

OFFICIAL MINUTES
WEST BRANCH AREA SCHOOL
DISTRICT
MORRISDALE, PA

DATE: October 29, 2013

The regular meeting of the West Branch Area School District Board of Directors was held October 28, 2013 at 7:30 p.m.

**MBRS
PRESENT** Joe Kovalcin, Don Yontosh, Melvin Smeal, Gerald Coble, Chad Diviney, Larry Allen, Gary Miller, Christina Brown

**MBRS
ABSENT** Robert Seprish

**OTHERS
PRESENT** Michelle Dutrow, Superintendent; J.R. Holenchik, Senior High Principal; Nik Bisko, Technology Administrator; Wendy Fernburg, Supervisor of Special Education; Mark Mitchell, Elementary Principal; Jason McMillen, Business Manager; David Williamson; Athletic Director, Dave Nelson; Maintenance Supervisor, Tyler Kolesar, Holly Walker, Ron Mollura, Jane Prestash, Susan Betts, Curt Myers, Phyllis Gable, Cheryl Mertz-Kitko, Mary Krish-Zetts, Jim Emigh, Susan Pilosky, Holly Martin, Jen Kerlin, Dana Myers, Rachel Myers, Kyle Myers, Carol Beahan, Amy Cochran

**EXECUTIVE
SESSION** An executive session was held for personnel and litigation issues.

MEETING MINUTES Don Yontosh motioned, Mel Smeal seconded, to approve the meeting minutes from September 23, 2013. Motion carried.

**ADMINISTRATIVE
REPORTS** Joseph Holenchik—
· Parent-Teacher Conferences will be held on 11/14/2013
· Efforts are ongoing in the following areas as the high school faculty staff work on the following priority goals:

Mid-Level Science:

- Classroom Diagnostic Tools – this diagnostic test has been administered to all students in biology (9th/10th) and all 7th and 8th grades.
- USA Test Prep – this program has been purchased and is being used to compliment instruction as an extended learning opportunity.
- Department Meetings

Algebra I:

- ELO Classes – use of USA Test Prep as a diagnostic tool. Teachers are able to select specific areas of tests and, as a result, are able to differentiate instruction to meet the various needs of the students in the classes.
- Classroom Diagnostic Tools – this diagnostic test has been administered to
- PVAAS Growth Data – Kevin Hubler attended PVAAS training at the CIU 10. Training of this kind can help a teacher select students and areas to target for extended learning opportunities.
- Department Meetings

Wendy Fernburg—

- Community Based Instruction – continue to be in contact with various businesses (based on student interests and needs) in an attempt to secure agreements from them to participate in our community based instruction program for our Life Skills students. I was able to secure agreement from Dixon Com LLC in Philipsburg.
- Would like to share my appreciation for the eagerness on the part of the teachers to begin the Action Research Process; I have met with many of the teachers in this group and have been quite impressed with their research topics and their enthusiasm. I am anxious to meet with them again to discuss their progress and student achievement as a result of the research topic implementation.
- Peer coaching is underway and thus far I am being told the teachers are finding the process beneficial to both the inviting teacher as well as the coach.

Mark Mitchell—

- Met with each grade to go over writing curriculum
- Met with grade level heads to disseminate information to each grade
- Bus patrol assembly held 10/29/2013
- Fall festival will be held 11/1/2013
- Picture retake day 11/8/2013
- Parent-Teacher conferences held 11/14/2013

Jason McMillen—

- ARF Finalized
- Attended a kickoff breakfast at the Governor's Mansion on 10/17/2013
- Attended IDEA / ACCESS training on 10/23/2013

David Williamson—

- Girls Soccer became North Champs
- Volleyball won the inter-county championship

Nik Bisko—

- Working on new wireless plans to increase bandwidth for faster internet
-

CIU #10

Comprehensive Plan approved, will be on display at each district for 30 days. Next meeting will be held on Tuesday, November 26.

CCCTC

Received \$21,000 in grants for the truck driving / welding programs

BOARD

Mrs. Dutrow presented Larry Allen with a certificate for serving on the board for 8 years.

