

WEST BRANCH AREA SCHOOL DISTRICT

REGULAR SESSION

OCTOBER 26, 2020

Members Present: Bob Seprish, Melvin Smeal, Christina Brown Chad Diviney, Tom Veres, Don Yontosh, Larry Allen, Jim Emigh, Paul Carr

Members Absent:

Other: David Consiglio, Solicitor

Media Present: Tyler Kolesar, The Progress News

Administration Present: Michelle Dutrow, Erick Johnston, Allison Koleno, David Williamson, Mark Mitchell, JR Holenchik, Kasi Martin

Others Present: Holly Petriskey, Jerry Bankovich

**OPENING EXERCISES**

President Chad Diviney called the meeting to order at 7:18 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 July 27, 2020. Mrs. Christina Brown seconded the motion, and it was carried with a vote of 6-0-0.

**ADMINISTRATIVE REPORTS:**

Allison Koleno, Elementary Principal:

- Compliance Monitoring
- Red Ribbon / Fall Spirit Week

Mark Mitchell, Middle School Principal:

- Fall Spirit Week
- Cyber Classroom Pilot
- Math Audit

Joseph Holenchik, High School Principal:

- Course Selection Book Review
- New Google Extension
- Keystone Testing Improvement Plans

Erick Johnston, Business Manager:

- Stadium Project (Spending Update)
- Audit Progress

David Williamson, Athletic Director:

- Attendance Comparison

Tiffany English, Food Service Director:

- District Lunch Numbers (increasing)
- Elementary Breakfast Participation 73%
- MS / HS Breakfast Numbers (jumped from 10% - 31%)

CIU:

- Discussed and approved contract with health and safety, Special Education
- Approved Executive Director's goals and Evaluation tool
- Approved New Organizational Chart

CCCTC:

- Presentation from Trane regarding HVAC, also exploring other options
- Roofing problem – warranty still good, may need to go into litigation to fix all repairs

PSBA:

- Senate Bill 1230 back on track regarding Federal Cares Monies
- 300 school boards reached out to PA Legislature regarding Charter Funding Reforms

## **EXECUTIVE SESSION**

An Executive Session was held from 7:21 p.m. – 8:25 p.m. for litigation and personnel reasons.

## **PERSONNEL**

M. Dutrow  
Superint-  
endent

Mr. Don Yontosh, in the form of a motion, recommended to approve notify Michelle Dutrow of the Board's intention to retain her as Superintendent of Schools for the three-year period beginning July 1, 2021 and ending on June 30, 2024. Mr. Robert Seprish seconded the motion, and it was carried with a vote of 6-3-0. Voice Roll Call: Mr. Yontosh – yes; Mr. Seprish – yes; Mr. Carr – no; Mr. Allen – yes; Mr. Veres – no; Mr. Smeal – no; Mr. Emigh – yes; Mrs. Brown – yes; Mr. Diviney – yes. 6 – yes; 3 – no.

M. Dutrow  
Contract  
2021-2024

Mr. Don Yontosh, in the form of a motion, recommended to approve the Contract for Employment for District Superintendent, three-year term, School Years 2021-2022, 2022-2023, and 2023-2024. Mrs. Christina Brown seconded the motion, and it was carried with a vote of 6-3-0. Voice Roll Call: Mr. Yontosh – yes; Mr. Seprish – yes; Mr. Carr – no; Mr. Allen – yes; Mr. Veres – no; Mr. Smeal – no; Mr. Emigh – yes; Mrs. Brown – yes; Mr. Diviney – yes. 6 – yes; 3 – no.

ESS Long  
Term Sub  
Rate

Mr. Mel Smeal, in the form of a motion, recommended to approve the long-term substitute rate of \$115 per day with ESS, effective October 13, 2020 through June 30, 2020. Mr. Paul Carr seconded the motion, and it was carried with a vote of 9-0-0.

Mr. Carr asked why we were paying \$115. Mrs. Dutrow replied that daily and dedicated subs get to go home with no extra duties, grading, etc. for \$95 or \$100 per day and a long-term sub should be compensated for extra duties.

