

WEST BRANCH AREA SCHOOL DISTRICT

REGULAR SESSION

MARCH 22, 2021

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

Members Absent:

Other:

Media Present: Tyler Kolesar, The Progress News

Administration Present: Michelle Dutrow, Erick Johnston, David Williamson, Mark Mitchell, JR Holenchik, Allison Koleno, Tiffany English, David Catherman

Others Present: Holly Petriskey, Tom Reed, Kevin Hubler, Kasi Martin, Jerry Bankovich, Lance Jones

OPENING EXERCISES

President Chad Diviney called the meeting to order at 6:48 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 February 22, 2021. Mr. Paul Carr seconded the motion, and it was carried with a vote of 9-0-0.

ADMINISTRATIVE REPORTS:

Allison Koleno, Elementary Principal:

- Budget Process
- Kindergarten Pre-Registration
- PSSA Prep

Mark Mitchell, Middle School Principal:

- Budgeting Process
- PBIS Survey
- Course Recovery Planning
- PSSA Prep
- Federal Programs

Joseph Holenchik, High School Principal:

- English Restructuring
- Budget Process

Erick Johnston, Business Manager:

- Stadium Project (Spending Update)
- COVID-19 Spending
- Nutrition Contract Extension
- CIU #10 Operating Budget

David Williamson, Pupil Services:

- Attendance Comparison
- Winter / Spring Athletic Updates

David Catherman, Supervisor of Buildings & Grounds:

- Field House Bids
- Sanitizing

Nik Bisko, Technology Administrator:

- Internet Contract Update
- Sanitizing Carts

Tiffany English, Food Service Director:

- National School Breakfast Week
- New A la Carte Items

CIU:

- Roof update
- Reviewing policies, contracts and budget

CCCTC:

- Roof update
- Colleges offering credits for classes completed at CTC

PSBA:

- State Level:
 - Pending Charter School Legislation
- Federal Level:
 - \$122 Billion to K-12 School
 - \$10 Billion to Schools for COVID Screenings
- State & Federal Level
 - USDA Extends School Meal Waivers

PERSONNEL

J. Koleno
Transfer Mr. Don Yontosh, in the form of a motion, recommended to approve the transfer of Justin Koleno, Elementary Teacher to Secondary Science Teacher, effective with the 2021 – 2022 school year. (voluntary transfer) (Mr. Koleno will be replacing Cheryl McGonigal, due to retirement, Personnel #1, January 25, 2021 Board Agenda). Mr. Paul Carr seconded the motion, and it was carried with a vote of 9-0-0.

K. Kennedy
Transfer Mr. Don Yontosh, in the form of a motion, recommended to approve the transfer of Kaitlyn Kennedy, Middle School English Teacher to Secondary English Teacher, effective with the 2021 – 2022 school year. (voluntary transfer) (Mrs. Kennedy will be replacing Ronda Hanslovan, due to resignation, Personnel #2, January 25, 2021 Board Agenda). Mr. Paul Carr seconded the motion, and it was carried with a vote of 9-0-0.

J. Levonick
English
Chair Mr. Don Yontosh, in the form of a motion, recommended to approve Jessica Levonick as the English Department Chair, retroactive for the second semester of the 2020 – 2021 school year. (Mrs. Levonick will be replacing Ronda Hanslovan, due to resignation, Personnel #2, January 25, 2021 Board Agenda) Mr. Paul Carr seconded the motion, and it was carried with a vote of 9-0-0.

Summer Hours Mr. Don Yontosh, in the form of a motion, recommended to approve District Summer Hours of Operation using a four (4) day work week, effective June 7, 2021 to August 5, 2021. Staff will increase hours to accommodate a shortened work week. Mr. Robert Seprish seconded the motion, and it was carried with a vote of 9-0-0.

Mr. Carr asked if the hours were going to be posted. Mrs. Dutrow stated that the hours would be posted on the doors for each month as they were last year.

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

- Nurse: 5 days maximum (Briskar - \$1,473.95)
- Elem. Guidance: 14 days maximum (Graboski - \$4,051.88)
- MS / HS Guidance: 14 days maximum (Porter - \$4,419.24; Hubler - \$5,592.44)
- Literacy / Parent Engagement: 5 days maximum (A. White - \$1,528 funding stream – TITLE I)
- Librarian / Clerk: 5 days maximum (J. White - \$1,795.95; Folmar - \$607.45)
- Technology Para: 7 days maximum (Petriskey - \$874.51)

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

ESY Mr. Don Yontosh, in the form of a motion, recommended to approve Casey Goodrow, Erin Johnson, Sherri McGarvey and Mark Norris as Extended School Year Teachers at the contracted rate of \$24/hr., for the 2021 summer program. Mr. Paul Carr seconded the motion, and it was carried with a vote of 9-0-0.

Mr. Mel Smeal, in the form of a motion, recommended to approve Amanda Harris as Extended School Year Speech Therapist at the contracted rate of \$24/hr., for the 2021 summer program. Mr. Robert Seprish seconded the motion, and it was carried with a vote of 9-0-0.

