

WEST BRANCH AREA SCHOOL DISTRICT

REGULAR SESSION

JUNE 25, 2018

Members Present: Joseph M. Kovalcin, Melvin Smeal, Paul Carr, Don Yontosh, Tom Veres, Christina Brown, Chad Diviney via telephone

Members Absent: Larry Allen

Media Present: The Progress News

Administration Present: Nik Bisko, Michelle Dutrow, David Williamson, Joseph Holenchik, Dave Nelson, Jason McMillen, Allison Koleno, Tiffany English, David Catherman

Others Present: Ron Mollura, Johnathan Hoover, Dawn Hawkins, Scott Miles, Holly Petriskey

OPENING EXERCISES

President Joseph Kovalcin called the meeting to order at 6:57 p.m. All present were asked to stand and pledge allegiance to the American Flag.

MINUTES

Mr. Don Yontosh, in the form of a motion, recommended to approve the meeting minutes from May 21, 2018. Mr. Mel Smeal seconded the motion, and it was carried with a vote of 8-0-0.

ADMINISTRATIVE REPORTS

Mark Mitchell, Elementary Principal:

- Relocation Drill – Held May 30, 2018
- Schedules – Working on schedules for the upcoming school year
- Room Changes – Teachers who transferred are moving their rooms
- School Based – Summer program is being held Tuesday to Thursday
- Lunch Program – Summer lunch program is taking place every Monday thru Thursday
- Movie2Book Event – Will be held on June 28, 2018

Joseph Holenchik, Secondary Principal:

- Handbooks – Reviewing/updating Student and Faculty Handbooks
- Data – Reviewing Teachers Observation Data / SLO's
- Schedule – Master Schedule completed
- In-Service – Preliminary work has begun on August In-service agendas
- Reports – Completed and submitted state reports

Allison Koleno, Principal of Special Student Services:

- Paperwork – Collected all IEP, Action Research and Peer Coaching paperwork
- Events – Held 7th & 8th Grade PSSA Reward Day and Activity Day events
- ESY – Preparing for Extended School Year
- Transition – Preparing transition plans for Special Education Kindergarten students

David Williamson, Athletic Director / Pupil Services Coordinator:

- Game Meal – Thanked Nutrition for Pregame Meals

- PAYS – Working on the 2018 – 2019 PAYS survey
- ALiCE Training – Will be attending the ALiCE training on June 26 and 27, 2018
- CPI – Will attend the CPI training in the fall

David Catherman, Maintenance Supervisor:

- Position – First week on the job, things are off to a good start
- Changes – Changes and improvements to come to the Maintenance / Custodial Department

Nik Bisko, Technology Administrator:

- Updates – Making updates to the cameras and auditorium
- Projects – getting a jump start on summer projects

Tiffany English, Food Service Manager:

- Events – Held end-of-year cookouts
- Meals – Breakfast up \$600; Lunch sales down \$2,600; sales up for special functions and ala cart

Jason McMillen, Business Manager:

- Budget – Final budget is ready for approval
- Statements – Adjustments to the financial statements will be made in the upcoming months; auditors will begin in July to start the 2017 – 2018 audit.

CIU:

- Software – Looking into purchasing Frontline absence software

CCCTC

- Interviews – Interviewing for Executive Director and Technology Administrator

PERSONNEL

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

Appointments Approve Denise Cherry as Treasurer to the District for the 2018—2019 school year.

Approve Kasi Woodring as Secretary to the Board of Education for the 2018—2019 school year.

Approve the Business Manager as alternate Secretary to the Board of Education for the 2018—2019 school year.

Mr. Paul Carr seconded the motions and they were carried with a vote of 8-0-0.

