

OFFICIAL MINUTES
WEST BRANCH AREA SCHOOL
DISTRICT
REGULAR MEETING
MORRISDALE, PA

DATE: June 28, 2011

The regular meeting of the West Branch Area School District Board of Directors was held June 27, 2011 at 7:44 p.m.

**MBRS
PRESENT**

Joe Kovalcin, Gerald Coble, Don Yontosh, Robert Seprish, Melvin Smeal, Tim Kephart, Gary Miller, Jennifer Kerlin, Larry Allen

**MBRS
ABSENT**

**OTHERS
PRESENT**

Kasi Jackson, Board Secretary; Jason McMillen, Business Manager; Michael Panek, Superintendent; Lester Smeal, Dave Nelson; Maintenance Supervisor, Stephanie MacTavish, Cindy Etchison, Tyler Kolesar, Dorothy Andrews, Brenda Ward, Holly Petriskey, Allison Koleno, Mary Ann Moriarity, Georgette Eirich, David Williamson, Athletic Director

**EXECUTIVE
SESSION**

An executive session was held before the meeting for personnel and litigation issues.

**MINS
APPRVD**

Tim Kephart motioned, Jennifer Kerlin seconded, to approve the meeting minutes from May 23, 2011. Motion carried.

**STUDENT
REPORTS**

VISITORS

Brenda Ward—The band boosters met with the football boosters and also had four meetings regarding selling items at the football games. The board came to a final decision as follows:

Gerald Coble Motioned, Larry Allen seconded, approve the menu from the June 14, 2011 letter between the Football Boosters and the Band Boosters as presented below:

Items provided by the Football Boosters Concession:

Candy, Gum, Hamburgers, Hotdogs, Pizza, Sloppy Joes, French Fries, Nachos with Cheeses, Popcorn, Chips, Peanuts, Hot Chocolate, Coffee, Water, Gatorade and Soda. Special Items on certain nights. (Hot Sausage, Pulled Pork Sandwiches, Walking Tacos would be some of those items.)

Items provided by the Band Boosters Concession:

Meatball Sandwiches, Hot Sausage Sandwiches, Pierogies, Soft Pretzels, Baked Goods, Chips, Pickle on a Stick, Ice Tea, Lemonade, Water, Coffee and Hot Chocolate. (Must be of the same brand and size of Football Concession). Band Boosters will have on special at each game.

Any of the items that are not being a "special" night of the Football Boosters may be sold by the Band Boosters.

Any and all duplicate items agreed upon shall be sold for the same price so that no competition arises between the two booster clubs. Football Boosters will give prior notice to the Band Boosters of any "special" food item being served at the meeting in July so that duplicate items do not occur.

Voice Roll Call: Mr. Miller—yes; Mr. Coble—yes; Mr. Smeal—no; Mr. Kephart—yes; Mrs. Kerlin—yes; Mr. Allen—yes; Mr. Yontosh—no; Mr. Seprish—yes; Mr. Kovalcin—yes. 7—yes; 2—no. Motion carried.

ADM REPORTS

Sean Wechtenhiser, Elementary Principal:
Discussed Kindercamp. Safe School Report and Elementary Parent/Student handbook are almost completed.

Jason McMillen, Business Manager:
The budget is on the agenda for approval, along with a list of end of the year data that needs to be completed.

Joanna Wensel—There is an Alternative Education grant available if the board shall pass the Alternative Education program provided by West Branch School District. This is a two year grant so the program must stay in place for at least two years.

JR Holenchik—PSSA Data was received on June 10, 2011. Corrections have been made and sent back. Next data is to be received in July. The results look very good.

David Williamson—Congratulated the softball team on being the District 6 runners up. Attendance has improved over the past year. Mr. Kovalcin requested a truancy report at the next meeting and a discipline report from the principals.

Mike Panek, Superintendent:
Graduation was a success. Thanked everyone who attended and the professionalism.

CIU

Discussed Extended School Year and the Para-Educator conference.

WB REVENUE COMMITTEE

The WBREC committee met on June 22, 2011 and discussed a new usage fee schedule to be merged into policy #707. The schedule will be reviewed every year to keep up to date.

CCCTC

87% of students at the CCCTC passed the NOCTE test. State was very proud of the vo-tech students.

PERSONNEL

Robert Seprish motioned, Melvin Smeal seconded, to approve the following motions:
Approve the following volunteers to the district, all paperwork has been received.
1. Vicki Myers and Kimberly Szwarc

Approve Tara Yingling to complete coursework for Masters of Education for Curriculum and Instruction thru the CIU #10.

Danielle Gregory to attend the Nonviolent Crisis Intervention on August 2, 2011 at the C.I.U. #10. Registration cost is \$30 paid for by Access funds.

