

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

The regular meeting of the Otto-Eldred Board of Education was held in the Otto-Eldred High School Library on Tuesday, November 14, 2023, at 6:41 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, Robert DeLong  
Jeannine Gray, Marlene Lang, Cynthia Murphy,  
Jolene Schuessler

**ABSENT:** Elizabeth Murphy, Matthew Windsor

**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

**FACULTY/STAFF:** Katie Barrett, Kristina Francis,  
Fawn Miller, Amanda Tanner, Brandon Witmer,  
Adrianna Woodruff

**VISITORS:** Nate Rodgers, Rachel Rodgers, Wanda Stebbins

**REPORTERS:** None

**Minutes**

**Motion:** It was moved by Marlene Lang, seconded by Robert DeLong, to approve the minutes of the regular meeting held on Tuesday, October 10, 2023, and the special board meeting held on November 2, 2023. All present voted yes.

At this time the board provided time for public comment.

Mr. Splain presented a Certificate of Appreciation to Marlene Lang for 8 years of service on the Otto-Eldred Board of Education.

Mrs. Adrianna Woodruff, Otto-Eldred High School ELA teacher and Librarian, along with several students from the 8<sup>th</sup> grade class provided a presentation on the field trip that they took to the Flight 93 memorial.

Mrs. Fawn Miller, Otto-Eldred High School Science teacher, spoke to the board about several open coaching positions. She stated “that in coaching and teaching, you can never make everyone happy. Otto-Eldred has been blessed with the coaches and athletes in the district. We need dedicated coaches.” It is her hope to move forward with current coaching positions swiftly.

Ms. Wanda Stebbins relayed to the board that she is involved with a women’s service group in Bradford. She is participating in their Warm It Forward Program. The group collects hats, gloves, and mittens. Some of the contributions will be distributed locally to Otto-Eldred Families.

### **Treasurers Report**

**Motion:** It was moved by Lance Baker, seconded by Jeannine Gray, to approve the October 2023 treasurer’s report as presented. All present voted yes.

### **Bill List**

**Motion:** It was moved by Lance Baker, seconded by Lisa Beaver, to approve the October 2023 and November 2023 General Fund Bill Lists as presented. All present voted yes.

### **Cafeteria Report**

**Motion:** It was moved by Lisa Beaver, seconded by Lance Baker, to approve the October 2023 Cafeteria report as presented. All present voted yes.

The Schedule of Accounts and Athletic Fund reports for October 2023 were presented to the Board for their information.

Mr. LaBella relayed that the parent-teacher conferences were very successful. In addition, the students enjoyed participating in the activity period last week. The first practice of Winter sports starts Friday, November 14, 2023. Mrs. Barrett named 38 members to the show choir and began rehearsals.

Mrs. Garthwaite noted that October was busy. They had Fire Safety Week, Red Ribbon Week, Fall Fest, Book Fair/Bingo for Books, with parent-teacher conferences wrapping up the first week of November. The parent-teacher conferences had approximately 80% in-person attendance.

Mrs. Burns reviewed enrollment numbers. It is staying steady at this point. The Future Ready Index data has been released. Winter Keystone Rosters have been finalized and the dates are scheduled.

Mr. Splain discussed HB1507 Flexible School Hours/Days. This will possibly help the CTC in meeting the 180 days or 900/990 hours. The school Vouchers/Charter reform is still being reviewed. Additional discussions will need to be held on the

Athletic Director position after applications are received. The Safe School radios have been purchased. We are just waiting for the delivery.

**Policy Updates**

**Motion:** It was moved by Lisa Beaver, seconded by Jeannine Gray, to approve Policy 918: Title I Parent and Family Engagement. All present voted yes.

**Personnel**

**Motion:** It was moved by Lisa Beaver, seconded by Jeannine Gray, to approve the resignation of Jamie Breese effective 9/29/2023. All present voted yes.

**Personnel**

**Motion:** It was moved by Lisa Beaver, seconded by Jeannine Gray, to approve Mrs. Melissa Beer's FMLA request. All present voted yes.

**Personnel**

**Motion:** It was moved by Marlene Lang, seconded by Lance Baker, to approve the Educator Pipeline via grant funds through the IU9. All present voted yes.

**Personnel**

**Motion:** It was moved by Lisa Beaver, seconded by Jeannine Gray, to approve Ms. Cassie Button as a substitute teacher. This is pending all receipt of certifications, clearances, and all other necessary documentation. All present voted yes.

