

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

DATE: January 24, 2012

The regular meeting of the West Branch Area School District Board of Directors was held January 23, 2012 at 7:15 p.m.

**MBRS
PRESENT**

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

**MBRS
ABSENT**

**OTHERS
PRESENT**

Kasi Woodring, Board Secretary; Michael Panek, Superintendent; Stephanie MacTavish, Tyler Kolesar, Sean Wechtenhiser, Elementary Principal; J.R. Holenchik, High School Principal; Jason McMillen, Business Manager; David Williamson, Athletic Director; David Nelson, Maintenance Supervisor; Lester Smeal, Holly Petriskey, Dane Danko, Brandy O'Hare, Shari Buck, PJ Monella, Don Trimpey, Holly Walker, Mel Curtis, Drew Baker, Phil Wood, Cindy Gormont, Jennifer Kerlin

**EXECUTIVE
SESSION**

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

**MINS
APPRVD**

Tim Kephart motioned, Melvin Smeal seconded, to approve the meeting minutes from December 22 and December 29, 2011. Motion carried.

**VACANT BOARD
SEAT**

Tim Kephart motioned, Don Yontosh seconded, to approve Chad Diviney for the vacant board seat. Voice Roll Call: Mr. Kephart—yes; Mr. Smeal—yes; Mr. Allen—yes; Mr. Coble—yes; Mr. Miller—yes; Mr. Seprish—yes; Mr. Yontosh—yes; Mr. Kovalcin—yes. 8—yes; 0—No. Motion carried.

Mr. Diviney was sworn in by Notary Cindy Gormont.

VISITORS

Mel Curtis and Drew Baker represented the Summer Youth Theater and asked permission for the use of the auditorium for the play "Fiddler on the Roof". Don Yontosh motioned, Larry Allen seconded, to approve the SYT to use the school facilities for the same rate as in 2011. Motion carried.

Brandy O'Hare and Shari Buck represented the PBS team and explained to the board why so many attendees should go to the annual PBS Forum conference.

**ADM
REPORTS**

Sean Wechtenhiser—

4SIGHT EXAMS

The elementary 4Sight exams in Reading and Math were recently completed. We are using this data to prepare for the upcoming PSSA exams.

TUTORING

We are beginning a new tutoring program for students in 5th grade in Reading and Math. Students will be tutored three days a week (Monday, Wednesday, and Friday) from 7:15 – 8:15. Students have been given the option of riding the

high school bus to school. All students were put into tutoring groups based on data from 4Sights and Study Island.

PBS REWARD DAY

In December we had our PBS half year reward assembly. Over 485 students earned a certificate for having no office referrals (no Level 3 or Level 4 infractions).

PBS PARENT MEETING

Before our latest PTO meeting we had a PBS presentation to interested parents about the Tier II PBS program. We had 7 parents attend the meeting. This is down from the almost 30 who attended the first meeting this year. The meeting was well received by those parents in attendance.

K-5 BENCHMARK ASSESSMENTS

We will be doing Benchmark Assessments for all students in grades K-5 starting tomorrow. This is more data we will have to use to identify individual student needs, and ways to accommodate those needs.

REPORT CARDS

Report cards will be sent home on January 30. Everything is running well with the electronic grade book program, and there are no concerns about getting report cards out to parents.

IN-SERVICE DAY

At our January 16 In-Service day the teachers worked on curriculum, preparation for PSSA exams, and had grade level meetings. The day was successful, and very well received by the teachers.

J.R. Holenchik—Welcomed Mr. Diviney to the board. Mr. Holenchik has been attending many grade level meetings and everything is running smooth.

Jason McMillen—Budget meeting was set for February 2, 2012 at 7:00 p.m. in the high school library.

David Williamson, Coord. Student Services / Athletic Director—Congratulated Lester Smeal for being announced as the Lezzer Lumber North Coach. Mr. Williamson also gave an update of the attendance for the year so far.

David Nelson, Maintenance Supervisor—Ordered a part for a repair in the boiler room.

Nik Bisko, Technology Director—Getting ready for summer projects. Working on inputting a teacher monitoring program on the computers.

Mike Panek, Superintendent—Welcomed Mr. Diviney to the board. Mr. Panek discussed the annual Performance Audit Report from the state. The district met all requirements and no findings or observations were found.

**WB REVENUE
COMMITTEE**

Reviewed the previous year, since the Alternative Education program was moved into the school, the district has saved almost \$205,000. The foundation is still looking for members to serve on the board. Letters will be sent out and anyone interested can send a letter to the Superintendent's Office.

CCCTC

No report.

PERSONNEL

Gary Miller motioned, Don Yontosh seconded, to approve Staci Spangler to the volunteer list. All paperwork has been received. Motion carried.

