

WEST BRANCH AREA SCHOOL DISTRICT

REGULAR SESSION

JUNE 20, 2022

Members Present: Chad Diviney, Christina Brown, Jeremiah Dobo, Jessica Maines, Norman Parks, Robert Seprish, Donald Yontosh

Members Absent: Melvin Smeal and James Emigh

Other:

Media Present:

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

Others Present: Brande Plyler, Elaina McClelland, Scott McClelland, Stacey Guenot

OPENING EXERCISES

Mr. Chad Diviney called the meeting to order at 6:36 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 May 16, 2022. Mrs. Christina Brown seconded the motion, and it was carried with a vote of 7-0-0.

ADMINISTRATIVE REPORTS:

Brandy O'Hare, Elementary Principal:

- Field Day/End-of-Year Activities
- Flight Team Crisis Training
- Gap Camp and ESY
- Safe Schools Report

Mark Mitchell, Middle School Principal:

- Federal Programs Audit
- 7th & 8th Grade Math Competition
- Commencement
- WB Football Golf Outing
- Flight Team Training
- Summer School & GAP Camp
- Retirement Get Together (J.R.)
- Federal Programs Application (2022-23)
- 2021-22 Safe Schools Report

Brandy O'Hare, High School Principal:

- Scheduling
- Room Assignments

Angela Lucas, Special Education Director:

- ESY/GAP Camp
- YMCA Lunches

- Flight Team Training
- New/Returning Staff (Danny Clark & Kristi Gibson)
- Scheduling
- Professional and Support Staff Observations

Branden Evans, Technology Coordinator:

- Student Laptop Checks and Collections
- Access Points at Stadium
- Comcast Phone Service
- Technology Changes
- Teacher/Staff Refresh

Erick Johnston, Business Manager:

- Budget Update
- Interest Rates

David Williamson, Pupil Services Coordinator:

- Alice Training
- Athletic Schedules
- Sports Physicals
- District Qualifiers

David Catherman, Supervisor of Buildings & Grounds:

- Summer Cleaning
- Tree Trimming
- Auditorium Stage Project

Tiffany English, Food Service Director:

- Catering Events
- Supply Chain Issues
- End-of-Year Cookouts

CIU:

- No Report - Meeting is June 23, 2022

CCCTC:

- New Culinary Instructor, Roofing Project update, Truck Driver Training enrollment, Adult enrollment, Student enrollment

PSBA:

- State Budget, PDE certification (Title 22/Chapter 49), Solicitor Symposium

BOARD

PERSONNEL

Secondary
Math
Teacher

Mr. Donald Yontosh, in the form of a motion, recommended to approve Elaina McClelland as Secondary Math Teacher (2022-23 Assignment – High School Math) at a starting salary of \$44,625 (Step 1B). Ms. Jessica Maines seconded the motion, and it was carried with a vote of 7-0-0. Mr. Diviney and Mrs. Dutrow welcomed Ms. McClelland to the district.

Middle
School
English
Teacher

Mr. Donald Yontosh, in the form of a motion, recommended to approve Brande Plyler as Middle School English Teacher (2022-23 Assignment-Grade 8) at a starting salary of \$57,649 (Step 9M+15). Mrs. Christina Brown seconded the motion, and it was carried with a vote of 7-0-0. Mr. Diviney welcomed Ms. Plyler to the district.

Part-Time School Police Officers	Mr. Donald Yontosh, in the form of a motion, recommended to approve Tom Reed and Aaron Tiracorda as Part-Time School Police Officers for the 2022-23 school year (Shared Contract - \$40,000 for 180 days). Mr. Norman Parks seconded the motion, and it was carried with a vote of 7-0-0. Mrs. Dutrow indicated that Attorney Consiglio is preparing the required court petition.
Personal Care Aide	Mr. Donald Yontosh, in the form of a motion, recommended to approve Emigh Modzel as a Personal Care Aide (2022-23 Assignment-Kindergarten) at the contracted rate. Ms. Jessica Maines seconded the motion, and it was carried with a vote of 7-0-0.
D. Cherry Treasurer	Mr. Donald Yontosh, in the form of a motion, recommended to approve Denise Cherry as Treasurer to the District for the 2022—2023 school year. Mr. Jeremiah Dobo seconded the motion, and it was carried with a vote of 7-0-0.
Dedicated Substitutes	Mr. Donald Yontosh, in the form of a motion, recommended to approve the dedicated teacher substitutes (3)(ESSER II Funding) and dedicated paraprofessional substitute (1)(General Fund) for the 2022 -2023 school year. Mr. Jeremiah Dobo seconded the motion, and it was carried with a vote of 7-0-0.
Volunteer	Mr. Donald Yontosh, in the form of a motion, recommended to approve Courtney Ryder to the volunteer list. All paperwork has been received. Ms. Jessica Maines seconded the motion, and it was carried with a vote of 7-0-0.

