rodgers, Jolene Schuessler

**ABSENT:** None

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

**ABSENT:** None

**FACULTY/STAFF:** Katie Jo Barrett, Kristina Francis, Ricci Jeannerette, Brandon Witmer

**VISITORS:** Rachel Rodgers, Wanda Stebbins

**REPORTERS:** None

**Mrs. Flexman read the election certification from the November 7, 2023 Municipal Election.**

**Temporary Chairperson**

**Motion:** It was moved by Lisa Beaver, seconded by Lance Baker, to approve the nomination of Jeannine Gray, as the Temporary Chairperson for the purpose of electing a board president. All present voted yes.

**Nomination for President**

**Motion:** It was moved by Lance Baker, seconded by Jeannine Gray, to nominate Ms. Cynthia Murphy as Board President for the calendar year of 2024. All present voted yes.

**Nomination for President  
Closed**

**Motion:** It was moved by Lance Baker, seconded by Jeannine Gray, to close nominations for the office of president. All present voted yes.

**Nomination for Vice  
President**

**Motion:** It was moved by Lisa Beaver, seconded by Lance Baker, to nominate Ms. Jeannine Gray, as Board Vice President for the calendar year of 2024. All present voted yes.

**Nomination for Vice  
President Closed**

**Motion:** It was moved by Lisa Beaver, seconded by Lance Baker, to close nominations for the office of vice president. All present voted yes.

**Meeting Dates, Times, and  
Locations**

**Motion:** It was moved by Lisa Beaver, seconded by Nate Rodgers, to approve the list of Board meeting dates as discussed. All present voted yes.

The Board of Education appointed Cynthia Murphy to serve as the Board's legislative representative for the 2024 calendar year.

The Board of Education appointed Cynthia Murphy to serve as the Board's PSBA representative for the 2024 calendar year.

The Board of Education appointed Suzanne Strait to serve as the Board's Employee Relations Contact with PSBA for the 2024 calendar year.

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

**Minutes**

**Motion:** It was moved by Lance Baker, seconded by Jeannine Gray, to approve minutes of the regular meeting held on Tuesday, November 14, 2023. All present voted yes.

There was no schedule of accounts, athletic fund report, cafeteria report, treasurer's report, or bill list available due to the early date of the meeting.

**Bill List**

**Motion:** It was moved by Lisa Beaver, seconded by Jeannine Gray, to approve Mrs. Flexman's request to pay bills on December 12, 2023, and present the bill list at the January 2024, Board meeting. All present voted yes.

Mrs. Garthwaite noted that teachers have been working on Discovery Education

during their professional development time. The PTO has been extremely supportive in the elementary activities. There have been many activities during November and more to come in December for students to be involved with.

Mr. LaBella stated there is a lot going on. Winter concerts for the high school are December 13<sup>th</sup> & 14<sup>th</sup>. Basketball season started along with wrestling. Also, mental health concerns and needs are currently high. Mrs. Jackson, Mrs. Hendershot, and Mrs. Rhinehart have been working together on this issue.

Mrs. Burns briefly reviewed enrollment, had minimal updates for Chapter 14, 15, and 16. PSTAT has been completed by all district staff as of 12/1/23. The Climate Survey is active. Winter Keystone rosters have been finalized. Algebra Keystone testing is scheduled for December 6, 2023.

Mr. Splain relayed that there may be funding available to purchase some new textbooks. The ARP/ESSER funds should be finished up by the end of the 2023-2024 school year. There were two applications for the activity's director position. The position will probably not be filled until March. The FB scoreboard proposal was received.

Policies updates were presented for the second reading.

**Personnel**

**Motion:** It was moved by Lisa Beaver, seconded by Lance Baker, to approve Tammi Rouff as a homebound instructor for posted position during the 2023-2024 school year. All present voted yes.

**Personnel**

**Motion:** It was moved by Lisa Beaver, seconded by Erikka Henretta, to approve Sue Lewis as a long-term sub for the remainder of the school year, effective 12/1/2023 at a bachelor's step 1. All present voted yes.

**Emergency Operation Plan**

**Motion:** It was moved by Lisa Beaver, seconded by Erikka Henretta, to approve the Act 55 Emergency Operation Plan as presented. All present voted yes.

**Supplemental**

**Motion:** It was moved by Lance Baker, seconded by Erikka Henretta, to approve the following for supplemental positions:  
Varsity Girls Softball Coach – Kristina Francis  
Varsity Girls Softball Assistant Coach – Michelle McNett. All present voted yes.

**Supplemental**

**Motion:** It was moved by Lisa Beaver, seconded by Nate Rodgers, to approve Christine Yingling as a

house manager for the winter concert on 12/13/23. All present voted yes.

**Club Officers**

**Tax Collector Committee  
Voting Delegate**

**Motion:** It was moved by Lisa Beaver, seconded by Lindsey Anderson, to approve the 2023-2024 Winter Cheerleading Officers. All present voted yes.

**Motion:** It was moved by Lance Baker, seconded by Lisa Beaver, to approve Mrs. Jodi L. Flexman as the Tax Collection Committee Voting Delegate for the district. All present voted yes.

**Tax Collector Committee  
Alternate Voting Delegate**

**Motion:** It was moved by Lance Baker, seconded by Lisa Beaver, to approve Mr. Matthew Splain as the Tax Collection Committee Alternate Voting Delegate for the district. All present voted yes.

**Field Trips**

**Motion:** It was moved by Lisa Beaver, seconded by Nate Rodgers, to approve the following:

Mobile Fab Lab (Career Learning with Life Skills Students), Location: IU9, Smethport, PA, Date: 12/19/23, Students: 6, Chaperones: 2 (Prescott, Clark), District Van is requested.

Gifted Field Trip – Tech Day, Location: IU9, Smethport, Date: 01/09/24, Students: 3, Chaperones: 1 (Burkhause), District Van is requested,

IU9 Reading Competition, Location: Fretz Middle School, Bradford, PA, Date: 02/08/24, Students: 3, Chaperones: 1 (A Woodruff), District Van is requested

ACES Conference, Location: Harrisburg, Date: 02/10/24 – 02/11/24, Students: 40, Chaperones: 4 (Witmer, Gould, Mooney, Shanahan), Todd's Bus is requested.

All present voted yes.

**Agenda Addition**

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

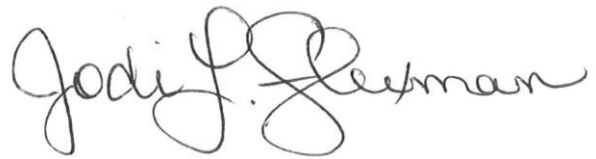
**Bus/Van Driver**

**Motion:** It was moved by Lisa Beaver, seconded by Erikka Henretta, to approve Cassie Button as a Bus/Van driver for Todd Bussing for the remainder of the 2023-2024 School Year. All present voted yes.

**Adjournment**

**Motion:** It was moved by Lance Baker, seconded by Lisa Beaver, to adjourn at 7:22 PM into an executive session. All present voted yes.

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