Amanda Harris to attend the Nonviolent Crisis Intervention on August 2, 2011 at the C.I.U. #10. Registration cost is \$30 paid for by Access funds.

Joanna Wensel to attend the PAFPA Summer Leadership conference on August 3-5, 2011 in Pittsburgh. Registration fee is \$335; motel/meal cost is \$259.92; mileage cost is \$135.29. Total cost is \$730.21 paid for by Title I funds.

Angela Beyer to attend the Integrated Learning workshop on November 15, 2011 in State College. Registration fee is \$75; mileage is \$32.64; sub cost is \$85. Total cost is \$192.64 paid for by Title I funds.

Laura Coble to attend the School Operations Academy on July 29, 2011. Registration cost is \$90; mileage cost is \$40.80. Total cost is \$130.80 paid for by Café account.

Jeanie Scott to attend the ParaEducator Conference on August 15-16, 2011 at Bellefonte HS. Registration cost is \$80 paid for by Access funds.

Tina Kolesar to attend the ParaEducator Conference on August 15-16, 2011 at Bellefonte HS. Registration cost is \$80 paid for by Access funds.

Connie Shimmel to attend the ParaEducator Conference on August 15-16, 2011 at Bellefonte HS. Registration cost is \$80 paid for by Access funds.

Rose Shaner to attend the ParaEducator Conference on August 15-16, 2011 at Bellefonte HS. Registration cost is \$80 paid for by Access funds.

Brenda Fye to attend the ParaEducator Conference on August 15-16, 2011 at Bellefonte HS. Registration cost is \$80 paid for by Access funds.

Jamie McCracken to attend the ParaEducator Conference on August 15-16, 2011 at Bellefonte HS. Registration cost is \$80 paid for by Access funds.

Laurie Hoffman to attend the ParaEducator Conference on August 15-16, 2011 at Bellefonte HS. Registration cost is \$80 paid for by Access funds.

Betty Leathers to attend the ParaEducator Conference on August 15-16, 2011 at Bellefonte HS. Registration cost is \$80 paid for by Access funds.

Nicole McClure to attend the ParaEducator Conference on August 15-16, 2011 at Bellefonte HS. Registration cost is \$80 paid for by Access funds.

Cindy Michaels to attend the ParaEducator Conference on August 15-16, 2011 at Bellefonte HS. Registration cost is \$80 paid for by Access funds.

Pam Emigh to attend the ParaEducator Conference on August 15-16, 2011 at Bellefonte HS. Registration cost is \$80 paid for by Access funds.

Michelle Guerra to attend the ParaEducator Conference on August 15-16, 2011 at Bellefonte HS. Registration cost is \$80 paid for by Access funds.

Phyllis Gable to attend the ParaEducator Conference on August 15-16, 2011 at Bellefonte HS. Registration cost is \$80 paid for by Access funds.

Holly Petriskey to attend the ParaEducator Conference on August 15-16, 2011 at Bellefonte HS. Registration cost is \$80 paid for by Access funds.

Rose Pearce to attend the ParaEducator Conference on August 15-16, 2011 at Bellefonte HS. Registration cost is \$80 paid for by Access funds.

Cathy Conklin to attend the ParaEducator Conference on August 15-16, 2011 at Bellefonte HS. Registration cost is \$80 paid for by Access funds.

Sharon Michaels to attend the ParaEducator Conference on August 15-16, 2011 at Bellefonte HS. Registration cost is \$80 paid for by Access funds.

Crystal Gay to attend the Teacher's Toolbox Series online from July 21-August 21, 2011. Registration fee is \$365 paid for by Title II funds.

Approve to grant tenure to Laura Backes.

Approve Tine Kolesar as a substitute Personal Care Aide to the Extended School Year program. If she is needed, she will be paid her current hourly rate. Motions carried.

Tim Kephart motioned, Larry Allen seconded, to approve the 2011-2012 High School Parent/Student handbook as presented with needed corrections. Motion carried.

Don Yontosh motioned, Gary Miller seconded, to approve the Nonprofessional/Nonsupervisory ACT 93 agreement as presented. Motion carried.

Don Yontosh motioned, Gary Miller seconded, to approve Karen Kochkodin for the position of Summer School Instructor at the rate of \$23.00/hr. Motion carried.

Don Yontosh motioned, Gary Miller seconded, to approve the Alternative Education program as per proposal. Motion carried.

Larry Allen motioned, Tim Kephart seconded, to furlough employee #960 according to conditions established by West Branch Area School District and the WB Education Support Professionals Association/ESPA/PSEA/NEA effective June 27, 2011. Motion carried.

