



**WEST BRANCH AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
MONDAY, SEPTEMBER 27, 2021**

**AGENDA**

**I. CALL TO ORDER / PLEDGE TO THE FLAG**

**II. ROLL CALL**

**III. STUDENT REPORTS / RECOGNITION**

**IV. RECOGNITION OF VISITORS: PUBLIC COMMENT:**

- A. John Hess – Masking from the EMS Perspective
- B. Colette Williams – Mask Mandate
- C. Josh Hall – Mask Mandate
- D. Sara Jones – Mask Mandate

**V. APPROVAL OF MINUTES OF PRIOR MEETING(S):**

- A. August 9, 2021
  - For approval based upon review by board members to determine these minutes to be accurate and correct.

APPROVED

REJECTED

DEFERRED

**VI. ADMINISTRATIVE REPORTS / RECOMMENDATIONS**

**Updates: Written Reports Only**

Brandy O'Hare: Elementary Principal  
Mark Mitchell: Middle School Principal  
J.R. Holenchik: High School Principal  
Angela Lucas: Special Education Supervisor

Erick Johnston: Business Manager  
David Williamson: Pupil Services Coordinator  
David Catherman: Supervisor of Buildings and Grounds  
Tiffany English: Food Service Director

**OTHER REPORTS**

- CIU: Paul Carr
- CCCTC: Tom Veres
- PSBA LIASON: Chad Diviney

**VII. ANNOUNCEMENTS AND PRESENTATIONS**

**VIII. NEW BUSINESS**

**A. BOARD**

**B. PERSONNEL**

1. Motion to approve the resignation of Ron Fetcho, Café/Hall Monitor, effective August 11, 2021.

APPROVED

REJECTED

DEFERRED

2. Motion to approve the resignation of Julia Williams, Paraprofessional, effective September 13, 2021.

APPROVED

REJECTED

DEFERRED

3. Motion to approve the retirement of Pamela Emigh, Instructional Paraprofessional, effective December 31, 2021.

APPROVED

REJECTED

DEFERRED

4. Motion to approve Alexis McKenna as Elementary teacher to the District at the starting salary of \$45,650 (step 1 Master's), retroactive to September 1, 2021. (Kindergarten assignment 2021 – 2022 School Year)

APPROVED

REJECTED

DEFERRED

5. Motion to approve Heather Jones as Café / Hall Monitor to the District at the starting rate of \$12.82/hr. (Year 2-3), retroactive to August 23, 2021. Ms. Jones replaced Shannon Barger, due to resignation, August 9, 2021 Board Agenda, Addendum item, Personnel #1.

APPROVED

REJECTED

DEFERRED

6. Motion to approve one (1) Dedicated Technology Paraprofessional Substitute for the 2021 – 2022 school year at the rate of \$11.00/hr. (ESSER III Funding)

APPROVED

REJECTED

DEFERRED

7. Motion to approve Rebecca Lutchko as Mentor for Kendra McLaughlin for the 2021 – 2022 school year. Mrs. Lutchko will be paid a stipend of \$250 as per the District Induction Plan.

APPROVED

REJECTED

DEFERRED

8. Motion to approve Stacy Ricciotti as Mentor for Sadie Dickson for the 2021 – 2022 school year. Mrs. Ricciotti will be paid a stipend of \$250 as per the District Induction Plan.

APPROVED

REJECTED

DEFERRED

9. Motion to approve Megan Dale, Rebecca Lannen and Amanda Schaffer to the volunteer list. All paperwork has been received.

APPROVED

REJECTED

DEFERRED

### **C. EDUCATION**

1. Motion to approve the District Priority Goals for the 2021 – 2022 school year.

APPROVED

REJECTED

DEFERRED

2. Motion to approve the A-TSI School Improvement Plan (Non-Title I) for the 2021 – 2022 as presented.

APPROVED

REJECTED

DEFERRED

3. Motion to approve the Schoolwide Title I School Plan for 2021 – 2022 as presented.

APPROVED

REJECTED

DEFERRED

4. Motion to declare the following items surplus:

- a. English Textbooks, Houghton Mifflin Harcourt, Copyright: 2004, ISBN: 0-618-30998-5, 53 copies
- b. Elementary Dictionary, Merriam-Webster, Copyright: 1994, ISBN: 0-87779-575-4, 23 copies
- c. Elementary Dictionary, Merriam-Webster, Copyright: 1994, ISBN: 0-87779-575-4, 40 copies
- d. Elementary Dictionary, Merriam-Webster, Copyright: 2009, ISBN: 978-0-8779-675-6-51795, 8 copies
- e. My 2<sup>nd</sup> Picture Dictionary, Scott Foresman, Copyright: 1982, ISBN: 0-673-12426-9, 11 copies
- f. Beginning Dictionary, MacMillan, Copyright: 1977, ISBN: Library of Compress #74-24661, 9 copies
- g. School Thesaurus, Merriam Webster, Copyright: 1978, ISBN: 0-87779-178-3, 5 copies
- h. Teen Health Course 2, McGraw-Hill, Copyright: 2007, ISBN: 978-0-07-869761-6, 102 copies
- i. Teen Health Course 3, McGraw-Hill, Copyright: 2007, ISBN: 978-0-07-869762-3, 49 copies
- j. 5 - Idea Max smart boards
- k. Promethean Boards, Serial Number: PRM-AB378-012, 25 total
- l. Promethean Boards, Serial Number: PRM-AB2B-02, 11 total
- m. Regular Projector Mounts, 11 total
- n. Ceiling Mounts for Regular Projector Mounts, 21 total
- o. Short Projector Mounts, 4 total
- p. Lightweight Projector Mounts, 9 total
- q. Casio Projectors, Serial Number: XJV10X, 14 total
- r. Casio Projectors, Serial Number: XJM141, 20 total

