

OFFICIAL MINUTES
WEST BRANCH AREA SCHOOL
DISTRICT
MORRISDALE, PA

DATE: June 25, 2013

The regular monthly meeting of the West Branch Area School District Board of Directors was held June 24, 2013 at 7:23 p.m.

**MBRS
PRESENT** Joe Kovalcin, Don Yontosh, Melvin Smeal, Gary Miller, Gerald Coble, Chad Diviney, Robert Seprish

**MBRS
ABSENT** Tim Kephart, Larry Allen

**OTHERS
PRESENT** Michelle Dutrow, Superintendent; Jason McMillen, Business Manager; J.R. Holenchik, Senior High Principal; Dave Nelson, Maintenance Supervisor; Nik Bisko, Technology Administrator; David Williamson, Athletic Director; Tyler Kolesar, Stephanie MacTavish, Lester Smeal, Ron Mollura, Holly Walker, Dan Stilson, Holly Petriskey, PJ Monella, Susan Pilosky, Mark Mitchell, Allison Koleno, Len Coal, Pat Shive, Tom Veres

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

MEETING MINUTES Mel Smeal motioned, Don Yontosh seconded, to approve the meeting minutes from May 22, 2013. Motion carried.

VISITORS

**ADMINISTRATIVE
REPORTS** JR Holenchik, High School Principal—
The awards banquet was held on May 23.
Summer school will start on July 8, there is no cost to the district; the program met all requirements and will pay for itself.
The Alternative Education grant was completed and submitted; Mr. Holenchik just needs to contact Learning Lamp to get a confirmation on the price.
Safe Schools report is completed and the handbooks and scheduling is underway.
The raw data for the PSSA scores are in, we are yet to receive AYP determination.

David Williamson, Athletic Director—
98 athletes had their physical done at the school.
Girls Cross Country had the best GPA and will receive their names on the trophy for the 2012-2013 school year.
Concussion Baseline testing has been scheduled for August 6 & 8, 2013.

CIU #10 Meeting will be held Thursday, June 27, 2013 at 6:30 p.m. in the Clinton Room.

CCCTC No Report.

BOARD

Don Yontosh motioned, Melvin Smeal seconded, to approve the resignation of Tim Kephart, Board member, effective immediately. Motion carried.

Don Yontosh motioned, Gerald Coble seconded, to advertise for the vacant board position. Motion carried.

PERSONNEL

Don Yontosh motioned, Gary Miller seconded, to approve Colleen Viehdorfer to the substitute teacher list; Rachel Smith to the substitute cafeteria list; Cindy Gormont to the substitute clerical list and Brenna Aileo, Mary Brewer and Patti Josephson to the volunteer list. All paperwork has been received. Motion carried.

Don Yontosh motioned, Mel Smeal seconded, to approve Gerald Coble as CIU #10 Representative for a three year term. Motion carried.

Don Yontosh motioned, Chad Diviney seconded, to approve the following motions:

Transfer Ashley White, WB High School Family Consumer Science teacher to WB Elementary Title 1 Reading Specialist position, effective 2013-2014 school year. (Mrs. White will be replacing Karen Kochkodin, due to retirement, personnel item # 8, February 25, 2013 Board Agenda).

Approve the voluntary transfer of Shari Buck, WB Elementary 3rd grade teacher, voluntary transfer to WB Elementary 4th grade teacher, effective 2013-2014 school year.

Approve the voluntary transfer of Kristi Gibson, WB Elementary 1st grade teacher, voluntary transfer to WB Elementary Kindergarten grade teacher, effective 2013-2014 school year.

Approve the voluntary transfer of Rebecca Lutchko, WB Elementary 2nd grade teacher, voluntary transfer to WB Elementary 3rd grade teacher, effective 2013-2014 school year. (Mrs. Lutchko will be replacing Shari Buck, due to transfer, personnel item #4, June 24, 2013 Board Agenda).

Approve the voluntary transfer of Shelvea Strible, WB High School Café Kitchen worker, hours 10:15 a.m.—2:00 p.m., voluntary transfer to WB High School Café Kitchen worker, hours 9:45 a.m.—2:00 p.m., effective 2013-2014 school year. (Mrs. Strible will be replacing Andrea Corrigan, due to resignation, new business item #1, May 22, 2013 Board Agenda).

Motions carried.

Robert Seprish motioned, Melvin Smeal seconded, to approve Erica Hall, as WB Elementary Cafeteria Kitchen Worker, hours are from 10:15 a.m.—2:00 p.m. at the starting WBESP contract rate of \$9.91/hr., effective 2013-2014 school year. (Ms. Hall will be replacing Wendy McGonigal, due to resignation, new business item #1, May 22, 2013 Board Agenda).

Don Yontosh motioned, Gary Miller seconded, to approve Mark Mitchell as WB Elementary Principal, effective no later than August 19, 2013 at the starting salary of \$72,000. Mr. Mitchell will follow the ACT 93 contract. Motion carried.