PSES  
Special Sick  
Leave

Mr. Don Yontosh, in the form of a motion, recommended to approve PSERS Special Sick Leave (SSL) for an employee who is sick or in quarantine (not caring for a loved-one), through June 30, 2021. Mrs. Christina Brown seconded the motion, and it was carried with a vote of 8-1-0. Voice Roll Call: Mr. Yontosh – yes; Mr. Seprish – yes; Mr. Carr – no; Mr. Allen – yes; Mr. Veres – yes; Mr. Smeal – yes; Mr. Emigh – yes; Mrs. Brown – yes; Mr. Diviney – yes. 6 – yes; 1 – no.

Mr. Emigh stated that the CIU just rejected this motion. After discussion between Mr. Johnston and Board Members, Mrs. Dutrow stated that several teachers have been off due to quarantine and each and every employee has worked from home to create lessons, prep materials, correct student work and enter grades.

P.  
McGonigal  
Mentor R.  
Steffan

Mrs. Christina Brown, in the form of a motion, recommended to approve Paula McGonigal as Mentor for Rachel Steffan for the 2020 – 2021 school year. Mrs. McGonigal will be paid a stipend of \$250 as per the District Induction Plan. Mr. Mel Smeal seconded the motion, and it was carried with a vote of 9-0-0.

## **POLICY**

1<sup>st</sup> Reading

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

Policy 626: Federal Fiscal Compliance  
Attachment 626: Administration of Federal Funds, Type of Costs, Obligations and Property Management  
Attachment 626: Allowability of Costs – Federal Programs  
Attachment 626: Cash Management – Federal Programs  
Attachment 626: Procurement – Federal Programs  
Attachment 626: Grant Subrecipient Monitoring Procedures – Federal Programs

Mrs. Christina Brown seconded the motion, and it was carried with a vote of 9-0-0.

## **TRANSPORTATION & ATHLETICS**

Booster  
Organizations

Mr. Don Yontosh, in the form of a motion, recommended to approve the following booster organizations for the 2020 – 2021 school year (all booster organizations completed an electronic annual orientation; document submission in progress).

- West Branch Track and Field Booster Club
- West Branch Boys Basketball Booster Club
- West Branch Lady Warrior Soccer Booster Club
- West Branch Band Booster Club
- West Branch Volleyball Booster Club
- West Branch Girls Basketball Booster Club
- West Branch Football Booster Club
- West Branch Baseball Booster Club
- West Branch Cheerleading Boosters
- Warrior Wrestling Association
- West Branch Softball Booster Club

Mrs. Christina Brown seconded the motion, and it carried with a vote of 9-0-0.

Winter  
Athletic  
Volunteers

Mr. Don Yontosh, in the form of a motion, recommended to approve the following volunteers for the winter sports programs:

- Wrestling - Gary Yingling, Steve Sudik
- Boys Basketball - Nik Bisko, Bill Etchison

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

Mr. Carr asked if all volunteer had their clearances on file. Mrs. Martin replied that all clearances were on file.

H. Dobo Head  
Cheerleading  
Advisor

Mr. Mel Smeal, in the form of a motion, recommended to approve Heather Dobo as the Varsity Head Cheerleading Advisor. Mr. Robert Seprish seconded the motion, and it was carried with a vote of 7-2-0. Voice Roll Call: Mr. Yontosh – no; Mr. Seprish – yes; Mr. Carr – yes; Mr. Allen – no; Mr. Veres – yes; Mr. Smeal – yes; Mr. Emigh – yes; Mrs. Brown – yes; Mr. Diviney – yes. 7 – yes; 2 – no.

Mr. Emigh asked if there was an interview committee. Mrs. Dutrow replied that Mr. Holenchik, Mr. Williamson, Stephanie Graboski (former Cheerleading Advisor), and Mr. Smeal joined her on the interview committee.