Melvin Smeal motioned, Gerald Coble seconded, to authorize administration to post positions and conduct interviews for the positions of high school science teacher and part time elementary technology teacher. Motion carried.

EDUCATION

Robert Seprish motioned, Jennifer Kerlin seconded, to approve the ESY-Special Education class to attend the People's Festival Boalsburg Military Museum on July 13, 2011. Departure time will be 9 a.m. and arrival time will be 4 p.m. There is no cost to the district and \$10 cost per student. Chaperones are Angela Lucas, Sarah Ewing, Matt Hauck, Sherri McGarvey, Cindy Michaels, Amanda Harris, Connie Shimmel and Brenda Fye. Motion carried.

Tim Kephart motioned, Larry Allen seconded, to approve the Varsity Football team

to attend Edinboro Football Camp from July 17-July 20, 2011. Motion carried.

Don Yontosh motioned, Jennifer Kerlin seconded, to approve the WB Cross Country Team to go to Black Moshannon State Park on August 15, 2011. Approximately 32 students will be going on the trip. Departure time will be 4 pm and arrival time will be 8 pm. There is no cost to the student or district. Chaperones are Jane Catanzari and Scott McCamley. Motion carried.

TRANSPORTATION AND ATHLETICS

Don Yontosh motioned, Robert Seprish seconded, to approve the following motions:

Approve the recommendation to retain all coaches from the spring season as well as the athletic trainer for the 2011-2012 due to successful completion of evaluations.

Approve Jim Redmond as the assistant Volleyball coach for the 2011-2012 season.

Motion carried.

POLICY

FINANCE AND PURCHASE

Don Yontosh motioned, Gary Miller seconded, to approve the following motions:

Approve the Treasurer's Report.

Approve the following Disbursements from May/June

\$ <u>5,693.18</u>	Athletic Account	(checks <u>10497</u> through <u>10508</u>)
\$ <u>45,748.87</u>	Cafeteria Account	(checks <u>3445</u> through <u>3459</u>)
\$ <u>656,943.54</u>	General Account	(checks <u>39777</u> through <u>39894</u>)
\$ <u>708,385.59</u>	GRAND TOTAL	

Check # 3460 in the amount of \$316.37 added to the Café account.
Motions carried.

Gerald Coble motioned, Gary Miller seconded, to approve the KSL group for e-rate services for e-rate funding year 15. Motion carried.

Don Yontosh motioned, Robert Seprish seconded, to approve the contract between R & A School Bus Company, Inc. for the transportation of students for the 2011-2012 school year. Motion carried.

Robert Seprish motioned, Jennifer Kerlin seconded, to approve the contract between Sones Transport, Inc. for the transportation of students for the 2011-2012 school year. Motion carried.

Gerald Coble motioned, Tim Kephart seconded, approve the 2011-12 West Branch Area School District Budget, in the amount of \$15,738,137, while maintaining a projected fund balance of \$2,497,942, representing a total appropriations and fund balance of \$18,236,079, and implementing the following tax rates:

91.4 mills for Clearfield County and 8.0 mills for Clinton County, requiring an adjustment to the millage due to a STEB market value shift per the PDE.

\$5.00 Per Capita (Section 679 School Code)

\$5.00 Per Capita (Act 511)
\$10.00 Occupation Tax (Act 511)
\$10.00 Local Service/Occupational Privilege Tax
0.50% Earned Income Tax (1.0% shared with municipalities, Act 511)
0.50% Real Estate Transfer Tax (1.0% shared with municipalities, Act 511)

Voice Roll Call: Mr. Miller—yes; Mr. Coble—yes; Mr. Smeal—yes; Mr. Kephart—yes; Mrs. Kerlin—yes; Mr. Allen—yes; Mr. Yontosh—yes; Mr. Seprish—yes; Mr. Kovalcin—yes. 9—yes; 0—no. Motion carried.

Mr. Kovalcin thanked Mr. McMillen for completing the budget and the hard work he put into a balanced budget.

Don Yontosh motioned, Gerald Coble seconded, to adopt, as presented, the 2011 Homestead and Farmstead Exclusion Resolution. Motion carried.

Melvin Smeal motioned, Don Yontosh seconded, to approve the following motions:

Approve the purchase of the following insurance renewals for 2010-11:

- A. Blue Cross/Blue Shield PPO Preferred (monthly rates):
- B. Professionals: Individual - \$494.49; Parent & Child(ren) - \$1,191.37; Two Person - \$1,332.59; and Family - \$1,528.40
- C. Non-Professionals: Individual - \$449.80; Parent & Child(ren) - \$1,083.73; Two Person - \$1,212.16; and Family - \$1,390.23
- D. Dental: Self-Funded through School Claims Service (monthly rates): Single- \$27.60; Parent & Child, Parent & Children, Two Person, and Family - \$64.77
- E. Insurance Policies through PSBA Insurance Trust (Broker: Burns & Burns Associates, Inc.) – The total 2011-12 insurance package of \$ represents a \$increase in premiums paid during 2011-12: (due to increase in appraised value of property).