APPROVED

REJECTED

DEFERRED

5. Motion to approve the High School Guidance field trip to Clearfield County Career and Technology Center on October 19, 2021 for Grade 10 tours. Cost to the District: transportation; 2 teacher substitutes; Cost to the Student: none. (Funding – HS Budget). (Information Only: 97 students will be attending)

APPROVED

REJECTED

DEFERRED

6. Motion to approve the Second Grade field trip to Clearfield Fairgrounds on September 22, 2021 for Safety Day. Cost to the District: transportation - \$265.72; student registration - \$216.00; total - \$481.72 (Funding – Elementary Budget). (Information Only: 72 students attended)

APPROVED

REJECTED

DEFERRED

**D. POLICY**

**E. BUILDINGS AND GROUNDS**

1. Motion to go out to bid for a new smoke detector system for the Elementary building.

APPROVED

REJECTED

DEFERRED

**F. TRANSPORTATION & ATHLETICS**

1. Motion to approve the resignation of Jane Catanzaro, Head Cross Country Coach, effective August 12, 2021.

APPROVED

REJECTED

DEFERRED

2. Motion to approve Josh Carr as the Head Cross Country Coach, retroactive to August 16, 2021.

APPROVED

REJECTED

DEFERRED

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3. Motion to approve Tabytha Carr as the Assistant Cross Country Coach, retroactive to August 16, 2021.

APPROVED REJECTED DEFERRED

4. Motion to approve Levi Good as the Jr. High Girls Head Soccer Coach.

APPROVED REJECTED DEFERRED

5. Motion to approve Mitch Hubler as the Jr. High Girls Assistant Soccer Coach.

APPROVED REJECTED DEFERRED

6. Motion to approve the Bus Runs and Stops for the 2021 – 2022 school year.

APPROVED REJECTED DEFERRED

7. Motion to approve Beverly Steinig and Jacqueline Butler as drivers for Long Motor Bus for the 2021 – 2022 school year, all paperwork has been received.

APPROVED REJECTED DEFERRED

**G. FINANCE AND PURCHASE**

1. Motion to approve the following Disbursements from August /September 2021.

\$ 36,988.94	Cafeteria Account	checks 4536 through 4551
\$ 1,709,200.77	General Account	checks 55607 through 55845
\$ 1,746,189.71	<b>GRAND TOTAL</b>	

APPROVED REJECTED DEFERRED

2. Motion to approve the Treasurers Report for July & August 2021.

APPROVED REJECTED DEFERRED

3. Motion to approve the Activity Account for August 2021.

APPROVED REJECTED DEFERRED

**IX. OLD BUSINESS**

**X. CORRESPONDENCE**

**XI. OTHER ITEMS FOR DISCUSSION**

**XII. ADJOURNMENT**

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WEST BRANCH AREA SCHOOL DISTRICT

REGULAR SESSION

AUGUST 9, 2021

Members Present: Chad Diviney, Don Yontosh, Paul Carr, Christina, Bob Seprish, Jim Emigh

Members Absent: Melvin Smeal, Larry Allen, Tom Veres,

Other:

Media Present: The Progress News

Administration Present: Michelle Dutrow, Erick Johnston, Mark Mitchell, Angela Lucas, Brandy O'Hare, JR Holenchik, Tiffany English, David Catherman, David Williamson

Others Present: Holly Petriskey, Kasi Martin, Stephanie MacTavish, Glenn MacTavish

**OPENING EXERCISES**

President Chad Diviney called the meeting to order at 6:52 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 June 24, 2021. Mr. Paul Carr seconded the motion, and it was carried with a vote of 6-0-0.

**ADMINISTRATIVE REPORTS:**

Brandy O'Hare, Elementary Principal:

- GAP Camp, ESY, Kindercamp, PreK Open House
- Makerspace
- Popsicles with the Principal

Mark Mitchell, Middle School Principal:

- GAP Camp and ESY Update
- Schedules and Room Setup
- 5<sup>th</sup> Grade Orientation
- Projector Removal
- Yearbook Event

Joseph Holenchik, High School Principal:

- Schedule Distribution
- Band Performances

Angela Lucas, Special Education Supervisor:

- GAP Camp and ESY
- Paraprofessional Position
- Scheduling/Caseload

Erick Johnston, Business Manager:

- Stadium Project
- Fiscal Audit

(voluntary transfer) (New Kindergarten Student). Mr. Paul Carr seconded the motion, and it was carried with a vote of 5-0-0.

