

WEST BRANCH AREA SCHOOL DISTRICT

REGULAR SESSION

JULY 23, 2018

Members Present: Joseph M. Kovalcin, Melvin Smeal, Paul Carr, Tom Veres, Chad Diviney, Larry Allen

Members Absent: Don Yontosh, Christina Brown

Media Present:

Administration Present: Nik Bisko, Michelle Dutrow, Allison Koleno, David Catherman, Mark Mitchell, Kasi Woodring

Others Present: Ron Mollura, Karen Krise, Holly Petriskey

**OPENING EXERCISES**

President Joseph Kovalcin called the meeting to order at 6:31 p.m. All present were asked to stand and pledge allegiance to the American Flag.

**MINUTES**

Mr. Paul Carr, in the form of a motion, recommended to approve the meeting minutes from June 25, 2018. Mr. Mel Smeal seconded the motion, and it was carried with a vote of 7-0-0.

**EXECUTIVE SESSION**

The Board of Directors held an executive session for personnel matters from 6:32 p.m. – 6:45 p.m.

**ADMINISTRATIVE REPORTS**

Mark Mitchell, Elementary Principal:

- Handbooks – Added wording to the handbooks regarding dropping off of students and items to students after the late bell rings.

Joseph Holenchik, Secondary Principal:

- Mr. Holenchik was not in attendance at the meeting but provided the Board with is report.

Allison Koleno, Principal of Special Student Services:

- ESY – Has started and going well

David Catherman, Maintenance Supervisor:

- Crosswalk – project starting this week.
- Changes – Changes and improvements to come to the Maintenance / Custodial Department, making sure everyone is doing tasks in the same manner
- Roof – working with contractors and manufacturers regarding the roof leaks and checking on warranties.

Nik Bisko, Technology Administrator:

- Cameras – Camera project completed, just need to image them.
- InfoSnap – will be mailed out July 30, window opens August 6.

CIU:

- Hires – Director of Curriculum and Director of Information Technology
- Paraprofessional Training – Held at Mt. Nittany Middle School on August 14/15
- Alternates – Motion was passed to have no alternates at the meetings

CCCTC

- Interviews – Interviewing for Executive Director and Technology Administrator

**PERSONNEL**

J. McMillen Res.	Mr. Paul Carr, in the form of a motion, recommended to approve the resignation of Jason McMillen, Business Manager, effective August 13, 2018. Mr. Chad Diviney seconded the motion and it was carried with a vote of 7-0-0.
Bus. Mgr. Job Desc.	Mr. Paul Carr, in the form of a motion, recommended to approve the Business Manager job description as presented. Mr. Mel Smeal seconded the motion and it was carried with a vote of 7-0-0.
E. Johnston Bus. Mgr.	Mr. Paul Carr, in the form of a motion, recommended to approve the contract with Erick Johnston as Business Manager for the District at a starting salary of \$80,000, effective August 20, 2018. (Mr. Johnston will be replacing Jason McMillen, due to resignation, July 2018 Board Meeting). Mr. Robert Seprish seconded the motion and it was carried with a vote of 7-0-0.
M. Narehood Asst. to Tech.	Mr. Paul Carr, in the form of a motion, recommended to approve Michael Narehood as Assistant to the Technology Coordinator, at a salary of \$43,000, effective July 24, 2018. Mr. Mel Smeal seconded the motion and it was carried with a vote of 7-0-0.
T. Reed School Police Off. Volunteers	Mr. Paul Carr, in the form of a motion, recommended to approve Tom Reed as School Police Officer for the District, at the contracted salary of \$40,000, effective August 13, 2018, pending successful negotiation of a contract. Mr. Mel Smeal seconded the motion and it was carried with a vote of 7-0-0.
	Mr. Paul Carr, in the form of a motion, recommended to approve the following motions:
K. Eboch Transfer	Transfer of Kim Eboch from Cafeteria Kitchen worker to Attendance Secretary for the District, effective with the start of the 2018 – 2019 school year. (Ms. Eboch will be replacing Jessica Bisko, due to resignation, June 2018 Board Meeting)
B. Williams Transfer	Bonnie Williams as Secondary Head Cook to the District, effective with the start of the 2018 – 2019 school year. (Ms. Williams will be replacing Barb Neff due to resignation, June 2018 Board Meeting)
R. Shaner Transfer	Transfer of Rose Shaner, Personal Care Paraprofessional, to the position of PreK Classroom Assistant, effective the start of the 2018 – 2019 school year. Hours will be from 8:05 a.m. – 2:25 p.m. (Ms. Shaner will be replacing Brenda Kovalick due to resignation, June 2018 Board Meeting)
M. Straple PCA	Melissa Straple as Elementary Personal Care Paraprofessional, beginning with the 2018-2019 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)
E. Wood PCA	Erica Wood as Elementary Personal Care Paraprofessional, beginning with the 2018-2019 school year. Hours will be from 8:15 a.m. – 2:40 p.m., Monday through Friday at the current WBESP contracted rate. (Kindergarten – New Student)

Mr. Larry Allen seconded the motions and they carried with a vote of 7-0-0.