Gerald Coble motioned, Robert Seprish seconded, to approve Norman "Butch" Emigh as WB Elementary Café Monitor, effective 2013-2014 school year at the starting WBESP contract rate of \$9.13/hr., approximately four hours a day. (Mr.

Emigh will be replacing Samantha Lannen, due to transfer, personnel item #7, April 22, 2013 Board Agenda). Motion carried.

Melvin Smeal motioned, Robert Seprish seconded, to approve the resignation of Scott Slippey, Assistant Junior High Wrestling Coach, effective May 29, 2013 and the resignation of Dave Breon, Girls' Varsity Head Softball Coach, effective June 8, 2013. Motions carried.

EDUCATION

Chad Diviney motioned, Robert Seprish seconded, to recommend the following textbooks at West Branch Elementary School be declared surplus:

Harcourt Math, Harcourt School Publishers, Copyright 2002, ISBN# 0-15-320750-7, 60 books

Pre-Algebra, Glencoe McGraw-Hill, Copyright 2008, ISBN# 978-0-07-873818-0, 25 books

Interactive Study Notebooks that go with the Pre-Algebra books, 29 books
Motion carried.

Melvin Smeal motioned, Don Yontosh seconded, to approve the curtailment of the Family Consumer Sciences program at the high school, effective 2013-2014 school year (mandated curriculum to be integrated into existing courses of study). Motion carried.

Don Yontosh motioned, Melvin Smeal seconded, to approve the High School Improvement Plan, as presented. Motion carried.

TRANSPORTATION AND ATHLETICS

Melvin Smeal motioned, Robert Seprish seconded, approve the following bids for athletic supplies for the Fall 2013:

Girls Soccer: Soccer Master - \$290.25; Eurosport - \$254.14; Sportsmans - \$47.21; Hydration Depot - \$147.14.

Girls Volleyball: Sportsmans - \$876.28

Cross Country: Great Lake Sports - \$26.89

Football: Sportsmans - \$2,009.40; Hydration Depot - \$659.56; Riddell - \$931.00

Trainer Supplies: Arrowhead Athletics - \$607.20; Medco Sports Medicine - \$1,295.10

Motion carried.

Melvin Smeal motioned, Don Yontosh seconded, approve the following admission prices for athletic events for the 2013-2014 school year:

Varsity Football:	Adults \$4.00	Students \$2.00
JV Football:	Adults \$2.00	Students \$1.00
Jr. High Football:	Adults \$2.00	Students \$1.00
Volleyball:	Adults \$3.00	Students \$1.00
Jr. High Girls Basketball:	Adults \$2.00	Students \$1.00
JV/V Boys Basketball:	Adults \$3.00	Students \$1.00
JV/V Girls Basketball:	Adults \$3.00	Students \$1.00
Wrestling:	Adults \$3.00	Students \$1.00

Jr. High Boys Basketball: Adults \$2.00 Students \$1.00
Motion carried.

Don Yontosh motioned, Robert Seprish seconded, to approve the purchase of the girls' soccer uniforms at the cost of \$3,008 from Sportsmans. Motion carried.

Melvin Smeal motioned, Chad Diviney seconded, approve the contract with R & A School Bus Company, Inc. for the transportation of students for the 2013-2014 school year. Motion carried.

Robert Seprish motioned, Melvin Smeal seconded, to approve the contract with Sones Transport, Inc. for the transportation of students for the 2013-2014 school year. Motion carried.

Melvin Smeal motioned, Robert Seprish seconded, approve the MOU with Long Motor Buses, Inc. for the transportation of students for the 2013-2014 through the 2015-16 school years. Motion carried.

Don Yontosh motioned, Gary Miller seconded, to approve the following volunteer coaches for the Fall Athletic season, as recommended by the Athletic Director. (All have completed clearances and mandatory child abuse training)
Football: John White, Terry Smeal
Cross Country: Dave Catanzaro
Girls Soccer: Pat Stagi, Ted Crowell, Ed Bowman
Volleyball: Taylor Trude, Rhonda Trude
Motion carried.

FINANCE AND PURCHASE

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

Approve the Treasurer's Report May.

Approve the following Disbursements from May / June.

\$ 473.95	Athletic Account	checks 11375	through 11377
\$ 49,733.77	Cafeteria Account	checks 3745	through 3768
\$ 520,771.51	General Account	checks 42497	through 42590
\$ 570,979.23	GRAND TOTAL		

Approve the activity account for May.

Authorize the Business Manager and local auditors to make the necessary end-of-year budgetary transfers to close out the 2012-13 school year and payment of all bills through the end of June 2013.

Motions carried.

Gary Miller motioned, Robert Seprish seconded, to approve the completion of the annual inventory update with American Appraisal Associates, at a cost of \$1,015.00. Increase of \$15 from the previous year. This annual update is required to meet GASB 34 accounting requirements. Motion carried.

