

WEST BRANCH AREA SCHOOL DISTRICT

REGULAR SESSION

MAY 24, 2021

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

Members Absent: Bob Seprish, Jim Emigh

Other:

Media Present: Mikayla Heiss, 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, Kasi Martin, Shari Buck, Brandy O' Hare, Angela Lucas, Branden Evans

**OPENING EXERCISES**

President Chad Diviney called the meeting to order at 6:41 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 April 26, 2021. Mr. Paul Carr seconded the motion, and it was carried with a vote of 7-0-0.

**ADMINISTRATIVE REPORTS:**

Allison Koleno, Elementary Principal:

- Budget Finalization
- Special Education Prep
- PSSA Update

Mark Mitchell, Middle School Principal:

- Course Recovery Update
- PSSA Update
- Band / Chorus Concerts

Joseph Holenchik, High School Principal:

- Course Recovery Update
- Keystone Exam Update
- Band / Chorus Concerts

David Williamson, Pupil Services:

- Attendance Comparison
- Spring Athletic Updates

David Catherman, Supervisor of Buildings & Grounds:

- End of Year Events
- HVAC Pump Update

Nik Bisko, Technology Administrator:

- Laptop Check-in / Return Process
- Xerox Contract

Mr. Carr questioned the financing of the current copier contract. Mr. Johnston stated the contract was to expire June 30 and is not being extended into the new contract.

Tiffany English, Food Service Director:

- Budget Year-to-Date
- Special Days

CCCTC:

- Roof Update

PSBA:

- State Level:
  - K-12 Funding for Electronic Connectivity Funding (ECF)

## **PRESENTATIONS**

Erick Johnston presented the preliminary budget to the Board.

Michelle Dutrow discussed ESSER implications for budget planning.

## **EXECUTIVE SESSION**

An executive session was held from 7:10 p.m. – 7:28 p.m. for the purpose of personnel.

## **BOARD**

Board  
Secretary

Mr. Don Yontosh, in the form of a motion, recommended to approve Kasi Martin as Secretary to the Board of Education, effective July 1, 2021 through June 30, 2025. 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 Erick Johnston as Alternate Secretary to the Board of Education, effective July 1, 2021 through June 30, 2025. Mr. Don Yontosh seconded the motion and it carried with a vote of 8-0-0.

## **PERSONNEL**

C. Eirich  
Resignation

Mr. Paul Carr, in the form of a motion, recommended to approve the resignation of Caitlin Eirich, Paraprofessional, effective June 3, 2021. Mr. Mel Smeal seconded the motion, and it was carried with a vote of 7-0-0.

B. O'hare  
Elem.  
Princ.

Mr. Don Yontosh, in the form of a motion, recommended to approve Brandy O'Hare as Elementary Principal – Twelve-month position, effective with the 2021 – 2022 school year at the starting salary of \$75,000. (Mrs. O'Hare will be replacing Allison Koleno, due to transfer, Personnel #1, April 26, 2021 Board Agenda). Mr. Paul Carr seconded the motion, and it was carried with a vote of 7-0-0.

A. Lucas  
Spec. Ed.  
Sup.

Mr. Don Yontosh, in the form of a motion, recommended to approve Angela Lucas as Special Education Supervisor, twelve-month position, effective with the 2021 – 2022 school year, at the starting salary of \$75,000. (voluntary transfer) Mr. Mel Smeal seconded the motion, and it was carried with a vote of 7-0-0.



## **POLICY**

- 1<sup>st</sup> Reading Mr. Don Yontosh, in the form of a motion, recommended to approve the first readings of the following policies:
- Policy 011 – Board Governance Standards / Code of Conduct
  - Policy 800.1 – Electronic Signatures / Records
  - Policy 816 – District Social Media
- Mr. Paul Carr seconded the motion, and it was carried with a vote of 7-0-0.

## **BUILDINGS & GROUNDS**

- Sewage Plant Removal Mr. Don Yontosh, in the form of a motion, recommended to approve the in-house demolition of the two former sewage plant buildings behind the Elementary building, not to exceed \$6,000. Mr. Paul Carr seconded the motion, and it was carried with a vote of 7-0-0.
- Mr. Diviney requested pictures be taken in the event future digging would need to take place and the District would know where lines and pipes were. Mr. Veres asked if there was any asbestos, Mr. Catherman replied there was none. Mrs. Dutrow stated that there were no EPA requirements.
- Surplus Mr. Paul Carr, in the form of a motion, recommended to declare the following items surplus:
- Amaco Electric Kiln, Model: AH10, Serial: 10C1046, Condition: Turns on/ heats/ but shuts off before reaching temperature.
  - Garland Oven, Model: ECO-E-10/ ECO-E-20, Serial: 362919, Condition: Operates but has temperature variance.
  - Beverage Air Freezer/ Cooler, Model: PRF24-24-1AS, Serial: 5625838, Condition: Powers on but doesn't cool.
- Mr. Mel Smeal seconded the motion, and it was carried with a vote of 7-0-0.