E. Johnston  
EITC

Mr. Paul Carr, in the form of a motion, recommended to approve Erick Johnston as the Clearfield County EITC Representative, effective September 1, 2018. Mr. Mel Smeal seconded the motion and it was carried with a vote of 7-0-0.

ACT 93

Mr. Paul Carr, in the form of a motion, recommended to approve the ACT 93 Addendum as presented. Mr. Larry Allen seconded the motion and it carried with a vote of 7-0-0.

Psychologist  
Contract

Mr. Paul Carr, 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 7-0-0.

Dedicated  
Teacher  
Subs

Mr. Paul Carr, in the form of a motion, recommended to approve the dedicated teacher substitutes and paraprofessional substitute on Mondays, Wednesdays, and Fridays from August 29, 2018 until December 21, 2018. Mr. Mel Smeal seconded the motion and it was carried with a vote of 7-0-0.

Volunteers

Mr. Paul Carr, in the form of a motion, recommended to approve Travis McDowell to the volunteer list, all paperwork has been received. Mr. Chad Diviney seconded the motion and it was carried with a vote of 7-0-0.

M. Coudriet  
Res.

Mr. Paul Carr, in the form of a motion, recommended to approve the resignation of Michelle Coudriet, Personal Care Paraprofessional, effective July 20, 2018. Mr. Mel Smeal seconded the motion and it was carried with a vote of 7-0-0.

## **EDUCATION**

Handbooks

Mr. Paul Carr, in the form of a motion, recommended to approve the Elementary Parent & Student Handbook for the 2018 – 2019 school year and the Secondary Parent & Student Handbook for the 2018 – 2019 school year with the addition of the dropping off of students and items to students after the arrival bells ring. Mr. Robert Seprish seconded the motion and it was carried with a vote of 7-0-0.

Mr. Paul Carr, in the form of a motion, recommended to approve the West Branch Virtual Academy Handbook for the 2018 – 2019 school year. Mr. Mel Smeal seconded the motion and it was carried with a vote of 8-0-0.

## **POLICY**

2<sup>nd</sup> Reading

Mr. Paul Carr, in the form of a motion, recommended to approve the second readings 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 7-0-0.

## **TRANSPORTATION & ATHLETICS**

Driver List

Mr. Paul Carr, in the form of a motion, recommended to approve the driver list from Long Motor Bus, Sones Transportation and R&A Transportation for the 2018 – 2019 school year. Mr. Mel Smeal seconded the motion and they were carried with a vote of 7-0-0.

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

Volunteers for Fall athletic programs:

1. Football – Todd Dobo, Travis McDowell, John White
2. Cross Country – Tracey Bone

Spring  
Coaches Approve the recommendation to retain all Spring coaches and the Athletic Trainer for the 2018-2019 school year. Sports include Track & Field, Baseball. (Softball positions are currently open due to the resignation of Head Coach). Mr. Chad Diviney seconded the motion and they were carried with a vote of 7-0-0.

## **FINANCE & PURCHASE**

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

Disbursements from June/July 2018.

\$ 58,803.12	Cafeteria Account	checks 4267 through 4271
\$ 691,335.97	General Account	checks 50512 through 40545
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\$ 750,139.09	<b>GRAND TOTAL</b>	

Treasurers  
Report /  
Activity  
Acct. Approve the Treasurers Report for June 2018.  
Approve the Activity Account for June 2018.

Mr. Larry Allen seconded the motions and they were carried with a vote of 7-0-0.

Oil Bid Mr. Robert Seprish, in the form of a motion, recommended to defer the Heating Oil Bid from Nittany Oil Company – 2.418/gallon. The Board will reissue bids in August or September to see if the District can get a lower price.

## **ADJOURNMENT**

Mr. Paul Carr, in the form of a motion, recommended to adjourn the meeting 7:25 p.m. Mr. Larry Allen seconded the motion and it carried with a vote of 7-0-0.

Respectively Submitted,

Kasi Woodring  
Secretary to the Board of Education