

WEST BRANCH AREA SCHOOL DISTRICT

REGULAR SESSION

JUNE 26, 2017

Members Present: Joseph M. Kovalcin, Melvin Smeal, Gerald Coble, Paul Carr, Christina Brown – 6:53 p.m., Chad Diviney, Don Yontosh, Robert Seprish

Members Absent: Larry Allen

Media Present: The Progress News

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

Others Present: Kasi Woodring, Holly Petriskey, Tara Yingling, Ron Mollura

OPENING EXERCISES

President Joseph Kovalcin called the meeting to order at 6:32 p.m. All present were asked to stand and pledge allegiance to the American Flag.

RECOGNITION OF VISITORS

Mr. Mollura spoke to the Board and asked them to think about their community and people that are on fixed incomes before they raise taxes. He stated that we have enough in budgetary reserve to not raise taxes and we are one of the local Districts with the highest budgetary reserve.

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.

ADMINISTRATIVE REPORTS

Mark Mitchell, Elementary Principal:

- Federal Program Audit – working on 2017-2018 allocation & application
- Safe Schools – completed and submitted for the 2016-2017 school year
- Girls in Action – 2 mile run/walk to be held on July 1st at 9:00 a.m.
- 6th Grade Graduation – well attended

- Allison Koleno, Principal of Special Student Services:
- PSSA Award Day – 7th and 8th graders. Student participated in a variety of outside activities as a reward for working hard on the PSSA's.
- Star Training - elementary staff to share how to use the tool as another means of collecting data on students.
- Bocce - Held a 'Spread the Work to End the Word' campaign, as part of our partnership with Special Olympics, with the high school students.
- Extended School Year (ESY) - which will run from July 5th until July 27th (Mon-Thurs) from 8:30 a.m.-12:30 p.m..

David Williamson, Athletic Director / Pupil Services Coordinator:

- ESY – All transportation arrangements are made for Extended School Year
- Fall Sports – waiting for schedules to be printed; Meet the Warrior Night will be held August 17th at the football field.

Mr. Seprish asked Mr. Williamson if the softball batting cages are going to be completed. Mr. Seprish stated the grass is growing around that part of the field and it looks bad. Mr. Williamson replied that they are working on getting better fitting posts and the nets have arrived. The project has not been abandoned.

Dave Nelson, Maintenance Supervisor:

- Summer Work – custodians are in full swing with summer cleaning.

Mr. Smeal asked Mr. Nelson if the Band Shed, along with the trailer would be moved off of the football field now that their new concession stand has been build. Mr. Smeal commented that the agreement was the Band Boosters get their new concession stand and the other items be removed. Mrs. Dutrow replied to Mr. Smeal and said that she has had conversation with the Band Boosters about the trailer being moved. Mr. Diviney asked if the shed was a permanent fixture. Mr. Nelson didn't think that the fixture was but there is electric running to the shed. Mrs. Dutrow further indicated that she does not believe there ever was conversation about the shed being removed, just the trailer.

Nik Bisko, Technology Administrator:

- Copiers – received the copier bid from Xerox in the amount of \$20,245.20, a savings of about \$4,000 per year.
- Summer Projects –working on summer projects; moving some rooms around and cameras.

Jason McMillen, Business Manager:

- Budget – presented final budget
- Harrisburg – talking with legislators in Harrisburg.

Mrs. Dutrow complimented Jason on how well he represented the District at the event in Harrisburg. The Superintendent and Business Manager from Moshannon offered their compliments regarding Jason's speech.

CIU:

- Started a program for Incarcerated Youth
- Adding 4 new positions for June to be voted on
- Finalized ACT 93 contract
- Implementing a Shared Leadership Agreement with IU 16
- New building in State College is coming along; painting and new furniture have been added. Open house will be held in August

CTC:

- Hired new Health Occupations Instructor
- Masonry program moved down to part-time unless they can get more than 20 participants; Masonry Instructor moved to full time Co-Op and school is advertising for a part-time Masonry Instructor
- Re-advertising for HVAC Instructor
- Looking to purchase a natural gas unit at a cost of \$21,000
- Adult Enrollment is up from 102 to 144 students

PERSONNEL

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

D. Cherry
Treasurer

Approve Denise Cherry as Treasurer to the District for the 2017—2018 school year.