Mr. Paul Carr, in the form of a motion, recommended to approve Amasa Gillingham as Extended School Year Nurse at her current contracted rate, for the 2021 summer program. Mr. Mel Smeal seconded the motion, and it was carried with a vote of 9-0-0.

Mr. Paul Carr, in the form of a motion, recommended to approve Tina Kolesar, Brenda Hubler, Cindy Michaels and Melissa Yontosh as Extended School Year Classroom Paraprofessionals at their respective current contracted rate, for the 2021 summer program. Mr. Mel Smeal seconded the motion, and it was carried with a vote of 9-0-0.

Mr. Paul Carr, in the form of a motion, recommended to approve Angela Lucas as Extended School Year Teacher Substitute, as needed, at the contracted rate of \$24/hr., for the 2021 summer program. Mr. Don Yontosh seconded the motion, and it was carried with a vote of 9-0-0.

Mr. Mel Smeal, in the form of a motion, recommended to approve Erica Wood as Extended School Year Paraprofessional Substitute, as needed, at her current contracted rate, for the 2021 summer program. Mr. Don Yontosh seconded the motion, and it was carried with a vote of 9-0-0.

Mr. Mel Smeal, in the form of a motion, recommended to approve Danielle Gregory as Extended School Year Speech Teacher Substitute, as needed, at the contracted rate of \$24/hr., for the 2021 summer program. Mr. Paul Carr seconded the motion, and it was carried with a vote of 9-0-0.

EDUCATION

- MS Yearbook Club Mr. Don Yontosh, in the form of a motion, recommended to approve the creation of a Middle School Yearbook Student Club. Mr. Paul Carr seconded the motion, and it was carried with a vote of 9-0-0.
- ELECT Program Mr. Mel Smeal, in the form of a motion, recommended to approve the ELECT Participation Certification to continue services provided by The Guidance Center's Project RAPPORT program for the grant period July 1, 2021 to June 30, 2022. Mr. Paul Carr seconded the motion, and it was carried with a vote of 9-0-0.
- Mr. Diviney inquired about the program. Mrs. Dutrow indicated that the program was provided for students regarding teen pregnancy.
- HS Lib. Book Order Mr. Don Yontosh, in the form of a motion, recommended to approve the High School Library book order in the amount of \$700.96. (2020 – 2021 High School Library Budget) Mr. Paul Carr seconded the motion, and it was carried with a vote of 9-0-0.

POLICY

- 2nd Reading Mr. Don Yontosh, in the form of a motion, recommended to approve the second reading of the following policies:
- Policy 325 – Dress and Grooming
 - Safe2Say Something Procedures
- Mr. Paul Carr seconded the motion, and it was carried with a vote of 9-0-0.

BUILDINGS & GROUNDS

- HVAC Mr. Don Yontosh, in the form of a motion, recommended to approve the purchase of the B&G HVAC pump in the amount of \$10,400 from R.E. Michael. (Co-Star Pricing). Mr. Mel Smeal seconded the motion, and it was carried with a vote of 9-0-0.
- Mr. Seprish asked about the size of the HVAC pump. Mr. Catherman replied that it weighed almost 2,000 pounds.
- Surplus Mrs. Christina Brown, in the form of a motion, recommended to declare the following items surplus:
- 27 – Light Fixtures / Drop in suspended ceiling, Fair Condition, no light bulbs, 4'x2'
 - 4 – 14"x14" HVAC Supply Grills, Fair Condition
 - 2 – Electric Heater / Electromode, Model: EUH0524, Serial: 1938, Fair Condition
 - 2 – Rotary Positive Blower, Model: 14777, Serial: 930616, Fair Condition
 - Rotary Positive Blower, Model: 5M L, Serial: 321092, Fair Condition
 - Rotary Positive Blower, Model: GAEMBLA, Serial: S 333671, Fair Condition
 - Control Panel, Part #: 31301-016-60, Enclosure Type: 1 50061-514-01B, Fair Condition
 - Square D Panel, Model: 5 Control Center, Serial: 4051945 A, Fair Condition
- Mr. Mel Smeal seconded the motion, and it was carried with a vote of 9-0-0.
- Field House Bids Mr. Veres expressed displeasure about not receiving the bid documents ahead of the meeting. Mrs. Dutrow replied that she thought he had requested the bid summary sheet ahead of the meeting; she indicated that the full bid documents could be reviewed by Mr. Veres. Mr. Veres asked how often inspections would be conducted. Mr. Bankovich stated that inspections would be held weekly rather than bi-weekly. Mr.

Diviney questioned if weekly would be enough. Mr. Bankovich replied that inspections could be done daily at an added cost.

Mr. Carr questioned why the change orders were never brought to the Board and they couldn't be found in the minutes. Mrs. Dutrow stated that the change orders were within the 10% contingency that the Board approved. Mr. Yontosh stated that the Board gave Mrs. Dutrow authority to approve orders within the cap. Mr. Carr also questioned why the district waited a year to continue with the project and cost tax payers more money.