A. Nines Sec.
Math

Mr. Don Yontosh, in the form of a motion, recommended to approve Ashley Nines as Secondary Mathematics Teacher, beginning with the 2018 – 2019 school year at the starting salary of \$53,793 (Step 8 Masters + 15). Mr. Mel Smeal seconded the motions and they were carried with a vote of 7-1-0. Mr. Carr – yes; Mr. Seprish – yes; Mr. Veres – no; Mrs. Brown – yes; Mr. Smeal – yes; Mr. Diviney – yes; Mr. Yontosh – yes; Mr. Kovalcin. 7 – yes; 1 – no.

Mr. Veres questioned the starting wage. Mrs. Dutrow gave reasons as to why the starting wage was higher.

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

- J. Porter NHS Approve Jennifer Porter as National Honor Society Advisor, effective with the 2018 – 2019 school year.
- C. Peterson /
D. Moriarity
Res. GSA Approve the resignation of Carrie Peterson and Deb Moriarity as co-advisors of the GSA Club, at the conclusion of the 2017 – 2018 school year.
- B.
Rorhbacker
Res. Approve the resignation of Beth Rohrabacher, School Nurse Assistant, effective with the conclusion of the 2017 – 2018 school year.
- B. Kovalick
Res. Approve the resignation of Brenda Kovalick, PreK Paraprofessional, effective June 1, 2018.
- B. Neff Res. /
Transfer Approve the resignation of Barb Neff, Secondary Head Cook, effective June 1, 2018.
- Approve the transfer of Barb Neff from Secondary Head Cook to Secondary Cafeteria Kitchen worker, effective June 1, 2018.
- J. Koleno
Transfer Transfer Justin Koleno from 6th Grade Teacher to Kindergarten Teacher, beginning with the 2018—2019 school year. Mr. Koleno will be reassigned due to increased class size. (Administrative transfer based on lack of seniority)
- T. Yingling
Transfer Transfer Tara Yingling from 2nd Grade Teacher to 1st Grade Teacher, beginning with the 2018—2019 school year. Mrs. Yingling will be reassigned due to increased class size. (voluntary)
- M. Moslak
Transfer Transfer Mary Beth Moslak from 3rd Grade Teacher to 5th Grade Teacher, beginning with the 2018—2019 school year. Mrs. Moslak 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.
- School Police
Job Des. Mr. Don Yontosh, in the form of a motion, recommended to approve the School Police Officer job description as presented. Must include ADA Regulation clause prior to posting. Mr. Mel Smeal 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 Regina Shaw to the volunteer list, all paperwork has been received. Mr. Mel Smeal seconded the motion and it was carried with a vote of 8-0-0.

EDUCATION

- Elem. Lib.
Book Order Mr. Paul Carr, in the form of a motion, recommended to approve the Elementary Library book order in the amount of \$2,087.26. (Funding – Elementary Budget 2018-2019). Mr. Robert Seprish seconded the motion and it was carried with a vote of 8-0-0.
- Micro. Off.
Book
Purchase Mr. Paul Carr, in the form of a motion, recommended to approve the Microsoft Office textbook purchase at a cost of \$2,068.20. (funds to be paid from the 2018 – 2019 Educational & Professional Programs Budget). Mr. Mel Smeal seconded the motion and it was carried with a vote of 8-0-0.
- Books to
Surplus Mr. Paul Carr, in the form of a motion, recommended to approve the following textbooks surplus:
- Microsoft Office 2013, Cengage Learning, ISBN: 978-1-285-09287-4; 19 copies.
Chemistry, 2007, Houghton Mifflin, ISBN: 978-0-618-52844-8; 24 copies

Modern Chemistry, 2006, Holt, Rinehart & Winston, ISBN: 0-03-073546-7; 78 copies
Holt ChemFile Problem-Solving Workbook, 2006, Holt, Rinehart & Winston,
ISBN: 0-03-036804-9; 34 copies

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

Elem.
Painting

Mr. Paul Carr, in the form of a motion, recommended to approve the Elementary Staff to pursue painting project in the Elementary School pending Administration approval. Mr. Mel Smeal seconded the motion and it was carried with a vote of 8-0-0.