K. Woodring Brd Sec.	Approve Kasi Woodring as Secretary to the Board of Education for the 2017—2018 school year.
J. McMillen Alt. Brd. Sec.	Approve Jason McMillen as alternate Secretary to the Board of Education for the 2017—2018 school year.
J. Koleno Transfer	Transfer Justin Koleno from 5 th Grade Teacher to Elementary 6 th Grade Teacher, beginning with the 2017—2018 school year. Mr. Koleno will be reassigned due to increased class size. (voluntary)
T. Yingling / K. Hubler transfer	Transfer Tara Yingling from 1 st Grade Teacher to Elementary 2 nd Grade Teacher, beginning with the 2017—2018 school year. Mrs. Yingling will be reassigned due to increased class size. (voluntary); <u>or</u> transfer Kelley Hubler from 1 st Grade Teacher to Elementary Kindergarten Teacher, beginning with the 2017—2018 school year. Mrs. Hubler will be reassigned due to increased class size. (voluntary). Mr. Paul Carr seconded the motion and it was carried with a vote of 8-0-0.
K. Wilson Sec. Eng. Teacher	Mr. Don Yontosh, in the form of a motion, recommended to hire Kaitlyn Wilson as Secondary English Teacher, beginning with the 2017-2018 school year, at the starting salary of \$40,000 (Step 1 Bachelor's Degree). Ms. Wilson will be replacing Kim Hunter due to resignation. (May 22, 2017 board agenda, personnel #1.) Mr. Robert Seprish seconded the motion and it was carried with a vote of 8-0-0.
L. Mullohem Para	Mr. Don Yontosh, in the form of a motion, recommended to approve LuAnn Mulhollem as Elementary Learning Support Paraprofessional at the current contracted rate. Hours are from 8:30 a.m. to 2:45 p.m. Monday thru Friday. Mr. Mel Smeal seconded the motion and it was carried with a vote of 8-0-0.
Psychologist Contract	Mr. Don Yontosh, in the form of a motion, recommended to approve the School Psychologist contract as presented. Mr. Chad Diviney seconded the motion and it was carried with a vote of 8-0-0.
Bus. Mgr. Contract	Mr. Don Yontosh, in the form of a motion, recommended to approve the Business Manager Compensation and Benefit Plan for the period of July 1, 2017 – June 30, 2020. Mr. Chad Diviney seconded the motion and it was carried with a vote of 8-0-0.
Volunteers	Mr. Paul Carr, in the form of a motion, recommended to approve Brenda Keith, Ashley Pase, Erica Wood, Becky Beveridge, Erica Bordas, and Mike Yedlosky to the volunteer list, all paperwork has been received. Mr. Don Yontosh seconded the motion and it was carried with a vote of 8-0-0.

EDUCATION

Textbooks	Mr. Don Yontosh, in the form of a motion, recommended to approve the following motions: Approve the Elementary Library book order in the amount of \$3,008.58. Approve the following AP Chemistry textbook at a cost of \$5,247.00 (funds to be paid from the 2017—2018 Educational / Professional Programs Budget): AP Chemistry, 10 th Edition National Geographic Zumdahl/DeCoste Approve the following World Cultures & Geography textbook at a cost of \$13,325.26 (funds to be paid from the 2017—2018 Educational / Professional Programs Budget):
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Approve the following History textbook at a cost of \$9,425.97 (funds to be paid from the 2017—2018 Educational / Professional Programs Budget):

US History & Geography McGraw Hill

Approve the following textbooks surplus:

Exploring Our World-People, Place and Cultures; McGraw-Hill;
ISBN: 978-0-07-880310-9; 104 copies

The American Vision; McGraw-Hill; ISBN: 978-0-07-879984-6; 81 copies

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

POLICY

2nd Reading

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

- 203 – Immunizations and Communicable Diseases
- 209.2 – Diabetes Management
- 246 – School Wellness
- 808 – Food Services
- 626 Attachment – Procurement – Federal Programs

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

TRANSPORTATION & ATHLETICS

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

D. Clark
Resignation

Approve the resignation of Daniel Clark as the Assistant Track and Field Coach.

