

WEST BRANCH AREA SCHOOL DISTRICT

REGULAR SESSION

JUNE 27, 2016

Members Present: Joseph M. Kovalcin, Don Yontosh, Melvin Smeal, Chad Diviney, Christina Brown, Paul Carr, Christina Brown, Robert Seprish, Larry Allen

Members Absent:

Media Present: Tyler Kolesar, The Progress News

Administration Present: Joseph Holenchik, David Williamson, David Nelson, Nik Bisko, Michelle Dutrow, Jason McMillen, Allison Koleno, Mark Mitchell

Others Present: Kasi Woodring, Ron Mollura, Holly Petriskey, Holly Walker, Justin Koleno, Shari Buck, Brooke Walton

**OPENING EXERCISES**

President Joseph Kovalcin called the meeting to order at 6:50p.m. All present were asked to stand and pledge allegiance to the American Flag.

**EXECUTIVE SESSION**

The Board met in executive session from 6:51 p.m.—7:45 p.m. for personnel reasons.

**MINUTES**

Mr. Don Yontosh, in the form of a motion, recommended to approve the meeting minutes from May 12, 2016. Mr. Mel Smeal seconded the motion, and it was carried with a vote of 9-0-0.

**ADMINISTRATIVE REPORTS**

JR Holenchik, Secondary Principal—

- Congratulated graduation class of 2016 and Mrs. Brickley for her work with the ceremony arrangement.
- Provided tentative master schedule to teachers at end of school year.
- Continuing to work on handbooks, reporting due to PDE, and reports for the upcoming school year.

Mark Mitchell, Elementary Principal—

- Held PreK graduation on June 17<sup>th</sup>; well attended.
- Continuing to work on schedules for upcoming school year.
- Continuing to work on handbooks, reporting due to PDE, and reports for the upcoming school year.

Allison Koleno, Principal of Special Student Programs—

- Completed follow-up for Special Education Audit review.
- Prepared for ESY. Will run from July 5-28, 2016.

Jason McMillen, Business Manager—

- Prepared final budget for approval.
- Completed bid process for wood chips, rough cut lumber, ice-melt/rock salt and heating oil.

David Williamson, Athletic Director—

- Wrapped up spring athletic season.
- Held physicals for fall athletes. 110 packets have been received.

- Set up transportation for ESY.

Dave Nelson, Maintenance Supervisor—

- Continued with summer cleaning.

Nik Bisko, Technology Administrator—

- Renewed contract with Comcast, now have 1,000 mig connection instead of 100 mig connection.

### **CUI**

- Reported the incarcerated youth graduation rate as 89%. 9 students
- Explored options for building an outdoor learning place.

### **PERSONNEL**

Mr. Don Yontosh, in the form of a motion, recommended to approve the following motions:

C. Cantolina  
3<sup>rd</sup> Grade  
Head      Approve the resignation of Cheri Cantolina as 3<sup>rd</sup> Grade Head Teacher, effective June 2, 2016.

B. Fry Stud.  
Gov't. Co-  
Adv.      Approve the resignation of Betty Fry, Student Government Co-advisor, effective June 2, 2016.

Mr. Paul Carr seconded the motion and it was carried with a vote of 9-0-0.

C. Lindstrom  
PreK  
Teacher      Mr. Don Yontosh, in the form of a motion, recommended to hire Casey Lindstrom as Pre-K Teacher, beginning with the 2016-2017 school year, at the starting salary of \$40,000 (Step 1 Bachelor's Degree). (New position-Grant Funding) Mr. Mel Smeal seconded the motion and it was carried with a vote of 9-0-0.

L. Carter  
Elem.  
Teacher      Mr. Don Yontosh, in the form of a motion, recommended to hire Lindera Carter as Elementary Classroom Teacher, beginning with the 2016-2017 school year, at the starting salary of \$46,950 (Step 3 Master's Degree). Mrs. Carter will be replacing Brooke Walton due to reassignment. (May 23 board agenda, personnel #3) Mr. Paul Carr seconded the motion and it was carried with a vote of 9-0-0.

D. Knopick  
Sec. Math  
Teacher      Mr. Don Yontosh, in the form of a motion, recommended to hire Danielle Knopick as Secondary Math Teacher at the starting salary of \$44,000 (Step 1, Master's Degree). Ms. Knopick will be replacing Greg Hubler due to reassignment. (May 23, 2016 board agenda, personnel #5). Mr. Paul Carr seconded the motion and it was carried with a vote of 9-0-0.

E. Johnson  
Lifeskills  
Teacher      Mr. Don Yontosh, in the form of a motion, recommended to hire Erin Johnson as Special Education Teacher, beginning with the 2016-2017 school year, at the starting salary of \$40,00 (Step 1 Bachelor's Degree). Ms. Johnson will be replacing Mary Beth Moslak, due to reassignment (April 25, 2016 board agenda, personnel #9). Mr. Chad Diviney seconded the motion and it was carried with a vote of 9-0-0.

