

**Oil City Area School District  
Mid-Month Work Session Minutes  
Monday, April 24, 2023  
6:00 p.m.**

The Work Session of the Oil City Area School District Board of Directors held on Monday, April 24, 2023, was called to order at 6:00 p.m. by Mr. Joseph McFadden, Board President, in the Board Room of the Administration Office, 825 Grandview Road, Oil City, PA.

Board Members Present: Mr. Johnson, Mr. Kelley, Mr. Kerr, Mr. McFadden, Ms. Shari Neely, Mr. Piercy, Mrs. Pikna, Mr. Sterner, Mr. Weaver

Administrators Present: Mrs. Susan Fisher, Dr. Lynda Weller

Mr. Greg Merkel, School Solicitor, Ms. Kara O'Neil, reporter for *The Derrick*, Mrs. Devin Aaron, and Mrs. Robin Evans, were also in attendance.

*An Executive Session of the Board was held prior to this meeting to discuss personnel and contracts.*

***Public Comment*** – None.

***Invited Guests*** – None.

***Co-Curricular Activities Committee*** – Mr. Kerr announced that 3 applicants had responded to the Girls' Head Soccer Coach position and interviews are to be scheduled. It was also noted that the safety netting installation for the baseball and softball fields would begin in May.

***Curriculum Committee*** – Mr. Kerr mentioned that the RFP (Request for Proposals) for the Title IX programming is due by May 1, 2023, and will then be reviewed at the June Committee meeting.

***Technology Committee*** – Ms. Neely noted that the District has hired a new Director of Technology and Confidential Secretary/PIMS Coordinator.

***Personnel Committee*** – None.

***Operations Committee*** – None.

***Policy Committee*** – Mr. Kerr noted the 600 and 700 sections of board policy have been reviewed at the last Committee meeting and are slated for voting at the Board Meeting, later this evening.

***Community Input Committee*** – Mrs. Pikna announced the next public meeting will be held May 8, 2023, at 5:00 p.m.

**Budget and Finance** – Mrs. Fisher provided the Board with copies of the prepared Revenue Budget Comparison for Budget Year 2023-2024, with an overview and explanation for several changes.

**Solicitor's Report** – None.

Approval of the following items will be requested at the voting meeting, following this Work Session, on April 24, 2023:

A. Personnel Items

1. APPROVAL OF RETIREMENTS AND RESIGNATIONS

- a. Scott Stahl, Principal at the High School, effective June 30, 2023.
- b. Cindy Price, Paraprofessional at Hasson Heights Elementary School, effective June 7, 2023.
- c. Donna Aaron, Nurse Technician at the Middle School/High School complex, effective August 4, 2023.

*Dr. Weller noted that these individuals will certainly be missed.*

2. APPROVAL TO POST OPEN POSITIONS

- a. High School Administrator
- b. Middle School Life Skills Teacher
- c. Elementary Autism Support Teacher
- d. 12-month Administrative Assistant in the Business Office
- e. 10-month Nurse Technician at the Middle School/High School complex
- f. Paraprofessional

*Dr. Weller provided explanation regarding each posting, noting that each open position is the result of either a previously approved retirement/resignation, or upcoming on the current agenda.*

3. APPROVAL OF CONTRACT FOR THE 2023-2024 SCHOOL YEAR

- a. Martin Aylesworth, School Psychologist

*Dr. Weller stated that Mr. Aylesworth is currently working in the district and this is approval for his contract for next school year, which was emailed to the Board.*

4. APPROVAL OF SUBSTITUTE TEACHERS

- a. Kaitlyn Anderson
- b. Caleb Gardner
- c. Matthew Hutchinson

*Dr. Weller noted that each of these candidates are Oil City graduates.*

5. APPROVAL OF GUEST TEACHER

- a. Conor Taylor

*Dr. Weller noted that this candidate is also an Oil City graduate.*

6. APPROVAL OF SUBSTITUTE NURSE

- a. Cynthia Richar

7. APPROVAL OF THE UPDATED LIST OF BUS AND VAN DRIVERS

*The list of candidates was emailed to the Board.*

8. APPROVAL OF TRACK & FIELD COACH

- a. Madison Salvo, Volunteer Junior/Senior High School

9. APPROVAL OF FUNDRAISING REQUEST

- a. The OCHS National Honor Society requests approval to sell white out t-shirts and paper chain links to raise money for the Kirtland Cancer Foundation.

*Dr. Weller noted that this agenda item will have some amendments and additions at the Voting Meeting. It was also announced that the funds raised are given as donations.*

10. APPROVAL OF FIELD TRIP REQUESTS

- a. The Seventh Street Elementary School requests approval for 4 students and 1 teacher to travel to Dearborn, Michigan, to participate in the Invention Convention National competition from June 7-9, 2023.
- b. The Varsity Competitive Cheerleaders request approval to travel to PennWest-Clarion to participate in a Cheerleading Camp from August 1-3, 2023.
- c. The High School Bridges for Justice Club requests approval to travel to the Healthy Living Learning Institute in McKeesport, PA, on Sunday, May 7, 2023.