A. Lutz
Soccer
A. Simler
Soccer
B. Fenton
Soccer

Approve Alicia Lutz as the Head Jr. High Girls Soccer Coach.

Approve Andrew Simler as the Assistant Varsity Girls Soccer Coach.

Approve Brian Fenton as the Assistant Jr. High Girls Soccer Coach.

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

Athletic
Handbook

Mr. Don Yontosh, in the form of a motion, recommended to approve the 2017-2018 Student Athletic Handbook as presented. Mr. Paul Carr seconded the motion and it was carried with a vote of 8-0-0.

Coaches
Handbook

Mr. Mel Smeal, in the form of a motion, recommended to approve the 2017-2018 Coaches Athletic Handbook as presented. Mr. Don Yontosh seconded the motion and it was carried with a vote of 8-0-0.

Volunteers

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

Football: Terry Smeal, Justin Koleno, Gary Hubler, Morgan Selepack,
Preston Raymond, Tom Reed, John White

Cross Country: Dave Catanzaro

Volleyball: Taylor Trude, Rhonda Trude, Ashley Cali, Mary Beth Moslak

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

Sones/R&A
Contracts

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

Approve the van contract with Sones Transportation for the 2017-2018 school year.

Approve the van contract with R&A Transportation for the 2017-2018 school year.

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

FINANCE & PURCHASE

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

Disburse-
ments

Disbursements from May/June 2017.

\$ 57,204.01	Cafeteria Account	checks 4149 through 4170
\$ 515,993.07	General Account	checks 46829 through 48780
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\$ 573,197.08	GRAND TOTAL	

Treasurers
Report /
Activity
Acct.

Approve the Treasurers Report for May.

Approve the Activity Account for May.

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

End of Year
transfers

Mr. Don Yontosh, 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 2016-17 school year and payment of all bills through the end of June 2017. Mr. Mel Smeal seconded the motion, and it carried with a vote of 8-0-0.

Local
Auditor

Mr. Paul Carr, in the form of a motion, recommended to approve Baker Tilly Virchow Kraus, LLP as the local auditor to complete the 2016-2017 fiscal year audit at the rate of \$19,500 - \$19,700. Mr. Don Yontosh seconded the motion and it carried with a vote of 8-0-0.

Bids

Mr. Don Yontosh, in the form of a motion, recommended to approve the following bids for the 2017-2018 school year:

- De-Icing Salt: Cargill Inc. - \$71.24/ton
- Heating Oil: Nittany Oil: \$1.603/ gal up to 15,000 gallons then add \$.25/gallon
- Off-road Diesel: \$1.78/gallon
- Winterized Fuel: \$1.643/gal
- Rough Cut Lumber: Walker Lumber - \$950

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

Copier
Contract

Mr. Mel Smeal, in the form of a motion, recommended to approve the copier contract from Xerox in the amount of \$20,245.20. Mr. Don Yontosh seconded the motion and it carried with a vote of 8-0-0.

Combi Oven

Mr. Paul Carr, in the form of a motion, recommended to approve to purchase an Electric Combi Oven from Carnegie Equipment for \$30,808 plus installation, estimated

to be \$1,900.00. Mr. Don Yontosh seconded the motion and it carried with a vote of 8-0-0.

Appts/
Depositories

Mr. Don Yontosh, in the form of a motion, recommended to approve the following appointments as depositories for district funds and investments for the 2017-2018 school year:

- M&T Bank.
- Clearfield Bank & Trust.
- CNB Bank.
- First National Bank of Pennsylvania.
- 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.