## **TRANSPORTATION & ATHLETICS**

- Long's Transportation Mr. Paul Carr, in the form of a motion, recommended to approve the contract between WBASD and Longs Transportation for school years 2021 – 2022 through 2025 – 2026. Mr. Paul Carr seconded the motion, and it carried with a vote of 7-0-0.
- D. Catanzaro Resignation Mr. Don Yontosh, in the form of a motion, recommended to approve the resignation of David Catanzaro, Jr. High Head Boys Basketball Coach, effective April 20, 2021. Mr. Paul Carr seconded the motion, and it carried with a vote of 7-0-0.
- M. Koleno Resignation Mr. Don Yontosh, in the form of a motion, recommended to approve the resignation of Mariah Koleno, Assistant Varsity Girls Basketball Coach, effective May 17, 2021. Mr. Mel Smeal seconded the motion, and it carried with a vote of 7-0-0.
- M. Neidrick VB Coach Mr. Don Yontosh, in the form of a motion, recommended to approve Mollie Neidrick as Head Jr. High Volleyball Coach, effective with the 2021 – 2022 season. Mr. Paul Carr seconded the motion, and it was carried with a vote of 7-0-0.
- A. Koleno Asst. VB Coach Mr. Don Yontosh, in the form of a motion, recommended to approve Allison Koleno as Assistant Jr. High Volleyball Coach, effective with the 2021 – 2022 season. Mr. Paul Carr seconded the motion, and it was carried with a vote of 7-0-0.
- A. Liptak JV Cheer Adv. Mr. Don Yontosh, in the form of a motion, recommended to approve Alisa Liptak as JV Cheerleading Advisor, effective with the 2021 – 2022 season. Mr. Mel Smeal seconded the motion, and it was carried with a vote of 7-0-0.

A. Tiracorda  
Volunteer

Mr. Paul Carr, in the form of a motion, recommended to approve Amy Tiracorda as a volunteer to the Track & Field program, all paperwork has been received. Mr. Don Yontosh seconded the motion, and it was 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 motion:

Disbursements from April / May 2021:

\$48,427.02	Cafeteria Account	checks 4508 through 4510
\$4,495.00	Maintenance Account	check 0021
\$541,811.71	General Account	checks 55195 through 55317 (excluding checks 5209, 55237, 55257, 55272)
<u>\$594,733.73</u>	<u>Grand Total</u>	

Mr. Don Yontosh seconded the motion and it carried with a vote of 7-0-0.

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

Disbursements from April / May 2021:

<u>\$6,206.22</u>	<u>General Account</u>	<u>checks 5209, 55237, 55257, 55272</u>
\$6,206.22	<b>GRAND TOTAL</b>	

Mr. Don Yontosh seconded the motion and it carried with a vote of 6-0-1. Mr. Carr abstained from voting due to vendor being a sibling.

Treasurers  
Report

Mr. Paul Carr, in the form of a motion, recommended to approve the Treasurers Report for April 2021. Mr. Don Yontosh seconded the motion and it carried with a vote of 7-0-0.

Activity  
Acct.

Mr. Paul Carr, in the form of a motion, recommended to approve the Activity Account for April 2021. Mr. Don Yontosh seconded the motion and it carried with a vote of 7-0-0.

Athletic Field  
Fund /  
Music Dept.  
Fund

Mr. Paul Carr, in the form of a motion, recommended to commit \$4,000 to the Athletic Field Fund and \$4,000 to the Music Department Fund. Funds will be transferred from the Unassigned General Fund Balance. Mr. Don Yontosh seconded the motion and it carried with a vote of 7-0-0.

Deactivate  
Tennis Club  
Fund

Mr. Paul Carr, in the form of a motion, recommended to deactivate the student activity group Tennis Club, and transfer the Club's fund balance of \$52.06 to the student activity group Student Government. Mr. Don Yontosh seconded the motion and it carried with a vote of 7-0-0.