Gerald Coble motioned, Don Yontosh seconded to defer the motion to approve _____ as Café monitor. Hours are from 10:30 a.m. to 2:30 p.m., Monday thru Friday at the starting rate of 8.63/hr. _____ will start as soon as all necessary employment paperwork is completed. Motion deferred.

Don Yontosh motioned, Larry Allen seconded, to approve the following Conferences:

Jennifer Sproull to attend the PMEA In-Service Conference on April 18-21, 2012 in Lancaster. Registration cost is \$130; motel / meal cost is \$270; Mileage cost is \$92.50; sub cost is \$255. Total cost is \$747.50 paid for by TITLE II funds.

Angela Rosselli to attend the BCIT Professional Development on March 23, 2012 at IUP. Registration cost is \$30; Mileage cost is \$53.28; Sub cost is \$85. Total cost is \$168.28 paid for by TITLE II funds.

Kasi Woodring to attend the Annual PASPA Conference on February 29-March 2, 2012 in Harrisburg. Registration cost is \$375; Motel / Meal cost is \$419.63; Mileage cost is \$137.64. Total cost is \$932.27 paid for by Superintendent's Fund.

Sarah Ewing to attend the PASA Make and Take Workshop on February 8, 2012 at the CIU #10. Registration cost is \$10; sub cost is \$85. Total cost is \$95 paid for by ACCESS funds.

Lori Bollinger to attend the Best Practices for Teaching Spanish on March 13, 2012 at State College. Registration cost is \$225; Sub cost is \$85. Total cost is \$310 paid for by TITLE II funds.

Cindy Michaels to attend the Non Violent Crisis Intervention Training on February 14, 2012 at the CIU #10. Registration cost is \$40; sub cost is \$62.50. Total cost is \$125 paid for by ACCESS funds.

Rose Shaner to attend the Non Violent Crisis Intervention Training on February 14, 2012 at the CIU #10. Registration cost is \$40; sub cost is \$57.50. Total cost is \$125 paid for by ACCESS funds.

Wendy Fernburg to attend the Gifted Networking Meeting on February 15, 2012 at the CIU #10. Registration cost is \$15 paid for by ACCESS funds.

Michael Hughes to attend the Gifted Networking meeting on February 15, 2012 at the CIU #10. Registration cost is \$15; Sub cost is \$85. Total cost is \$100 paid for by ACCESS funds.

Michele Koleno to attend the Non Violent Crisis Intervention Training on February 27, 2012 at the CIU #10. Registration cost is \$40; sub cost is \$85. Total cost is \$125 paid for by TITLE II funds.

Cheri Cantolina to attend the Non Violent Crisis Intervention Training on February 27, 2012 at the CIU #10. Registration cost is \$40; sub cost is \$85. Total cost is \$125 paid for by TITLE II funds.

Sherri McGarvey to attend the Co-Teaching in the Inclusive Classroom on March 5, 2012 at State College. Registration cost is \$225; sub cost is \$85. Total cost is \$310 paid for by TITLE II funds.

Jennifer Brickley to attend the Co-Teaching in the Inclusive Classroom on March 5, 2012 at State College. Registration cost is \$225; sub cost is \$85. Total cost is \$310 paid for by TITLE II funds.

Jen Porter to attend the PASAP Conference on February 26-28, 2012 at the Penn Stater. Registration cost is \$330 paid for by Safe School Grant.

Erica Culler to attend the PASAP Conference on February 26-28, 2012 at the Penn Stater. Registration cost is \$330 paid for by Safe School Grant.

Betty Fry to attend to attend the PASAP Conference on February 26-28, 2012 at the Penn Stater. Registration cost is \$330; sub cost is \$170; Total cost is \$500 paid for by Safe School Grant.

Dana Swisher to attend to attend the PASAP Conference on February 26-28, 2012 at the Penn Stater. Registration cost is \$330; sub cost is \$170; Total cost is \$500 paid for by Safe School Grant.

Carrie Peterson to attend to attend the PASAP Conference on February 26-28, 2012 at the Penn Stater. Registration cost is \$330; sub cost is \$170; Total cost is \$500 paid for by Safe School Grant.

Scott Beer to attend the SAP Training on January 26, 2012 at Beachwood Falls Creek. There is no cost to the district.

Andrew Chimenti to attend the SAP Training on January 26, 2012 at Beachwood Falls Creek. There is no cost to the district.

Dave Nelson to attend the 2012 Capital Area Turf and Ornamental Winter School on January 30, 2012 in Grantville. Registration cost is \$70, mileage cost is \$143.19. Total cost is \$213.19 paid for by Maintenance Fund.

Ron Natalie to attend the 2012 Capital Area Turf and Ornamental Winter School on January 30, 2012 in Grantville. Registration cost is \$70, sub cost is \$63.20. Total cost is \$133.20 paid for by Maintenance Fund.