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

Mr. Diviney asked Mr. McMillen if there were any changes from the previous year. Mr. McMillen replied that no changes have been made.

Insurance
Renewals

Mr. Don Yontosh, in the form of a motion, recommended to approve the following insurance renewals for the 2017-2018 school year:

a. Health Care - Insurance through CIUIC Highmark Blue Cross/Blue Shield PPO Preferred monthly rates

i. (Plan 1):

1. Professionals:

- a. Individual \$630.50
- b. Parent & Child \$1,518.76
- c. Parent & Children \$1,518.98
- d. Two Person \$1,699.03
- e. Family \$1,949.04

2. Support Staff:

- a. Individual \$655.87
- b. Parent & Child \$1,580.04
- c. Parent & Children \$1,580.26
- d. Two Person \$1,767.24
- e. Family \$2,027.22

ii. (Plan 4):

1. Professionals:

- a. Individual \$568.25
- b. Parent & Child \$1,368.84
- c. Parent & Children \$1,369.06
- d. Two Person \$1,531.30
- e. Family \$1,756.66

2. Support Staff:

- a. Individual \$568.25
- b. Parent & Child \$1,368.84
- c. Parent & Children \$1,369.06
- d. Two Person \$1,531.30
- e. Family \$1,756.66

iii. Retirees:

1. Prior to 2016-2017:

- a. Individual \$702.44
- b. Parent & Child \$1,692.18
- c. Parent & Children \$1,692.40
- d. Two Person \$1,892.73

e. Family \$2,171.19

2. After June 30, 2016

- a. Individual \$630.50
- b. Parent & Child \$1,518.76
- c. Parent & Children \$1,518.98
- d. Two Person \$1,699.03
- e. Family \$1,949.04

b. Dental -Self-Funded through School Claims Service monthly rates

i. Professionals, Support Staff, & Retirees:

- 1. Individual \$17.74
- 2. Parent & Child \$55.68
- 3. Parent & Children \$55.68
- 4. Two Person \$55.68
- 5. Family \$55.68

c. Vision –Fully Insured through Highmark

ii. Administrators

- 1. Individual \$4.85
- 2. Parent & Child \$9.21
- 3. Parent & Children \$9.21
- 4. Two Person \$9.70
- 5. Family \$14.55

d. Employee Life/AD&D -Insurance through Madison National Life (Broker: National Insurance Services, Inc.) rates: \$0.11 / \$0.02 per \$1,000.

e. Employee Long-term disability -Insurance through Madison National Life (Broker: National Insurance Services, Inc.) rates: \$4.20 per month per life.

f. Hazard & Liability -(Broker Burns & Burns Associates, Inc.) through Liberty Mutual: \$65,094

g. Workers' Compensation – CM Regent: \$33,172

Mr. Carr questioned if the District would be offering Student Accident Insurance. Mr. McMillen replied that it was an oversight and we will need to add it to the list of insurances that need approval. Mr. Yontosh agrees to amend the motion to include the Student Accident Insurance.

General
Fund Budget

h. AG Administrative – Student Insurance, \$0 to District; Hub International – Student Insurance, \$0 to District

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

Mr. Mel Smeal, in the form of a motion, recommended to approve the General Fund Budget for the 2017-2018 school year.

Option 2:

Providing a total budgeted revenue of \$16,598,542 and total budgeted expenditure of \$17,906,293, while maintaining a projected fund balance of \$4,958,501 and implementing the following tax rates:

- i. Real Estate Tax Mills of 100.5 (increase of 2.0 mills) for Clearfield County and 13.0 (increase of 0.5 mills) for Clinton County.
- ii. \$5.00 Per Capita (Section 679 School Code)
- iii. \$5.00 Per Capita (Act 511)
- iv. \$10.00 Occupation Tax (Act 511)

- v. \$10.00 Local Service/Occupational Privilege Tax
- vi. 0.50% Earned Income Tax (1.0% shared with municipalities, Act 511)
- vii. 0.50% Real Estate Transfer Tax (1.0% shared with municipalities, Act 511)

Mr. Robert Seprish seconded the motion and it failed with a vote of 4-4-0. Voice Roll Call: Mr. Smeal—yes; Mr. Coble—no; Mr. Seprish—yes; Mr. Diviney—yes; Mrs. Brown—no; Mr. Carr—yes; Mr. Yontosh—no; Mr. Kovalcin—no. 4—yes; 4—no.

