

**Oil City Area School District  
Mid-Month Work Session Minutes  
Monday, May 15, 2023  
7:00 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 7:00 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. Kelley, Mr. Kerr, Mr. McFadden, Ms. Shari Neely, Mr. Piercy, Mrs. Pikna, Mr. Sterner, Mr. Weaver

Board Member Absent: Mr. Tyler Johnson

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

Mr. Greg Merkel, School Solicitor, Ms. Kara O'Neil, reporter for *The Derrick*, Mrs. Devin Aaron, Mr. Evan Basham, Mrs. Robin Evans, Mrs. Martha Sterner, and Mr. Ryan Williams 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 stated that a meeting will be held on May 23 with prospective coaches for an interview, with an update to follow.

***Curriculum Committee*** – Mr. Kerr provided 2 handouts for the Board regarding materials received with the RFP and PDE regarding key components for programming. From now until June 12, 2023, the committee will correspond via email. Voting is scheduled for the July meeting.

***Technology Committee*** – None.

***Personnel Committee*** – None.

***Operations Committee*** – None, with Mr. Johnson's absence.

***Policy Committee*** – Mr. McFadden provided a brief update in lieu of Mr. Kerr's scheduled absence from the meeting that was held May 8, 2023. Mr. McFadden noted that the 800 and 900 policies were reviewed and several policies were tabled for further consideration.

***Community Input Committee*** – Mrs. Pikna announced the committee had a productive meeting on May 8, 2023. Topics included "We Care" and "SAFE-T" as well as traffic flow issues. Also

discussed was an outdoor record board for track and field. Mrs. Pikna mentioned an initiative planned for orientation to include building representatives within each school to gain familiarity among the families.

**Budget and Finance** – Mrs. Fisher provided the Board with copies of the prepared Tentative Budget for 2023-2024. She noted that the budget revisions are ongoing, but it is a requirement to pass a tentative budget and then have on display for the public for a minimum of 20 days.

**Solicitor's Report** – None.

Approval of the following items will be requested at the voting meeting on May 22, 2023:

A. Personnel Items

1. APPROVAL OF RETIREMENT
  - a. Vicky Burneisen, Administrative Assistant at the High School, effective July 10, 2023.
2. APPROVAL TO POST OPEN POSITION
  - a. 12-month Administrative Assistant at the High School
3. APPROVAL TO HIRE PROFESSIONAL STAFF
  - a. \_\_\_\_\_, Life Skills Teacher at the Middle School, at Step X of the \_\_\_\_\_ scale.
  - b. \_\_\_\_\_, Autism Support Teacher at the South Side Schools, at Step X of the \_\_\_\_\_ scale.

*Dr. Weller stated that the candidate names would be included in next week's agenda.*

4. APPROVAL OF TENURE
  - a. Emily Forgey
  - b. Stephanie Staub

*Dr. Weller noted that each of the candidates have met the requirements and are eligible.*

5. APPROVAL OF EXTENDED SCHOOL YEAR (ESY) STAFF

*Dr. Weller noted that the list of candidates was emailed to Board members.*

6. APPROVAL OF FIELD TRIP REQUEST
  - a. The Cross Country team requests approval to hold their annual camp at Cook Forest State Park from July 24-28, 2023.

B. Additional Items requiring Board approval

1. APPROVAL TO APPOINT THE SCHOOL SOLICITOR FOR THE 2023-2024 SCHOOL YEAR
  - a. Dale Woodard Gent McFate Law Firm
2. APPROVAL TO APPOINT THE TREASURER FOR THE 2023-2024 SCHOOL YEAR
  - a. Mrs. Susan Fisher
3. APPROVAL TO APPOINT THE AUDITOR FOR THE 2023-2024 SCHOOL YEAR
  - a. Mr. Mark Turnley
4. APPROVAL TO RE-ENACT 511 TAXES. (All Act 511 taxes, which will include the Wage Tax at 0.5%, the Per Capita Tax at \$5.00, Realty Transfer Tax at 0.5%, Local Services Tax at \$10.00, and the \$5.00 Per Capita Tax under Section 679 of the School Code.
5. APPROVAL OF THE RESOLUTION TO RE-ENACT A REALTY TRANSFER TAX AND OTHER TAX RELATED PROVISIONS PURSUANT TO ARTICLE XI-D OF THE TAX REFORM CODE OF 1971, AS AMENDED
6. APPROVAL OF THE PROPOSED TENTATIVE BUDGET FOR THE 2023-2024 SCHOOL YEAR.

*Dr. Weller referenced this is the handout presented by Mrs. Fisher*

7. APPROVAL OF THE 2023-2024 COBRA RATES

*Dr. Weller noted the rates were emailed to the Board.*

8. APPROVAL TO PAY ANNUAL DUES TO THE PENNSYLVANIA ASSOCIATION OF RURAL AND SMALL SCHOOLS (PARSS) AT A COST OF \$940.00 FOR THE 2023-2024 SCHOOL YEAR
9. APPROVAL TO PAY ANNUAL DUES TO THE PENNSYLVANIA SCHOOL BOARD ASSOCIATION, INC. (PSBA) AT A MINIMUM COST OF \$5,131.35 FOR THE 2023-2024 SCHOOL YEAR

*Dr. Weller stated that this is for the standard membership.*

10. APPROVAL OF THE 2023-2024 BID RESULT
  - a. Copier Paper through ARIN IU 28, at a cost of \$13,992.00.

11. APPROVAL TO ACCEPT THE BID FROM \_\_\_\_ IN THE AMOUNT OF \$\_\_\_\_ FOR RENOVATION AND IMPROVEMENTS TO THE DRAINAGE OF THE VARSITY SOFTBALL FIELD OUTFIELD