POLICY

1st Reading

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

- A. Policy 302 – Employment of Superintendent / Assistant Superintendent
- B. Policy 311 – Reduction of Staff
- C. Policy 808 – Food Services
- D. Policy 805.2 – School Police Officer

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

TRANSPORTATION & ATHLETICS

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

B. Myers
Res.

Approve the resignation of Bill Myers, Varsity Softball Coach, effective with the close of the 2017 – 2018 season.

T. Trude
VBall

Approve Taylor Trude as the Assistant Junior High Volleyball Coach.

A. Hubler
FB

Approve Alvin Hubler as the Head Junior High Football Coach.

M. Selepak
FB

Approve Morgan Selepak as Assistant Junior High Football Coach.

Athletic
Volunteers

Approve the following Fall Athletic Volunteers:

- A. Football – Gary Hubler, Terry Smeal
- B. Cross Country – Dave Catanzaro
- C. Volleyball – Kody Trude

Mrs. Christina Brown seconded the motion and they were carried with a vote of 8-0-0.

Sones
Contract

Mr. Paul Carr, in the form of a motion, recommended to approve the van contract with Sones Transportation for the 2018-2019 school year. Mr. Don Yontosh seconded the motion and they were carried with a vote of 8-0-0.

R&A
Contract

Mr. Paul Carr, in the form of a motion, recommended to approve the van contract with R&A Transportation for the 2018-2019 school year. Mr. Mel Smeal seconded the motion and they were 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 May / June 2018.

\$ 61,708.14 Cafeteria Account checks 4247 through 4266

\$ 437,301.75	General Account	checks 50370 through 50502, 50504 through 50511
<hr/>	GRAND TOTAL	
\$ 499,009.89		

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

Mr. Paul Carr, in the form of a motion, recommended to approve the disbursements from May / June 2018.

\$700.00	General Account	Checks 50503
<hr/>	GRAND TOTAL	
\$700.00		

Mr. Carr abstained due to vendor being a sibling.

Mr. Robert Seprish seconded the motion, and it carried with a vote of 7-0-1.

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

Treasurers
Report /
Activity
Acct.

Approve the Treasurers Report for May 2018.

Approve the Activity Account for May 2018.

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

Door Bid

Mr. Paul Carr, in the form of a motion, recommended to approve the Elementary Door Project bid in the amount of \$39,370 from Hardware Specialties. (Fund 32: Capital Projects). Amount to include balisic film. Mr. Mel Smeal seconded the motion, and it carried with a vote of 8-0-0.

Auditor

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 2017-18 school year and payment of all bills through the end of June 2018. Mr. Don Yontosh seconded the motion, and it carried with a vote of 8-0-0

Mr. Paul Carr, in the form of a motion, recommended to approve Baker Tilly Virchow Kraus, LLP as the local auditor to complete the 2017-2018 fiscal year audit and GASB 75 implementation at the rate of \$20,200. Mr. Don Yontosh seconded the motion, and it carried with a vote of 8-0-0

Bids

Mr. Paul Carr, in the form of a motion, recommended to approve the following bids for the 2018-2019 school year:

De-Icing Salt: Cargill, Inc. \$82.76/ton
Heating Oil: No bid
Rough Cut Lumber: No bid

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

Depositories

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

Insurance
Renewals

Mr. Paul Carr, in the form of a motion, recommended to approve the following insurance renewals for the 2018-2019 school year:

- i. Health Care - Insurance through CIUIC Highmark Blue Cross/Blue Shield PPO Preferred monthly rates
 - i. Plan 1:
 - a. Professionals
 1. Individual \$636.82
 2. Parent & Child(ren) \$1,534.20
 3. Two Person \$1,715.64
 4. Family \$1,968.56
 - b. Support Staff
 1. Individual \$662.45
 2. Parent & Child(ren) \$1,596.10
 3. Two Person \$1,784.94
 4. Family \$2,047.53
 - ii. Plan 4:
 - a. Professionals
 1. Individual \$573.95
 2. Parent & Child(ren) \$1,382.78
 3. Two Person \$1,546.63
 4. Family \$1,774.25
 - b. Support Staff
 1. Individual \$573.95
 2. Parent & Child(ren) \$1,382.78
 3. Two Person \$1,546.63
 4. Family \$1,774.25
 - iii. Retirees:
 - a. Prior to 2016-2017
 1. Individual \$709.48
 2. Parent & Child(ren) \$1,709.36
 3. Two Person \$1,911.69
 4. Family \$2,192.93
 - b. After June 30, 2016
 1. Individual \$636.82
 2. Parent & Child(ren) \$1,534.20
 3. Two Person \$1,715.64
 4. Family \$1,968.56
- ii. Dental -Self-Funded through United Concordia monthly rates
 - i. Professionals, Support Staff, & Retirees:
 1. Individual \$20.31
 2. Parent & Child(ren) \$63.75
 3. Two Person \$63.75
 4. Family \$63.75
- iii. Vision –Fully Insured though Highmark
 - i. Administrators:
 1. Individual \$4.85
 2. Parent & Child(ren) \$9.21
 3. Two Person \$9.21
 4. Family \$14.55
- iv. Employee Life/AD&D -Insurance through Madison National Life (Broker: National Insurance Services, Inc.) rates: \$0.11 / \$0.02 per \$1,000.

- v. Employee Long-term disability -Insurance through Madison National Life (Broker: National Insurance Services, Inc.) rates: \$4.20 per month per life.
- vi. Hazard & Liability – (Broker Burns & Burns Associates, Inc.) through Utica National Insurance Group: \$43,388
- vii. CyberRisk - (Broker Burns & Burns Associates, Inc.) through Travelers Casualty and Surety Company of America: \$3,900
- viii. Workers’ Compensation - (Broker Burns & Burns Associates, Inc.) through CM Regent Insurance Company: \$34,430
- ix. Student Accident Insurance – (Broker Special Markets Insurance Consultants, Inc) through Gerber Life Insurance Company: No cost to District

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

Budget

Mr. Paul Carr, in the form of a motion, recommended to approve the General Fund Budget for the 2018-2019 school year:

a) Option 1

Providing a total budgeted revenue of \$17,167,247 and total budgeted expenditure of \$18,423,827, while maintaining a projected fund balance of \$4,381,862 and implementing the following tax rates:

- i. Real Estate Tax Mills of 103.6 (increase of 3.6 mills) for Clearfield County and 13.3 (increase of 0.6 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)

The motion failed due to lack of a second.

Mr. Don Yontosh, in the form of a motion, recommended to approve the General Fund Budget for the 2018-2019 school year:

b) Option 3

Providing a total budgeted revenue of \$17,098,837 and total budgeted expenditure of \$18,423,827, while maintaining a projected fund balance of \$4,313,452 and implementing the following tax rates:

- i. Real Estate Tax Mills of 101.8 (increase of 1.8 mills) for Clearfield County and 13.1 (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)

Mr. Mel Smeal seconded the motion, and it carried with a vote of 6-2-0. Mr. Carr – no; Mr. Seprish – yes; Mr. Veres – no; Mrs. Brown – yes; Mr. Smeal – yes; Mr. Diviney – yes; Mr. Yontosh – yes; Mr. Kovalcin. 6 – yes; 2 – no.

Homestead

Mr. Paul Carr, in the form of a motion, recommended to adopt the 2018 Homestead and Farmstead Resolution. Mr. Mel Smeal seconded the motion, and it carried with a vote of 8-0-0.

OTHER ITEMS FOR DISCUSSION

July Board Meeting, Monday, July 23, 2018 - 6:30 p.m. - HS Library

ADJOURNMENT

Mr. Don Yontosh, in the form of a motion, recommended to adjourn the meeting 7:48 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