J. Guerra  
Custodian      Mr. Don Yontosh, in the form of a motion, recommended to hire Jose Guerra as Custodian to the District, hours are from Monday to Friday 10:00 p.m. to 6:30 a.m. at the starting salary of \$14.52/hr. Mr. Guerra will be replacing Tim Beveridge due to reassignment (May 23, 2016 board agenda, personnel #4). Mr. Larry Allen seconded the motion and it was carried with a vote of 6-3-0. Voice Roll Call: Mrs. Brown—yes; Mr. Seprish—yes; Mr. Allen—yes; Mr. Yontosh—yes; Mr. Carr—no; Mr. Smeal—no; Mr. Coble—no; Mr. Diviney—yes; Mr. Kovalcin—yes. 6—yes; 3—no.

Mr. Paul Carr, in the form of a motion, recommended to approve the following motions:

- Volunteers Approve Holly Elensky to the volunteer list, all paperwork has been received.
- D. Cherry Approve Denise Cherry as Treasurer to the District for the 2016—2017 school year.  
Treasurer Mr. Don Yontosh seconded the motion and it was carried with a vote of 9-0-0.
- Mr. Don Yontosh, in the form of a motion, recommended to approve the following motions:
- K. Woodring Approve Kasi Woodring as Secretary to the Board of Education for the 2016—2017  
Board Sec. school year.
- J. McMillen Approve Jason McMillen as alternate Secretary to the Board of Education for the  
Alt. Board. 2016—2017 school year.  
Sec. Mr. Larry Allen seconded the motion and it was carried with a vote of 9-0-0.

## **EDUCATION**

- Textbooks Mr. Don Yontosh, in the form of a motion, recommended to approve the following motions:
- Approve the following Chemistry textbooks at a cost of \$5,884.05 (funds to be paid from the 2016—2017 Educational / Professional Programs Budget):
- |                            |                           |               |
|----------------------------|---------------------------|---------------|
| Modern Chemistry<br>(2012) | Houghton Mifflin Harcourt | Holt McDougal |
|----------------------------|---------------------------|---------------|
- Approve the following 8<sup>th</sup> Grade Math textbooks at a cost of \$8,068.46 (funds to be paid from the 2016—2017 Educational / Professional Programs Budget):
- |         |                           |               |
|---------|---------------------------|---------------|
| Go Math | Houghton Mifflin Harcourt | Walker (2014) |
|---------|---------------------------|---------------|
- Approve the following 11<sup>th</sup> Grade Social Studies textbooks at a cost of \$12,881.22 (funds to be paid from the 2016—2017 Educational / Professional Programs Budget):
- |               |             |                |
|---------------|-------------|----------------|
| World History | McGraw Hill | Glencoe (2016) |
|---------------|-------------|----------------|
- Approve the following Business textbooks at a cost of \$2,032.96. (funds to be paid from the 2016—2017 Educational / Professional Programs Budget):
- |                     |                 |                     |
|---------------------|-----------------|---------------------|
| Microsoft Word 2013 | B.E. Publishing | Microsoft Word 2013 |
|---------------------|-----------------|---------------------|
- Mr. Larry Allen seconded the motion, and it carried with a vote of 9-0-0.
- Parent & Student Handbook Mr. Don Yontosh, in the form of a motion, recommended to approve the following motions:
- Approve the Elementary Parent and Student Handbook for the 2016—2017 school year.
- Approve the Secondary Parent and Student Handbook for the 2016—2017 school year.
- Mr. Mel Smeal seconded the motion, and it carried with a vote of 9-0-0.

Sports Camps Mr. Don Yontosh, in the form of a motion, recommended to approve the following motions:

WB Cheerleading Program to attend Pine Forest Cheer Camp from August 14-17, 2015. Cost to the District is for transportation and cost to the student is \$249; students will fundraise as needed. (Information Only: Camp is voluntary for Cheerleaders. Chaperones are Stephanie Graboski and Tiffany Parks).

WB Lady Warrior Soccer to attend Soccer Camp at Clarion University from July 14-17, 2016. Cost to the district is for transportation. Players will fundraise for student costs. (Information Only: 9 students will be attending camp. Chaperones are Alicia Lutz, Angie Fenush, Clark Dale, Denise Cherry, Taylor Eirich, Kevin Myers).

WB Volleyball to attend Volleyball Camp at Youngstown, OH from July 8-10, 2016. Cost to the District is for transportation and there is no cost to the student. (Information Only: 10 students will be attending the trip. Chaperones are Terry Trude and Mariah McDowell).