Mr. Don Yontosh, in the form of a motion, recommended to approve the General Fund Budget for the 2017-2018 school year.

Option 3:

Providing a total budgeted revenue of \$16,579,530 and total budgeted expenditure of \$17,906,293, while maintaining a projected fund balance of \$4,939,489 and implementing the following tax rates:

- i. Real Estate Tax Mills of 100.0 (increase of 1.5 mills) for Clearfield County and 12.7 (increase of 0.4 mills) for Clinton County.
- ii. \$5.00 Per Capita (Section 679 School Code)
- iii. \$5.00 Per Capita (Act 511)
- iv. \$10.00 Occupation Tax (Act 511)
- v. \$10.00 Local Service/Occupational Privilege Tax
- vi. 0.50% Earned Income Tax (1.0% shared with municipalities, Act 511)
- vii. 0.50% Real Estate Transfer Tax (1.0% shared with municipalities, Act 511)

Mrs. Christina Brown seconded the motion and it carried with a vote of 5-3-0. Voice Roll Call: Mr. Smeal—yes; Mr. Coble—no; Mr. Seprish—yes; Mr. Diviney—no; Mrs. Brown—yes; Mr. Carr—no; Mr. Yontosh—yes; Mr. Kovalcin—yes. 5—yes; 3—no.

Mr. Coble spoke to the board and said that he didn't like the raising taxes but it needs to be done. He stated that for the first 5 years when he first was appointed to the Board taxes weren't raised and this is why we are in the position that we are in. Mr. Coble stated he is also a tax payer in the district but the building isn't going to fund itself so we need to get the money from somewhere. He understands that there are people on a fixed income. We can't continue to kick the can and expect results. Mr. Diviney agreed with Mr. Coble. Mr. Diviney stated that we need to have a good educational system if we want people to move into the District. Mr. Smeal said the Township Supervisors aren't doing anything to help. They should be going to their legislative as well. Mr. Diviney also stated that a lot of the houses are for sale because we have an older community in the District. We need younger people to move into the community.

Homestead
ACT

Bills

Mr. Don Yontosh, in the form of a motion, recommended to adopt the 2017 Homestead and Farmstead Resolution. Mr. Mel Smeal seconded the motion and it was carried with a vote of 8-0-0.

Mr. Paul Carr, in the form of a motion, recommended to approve to pay of all bills through the end of July 2017. Mr. Don Yontosh seconded the motion and it was carried with a vote of 8-0-0.

OLD BUSINESS

Mr. Ron Mollura asked why all three gyms aren't being utilized for practices and why the field house is being used for wrestling. Mr. Mollura feels the kids should be inside practicing. He also asked why we just gave the slide away if it was such a big issue at West Branch. Mr. McMillen replied that our insurance company wanted the slide removed. Mr. Mollura asked why we gave it away for someone else to get hurt on if it was condemned. Mr. McMillen stated the slide was not "condemned".

OTHER ITEMS FOR DISCUSSION

Mr. Don Yontosh, in the form of a motion, recommended to cancel the July Board Meeting. Mr. Robert Seprish seconded the motion and it was carried with a vote of 8-0-0.

ADJOURNMENT

Mr. Don Yontosh, in the form of a motion, recommended to adjourn the meeting 7:31 p.m. Mr. Paul Carr seconded the motion and it carried with a vote of 8-0-0.

Respectively Submitted,

Kasi Woodring
Secretary to the Board of Education