EDUCATION

Emergency Instructional Time	Mr. Donald Yontosh, in the form of a motion, recommended to approve the Emergency Instructional Time Application as per Section 520.1 of the PA School Code for the 2022-23 school year. Mrs. Christina Brown seconded the motion, and it was carried with a vote of 7-0-0.
CIU #10 Contract	Mr. Donald Yontosh, in the form of a motion, recommended to approve the contract for Special Education Services between the Central Intermediate Unit 10 (CIU 10) and the West Branch Area School District at \$79,525.21 (Hearing - \$8,268.85; Vision - \$71,256.36). Ms. Jessica Maines seconded the motion, and it was carried with a vote of 7-0-0.
Elementary Book Order	Mr. Donald Yontosh, in the form of a motion, recommended to approve the Elementary Library Book order in the amount of \$1,508.07. (Funding: 2022 – 2023 Elementary Budget). Mr. Jeremiah Dobo seconded the motion, and it was carried with a vote of 7-0-0.
Surplus	<p>Mr. Donald Yontosh, in the form of a motion, recommended to declare the following textbooks surplus:</p> <ul style="list-style-type: none"> • Food for Today Textbooks, McGraw-Hill, Copyright: 2004, ISBN#0-07-861644-1, 3 copies • Business English Textbook, McGraw-Hill, Copyright: 1988, ISBN#0-02-800990-8, 1 copy • Math 76 Textbook, Saxon, Copyright: 1985, ISBN#0-939798-15-8, 1 copy • Teacher’s Edition Science Voyages Textbook, McGraw-Hill, Copyright: 2000, ISBN#0-02-828668-5, 1 copy • Parenting Textbook, McGraw-Hill, Copyright: 1990, ISBN#0-07-028796-1, 1 copy • Earth Science Teacher’s Edition Textbook, Holt, Rinehart, and Winston, Copyright: 2008, ISBN#13-978-0-03-036698-7, 1 copy • Earth Science Textbooks, Holt, Rinehart, and Winston, Copyright: 2008, ISBN#10-0-03-036697-6, 1 copy <p>Mr. Norman Parks seconded the motion, and it was carried with a vote of 7-0-0.</p>

Mrs. Dutrow added that we first look to sell, donate, and/or give away. The last option is to throw away surplus items.

POLICY

- 1st Reading Mr. Don Yontosh, in the form of a motion, recommended to approve the 1st reading of the following policy:
- Policy 246: School Wellness (Triennial Assessment Requirement)
- Mrs. Christina Brown seconded the motion, and it was carried with a vote of 7-0-0.

BUILDINGS & GROUNDS

- Surplus Mr. Don Yontosh, in the form of a motion, recommended to declare the following items surplus:
- Alto-Shaam warming racks, Model: 1200-UPS/SR, Serial: 146544-0301, Condition: Powers on/operational but not professionally tested, starting price: \$50.00
 - ETCO oven, Model: n/a, Serial: n/a, Condition: Powers on/operational but not professionally tested, starting price: \$50.00
- Mrs. Christina Brown seconded the motion, and it was carried with a vote of 7-0-0. Mrs. Dutrow shared with new board members the process for surplus items: 1. Sell; 2. Donate; 3. Give Away; 4. Dispose.
- Tree Removal Mr. Don Yontosh, in the form of a motion, recommended to approve tree removal in the courtyard. (Cost not to exceed \$2,650.) Mr. Norman Parks seconded the motion, and it was carried with a vote of 7-0-0. Mr. Parks initiated discussion about the tree removal. Mrs. Dutrow expressed that the trees will be removed to accommodate a new greenhouse and handicapped access for students.

TRANSPORTATION & ATHLETICS

- C. Koleno Resignation Mr. Don Yontosh, in the form of a motion, recommended to approve the resignation of Chad Koleno, Jr. High Girls' Basketball Coach, effective May 13, 2022. Ms. Jessica Maines seconded the motion, and it was carried with a vote of 7-0-0.
- B. Hayward Resignation Mrs. Christina Brown, in the form of a motion, recommended to approve the resignation of Breanna Hayward, J.V./Varsity Assistant Volleyball Coach, effective May 23, 2022. (Transitioning to volunteer position). Ms. Jessica Maines seconded the motion, and it was carried with a vote of 7-0-0.
- Spring Coaches Mr. Don Yontosh, in the form of a motion, recommended to approve the administrative recommendation to retain the spring head coaches and their respective coaching staffs for the 2022-2023 school year. Mr. Jeremiah Dobo seconded the motion, and it was carried with a vote of 7-0-0.
- Baseball: Dave Learish (Head Coach), Tom Lannen, Aaron Tiracorda
 - Softball: Dan Betts (Head Coach), Terry Smeal, Joe Moore, Chad Koleno
 - Track/Field: Adam Carr (Head Coach), Josh Carr, Tabytha Carr
- Fall Volunteers Mrs. Christina Brown, in the form of a motion, recommended to approve the following Fall Athletic Volunteers:
- **Football:** Gary Hubler, Travis McDowell, Terry Williams, Stephen Page, Adam Gibson, Terry Smeal III, Parker Emigh
 - **Volleyball:** Kody Trude, Mariah Koleno, Allison Koleno, Ashley White, Breanna Hayward
 - **Cross Country:** Dave Catanzaro, Jane Catanzaro
- Ms. Jessica Maines seconded the motion, and it was carried with a vote of 7-0-0.