Motion carried.

Gary Miller motioned, Tim Kephart seconded, to approve the retirement of Susan Ropchock at the end of the 2011-2012 school year, in accordance to all rights and benefits under Article VI, Section G, paragraphs 1-6 of the "Early Retirement

Provision" as provided by the agreement between the WBEA and WBASD date July 1, 2009 thru June 30, 2013. Motion carried.

Tim Kephart motioned, Melvin Smeal seconded, to approve the following motions:

To approve Sarah Lumadue, Mark Norris and Shari Buck to complete coursework "Masters of Education Cohort" thru St. Francis University.

To approve Kelley Penvose and Kevin Hubler to complete coursework "Masters of Ed in Curriculum and Instruction" thru Clarion University.
Motions carried.

Robert Seprish motioned, Gary Miller seconded, to approve the following motions:

To approve Rose Shaner as elementary classroom aide. Hours will be from 8:45 a.m. to 3:00 p.m. Monday thru Friday. Hourly rate will be at the current contractual rate of \$10.00/hour, step 1.

To approve to advertise for the vacant Personal Care Aid position.

To approve Jose Guerra to the substitute café monitor list. All paperwork has been received.
Motions carried.

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

To approve Andrew Chimenti to complete coursework "Introduction to Educational Leadership and Educational Leadership Theory and Practice" thru Edinboro University.

To approve Sonja Knepp as café kitchen worker. Hours will be from 10:15 a.m. to 2:00 p.m., Monday thru Friday at the starting rate of 9.41/hr. Mrs. Knepp will start as soon as all necessary paperwork is completed.
Motions carried.

Gerald Coble motioned, Robert Seprish seconded, to approve Erica Culler, Cindy Etchison and two teachers from the PBS team to go to the PBS Forum conference on May 23 and 24, 2012. Motion carried.

Melvin Smeal motioned, Gerald Coble seconded, to approve and advertise for the Weight Room Supervisor job description. The supervisor will be split into three positions; fall, winter and spring seasons. The yearly compensation will also be divided into three. Mr. Williamson will advertise in-house. Motion carried.

Melvin Smeal motioned, Tim Kephart seconded, to approve the following motions:

To approve Nicole Petriskey to complete coursework "Standards Aligned System" thru the CIU #10.

To approve the following department head positions for the 2011-2012 school year, compensation will be \$1,050, pro-rated. Job requirements are to be met until June 30, 2012.

Chris Marsh—4th grade

Brandy O'Hare—5th grade

Phil Wood—6th grade

Jennifer Brickley—Social Studies

David Learish—Health/PE

Jennifer Sproull—Arts/Foreign Languages

Deb Moriarity—Special Education

Angela Rosselli—Career and Technology

Ronda Hanslovan—English

Chris Mason—Math

Dana Swisher—Science

Motions carried.

EDUCATION

Don Yontosh motioned, Larry Allen seconded, to approve the following motions:

Approve the International Club to go to New York City Metropolitan Museum on April 13, 2012. Approximately 40 students will be attending the trip. Cost to the district is \$170 for Subs and cost to the student is \$70 depending on fundraiser sales. Chaperones are Lori Bollinger and Colleen Viehdorfer.

Approve the 5th grade music to go to Chorus Fest. 5 students will be attending on March 30, 2012. Cost to the district is \$85 for a sub; student registration \$110; PMEA Membership \$110; gas for van \$50. There is no cost to the student. Motions carried.

TRANSPORTATION AND ATHLETICS

POLICY

FINANCE AND PURCHASE

Tim Kephart motioned, Melvin Smeal seconded, to approve the following motions:

Approve the Treasurer's Report for November and December.

Approve the following Disbursements from December / January.

| | | |
|------------------------|----------------------|---|
| \$ <u>16,518.20</u> | Athletic Account | (checks <u>10679</u> through <u>10779</u>) |
| \$ <u>92,457.23</u> | Cafeteria Account | (checks <u>34507</u> through <u>33536</u>) |
| \$ <u> </u> | Construction Account | (checks <u> </u> through <u> </u>) |
| \$ <u>1,189,376.72</u> | General Account | (checks <u>40528</u> through <u>40793</u>) |
| \$ <u>1,298,352.15</u> | GRAND TOTAL | |

Approve the activity account for November and December.
Motions carried.

CORRESPONDENCE

NEW BUSINESS

Don Yontosh motioned, Gary Miller seconded to allow Lester Smeal use the field from June 17-June 22 for the Lezzer Lumber North team to practice. There will

be no fee to the team. Motion carried.

OLD BUSINESS

ADJOURN

Don Yontosh motioned, Larry Allen seconded to adjourn the meeting at 8:15 p.m.

Kasi Woodring

Board Secretary