## **FINANCE & PURCHASE**

Disburse-  
ments

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

Disbursements from September / October 2020:

\$56,002.88	Cafeteria Account	checks 4473 through 4477
\$8,476.77	Maintenance Account	check 0013
\$1,021,914.33	General Account	checks 54303 through 54451 excluding check 54328
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\$1,086,393.98	<b>GRAND TOTAL</b>	

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

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

Disbursements from September / October 2020:

\$1,311.12	General Account	check 54328
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\$1,311.12	<b>GRAND TOTAL</b>	

Treasurers  
Report

Mr. Don Yontosh seconded the motion and it carried with a vote of 8-0-1. Mr. Carr abstained from voting due to vendor being a sibling.

Activity  
Acct.

Mr. Paul Carr, in the form of a motion, recommended to approve the Treasurers Report for September 2020. Mr. Don Yontosh seconded the motion and it carried with a vote of 9-0-0.

Mr. Paul Carr, in the form of a motion, recommended to approve the Activity Account for September 2020. Mr. Don Yontosh seconded the motion and it carried with a vote of 9-0-0.

Dedicated  
Subs

Mr. Mel Smeal, in the form of a motion, recommended to approve the extension of the three dedicated substitute teacher positions to five days per week, for the remainder of the 2020-2021 school year, effective October 26, 2020 through ESS (early request due to COVID-19 staffing issues). Mr. Paul Carr seconded the motion, and it was carried with a vote of 9-0-0.

Wrestling  
Agreement

Mr. Don Yontosh, in the form of a motion, recommended to approve the Agreement with Greg and Shelly Denochick for the use of their wrestling facilities at Denochick Logging and Clearing in the amount of \$3,500 for the 2020 – 2021 season (Funding: 2020 – 2021 Athletic Budget). Mr. Paul Carr seconded the motion, and it was carried with a vote of 9-0-0.

Bond  
Refinancing

Mr. Don Yontosh, in the form of a motion, recommended to approve the Bond Refinancing Resolution:

Resolved: The Board of School Directors of the West Branch Area School District (the "School District") does hereby authorize the Administration to work with PFM Financial Advisors LLC, as Financial Advisor, Eckert, Seamans, Cherin, & Mellott, as Bond Counsel and the local Solicitor in conjunction with the issuance of General Obligation Bonds Series of 2020, for the purpose of refunding/ restructuring the Series of 2015 Notes and Series 2016 via a dual track process as shown in Option 2.

Mrs. Christina Brown seconded the motion, and it failed with a vote of 4-5-0. Voice Roll Call: Mr. Yontosh – yes; Mr. Seprish – no; Mr. Carr – no; Mr. Allen – yes; Mr. Veres – no; Mr. Smeal – no; Mr. Emigh – no; Mrs. Brown – yes; Mr. Diviney – yes. 7 – yes; 4 – 5.

Mr. Mel Smeal, in the form of a motion, recommended to approve the Bond Refinancing Resolution:

Resolved: The Board of School Directors of the West Branch Area School District (the "School District") does hereby authorize the Administration to work with PFM Financial Advisors LLC, as Financial Advisor, Eckert, Seamans, Cherin, & Mellott, as Bond Counsel and the local Solicitor in conjunction with the issuance of General Obligation Bonds Series of 2020, for the purpose of refunding/ restructuring the Series of 2015 Notes and Series 2016 via a dual track process as shown in Option 1.

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

Per Capita  
Exoneration

There was much discussion between the board and Business Manager regarding our current debt service and how each option impacted future payments on the debt instruments.

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

Township	Number of Exonerations:
Cooper	
Graham	
Morris	
Karthus	2

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

**OTHER ITEMS FOR DISCUSSION**

Mr. Smeal commented that he has received multiple comments what a terrific job the Administration and staff have done regarding the virus and they deserve much credit.

Mr. Yontosh inquired about portable seating over at the soccer field. Mr. Diviney agreed with Mr. Yontosh and also asked if the District could look into aerating and compost for the field. Mrs. Dutrow replied that could be put in for part of the upcoming budget season planning. Mrs. Dutrow indicated the field maintenance at District expense and she will coordinate Mr. Catherman.

**ADJOURNMENT**

Mr. Don Yontosh, in the form of a motion, recommended to adjourn the meeting 9:14 p.m. Mr. Paul Carr seconded the motion and it carried with a vote of 9-0-0.

Respectively Submitted,

Kasi Martin  
Secretary to the Board of Education