S. Strible  
Transfer Mr. Don Yontosh, in the form of a motion, recommended to approve the transfer of Shelva Strible, Elementary Personal Care Paraprofessional to Elementary Instructional Paraprofessional, effective with the 2021 – 2022 school year. (voluntary transfer) (New Kindergarten students). Mr. Paul Carr seconded the motion, and it was carried with a vote of 5-0-0.

C. Jones  
Para Mr. Don Yontosh, in the form of a motion, recommended to approve Carrie Jones as Paraprofessional to the district, effective with the 2021 – 2022 school year at the starting rate of \$13.51/hr. (Step 0-1). Mrs. Jones will be replacing Betty Leathers, due to retirement, Board Agenda, November 23, 2020, Personnel #1. Mr. Paul Carr seconded the motion, and it was carried with a vote of 5-0-0.

J. Whipple  
Nurse Asst. Mr. Don Yontosh, in the form of a motion, recommended to approve Julia Whipple as Nurse Assistant to the district at the starting rate of \$18.00/hr., effective with the 2021 – 2022 school year. Ms. Whipple will be replacing Amasa Gillingham due to resignation, August 9, 2021 Board Agenda, Personnel #2. Mr. Paul Carr seconded the motion, and it was carried with a vote of 5-0-0.

K. Kennedy  
Stud. Gov't.  
Adv. Mr. Don Yontosh, in the form of a motion, recommended to approve Kaitlyn Kennedy as Student Government Advisor, effective with the 2021 – 2022 school year. Mr. Paul Carr seconded the motion, and it was carried with a vote of 5-0-0.

A. Koleno  
Soph. Class  
Adv. Mr. Don Yontosh, in the form of a motion, recommended to approve Allison Koleno as Sophomore Class Advisor, effective with the 2021 – 2022 school year. Mr. Paul Carr seconded the motion, and it was carried with a vote of 5-0-0.

B. Evans &  
L. Jones  
Stage  
Managers Mr. Don Yontosh, in the form of a motion, recommended to approve Branden Evans and Lance Jones as Co-Stage Managers, effective with the 2021 – 2022 school year (Shared Contracted Supplemental Pay). Mr. Paul Carr seconded the motion, and it was carried with a vote of 5-0-0.

M. Koleno  
FMLA Mr. Don Yontosh, in the form of a motion, recommended to approve FMLA leave for Mariah Koleno from August 23, 2021 to September 17, 2021. Substitute will be through Frontline (formerly ESS). Mr. Paul Carr seconded the motion, and it was carried with a vote of 5-0-0.

Volunteers Mr. Don Yontosh, in the form of a motion, recommended to approve Kandy Ralston to the volunteer list, all paperwork has been received. Mr. Paul Carr seconded the motion, and it was carried with a vote of 6-0-0.

S. Barger  
Resignation Mr. Don Yontosh, in the form of a motion, recommended to approve the resignation of Shannon Barger, Cafeteria/Hall Monitor, effective August 6, 2021. Mr. Paul Carr seconded the motion, and it was carried with a vote of 6-0-0.

## **EDUCATION**

Elem.  
Handbook Mr. Don Yontosh, in the form of a motion, recommended to approve the Elementary Parent & Student Handbook for the 2021 – 2022 school year. Mr. Paul Carr seconded the motion, and it was carried with a vote of 6-0-0.

MS Handbook Mr. Don Yontosh, in the form of a motion, recommended to approve the Middle School Parent & Student Handbook for the 2021 – 2022 school year. Mr. Paul Carr seconded the motion, and it was carried with a vote of 6-0-0.

\$1,441,578.30      **GRAND TOTAL**

Mr. Don Yontosh seconded the motion and it carried with a vote of 6-0-0.

Treasurers  
Report

Mr. Paul Carr, in the form of a motion, recommended to approve the Treasurers Report for June 2021. Mr. Don Yontosh seconded the motion and it carried with a vote of 6-0-0.

Activity  
Acct.

Mr. Paul Carr, in the form of a motion, recommended to approve the Activity Account for June and July 2021. Mr. Don Yontosh seconded the motion and it carried with a vote of 6-0-0.

Credit Card  
Issuer

Mr. Paul Carr, in the form of a motion, recommended First National Bank as the procurement/credit card financial issuer of the West Branch Area School District. Mr. Don Yontosh seconded the motion and it carried with a vote of 6-0-0.

Mr. Seprish asked if this was a new company. Mr. Johnston replied that we use First National Bank for other accounts.

### **EXECUCITIVE SESSION**

An executive session was held after the meeting for Personnel and the Board did not reconvene to conduct business.

### **ADJOURNMENT**

Mr. Don Yontosh, in the form of a motion, recommended to adjourn the meeting 8:02 p.m. Mr. Paul Carr seconded the motion and it carried with a vote of 6-0-0.

Respectively Submitted,



Kasi Martin  
Secretary to the Board of Education