Mr. Paul Carr seconded the motion, and it carried with a vote of 9-0-0.

### **BUILDINGS & GROUNDS**

FB Sidewalk Mr. Don Yontosh, in the form of a motion, recommended to approve to seek engineer specifications for the proposed football stadium sidewalk. Mr. Mel Smeal seconded the motion, and it carried with a vote of 9-0-0.

Paving Project Mr. Paul Carr, in the form of a motion, recommended to approve paving bid for the parking lot project in the amount of \$305,660.80 from Glenn O. Hawbaker. Mr. Don Yontosh seconded the motion, and it carried with a vote of 9-0-0.

Softball Batting Cages Mr. Don Yontosh, in the form of a motion, recommended to approve a softball batting cage / warm up area on the West side of the Little League. Mr. Chad Diviney seconded the motion, and it carried with a vote of 9-0-0.

### **TRANSPORTATION & ATHLETICS**

Mr. Don Yontosh, in the form of a motion, recommended to approve the following motions:

Cheerleading MOU Approve the Memorandum of Understanding (MOU) between the West Branch Educational Association (WBEA) and the West Branch Area School District in reference to staffing the WB Cheerleading Program.

Spring Coach retention Approve the recommendation to retain all Spring coaches and the Athletic Trainer for the 2016-2017 school year. Sports include Varsity Baseball, Junior High & Varsity Softball, Track & Field.

Athletic Handbooks Approve the Coaches Athletic handbook for the 2016—2017 school year.

Approve the Student Athletic handbook for the 2016—2017 school year.

Mr. Mel Smeal seconded the motion, and it carried with a vote of 9-0-0

Van Contracts Mr. Paul Carr, in the form of a motion, recommended to approve the following motions:

Approve the van contract with Sones Transportation for the 2016—2017 school year.

Approve the van contract with R&A Transportation for the 2016—2017 school year.

Mr. Don Yontosh seconded the motion, and it carried with a vote of 9-0-0.

D. Williamson  
Asst. Wrest.  
Coach  
Mr. Don Yontosh, in the form of a motion, recommended to approve David Williamson as the Assistant Varsity Wrestling Coach. Mr. Paul seconded the motion, and it carried with a vote of 9-0-0.

J. Koleno Var.  
Girls BB Coach  
Mr. Don Yontosh, in the form of a motion, recommended to approve Justin Koleno as the Varsity Head Girls basketball coach. Mr. Paul Carr seconded the motion, and it carried with a vote of 9-0-0.

Mr. Don Yontosh, in the form of a motion, recommended to approve the following volunteers to various fall athletic teams:

- Football: Terry Smeal, Justin Koleno, Gary Hubler, Charles Howe, John White, Morgan Selepack and Terry Williams
- Cross Country: Dave Catanzaro
- Girls Soccer: Tyler Crock, Taylor Eirich, Angie Fenush, Alicia Lutz
- Volleyball: Mary Beth Moslak, Ashley Cali, Taylor Trude, Rhonda Trude

Mr. Mel Smeal seconded the motion, and it carried with a vote of 9-0-0.

**POLICY**

1<sup>st</sup> Reading  
Mr. Paul Carr, in the form of a motion, recommended to approve the first reading of the following policies:

- I. Policy 626—Federal Fiscal Compliance
- II. Policy 626.1—Travel Reimbursement – Federal Programs
- III. Policy 808—Food Services
- IV. Policy 827—Conflict of Interest

Mr. Robert Seprish seconded the motion, and it carried with a vote of 9-0-0.

2<sup>nd</sup> Reading  
Mr. Don Yontosh, in the form of a motion, recommended to approve the second reading of the following policies:

- I. Policy 609—Investment of District Funds
- II. Policy 823—Naloxone

Mr. Paul Carr seconded the motion, and it carried with a vote of 9-0-0.

**FINANCE & PURCHASE**

Disburse-  
ments  
Mr. Paul Carr, in the form of a motion, recommended to approve the following Disbursements from May/June 2016.

\$ 55,121.75	Cafeteria Account	checks 4068 through 4086
\$ 441,974.67	General Account	checks 46915 through 47056
<hr/>		
\$ 497,096.42	<b>GRAND TOTAL</b>	

Mr. Don Yontosh seconded the motion and it was carried with a vote of 8-0-1. Mr. Carr abstained from voting due to his sibling receiving funds from the district.

Treasurers Report / Activity Acct.

Mr. Paul Carr, in the form of a motion, recommended to approve the Treasurers Report for March and approve the Activity Account for May. Mr. Don Yontosh seconded the motion and it was carried with a vote of 8-0-0.

S4T Agreement

Mr. Paul Carr, in the form of a motion, recommended to approve the Addendum to the Agreement between Source4Teachers LLC and West Branch Area School District. Mr. Don Yontosh seconded the motion and it was carried with a vote of 9-0-0.