Don Yontosh motioned, Mel Smeal seconded, to approve the creation of a Board Finance Committee for the 2013-2014 school year. Members are Joe Kovalcin, Mel Smeal, Chad Diviney and Don Yontosh. Motion carried.

PERSONNEL

Don Yontosh motioned, Mel Smeal seconded, to approve Debra Killion and Jaime Lutz to the classroom volunteer list; Heather Brannon and Brooke Johns to the substitute teacher list. All paperwork has been completed. Motion carried.

Chad Diviney motioned, Don Yontosh seconded, to approve Cheryl Mertz-Kitko as WB Elementary Instructional Paraprofessional at the starting rate of \$9.13/hr. as per the WBESP current contract. Hours are from Monday thru Friday from 8:45 a.m. to 3:00 p.m., effective October 29, 2013. Motion carried.

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

Approve the resignation of Michelle Turner, Health Office Assistant, effective November 1, 2013.

Approve the resignation of Connie Shimmel, Personal Care Aide, effective October 11, 2013. Ms. Shimmel would like to be placed on the sub and volunteer lists at WB. Motions carried.

EDUCATION

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

Approve the formation of the Technology Club, advisors will be Nik Bisko and Aaron Prisk.

Approve the Teen Court Program to go to the Clearfield County Courthouse on Friday, November 1, 2013. Cost to the district is \$85 for a substitute and cost to the student is lunch at McDonalds. (Information Only: Approximately 10 students will be attending the trip and chaperone is Joe Matson.)

Motions carried.

TRANSPORTATION & ATHLETICS

Don Yontosh motioned, Chad Diviney seconded, to approve Nik Bisko as the Assistant Jr. High Boys Basketball Coach. Motion Carried.

Don Yontosh motioned, Gerald Coble seconded, to defer the motion to approve the Assistant Jr. High Wrestling Coach position. Motion deferred.

Melvin Smeal motioned, Don Yontosh seconded, Dave Learish as the Varsity Head Baseball Coach. Motion carried.

Don Yontosh motioned, Melvin Smeal seconded, to defer the Varsity Head Softball Coach position. Motion deferred.

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

Approve the winter athletic requisition bids as presented:

Wrestling:

Sportsmans – \$291.80

Deman's – \$65.00

Hydration Depot - \$342.48

BSN Sports - \$16.48

TOTAL: \$715.76

Boys Basketball:

Sportsmans – \$91.20
 Hydration Depot - \$141.43
 Deman's - \$53.95

KBA Coach - \$79.95
 BSN Sports - \$267.64;

TOTAL: \$634.17**Girls Basketball:**

KBA Coach – \$299.95
 BSN Sports - \$522.12

Sportsmans – \$5.80

TOTAL: \$827.87**Wrestling Uniforms:**

Pursuit Sports - \$3,316.40

Approve the following winter volunteer coaches:

Wrestling: David Williamson, Jared Ricotta, Gary Parks, Terry Smeal,
 Scott Slippey

Boys Basketball: Chad Koleno, Phil Wood

Girls Basketball: Dave Catanzaro

Motions carried.

**BUILDINGS &
GROUNDS**

Don Yontosh motioned, Gary Miller seconded, approve a 1 year Preventative Maintenance Service / Inspection agreement with Cleveland Brothers Equipment Company, Inc. for the High School and Elementary emergency generators for the cost of \$1,615.00. The agreement shall begin on Nov. 1, 2013. Motion carried.

**FINANCE AND
PURCHASE**

Melvin Smeal motioned, Chad Diviney seconded, to approve the following motions:

Approve the Treasurer's Report September

Approve the following Disbursements from September / October.

\$ 4,995.27	Athletic Account	checks 11459 through 11518
\$ 51,831.08	Cafeteria Account	checks 3796 through 3808
\$	Construction Account	checks through
\$ 657,686.55	General Account	checks 42896 through 43013
<u>\$ 714,512.90</u>	GRAND TOTAL	

Approve the Activity Account for September.

ADJOURN

Don Yontosh motioned, Larry Allen seconded to adjourn the meeting at 8:09 p.m.

Kasi Woodring

Board Secretary