

WEST BRANCH AREA SCHOOL DISTRICT

REGULAR SESSION

MARCH 28, 2022

Members Present: Chad Diviney, Christina Brown, Jim Emigh joined meeting at 7:18 p.m., Jeremiah Dobo, Jessica Maines, Norman Parks

Members Absent: Don Yontosh, Bob Seprish, Melvin Smeal

Media Present: The Progress News

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

Others Present: Kasi Martin, Julie Brooks, Melissa Hughes – PFM

**OPENING EXERCISES**

President Chad Diviney called the meeting to order at 7:25 p.m. All present were asked to stand and pledge allegiance to the American Flag.

**MINUTES**

Mrs. Christina Brown, in the form of a motion, recommended to approve the meeting minutes from February 28, 2022. Mr. Jeremiah Dobo seconded the motion, and it was carried with a vote of 5-0-0.

**ADMINISTRATIVE REPORTS:**

Brandy O'Hare, Elementary Principal:

- Bingo for Books
- PreK/Kindergarten Registration
- After School Program

Mark Mitchell, Middle School Principal:

- PA Smart Advancing Grant
- Professional Learning Communities (PLCs)
- PSSA Testing
- Federal Programs Audit

Joseph Holenchik, Secondary Principal:

- Skills USA Competition
- Regional Choir
- Mock Interviews
- Student Curriculum Choices

Angela Lucas, Special Education Supervisor:

- After School Program
- Extended School Year (ESY)
- GAP Camp
- Budget Planning

Branden Evans, Technology Coordinator:

- Web Filter Installation
- Auditorium Lighting
- Internet Service Upgrade

Erick Johnston, Business Manager:

- The Nutrition Group Extension / Budget
- CIU #10 Operating Budget

David Williamson, Athletic Director:

- Winter Athletic Update
- Attendance Comparison

Tiffany English, Food Service Director:

- Industry Outlook
- On-Site Happenings

CIU: Filling Positions, Building Relocation Issues

CCCTC: Roofing Project, New Tractor Trailer, Practical Nurse Retirement

PSBA: Student Health Needs, School Audits, Teacher Certification Effectiveness Guidelines

## **PRESENTATIONS**

Melissa Hughes from PFM presented the District Financial Analysis. She explained to the board that the financial analysis is the first step in the planning and borrowing period for a future building renovation project. Mr. Johnston asked if it was good for districts to have debt before a project and Ms. Hughes replied that it is good. Mr. Emigh asked if PFM would give the district advice on financials. Ms. Hughes replied that the district could ask about borrowing amount and borrowing periods. Mrs. Dutrow informed the board there would be a motion on the April agenda to move to the next step which is to prepare an RFP.

## **PERSONNEL**

T. Klinger  
Resignation

Mrs. Christina Brown, in the form of a motion, recommended to approve the resignation of Thomas Klinger, Technology Assistant, effective February 17, 2022. Mr. Jeremiah Dobo seconded the motion, and it was carried with a vote of 6-0-0.

A. Graham  
Resignation

Mrs. Christina Brown, in the form of a motion, recommended to approve the resignation of Alicia Graham, Secondary Mathematics Teacher, effective May 15, 2022. Mr. Jeremiah Dobo seconded the motion, and it was carried with a vote of 6-0-0.

District  
Summer  
Hours

Mrs. Christina Brown, in the form of a motion, recommended to approve District Summer Hours of Operation using a four (4) day work week, effective June 6, 2022 to August 4, 2022. Staff will increase hours to accommodate a shortened work week. Mr. Jeremiah Dobo seconded the motion, and it was carried with a vote of 6-0-0.

Summer  
Staff

Mrs. Christina Brown, in the form of a motion, recommended to approve the Summer Staff:

- Nurse: 5 days maximum (Briskar - \$302.52/ day = \$1,512.60)
- Elem. Guidance: 14 days maximum (Elliott- \$298.24/day = \$4,175.36)
- MS Guidance: 14 days maximum (Porter - \$327.84/day = \$4,589.76)
- Literacy / Parent Engagement: 5 days maximum (A. White - \$313.34/day = \$1,566.70: funding stream – TITLE I)
- Librarian / Clerk: 5 days maximum (J. White - \$378.65/day = \$1,893.25; Folmar - 6.5 hrs./day @ \$19.09/hr. = \$620.45)
- Technology Para: 7 days maximum (Petriskey - 6.5 hrs./day @ \$19.62/hr. = \$892.71)
- Summer Band: 20 days maximum (Jones - \$313.34/day = \$6,266.80)

Mr. Jeremiah Dobo seconded the motion, and it was carried with a vote of 6-0-0.