Mr. Mel Smeal, in the form of a motion, recommended to award the bid for General Construction for Fieldhouse Renovations to Mid-State Construction, Inc. in the amount of \$558,604. Mr. Don Yontosh seconded the motion, and it was carried with a vote of 9-0-0.

Mr. Don Yontosh, in the form of a motion, recommended to award the bid for Plumbing Construction for Fieldhouse Renovations to Montgomery Bros. Plumbing & Heating, LLC in the amount of \$129,000. Mr. Mel Smeal seconded the motion, and it was carried with a vote of 9-0-0.

Mr. Mel Smeal, in the form of a motion, recommended to award the bid for Electrical Construction for Fieldhouse Renovations to Westmoreland Electric Services, LLC in the amount of \$108,000. Mr. Robert Seprish seconded the motion, and it was carried with a vote of 9-0-0.

Mr. Veres asked if the utility panels were three or four-phase. Mr. Bankovich replied the panels were staying the same at two-phase. Mr. Veres also asked what kind of heat was being used in the field house. Mr. Bankovich replied that it would be propane.

Mr. Mel Smeal, in the form of a motion, recommended to award the bid for HVAC Construction for Fieldhouse Renovations to Marc Service, Inc. in the amount of \$121,200. Mr. Don Yontosh seconded the motion, and it was carried with a vote of 9-0-0.

Mr. Dutrow informed the Board that the District is able to use COVID funding for upgraded HVAC installation and we can pay for the \$121,200 HVAC bid out of COVID funds to bring the field house project total cost down to \$795,000.

Mr. Veres asked if the field house would be air conditioned. Mrs. Dutrow stated there is air conditioning in the offices.

TRANSPORTATION & ATHLETICS

F. Harvey
Driver Mr. Paul Carr, in the form of a motion, recommended to approve Fred Harvey to drive for Long Motor Bus for the remainder 2020 – 2021 school year, all paperwork has been received. Mr. Mel Smeal seconded the motion, and it carried with a vote of 9-0-0.

T. Trude
Resignation Mr. Paul Carr, in the form of a motion, recommended to approve the resignation of Taylor Trude, JV Volleyball Coach, effective March 5, 2021. Mr. Don Yontosh seconded the motion, and it carried with a vote of 9-0-0.

T. Carr Track
/ Field Mr. Paul Carr, in the form of a motion, recommended to approve Tabytha Carr as Assistant Track and Field Coach, effective immediately. Mr. Mel Smeal seconded the motion, and it carried with a vote of 9-0-0.

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

Baseball: Josh Lannen

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

FINANCE & PURCHASE

Disburse- Mr. Paul Carr, in the form of a motion, recommended to approve the following motion:
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Disbursements from February / March 2021:

\$41,075.86	Cafeteria Account	checks 4501 through 4502
\$669,291.84	General Account	checks 54932 through 55079 (not including checks 4932, 54952, 54995, 55018, 55020)

\$710,367.70 **GRAND TOTAL**

Mr. Mel Smeal 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 following motion:

Disbursements from February / March 2021:

\$13,643.10	General Account	checks 4932, 54952, 54995, 55018, 55020
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\$13,643.10 **GRAND TOTAL**

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

Treasurers Mr. Paul Carr, in the form of a motion, recommended to approve the Treasurers
Report Report for February 2021. Mr. Don Yontosh seconded the motion and it carried with a
vote of 9-0-0.

Activity Mr. Paul Carr, in the form of a motion, recommended to approve the Activity Account
Acct. for February 2021. Mr. Mel Smeal seconded the motion and it carried with a vote of 9-
0-0.

Nutrition Mr. Don Yontosh, in the form of a motion, recommended to approve the contract
Group renewal with The Nutrition Group to serve as the Food Service Management Company
Renewal for the 2021-2022 school year. Mr. Mel Smeal seconded the motion and it carried with
a vote of 8-1-0. Voice Roll Call: Mr. Smeal – yes; Mr. Allen – yes; Mr. Carr – no; Mr.
Seprish – yes; Mr. Yontosh – yes; Mr. Emigh – yes; Mrs. Brown – yes; Mr. Veres –
yes; Mr. Diviney – yes. Yes – 8; No – 1. Motion Carried.

A la Carte Mr. Don Yontosh, in the form of a motion, recommended to approve the revised a la
Pricing carte cafeteria pricing list for the 2021 – 2022 school year. Mr. Mel Smeal seconded
the motion and it carried with a vote of 9-0-0.

CIU #10 Mr. Jim Emigh, in the form of a motion, recommended to approve the Central
Budget Intermediate Unit #10 General Operating Budget for 2021 – 2022. Mr. Paul Carr
seconded the motion and it carried with a vote of 9-0-0.

OTHER ITEMS FOR DISCUSSION

ADJOURNMENT

Mr. Don Yontosh, in the form of a motion, recommended to adjourn the meeting 8:08p.m. Mr. Larry Allen seconded the motion and it carried with a vote of 9-0-0.

Respectively Submitted,

Kasi Martin
Secretary to the Board of Education