

WEST BRANCH AREA SCHOOL DISTRICT

REGULAR SESSION

AUGUST 21, 2017

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

Members Absent: Christina Brown

Media Present: The Progress News

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

Others Present: Holly Petriskey, Stephanie MacTavish, Ron Mollura

**OPENING EXERCISES**

President Joseph Kovalcin called the meeting to order at 6:33 p.m. All present were asked to stand and pledge allegiance to the American Flag.

**RECOGNITION OF VISITORS**

None

**MINUTES**

Mr. Don Yontosh, in the form of a motion, recommended to approve the meeting minutes from May 22, 2017. Mr. Mel Smeal seconded the motion, and it was carried with a vote of 8-0-0.

**EXECUTIVE SESSION**

An executive session was held for personnel from 6:35 p.m. to 7:05 p.m.

**ADMINISTRATIVE REPORTS**

Mark Mitchell, Elementary Principal:

- Trainings - Attended Navigate Prepared & CPI Training
- Kindercamp -August 21 & 22
- Kindergarten Orientation -August 21 at 6:00 p.m.
- DIBELS - Administration trained August 1; Staff will be trained August 25
- Schedules - Finalizing all schedules

Joseph Holenchik, Secondary Principal:

- Curriculum - Schedules distributed to students & teachers
- In-Service - Meetings with staff have been set; agendas have been distributed
- Technology - Online class preparation completed by Technology Team. Labs & carts are in place

Allison Koleno, Principal of Special Student Services:

- CPI - Scheduled CPI training for Administration & staff
- ESY - ran the month of July, was a success
- Meetings - Attended numerous meetings and orientations

David Williamson, Athletic Director / Pupil Services Coordinator:

- Athletics – Meet the Warriors held on 8/17; PO vs WB on 8/25 at home.
- Transportation – finalizing pupil transportation
- YMCA – Thanked Philipsburg YMCA for providing summer meals to students of WB community

Dave Nelson, Maintenance Supervisor:

- Summer Work – Grinding / polishing of terrazzo halls completed. Coaching Center coming along nicely. Finalizing cleaning of classrooms. Almost ready for the start of the school year. Repairing broken facets in elementary and high school.

Nik Bisko, Technology Administrator:

- Technology Apprentices – Started last week
- Copiers – Installed and training scheduled.

Tiffany English, Food Service Manager:

- Budget – Above budget in all categories
- Menu – Menu is now web-based
- Students – Scratch-off cards for students (customer incentive)

Jason McMillen, Business Manager:

- Purchases – purchases & payments for 2017-2018 school year have started and are being processed
- Audit – 2017-2018 audit will start August 28
- Budget – State budget continues to be an issue for the District; no end date in sight at this time

Mr. Diviney asked why PowerSchool does not show which students have which teachers. Mr. Bisko indicated the feature will be available once the Elementary finalizes student assignments. Mr. Diviney also questioned if Class Dojo is still being used and how will parents know which parent notification apps are being chosen by each teacher? Mrs. Dutrow clarified the rationale for staff choice – it will be based on what features each staff member wishes to access. Some tools offer more options.

CIU:

- New facility in State College, tours given
- More classes and subjects to offer – PreK - Adult
- Meetings will alternate each month between West Decatur and State College
- Attended a Board Meeting with the CIU Cabinet regarding the Director's annual evaluation

CTC:

- Pyramid Edge to conduct energy audit
- Truck Driver training scheduled
- Students can apply CTC credits to Penn Tech as part of the dual enrollment opportunity

## **PERSONNEL**

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

- D. Approve Deana Clinger as Special Education Classroom Assistant, beginning

- Clinger Spec. Ed. Class Ast. with the 2017-2018 school year. Hours will be from 8:30 a.m. – 2:45 p.m., Monday through Friday at the current WBESP contracted rate. (Kindergarten - two new students)
- C. Kitko PCA Approve Cheryl Mertz-Kitko as Elementary Personal Care Paraprofessional, beginning with the 2017-2018 school year. Hours will be from 8:30 a.m. – 2:55 p.m., Monday through Friday at the current WBESP contracted rate. (Kindergarten – New Student)
- Grd. Lvl. /Dpt. Heads. Approve the following Grade Level / Department Heads, beginning with the 2017 – 2018 school year
- Jaimy Buck Kindergarten Grade Level Head  
Paula McGonigal Elementary Specials Subjects  
Preston Raymond Secondary Arts / Foreign Language (1<sup>st</sup> marking period only)
- S. Ward. Drama Approve Samantha Ward as Drama Advisor, beginning with the 2017 – 2018 school year at a stipend of \$1,556 (as per the WBEA current contract).
- Mr. Paul Carr seconded the motions and they were carried with a vote of 8-0-0.
- Res. J. Dobo Mr. Don Yontosh, in the form of a motion, recommended to approve the resignation of Jeremiah Dobo, Long-Term Substitute Teacher, Summer Band Director and Football Band Director, effective August 15, 2017. Mr. Mel Smeal seconded the motion and it was carried with a vote of 8-0-0.
- Mr. Don Yontosh, in the form of a motion, recommended to approve the following motions:
- B. Houtz LT Sub Approve Brandon Houtz, Long-Term Substitute Teacher effective August 23, 2017. Mr. Houtz will fill the vacancy for Jennifer Sproull, WB Secondary Music Teacher, while Mrs. Sproull is on sabbatical leave.
- LT Nurse Subs Approve the following long-term Nurse substitutes:  
Vanessa Savard – Monday, Wednesday, Friday  
Karen Lucas – Tuesday, Thursday  
(to fill the FMLA Leave for Cindy Bock, February 27, 2017 Board Agenda, Personnel, #2)
- B. Houtz FB Band Approve Brandon Houtz as Football Band Director, for the 2017-2018 school year at a stipend of \$2,688 (as per the WBEA current contract). Mr. Houtz will be replacing Jeremiah Dobo, due to resignation).
- Mentors Approve the following mentors:  
Ronda Hanslovan to mentor Kaitlyn Wilson  
Trent Yarrison to mentor Brandon Houtz
- Volunteers Approve Brandi Spackman and Hayden Bock to the volunteer list, all paperwork has been received.
- Mr. Paul Carr seconded the motions and they were carried with a vote of 8-0-0.