Volunteers Mrs. Christina Brown, in the form of a motion, recommended to approve Chyna Confer, Esther Guerra, Brianna Kolesar and Breanna Williams to the volunteer list, all paperwork has been received. Mr. Jeremiah Dobo seconded the motion, and it was carried with a vote of 6-0-0.

## **EDUCATION**

Field Trips Mrs. Christina Brown, in the form of a motion, recommended to approve the following fieldtrips:

First Grade to go to Penn State Arboretum on May 24, 2022. Cost to the District: Two buses (funding: Elem. Building Budget); Cost to the Student: None. (Information Only: 57 students will be attending. Chaperones are Tara Yingling, Scott McCamley, Deb Galley, Angie Lucas, Chantelle Carns, Ashley Nines, Megan Bickel, School Nurse, Behavioral Specialist)

Second Grade to go to Penns Cave on April 27, 2022. Cost to the District: None; Cost to the Student: \$5. (Information Only: 69 students will be attending. Chaperones are Sarah Lumadue, Becky Lutchko, Kelley Hubler, Kendra McLaughlin, Kayla Hlywiak, Julia Kaval, Carrie Jones, Brandy O'Hare, Amanda Schaffer)

Third Grade to go to Punxsutawney Weather Center on May 19 & 24, 2022 (1/2 class each day). Cost to the District: None.; Cost to the Student: \$5. (Information Only: 69 students will be attending. Chaperones are Michele Koleno, Kristi Gibson, Stephanie MacTavish, Luke Shank, Kristina Edwards)

HS Life Skills to go to Clearfield Bowling Alley on April 13, 2022. Cost to the District: school vans (funding – Special Education Budget); Cost to the Student: None. (Information Only: 9 students will be attending. Chaperones are Tina Kolesar, Erica Wood, Erin Johnson, Susan McGuire).

WB Marching Band to go to Pittsburgh on May 21, 2022. Cost to the District: None. Cost to the Student: None. (Information Only: 55 students will be attending the trip. Chaperones are Lance Jones, Melody Bell, Kasi Martin)

Envirothon Club to go to Parker Dam for Envirothon Prep on April 20, 2022. Cost to the District: Two school vans, two teacher subs (Funding: HS Building Budget); Cost to the Student: None. (Information Only: 15 students will be attending. Chaperones are Dan Socash and Phil Wood)

Envirothon Club to go to Curwensville Dam for the Envirothon Competition on May 3, 2022. Cost to the District: Two school vans, three teacher subs (Funding: HS Building Budget); Cost to the Student: None. (Information Only: 15 students will be attending. Chaperones are Dan Socash and Phil Wood)

National Honor Society to go to Pittsburgh Zoo on April 13, 2022. Cost to the District: None. Cost to the Student: None. (Information Only: 25 students will be attending the trip. Chaperones are Jen Porter and Kim Hubler)

Sociology Dual Enrollment Class to go to Centre County Correctional Facility, Central Counties Youth Center and Centre County Courthouse on April 20, 2022. Cost to the District: One teacher substitute and one school bus (Funding: HS Building Budget). (Information Only: 22 students will be attending. Chaperones are Carrie Peterson and Joseph Holenchik)

Middle School Fellow Christians of America (FCA) Club to go to Scripture Rocks on May 12, 2022. Cost to the District: School Vans and Two Teacher Substitutes (Funding:

Middle School Building Budget); Cost to the Student: None. (Information Only: 15 students will be attending. Chaperones are Mary Beth Moslak and Paula McGonigal)

8<sup>th</sup> Grade to go to Hershey Park on May 31, 2022 (Culminating Middle School Experience). Cost to the District: Transportation and five teacher substitutes. Cost to the Student: None. (Information Only: 80 students will be attending. Chaperones are Mark Mitchell, Kevin Hubler, Matt Hauck, Jen Porter, Dan Socash, Lynne Rockey, Tina Bickel, Brandy O'Hare and Angie Lucas).

Mr. Jim Emigh seconded the motion, and it was carried with a vote of 6-0-0.

Summer  
School

Mrs. Christina Brown, in the form of a motion, recommended to approve a Summer School (Credit Recovery) program for the 2022 Summer at no cost to the District. (Funding: Student Tuition). Mr. Jeremiah Dobo seconded the motion, and it was carried with a vote of 6-0-0.

MS Book Order

Mrs. Christina Brown, in the form of a motion, recommended to approve the Middle School Library Book Order in the amount of \$303.86. (Funding – 2021 – 2022 Middle School Building Budget). Mr. Norman Parks seconded the motion, and it was carried with a vote of 8-0-0.