Don Yontosh motioned, Melvin Smeal seconded, approve the following appointment for 2013-14:

Iron Furnace – local auditors at the rate of \$10,250 – Single Audit/GASB 34 and \$0 per hour for pre-audit/accounting services subject to status of records and needs of the District. Voice Roll Call: Mr. Smeal—yes; Mr. Diviney—yes; Mr. Yontosh—yes; Mr. Miller—yes; Mr. Seprish—yes; Mr. Coble—yes; Mr. Kovalcin—yes. 7—yes; 0—no. Motion carried.

Don Yontosh motioned, Melvin Smeal seconded, approve the following appointment for 2013-14:

M&T Bank, CNB 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. Voice Roll Call: Mr. Smeal—yes; Mr. Diviney—yes; Mr. Yontosh—yes; Mr. Miller—yes; Mr. Seprish—yes; Mr. Coble—yes; Mr. Kovalcin—yes. 7—yes; 0—no. Motion carried.

Don Yontosh motioned, Gerald Coble Seconded, to approve the following bids for the 2013-2014 school year:

Milk products: Sandra Burkett DBA Ronald W. Orstrosky Dist.

De-Icing Salt: American Rock Salt \$63.27/ton

Bread products: Bimbo Bakeries USA

Wood: Forest County Wood Products - \$3,297.50

Heating Oil: Christoph Mitchell - \$3.056 / gallon / fixed price

Voice Roll Call: Mr. Smeal—yes; Mr. Diviney—yes; Mr. Yontosh—yes; Mr. Miller—yes; Mr. Seprish—yes; Mr. Coble—yes; Mr. Kovalcin—yes. 7—yes; 0—no. Motion carried.

Gerald Coble motioned, Melvin Smeal seconded, to approve to adopt the 2013 Homestead and Farmstead Exclusion Resolution. Motion carried.

Melvin Smeal motioned, Chad Diviney seconded, to approve the following insurance renewals for 2013-14:

Blue Cross/Blue Shield PPO Preferred (monthly rates) all increases are due to the cost of the Affordable Care Act:

Professionals: Individual - \$522.01; Parent & Child(ren) - \$1,256.53; Two Person - \$1,404.81; and Family - \$1,615.47

Non-Professionals: Individual - \$475.08; Parent & Child(ren) - \$1,143.50; Two Person - \$1,278.35; and Family - \$1,470.40

Dental: Self-Funded through School Claims Service (monthly rates including admin fee): Single- \$20.75; Parent & Child, Parent & Children, Two Person, and Family - \$56.09

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, 2014.

Employee Long-term disability: Insurance through Madison National Life (Broker: National Insurance Services, Inc.) rates: \$9.00 per month per life through June 30, 2014.

Voice Roll Call: Mr. Smeal—yes; Mr. Diviney—yes; Mr. Yontosh—yes; Mr. Miller—yes; Mr. Seprish—yes; Mr. Coble—yes; Mr. Kovalcin—yes. 7—yes; 0—no. Motion carried.

Gerald Coble motioned, Robert Seprish seconded, to approve the 2013-14 West Branch Area School District Budget, with revenues in the amount of

\$14,984,535, while maintaining a projected fund balance of \$3,557,082, representing a total appropriations of \$15,321,546, and implementing the following tax rates:
94.1 mills for Clearfield County and 9.8 mills for Clinton County.
\$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. Smeal—yes; Mr. Diviney—yes; Mr. Yontosh—yes; Mr. Miller—yes; Mr. Seprish—yes; Mr. Coble—yes; Mr. Kovalcin—yes. 7—yes; 0—no. Motion carried.

Robert Seprish motioned, Melvin Smeal seconded, to approve the purchase of the following insurance renewals for 2013-2014: Insurance Policies through Broker: Burns & Burns associates, Inc.

Property & General Liability	\$41,214
Auto	\$4,567
School Leaders Legal Liability	\$9,605
Umbrella	\$6,228
Total	\$61,614

Voice Roll Call: Mr. Smeal—yes; Mr. Diviney—yes; Mr. Yontosh—yes; Mr. Miller—yes; Mr. Seprish—yes; Mr. Coble—yes; Mr. Kovalcin—yes. 7—yes; 0—no. Motion carried.

OTHER ITEMS FOR DISCUSSION

Melvin Smeal motioned, Robert Seprish seconded, to cancel the regular monthly board meeting for July. Motion carried.

Gerald Coble motioned, Robert Seprish seconded, to approve the Business Office to pay the bills thru the end of July. Motion carried.

Don Yontosh motioned, Gary Miller seconded, to approve the Football Camp to go to Edinboro from July 14-17, 2013. Motion carried.

Don Yontosh motioned, Melvin Smeal seconded, to approve Dave Nelson to get bids to fix one the transmission in one of the 2000 GMC 3500 vans, not to exceed \$2,000. Motion carried.

ADJOURN

Don Yontosh motioned, Melvin Smeal seconded to adjourn the meeting at 7:52 p.m.

Kasi Woodring

Board Secretary