End-of-year budget transfers

Mr. Paul Carr, in the form of a motion, recommended to approve the Business Manager and local auditors to make the necessary end-of-year budgetary transfers to close out the 2015-16 school year and payment of all bills through the end of June 2016. Mr. Don Yontosh seconded the motion and it was carried with a vote of 9-0-0.

Bids

Mr. Don Yontosh, in the form of a motion, recommended to approve the following bids for the 2016-2017 school year:

1. De-Icing Salt: American Rock Salt at \$72.73/ton.
2. Heating Oil: WM. G. Satterlee at \$1.9815/gal.
3. Rough Cut Lumber - Red Oak 350 bd/ft, Poplar 300 bd/ft, Cherry 200 bd/ft, Hard Maple 50 bd/ft: Rorabaugh Lumber at \$1,287

Mr. Paul Carr seconded the motion, and it carried with a vote of 9-0-0.

Mr. Don Yontosh, in the form of a motion, recommended to approve the following bids for the 2016-2017 school year:

Wood Chips for Bio-mass Boiler:

Tom Carr Trucking at \$53/ton – three year contract (Year 1)  
at \$53/ton – three year contract (Year 2)  
at \$53/ton – three year contract (Year 3)

Mr. Mel Smeal seconded the motion and it was carried with a vote of 8-0-1. Mr. Carr abstained from voting due to his sibling receiving funds from the district.

Mr. Paul Carr, in the form of a motion, recommended to approve the following motions:

Depositories

Approve the following appointments as depositories for district funds and investments for 2016-17:

M&T Bank.  
Clearfield Bank & Trust.  
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.

Insurance Renewals

Approve the following insurance renewals for 2016-17:

Health Care - Insurance through Blue Cross/Blue Shield PPO Preferred monthly rates (Plan 1):

Professionals: Individual \$549.39; Parent & Child \$1,322.93; Parent & Children \$1,324.23; Two Person \$1,479.68; and Family \$1,699.38

Support Staff: Individual \$571.45; Parent & Child \$1,376.21; Parent & Children \$1,377.51; Two Person \$1,538.99; and Family \$1,767.36

Retirees: Individual \$611.94; Parent & Child \$1,473.73; Parent & Children \$1,475.03; Two Person \$1,648.11; and Family \$1,892.55  
Health Care - Insurance through Blue Cross/Blue Shield PPO Preferred monthly rates (Plan 4):  
Professionals & Support Staff: Individual \$495.26; Parent & Child \$1,192.56; Parent & Children \$1,193.86; Two Person \$1,333.83; and Family \$1,532.09  
Dental -Self-Funded through School Claims Service monthly rates:  
Single: 17.84  
Parent & Child, Parent & Children, Two Person, and Family \$56.00  
Employee Life/AD&D -Insurance through Madison National Life (Broker: National Insurance Services, Inc.) rates: \$0.11 / \$0.02 per \$1,000.  
Employee Long-term disability -Insurance through Madison National Life (Broker: National Insurance Services, Inc.) rates: \$4.20 per month per life.  
Hazard & Liability -(Broker Burns & Burns Associates, Inc.) through Liberty Mutual: \$60,899  
Workers' Compensation – PSBA: \$29,255

Mr. Don Yontosh seconded the motion and it was carried with a vote of 9-0-0.

General  
Fund Budget

Mr. Don Yontosh, in the form of a motion, recommended to approve the General Fund Budget for the 2016-2017 school year.

Providing a total budgeted revenue of \$16,012,211 and total budgeted expenditure of \$16,827,095, while maintaining a projected fund balance of \$5,047,717 and implementing the following tax rates:

98.5 mills (increase of 1.5 mills) for Clearfield County and 12.3 (increase of 0.1 mills) 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)

Mr. Chad Diviney seconded the motion, and it carried with a vote of 9-0-0. Voice Roll Call: Mrs. Brown—yes; Mr. Seprish—yes; Mr. Allen—yes; Mr. Yontosh—yes; Mr. Carr—yes; Mr. Smeal—yes; Mr. Coble—yes; Mr. Diviney—yes; Mr. Kovalcin—yes. 9—yes; 0—no.

### **OTHER ITEMS FOR DISCUSSION**

Mr. Don Yontosh, in the form of a motion, recommended to approve to cancel the July 25, 2016 Board of Directors Meeting. Mr. Larry Allen seconded the motion and it was carried with a vote of 9-0-0.

### **ADJOURNMENT**

Mr. Don Yontosh, in the form of a motion, recommended to adjourn the meeting 8:41 p.m. Mr. Larry Allen seconded the motion and it carried with a vote of 8-0-0.

Respectively Submitted,

Kasi Woodring  
Secretary to the Board of Education