

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

An executive session was held at 6:00 pm to discuss the transportation contract.

The regular meeting of the Otto-Eldred Board of Education was held in the Otto-Eldred Elementary Tech Center on Tuesday, August 12, 2025, 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.

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 A. Burns, Director of Pupil Services and Special Education; Nichole M. Garthwaite, Elementary Principal; Jodi L. Flexman, Business Manager & Board Secretary

FACULTY/STAFF: Katie Jo Barrett, Nicole Cochran, Kristina Francis, Kayla Johnson, Chris Krott, Tammy Maxson

VISITORS: Amy Jordan, Wanda Stebbins

REPORTERS: None

Minutes **Motion:** It was moved by Lisa Beaver, seconded by Lance Baker, to approve the minutes of the regular scheduled meeting held on Tuesday, June 17, 2025. 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 Erikka Henretta, seconded by Lisa Beaver, to approve the June 2025 and July 2025 treasurer's reports, as presented. All present voted yes.

Bill List **Motion:** It was moved by Lisa Beaver, seconded by Nate Rodgers, to approve the General Fund Bill List for July 2025 and August 2025 as presented. All present voted yes.

Capital Bill List

Motion: It was moved by Lisa Beaver, seconded by Nate Rodgers, to approve the Capital Fund Bill List for August 2025 as presented. All present voted yes.

Cafeteria Report

Motion: It was moved by Lisa Beaver, seconded by Erikka Henretta, to approve the June 2025 cafeteria report as presented. All present voted yes.

The schedule of accounts for June 2025 and athletic fund reports for June/July 2025 were presented for informational purposes.

Mrs. Burns updated the Board on the anticipated enrollment numbers for the beginning of the school year. There have been a lot of movers this year. Cyber School enrollment is currently at 12. Transportation was a large project over the summer. The district eliminated a bus and rearranged some routes. SCM training will be held on 8/12 and 8/13. The district will have 25 fully trained staff.

Mr. LaBella relayed that student schedules will go online on August 13, 2025. Currently there are 50 CTC and Co-op students. Teachers will return to in-service on Wednesday, August 22, 2025. It has been a busy summer!

Mrs. Garthwaite noted that teachers have been coming in to get ready and the custodial staff have been continually busy. Scheduling is complete, and students have been notified of their classroom placement. STEM is back! Keyboarding will be provided for students in grades 3-6 to help with typing skills.

Mr. Splain updated the board on the limited progress on the state budget. There are some projects that will need to be considered – field work at baseball and softball fields, track resurfacing, and brick repointing.

Policies

Motion: It was moved by Jeannine Gray, seconded by Erika Henretta, to suspend protocol and approve the following policies based on the Title IX update and implementation:

- 103 Discrimination-Harassment Affecting Students
- 104 Discrimination-Harassment Affecting Staff
- 317 Conduct/Disciplinary Procedures
- 317.1 Educator Misconduct
- 320 Freedom of Speech by Employees
- 718 Service Animals in Schools

All present voted yes.

Trauma Informed Plan

Motion: It was moved by Lisa Beaver, seconded by Erikka Henretta, to approve the Trauma Informed Plan. All present voted yes.

- Personnel** **Motion:** It was moved by Lance Baker, seconded by Lisa Beaver, to approve the resignation of Lauren Chase - K4 teacher effective 8/5/2025, and Ken Rhinehart – Behavior Specialist effective 7/15/2025. All present voted yes.
- Personnel** **Motion:** It was moved by Jeannine Gray, seconded by Nate Rodgers, to approve using a substitute from the paraprofessional substitute list until the need is fully determined. If there is a need, a recommendation will be made at the September meeting. All present voted yes.
- Personnel** **Motion:** It was moved by Lisa Beaver, seconded by Erikka Henretta, to approve Molly Snyder as the new Behavior Specialist at the Elementary. The starting salary will be \$23,300. All present voted yes.
- Personnel** **Motion:** It was moved by Erikka Henretta, seconded by Jeannine Gray, to approve the attached staffing plan that includes the hiring of a second K4 teacher, Ms. Makayla Stroup, at a Step 1 Bachelors. All present vote yes.
- Personnel** **Motion:** It was moved by Jeannine Gray, seconded by Lisa Beaver, to approve the updated custodial agreement which will be in effect from September 2025 through August 2028. All present voted yes.
- Personnel** **Motion:** It was moved by Lisa Beaver, seconded by Lance Baker, to approve the safety related training to be paid by using the PCCD School Safety Grant. The stipend will be \$60 for staff completing the scheduled training this year. The total time will be 3.5 hours. All present voted yes.
- Personnel** **Motion:** It was moved by Erikka Henretta, seconded by Lisa Beaver, to approve Dennis Lathrop as an additional part-time Armed School Security Guard. All present voted yes.
- Supplemental /
Volunteers** **Motion:** It was moved by Lisa Beaver, seconded by Nate Rodgers, to approve the cost/revenues for public events as presented. All present voted yes.
- Supplemental /
Volunteers** **Motion:** It was moved by Jeannine Gray, seconded by Lisa Beaver, to approve the following positions:
Score Keeper JV/Varsity Volleyball: Michelle Cressley
Game Manager JH Volleyball and JH Football: Michelle Cressley
Football Volunteer: Dustin Bundy