## **TRANSPORTATION & ATHLETICS**

Drivers

Mrs. Christina Brown, in the form of a motion, recommended to approve Harvey Dixon, Lynn English, Erica Hall, Terry Pritchard and Juniata Wilson to drive for Sones Transportation for the remainder 2021 – 2022 school year, all paperwork has been received. Mr. Norman Parks seconded the motion, and it was carried with a vote of 6-0-0.

Winter  
Coaches

Mrs. Christina Brown, in the form of a motion, recommended to approve the administrative recommendation to retain the Winter Head coaches and their coaching staffs for the 2022 – 2023 school year:

**Girls Basketball:** Head Coach: Justin Koleno, Leanna Prinkey, Terry Smeal,  
Chad Koleno, Becky Lutchko

**Boys Basketball:** Head Coach: Danny Clark, Eric McCracken, Parker Emigh,  
Collin Kerfoot

**Wrestling:** Head Coach: Jason Baine, David Williamson, George Yingling,  
Ronnie Garbinsky

**Cheerleading:** Head Advisor: Heather Dobo, Mallarie Maines, Alisa Liptak,  
Julie McDowell

Mr. Jeremiah Dobo seconded the motion, and it was carried with a vote of 6-0-0.

## **FINANCE & PURCHASE**

Disbursements Mrs. Christina Brown, in the form of a motion, recommended to approve the following motion:

Disbursements from February / March 2022:

\$54,902.70	Cafeteria Account	checks 4575 through 4578
\$25,461.64	Maintenance Account	checks 0030 through 0041
\$634,699.20	General Account	checks 56578 through 56683
\$715,063.54	<b>GRAND TOTAL</b>	

Mr. Norman Parks seconded the motion, and it was carried with a vote of 6-0-0.

Treasurers Report Mrs. Christina Brown, in the form of a motion, recommended to approve the Treasurers Report for February 2022. Mr. Jeremiah Dobo seconded the motion, and it was carried with a vote of 6-0-0.

Activity Acct. Mrs. Christina Brown, in the form of a motion, recommended to approve the Activity Account for February 2022. Mrs. Jessica Maines seconded the motion and it carried with a vote of 6-0-0.

Nutrition Group Mrs. Christina Brown, in the form of a motion, recommended to approve the contract renewal with The Nutrition Group to serve as the Food Service Management Company for the 2022 – 2023 school year. Mrs. Jessica Maines seconded the motion and it carried with a vote of 6-0-0.

Mrs. Dutrow commented that the Administrative Team highly recommends The Nutrition Group.

A la Carte Mrs. Christina Brown, in the form of a motion, recommended to approve the revised a la carte cafeteria pricing list for the 2022 – 2023 school year. Mr. Jeremiah Dobo seconded the motion, and it was carried with a vote of 6-0-0.

CIU 10 Budget Mrs. Christina Brown, in the form of a motion, recommended to approve the Central Intermediate Unit #10 General Operating Budget for 2022 – 2023. Mrs. Jessica Maines seconded the motion and it carried with a vote of 5-0-1. Mr. Emigh abstained from voting due to his wife working within the CIU.

LTD Coverage Mrs. Christina Brown, in the form of a motion, recommended to approve the Long - Term Disability Insurance coverage with National Insurance Services for July 1, 2022 to June 30, 2025 (3 years) at no rate increase. Current rate per \$100 of covered payroll is \$0.28 (annual district cost at current employee count is \$4,132.80). Policy is underwritten by Madison Life Insurance Company, Inc. Mr. Norman Parks seconded the motion, and it was carried with a vote of 6-0-0.

Life / Acc Death Coverage Mrs. Christina Brown, in the form of a motion, recommended to approve the Life and Accidental Death & Dismemberment Insurance coverage with National Insurance Services for July 1, 2022 to June 30, 2023 at no rate increase. Current rate per \$1,000 of covered payroll is \$0.13 (annual district cost at current employee count is \$6,676.80). Policy is underwritten by Madison Life Insurance Company, Inc. Mr. Jim Emigh seconded the motion, and it was carried with a vote of 6-0-0.

Sub Rate Mrs. Christina Brown, in the form of a motion, recommended to approve to establish a long-term substitute rate at \$120 per day (effective the 21<sup>st</sup> consecutive day within the same assignment). Mrs. Jessica Maines seconded the motion and it carried with a vote of 6-0-0.

**CORRESPONDENCE**

Mr. Diviney discussed the Moshannon Creek Water Shed Tree Planting Event that will be held on April 24, 2022.

**ADJOURNMENT**

Mrs. Christina Brown, in the form of a motion, recommended to adjourn the meeting 8:28 p.m. Mr. Jeremiah Dobo seconded the motion and it carried with a vote of 6-0-0.

**EXECUTIVE SESSION**

An executive session was held for personnel after the meeting was adjourned.

Respectively Submitted,

Kasi Martin  
Secretary to the Board of Education