Package Policy:

Property	\$ 16,281
General Liability	5,526
Business Auto	4,924
Reduced Deductible	5,934
Boiler and Machinery	4,887
Increased Liability	5,661
Limits	
School Board Legal Liability	7,500

Total Insurance Package	\$51,224
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- F. Employee Life/AD & D: Insurance through Madison National Life (Broker: National Insurance Services, Inc.) rates: \$0.155 / \$0.02 per \$1,000 per month through June 30, 2011.
- G. Workers' Compensation PSBA Insurance Trust (Broker: Burns & Burns Associates, Inc.): \$140,053 with an experience modification factor of 2.099 – Costs represent a 44.1% increase in premiums paid during 2010-11.
- H. Employee Long-term disability: Insurance through Madison National Life

(Broker: National Insurance Services, Inc.) rates: \$9.00 per month per life through June 30, 2011.

Approve the following re-appointments for 2011-12:

1. Walter Hopkins & Associates – local auditors at the rate of \$14,750 – Single Audit/GASB 34 and \$100.00 per hour for pre-audit/accounting services subject to status of records and needs of the District.
2. M&T Bank, Pennsylvania Government Local Investment Trust (PLGIT), Pennsylvania School District Liquid Asset Fund (PSDLAF), Robert W. Baird & Co (Investment Advisor), State's Treasurer's INVEST Program, all as depositories for district funds and investments.

Motions carried.

Gerald Coble motioned, Robert Seprish seconded, to authorize the Business Manager and local auditors to make necessary end-of-the year budgetary transfers to close out the 2010-11 school year and payment of all bills through the end of June 2011. Motion carried.

Don Yontosh seconded, Larry Allen seconded, approve the following bids for the 2011-2012 school year:

Bread products:

Vendor: : Bimbo Foods

Milk Products:

Vendor: : Gallikers

De-Icing Salt:

Vendor: : American Rock Salt

Motion carried.

Don Yontosh motioned, Melvin Smeal seconded, to defer the following bids for #2 Fuel Oil for the 2011-2012 school year:

No minimum number of gallons to be purchased has been implied or stated.

A. State Contract: Currently Mansfield Oil Co (contract # 4600014498) 2.87 cents + average weekly OPIS price per contract.

B. Vendor: _____ per gallon: \$_____.

Motion deferred.

Tim Kephart motioned, Don Yontosh seconded, approve completion of the annual inventory update with American Appraisal Associates, at a cost of \$975.00. Increase of \$25 from the previous year. This annual update is required to meet GASB 34 accounting requirements. Motion carried.

Larry Allen motioned, Gary Miller seconded, to approve Laura Coble to work an additional 80 hours to complete the inventory update. Gerald Coble abstained from voting due to candidate being his wife. Motion carried.

Tim Kephart motioned, Melvin Smeal seconded, approve the following lunch prices for the 2011-12 school year:
All increases are due to the Healthy Hunger-Free Kids Act of 2010 as addressed in USDA memorandum.

1. High School: \$ 2.05
2. Elementary School: \$ 1.95

Motion carried.

CORRESPONDENCE

NEW BUSINESS

Don Yontosh motioned, Larry Allen seconded, to authorize Board President to execute all documents to effectuate lease surrender and settle Little Pine Resources litigation, such documents to be approved by solicitor. Motion carried.

Don Yontosh motioned, Larry Allen seconded, to approve Kindercamp. Motion carried.

Gary Miller motioned, Don Yontosh seconded, for Nik Bisko to go ahead with the printer plan as presented. Motion carried.

Gary Miller motioned, Larry Allen seconded, for Nik Bisko to investigate and purchase the Bronze template thru School Wires in the amount of \$850. Motion carried.

Gerald Coble motioned, Melvin Smeal seconded, to amend policy # 707 for proposed usage rates. These will be reviewed on a yearly basis by the WBREC. Motion carried.

Don Yontosh motioned, Melvin Smeal seconded, to approve the formation of the foundation for the West Branch Revenue Enhancement Committee. Motion carried.

Don Yontosh motioned, Larry Allen seconded, to approve Jason McMillen a 2.8% raise for the 2011-2012 school year. Motion carried.

OLD BUSINESS

ADJOURN

Larry Allen motioned, Melvin Smeal seconded to adjourn the meeting at 9:02 p.m.

Kasi Jackson

Board Secretary