Volleyball Volunteer: Jenna Rouse
 Basketball Volunteer: Reilly Raught
 Jr. Class Advisor: Lance Erick Baker
 Ticket Taker: John Jordan

For the 2025-2026 school year. This is pending all receipts of clearances and all necessary documentation All present voted yes, with the exception of Lance Baker, who abstained.

Substitutes

Motion: It was moved by Erikka Henretta, seconded by Jeannine Gray, to approve the attached list of substitutes for the 2025-2026 school year. This is pending all receipts of clearances and all necessary documentation All present voted yes.

Bus Drivers

Motion: It was moved by Jeannine Gray, seconded by Erikka Henretta, to approve the attached list of Bus Drivers for the 2025-2026 school year, pending all receipts of clearances and all necessary documentation. All present voted yes.

Cafeteria

Motion: It was moved by Erikka Henretta, seconded by Jeannine Gray, to approve the following vendors to supply food for the 2025-2026 school year:

US Foods and Goldstar
 Brigottas Produce
 Bimbo Bakery
 Upstate Niagara Cooperative, Inc.
 All present voted yes

Cafeteria

Motion: It was moved by Erikka Henretta, seconded by Lisa Beaver, to approve the CEP participation and adult lunch pricing as presented. All present voted yes.

District / School Plans

Motion: It was moved by Lisa Beaver, seconded by Lisa Beaver, to approve the Targeted School Improvement Plan for the 2025-2026 school year as presented. All present voted yes.

District / School Plans

Motion: It was moved by Lisa Beaver, seconded by Nate Rodgers, to approve the Professional Development Plan as presented. All present voted yes.

District / School Plans

Motion: It was moved by Lisa Beaver, seconded by Nate Rodgers, to approve the Comprehensive Plan as presented. All present voted yes.

Information on the transportation contract with Todd Bussing will be presented in September.

Mr. Splain will obtain proposals for the track repairs and present them at a later date.

Building / Facilities Planning **Motion:** It was moved by Erikka Henretta, seconded by Lance Baker, to approve the plans to improve the baseball and softball fields that are used by our varsity programs. The maximum cost is anticipated to be \$15,000. All present voted yes.

Service Agreements **Motion:** It was moved by Lisa Beaver, seconded by Nate Rodgers, to approve the shared service agreement with Port Allegany and Smethport for our Agriculture Education Program for the 2025-2026 school year. All present voted yes.

Conference Request **Motion:** It was moved by Erikka Henretta, seconded by Lisa Beaver, to approve the 2025-2027 agreement with Potter County Education Council for Career Mentor Services. All present voted yes.

Budget Transfers **Motion:** It was moved by Lisa Beaver, seconded by Erikka Henretta, to approve the use of transfers from reserve accounts so that September payroll can be made and that bills can be paid. All present voted yes.

Non-Resident Student Request **Motion:** It was moved by Lisa Beaver, seconded by Nate Rodgers, to approve Mr. LaBella's request for admission of three nonresident students to the Agriculture Education Program, effective 2025-2026, as stipulated in the shared agreement with Port Allegany and Smethport. Total nonresident student count is 3. All present voted yes.

Policy 202 Request – Nonresident Students **Motion:** It was moved by Erikka Henretta, seconded by Jeannine Gray, to approve the following employee's children to continue to attend Otto Eldred SD for the 2025-2026 school year:

Lindsay Burns (5th and 8th Gr)

Kaci Daniels (5th and 8th Gr)

Jared Dickerson (1st Gr)

Kayla Johnson (K4)

Mary Mahar-Yoder (3rd, 3rd)

Renee Miller (K4 and 2nd)

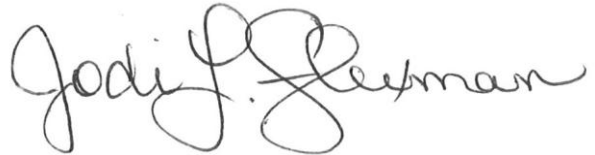
BriAnne Nielsen (K4)

Amber Sudbrook (K4)
Adrianna & Ryan Woodruff (1st, 3rd, and 6th Gr)
All present voted yes.

Adjourn

Motion: It was moved by Lance Baker, seconded by Lisa Beaver, to adjourn at 8:04 pm.

Respectfully submitted,

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

Jodi L. Flexman
Business Manager/Board Secretary