**Supplemental**

**Motion:** It was moved by Jeannine Gray, seconded by Marlene Lang, to approve the following supplemental positions:  
Concert House Manager – Cole Palmer  
Concert Ticket Taker – Amy Coffman  
All present voted yes.

**Volunteers**

**Motion:** It was moved by Jeannine Gray, seconded by Robert DeLong, to approve the following volunteer coaches for the Trap team for the 2023-2024 school year:  
Todd Barrett      Jeff Bell      Stacey Grimes  
Jeff Fessenden      Bruce Cauvel      Kristen Zona  
Brandon Witmer      Bill Clayson      Randy Sanderson  
Matthew Connors      Randy Ours, Sr.  
Pending all receipt of certifications, clearances, and all other necessary documentation. All present voted yes.

**Field Trips**

**Motion:** It was moved by Jeannine Gray, seconded by Lance Baker, to approve the following field trips:

Gifted Field Trip - Location: Seneca Iroquois Museum, Salamanca, NY, Date: TBD, Students: 5 (Gifted), Chaperones: 2 (Burkhouse, Daniels), District Van will be Requested (when date is finalized)

Challenge 24, Location: IU9, Smethport, Date: 11/21/23, Students: 6, Chaperones: 2 (Burkhouse, Kio), Todd's Small Bus Requested

College Visit, Location: Slippery Rock, Date: 11/28/23, Students: TBD, Chaperones: 2 (Jackson, TBD), Todd's Bus Requested

Gifted Science Fair, Location: Johnsonburg, PA, Date: 12/07/23, Students: 6 (Gifted), Chaperones: 2 (Burkhouse, Daniels), District Van Requested

6<sup>th</sup> Grade Field Trip, Location: Challenger Learning Center, Allegany, NY, Date: TBD March 2024, Students: 36, Chaperones: 5 (Blauser, Reitler, Nurse, 2 Aides), Todd's Bus will be Requested (when date is finalized)

2<sup>nd</sup> Grade Field Trip, Location: Niagara Falls Aquarium, Date: TBD April 2024, Students: 36, Chaperones: 5 (Archer, Givan, Nurse, 2 Aides), Todd's Bus will be Requested (when date is finalized)

Kindergarten Field Trip, Location: Chautauqua Safety Villages, Date: 05/10/24, Students: 41, Chaperones: 4 (Splain, Mahar-Yoder, 2 Aides), Todd's Bus Requested

1<sup>st</sup> Grade Field Trip, Location: Erie Zoo, Date: 05/16/24, Students: 38  
Chaperones: 5 (Stuck, Gardner, 2 Aides, Nurse),  
Todd's Bus Requested  
All present voted yes.

**No Tax Increase Above the Index**

**Motion:** It was moved by Lisa Beaver, seconded by Lance Baker, to approve the attached resolution for

No Tax Increase Above the Index of 8.3% for the 2024-2025 fiscal year. All present voted yes.

**Board Committee**

**Motion:** It was moved by Lisa Beaver, seconded by Jolene Schuessler, to approve Jeannine Gray, Lance Baker, and Cindy Murphy as part of the Compensation Committee. All present voted yes.

**Board Committee**

**Motion:** It was moved by Lisa Beaver, seconded by Marlene Lang, to approve Lance Baker as the O-E representative for the Seneca Highlands IU9 Board and the ex-officio member of the O-E Education Foundation. All present voted yes.

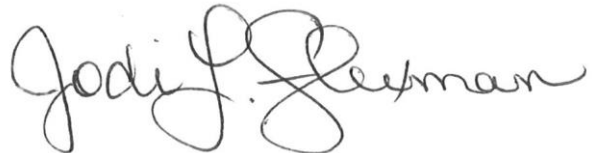
**Early Dismissal**

**Motion:** It was moved by Lisa Beaver, seconded by Jolene Schuessler, to approve early dismissal times on November 22, 2023, and December 22, 2023. All present voted yes.

**Adjournment**

**Motion:** It was moved by Lance Baker, seconded by Lisa Beaver, to adjourn at 7:56 PM. All present voted yes.

Respectfully submitted,

A handwritten signature in cursive script, reading "Jodi L. Flexman". The signature is written in dark ink and is positioned above the printed name and title.

Jodi L. Flexman

Business Manager/Board Secretary