*Dr. Weller stated that bids will open on 5/18 and the name and amount will be completed in next week's agenda. Since the cost is over \$20,000, it must be opened for bids.*

12. APPROVAL OF THE RESOLUTION TO PARTICIPATE IN THE RIVERVIEW INTERMEDIATE UNIT GUEST TEACHER PROGRAM AT A COST OF \$600.00 FOR THE 2023-2024 SCHOOL YEAR

13. APPROVAL TO CONTRACT WITH TITUSVILLE AREA SCHOOL DISTRICT'S ROCKETS ONLINE CAMPUS TO PROVIDE A CYBER OPTION FOR SPECIFIC STUDENTS FOR THE 2023-2024 SCHOOL YEAR

*Dr. Weller explained that Titusville has robust Special Education assistance with cyber that Warren County does not offer.*

14. APPROVAL TO HOST UNITED WAY'S "SUCCESS BY SIX" PROGRAM AT HASSON ELEMENTARY SCHOOL FROM JUNE 19 THROUGH JULY 27, 2023

*Dr. Weller added that this has been ongoing for several years and is a tool to help Kindergarten students acclimate with a structured day, and is held District-wide.*

15. APPROVAL OF "OC SUMMER CAMP" AT HASSON ELEMENTARY FROM JUNE 19 THROUGH JULY 20, 2023

*Dr. Weller noted this is the second year for the program, projected to have around 70 students registered per week. COVID funds are used for summer programming to pay for materials and teacher's stipends.*

16. APPROVAL TO CONTRACT WITH THE NFHS NET WORK TO PROVIDE STREAMING CAMERAS FOR SCHOOL EVENTS

*Dr. Weller noted the contract was emailed to the Board.*

17. APPROVAL OF APPLICATION FOR FLEXIBLE INSTRUCTIONAL DAYS FOR THE 3 YEAR CYCLE BEGINNING WITH THE 2023-2024 SCHOOL YEAR

*Dr. Weller explained that districts were required to apply for FID during COVID fluctuation, and was approved for 3 years. This is used for emergencies, and begins July 1, 2023 for another 3-year cycle.*

## 18. APPROVAL OF NEW AND REVISED POLICIES

- a. 609- Investment of District Funds
- b. 614- Payroll Authorization
- c. 800.1- Electronic Signatures/Records
- d. 801- Public Records
- e. 802- School Organization
- f. 803- School Calendar
- g. 804- School Day
- h. 805- Emergency Preparedness and Response, *with attachment*
- i. 805.1- Relations with Law Enforcement Agencies
- j. 805.3- Use of Force
- k. 806- Child Abuse
- l. 807- Opening Exercises/ Flag Displays
- m. 808- Food Services, *with attachments*
- n. 810- Transportation
- o. 810.1- School Bus Drivers and School Commercial Motor Vehicle Drivers
- p. 810.2- Transportation Video/Audio Recording
- q. 810.3- School Vehicle Drivers
- r. 811- Bonding
- s. 812- Property Insurance
- t. 813- Other Insurance
- u. 814- Copyright Material
- v. 815- Acceptable Use of Internet, Computers, and Network Resources
- w. 816- District Social Media
- x. 818- Contracted Services Personnel
- y. 822- Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)
- z. 823- Naloxone
- aa. 824- Maintaining Professional Adult/Student Boundaries
- bb. 827- Conflict of Interest
- cc. 828- Fraud
- dd. 901- Public Relations Objectives
- ee. 902- Publications Program
- ff. 904- Public Attendance at School Events, *with attachment*
- gg. 906- Public Complaint Procedures
- hh. 907- School Visitors
- ii. 908- Relations with Parents/ Guardians
- jj. 910- Community Engagement
- kk. 911- News Media Relations
- ll. 912- Relations with Educational Institutions
- mm. 913- Nonschool Organization/Groups/Individuals
- nn. 914- Relations with Intermediate Unit
- oo. 917- Parental/Family Involvement
- pp. 918- Title I Parent and Family Engagement, *plus attachment*

*Dr. Weller noted these policies were reviewed at the Policy Committee Meeting.*

## 19. APPROVAL TO RETIRE POLICY

### a. 808.1- Free/Reduced-price Meals and Free Milk

*Dr. Weller noted that the District participates in the Community Eligibility Provision (CEP) which includes a free breakfast and lunch for all students. Participation with the Free/Reduced program no longer applies, but were CEP to discontinue, this policy would need reinstated.*

**Informational** – Dr. Weller provided an overview of the upcoming OCMS Sports Expo and how Middle School students will have the opportunity to experience the sports offered by the District on May 31 and June 1. This also offers some leadership opportunities for the High School sports participants, as they manage each station.

HHSDR, architect firm completing other District projects, informed the Administration that the proposed Administration building project is not within their greater scope and are not interested in placing a bid. Structures, a local architect firm, have given a proposal of services and offering assistance for coordinating bids, including the High School cafeteria, for a fee of \$9,750.00. This money is in the bond, as clarified by Susan and Fred.

Mr. Sterner posed a question regarding Title IX, of which was answered collectively by the Board, that it is regulated by the Federal Government, not the State.

Mrs. Fisher noted that the city had an additional Land Bank property that required a signature urgently, due to the sale date (5/15/23). It had already been signed by the county, city, and Land Bank, for 60 Plummer Street. This item will be added to next week's agenda for retroactive approval.

An Executive Session was not called following the Work Session.

The Work Session concluded at 7:17 p.m.

Respectfully submitted,

A handwritten signature in blue ink, reading "Anna Lehnortt", is written over a horizontal line.

Anna Lehnortt  
Board Secretary