## **EDUCATION**

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

- Sec. Lib Book Order Approve the Secondary Library book order in the amount of \$1,662.37. (HS Library Budget)
- El. Lib. Book Oder Approve the Elementary Title book order in the amount of \$3,593.43. (KtO - Title IE 2016-17 Carryover Funds)
- Textbooks Approve the Math (Grades 6-8) textbook at a cost of \$8,756.48 (funds to be paid from the 2017—2018 Educational / Professional Programs Budget):  
HMD Go Math 6-8 Houghton Mifflin Harcourt
- Surplus
- Declare the following books surplus:
- Special Census Edition, Scott Fetzer Company, ISBN: 0-7166-1294-1, 23 copies
    - World Book, Scott Fetzer Company, ISBN: 0-7166-0105-2, 21 copies
    - Scott, Foresman Beginning Dictionary, Scott, Foresman & Company, ISBN: 0-673-4756, 25 copies
  - The World Book Student Discovery Encyclopedia, Scott Fetzer Company, ISBN: 0-7166-7400-9, 26 copies

Mr. Robert Seprish seconded the motion and they were carried with a vote of 8-0-0.

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

- Handbooks Approve the Elementary Parent & Student Handbook for the 2017 - 2018 school year.
- Approve the Secondary Parent & Student Handbook for the 2017 - 2018 school year.
- Approve the West Branch Virtual Academy Handbook for the 2017 - 2018 school year.
- Mr. Smeal voiced his concern with pages 55-56 of the Secondary handbook regarding Drug Use / Possession. Why Administrative discretion? Mr. Holenchik will revise this section accordingly to strike "... at administration discretion". Administration needs to be strict on this situation. Mr. Smeal also state the Dress Code needs to be enforced.

Priority Goals Mr. Don Yontosh seconded the motion and they were carried with a vote of 8-0-0.

Mr. Paul Carr, in the form of a motion, recommended to approve the Priority Goals for the 2017 - 2018 school year. Mr. Mel Smeal seconded the motion and it carried with a vote of 8-0-0.

## **TRANSPORTATION & ATHLETICS**

Mr. Mel Smeal, in the form of a motion, recommended to approve the following motions:

D. Learish Baseball Approve Dave Learish as Head Varsity Baseball Coach.

Approve Laura Trude as the Head Jr. High Volleyball coach.

Mr. Paul Carr seconded the motion and it was carried with a vote of 8-0-0.

Retention  
of Spring  
Coaches

Mr. Don Yontosh, in the form of a motion, recommended to approve the recommendation to retain all Spring coaches and the Athletic Trainer for the 2017-2018 school year. Sports include Junior High & Varsity Softball, Track & Field. Mr. Mel Smeal seconded the motion and it carried with a vote of 8-0-0.

### **FINANCE & PURCHASE**

Disburse-  
ments

Mr. Paul Carr, in the form of a motion, recommended to approve the disbursements from June - August 2017.

\$ 76,149.17	Cafeteria Account	checks 4171 through 4177
\$ 1,221,880.43	General Account	checks 48781 through 49013
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\$ 1,298,029.60	<b>GRAND TOTAL</b>	

Treasurer's  
Report /  
Activity  
Acct.

Mr. Mel Smeal seconded the motion, and it carried with a vote of 7-0-1. Mr. Carr abstained from voting as vendor is a sibling

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

Pmt. of  
Bills thru  
August

Approve the Treasurers Report for June and July.

Approve the Activity Account for June and July.

Approve the payment of bills through the end of August 2017.

Mr. Don Yontosh seconded the motion, and it carried with a vote of 8-0-0.

### **ADJOURNMENT**

Mr. Don Yontosh, in the form of a motion, recommended to adjourn the meeting 7:42 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