FNB Monies

Mr. Paul Carr, in the form of a motion, recommended to liquidate Committed First National Bank Building Project Money Market Account as needed to fund Phase II of the Stadium Project, current balance of the money market account is \$1,050,519.82. Mrs. Christina Brown seconded the motion and it carried with a vote of 7-0-0.

Mr. Johnston stated that he would only liquidate what the district needed to cover project expenses.

Xerox Contract Mr. Paul Carr, in the form of a motion, recommended to approve the Xerox contact as presented. Mr. Don Yontosh seconded the motion and it carried with a vote of 7-0-0.

Guardian Protection Group Mr. Paul Carr, in the form of a motion, recommended to approve the contract between WBASD and Guardian Protection Group for Security Services for school years 2021 – 2022 through 2024 – 2025, as presented. Mrs. Christina Brown seconded the motion and it carried with a vote of 7-0-0.

CCCTC Budget Mr. Paul Carr, in the form of a motion, recommended to approve the Clearfield County Career & Technology General Fund Budget for the 2021 – 2022 school year. Mr. Don Yontosh seconded the motion, and it was carried with a vote of 7-0-0.

Policy Renewals Mr. Paul Carr, in the form of a motion, recommended to approve the following insurance policy renewals for the 2021 – 2022 fiscal year:

- **Employee Life/AD&D:**
  - Insurance Underwriter Madison National Life, broker National Insurance Services, Inc. \$0.11 Life Insurance per \$1,000 of payroll / \$0.02 AD&D. Insurance per \$1,000 of payroll for eligible employees.
- **Employee Long-Term Disability Insurance Coverage:**
  - Underwriter Madison National Life, broker National Insurance Services, Inc.  
\$4.20 per month per eligible employee

Mr. Don Yontosh seconded the motion, and it was carried with a vote of 7-0-0.

Medical Insurance Mr. Paul Carr, in the form of a motion, recommended to approve all monthly medical insurance rates at a 1% increase to:

- Qualified High Deductible Health Plan
  - Single: \$600.13
  - Employee & Child(ren): \$1,445.82
  - Employee & Spouse: \$1,617.15
  - Family: \$1,855.13
- Support Staff Traditional PPO
  - Single: \$692.68
  - Employee & Child(ren): \$1,668.89
  - Employee & Spouse: \$1,866.34
  - Family: \$2,140.89
- Non-Support Staff Traditional PPO
  - Single: \$665.87
  - Employee & Child(ren): \$1,604.14
  - Employee & Spouse: \$1,794.30
  - Family: \$2,058.31
- Retirees Prior to July 1, 2014
  - Single: \$741.85

Mr. Don Yontosh seconded the motion, and it was carried with a vote of 7-0-0.

Vision Insurance Mr. Paul Carr, in the form of a motion, recommended to approve the Highmark Vision Insurance rates (Administration) at the following monthly premium amounts (5%

increase):

- Individual: \$5.24
- Parent & Child(ren): \$9.94
- Employee & Spouse: \$10.48
- Family: \$15.71

Mr. Don Yontosh seconded the motion, and it was carried with a vote of 7-0-0.

Preliminary  
General  
Fund

Mr. Paul Carr, in the form of a motion, recommended to approve the Preliminary General Fund Budget for the 2021-2022 school year. Providing a total budgeted revenue of \$18,398,107 and total budgeted expenditure of \$19,354,880 while maintaining a projected fund balance of \$5,658,284 and implementing the following tax rates:

105.65 mills (increase of 3.85 mills) for Clearfield County and 13.16 mills (increase of 0.66 mills) for Clinton County.  
\$5.00 Per Capita (Section 679 School Code)  
\$5.00 Per Capita (Act 511)  
\$10.00 Occupation Tax (Act 511)  
\$10.00 Local Service/Occupational Privilege Tax  
0.50% Earned Income Tax (1.0% shared with municipalities, Act 511)  
0.50% Real Estate Transfer Tax (1.0% shared with municipalities, Act 511)

Mr. Don Yontosh seconded the motion, and it was carried with a vote of 7-0-0.

### **OLD BUSINESS**

### **ADJOURNMENT**

Mr. Don Yontosh, in the form of a motion, recommended to adjourn the meeting 8:34 p.m. Mr. Larry Allen seconded the motion and it carried with a vote of 7-0-0.

Respectively Submitted,

Kasi Martin  
Secretary to the Board of Education