*Dr. Weller stated that item "a" is the team that presented at the Board meeting previously. Item "b" is included on the agenda due to this being an overnight camp. And item "c" is included due to this being on a Sunday.*

*Dr. Weller noted that an agenda item 11 will be added at the Board meeting in regard to the Day-to-Day Substitute list.*

B. Additional Items requiring Board approval

1. APPROVAL OF BIDS FOR THE 2023-2024 SCHOOL YEAR

- a. Art
- b. Athletics

- c. Industrial Arts
  - d. Office/Teacher
  - e. Science
2. APPROVAL TO HOST DCI-GENESIS DRUM AND BUGLE CORP AT THE MIDDLE SCHOOL/HIGH SCHOOL COMPLEX AND STADIUM FROM AUGUST 5-8, 2023.

*Dr. Weller stated this is included due to the schedule including a Sunday.*

3. APPROVAL OF NEW AND REVISED POLICIES
- a. 311- Reduction of Staff
  - b. 314- Physical Examination
  - c. 331- Job Related Expenses
  - d. 337- Vacation
  - e. 601- Fiscal Objectives
  - f. 602- Budget Planning
  - g. 603- Budget Preparation
  - h. 604- Budget Adoption
  - i. 605- Tax Levy
  - j. 606- Tax Collection
  - k. 607- Tuition Income
  - l. 608- Bank Accounts
  - m. 612- Purchases Not Budgeted
  - n. 613- Cooperative Purchasing
  - o. 615- Payroll Deductions
  - p. 616- Payment of Bills
  - q. 617- Petty Cash
  - r. 618- Student Activity Funds
  - s. 619- District Audit
  - t. 620- Fund Balance
  - u. 621- Local Taxpayer Bill of Rights
  - v. 622- GASB Statement 34
  - w. 624- Taxable Fringe Benefits, *plus attachment*
  - x. 625- Credit Cards
  - y. 626- Federal Fiscal Compliance, *plus attachments*
  - z. 626.1- Travel Reimbursement- Federal Programs
  - aa. 702- Gifts, Grants, Donations
  - bb. 702.1- Crowdfunding
  - cc. 703- Sanitary Management
  - dd. 704- Maintenance
  - ee. 705- Facilities and Workplace Safety
  - ff. 706- Property Records
  - gg. 707- Use of School Facilities
  - hh. 708- Lending of Equipment and Books
  - ii. 709- Building Security

- jj. 710- Use of Facilities by Staff
- kk. 716- Integrated Pest Management
- ll. 717- Cellular Telephones
- mm. 718- Service Animals in Schools

*Dr. Weller announced this item to be “as presented.”*

- 4. APPROVAL TO RETIRE POLICIES
  - a. 702- Memorials
  - b. 704- Student Activity Van Management
  - c. 712- Emergency Evacuation Procedure

- 5. APPROVAL FOR MRS. FISHER TO LOCK IN NATURAL GAS AND ELECTRIC RATES WHEN MOST ADVENTAGEOUS THROUGH 2028.

*Mrs. Fisher noted that prior approval was already given for current and next school year with some of the utilities. However, when rates drop and the lock-in period commences, Mrs. Fisher would like to have the option to make swift decisions.*

- 6. APPROVAL TO CONTRACT WITH WARREN COUNTY SCHOOL DISTRICT VIRTUAL ACADEMY TO PROVIDE A CYBER OPTION FOR OIL CITY STUDENTS FOR THE 2023-2024 SCHOOL YEAR

*The rates were emailed to the Board. Dr. Weller mentioned there was no rate increase for next school year.*

- 7. APPROVAL OF THE DISCIPLINE WAIVER AND STIPULATION FOR STUDENT “C” FOR THE 2022-2023 SCHOOL YEAR
  - a. RESOLVED, that the Oil City Area School Board of School Directors approves the Waiver and Stipulation Agreement for Student “C” for the 2022-2023 school year. The Oil City School Board of Directors authorizes the Superintendent to sign the Waiver and Stipulation on behalf of the District.

*A copy of the letter was emailed to the Board.*

*Dr. Weller noted there would be an addition on the Board meeting agenda to include item 8, in regard to the Venango County Land Bank. Mr. Merkel explained the background of how the Land Bank operates and benefits the district with the sale of certain properties within the school district. The county and city have already approved the 2 properties that will be voted upon at the Board meeting, and the Board’s approval is the last step.*

***Informational*** – Dr. Weller voiced the District’s pride regarding a strong Oil City presence in the Skills USA competition, IU6 STEM Design Challenge, the National Gifted Competition, and the Winter Sports All-region teams for both boys’ and girls’.

An Executive Session was called following the Work Session to continue talks regarding personnel.

The Work Session concluded at 6:20 p.m.

Respectfully submitted,



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Anna Lehnortt  
Board Secretary