FINANCE & PURCHASE

Disbursements Mr. Donald Yontosh, in the form of a motion, recommended to approve the following Disbursements from May/June 2022:

\$ 74,967.60	Cafeteria Account	Checks 4587 through 4613
\$ 9,366.56	Visa	
\$ 706,505.92	General Account	Checks 56916 through 5702
\$ 790,840.08	Grand Total	

Mrs. Christine Brown seconded the motion and it carried with a vote of 7-0-0.

Treasurers Report Mr. Donald Yontosh, in the form of a motion, recommended to approve the Treasurer’s Report for May 2022. Ms. Jessica Maines seconded the motion and it carried with a vote of 7-0-0.

Activity Acct. Mr. Donald Yontosh, in the form of a motion, recommended to approve the Activity Account for May 2022. Ms. Jessica Maines seconded the motion and it carried with a vote of 7-0-0.

Payment of Bills Mr. Donald Yontosh, in the form of a motion, recommended the payment of bills through June 30, 2022. Ms. Jessica Maines seconded the motion and it carried with a vote of 7-0-0.

End of Year Transfers Mr. Donald Yontosh, in the form of a motion, recommended the Business Manager and local auditors to make the necessary end-of-year budgetary transfers to close out the 2021-2022 school year. Mrs. Christina Brown seconded the motion and it carried with a vote of 7-0-0. Mr. Seprish asked Mr. Johnston to elaborate on this process. Mrs. Dutrow added to Mr. Johnston’s response that this is standard procedure for the end of the year.

General Fund Transfer Mrs. Christina Brown, in the form of a motion, recommended to approve the transfer of \$278,588.74 from Committed General Fund to Unassigned General to fund phase two of the Athletic Fieldhouse project. Mr. Donald Yontosh seconded the motion and it carried with a vote of 7-0-0. Questions remain as to the completion of work on the track/parking lot and the release of the final payment. Mrs. Dutrow will follow up with the architect.

Auditor Mr. Donald Yontosh, in the form of a motion, recommended to approve Baker Tilly Virchow Kraus, LLP as the local auditor to complete the 2021-2022 fiscal year audit of the financial statements and related disclosures at the rate of \$26,000. Mrs. Christina Brown seconded the motion and it carried with a vote of 7-0-0.

PIMS Professional Development Mr. Donald Yontosh, in the form of a motion, recommended to approve the contract with Lancaster-Lebanon Intermediate Unit #13 for PIMS professional development and support for the 2022-23 school year. (Cost not to exceed \$6,000) Mrs. Christina Brown seconded the motion and it carried with a vote of 7-0-0. Mr. Yontosh requested a summary of this service. Mrs. Dutrow shared an overview of PIMS and IU13’s role.

Depositories Mr. Donald Yontosh, in the form of a motion, recommended to approve the following appointments as depositories for district funds and investments for the 2022-2023 school year:

- M&T Bank
- First National Bank of Pennsylvania (FNB)
- CNB Bank
- Clearfield Bank & Trust (CBT)

- Pennsylvania School District Liquid Asset Fund (PSDLAF).
- Pennsylvania Government Local Investment Trust (PLGIT).

Mrs. Christina Brown seconded the motion and it carried with a vote of 7-0-0. Mr. Johnston may look into another option in the future due to failing interest rates.

Insurance
Policies

Mr. Donald Yontosh, in the form of a motion, recommended to approve the following insurance policies at the stated rates for the period of 7-1-2022 to 6-30-2023:

- a) Highmark monthly Medical and prescription insurance rates through the Central Intermediate Unit Insurance Consortium:

Plan 1: Administrators, Teachers, and Act-93 Non-Supervisors:

- Single: \$ 665.91
- Employee & Child(ren) \$1,604.38
- Employee & Spouse \$1,794.38
- Family \$2,058.45

Plan 1B: Full-Time Support Staff Members:

- Single: \$ 692.72
- Employee & Child(ren) \$1,669.13
- Employee & Spouse \$1,866.42
- Family \$2,141.03

QHDHP Plan: For all Eligible Employees:

- Single: \$ 600.17
- Employee & Child(ren) \$1,446.06
- Employee & Spouse \$1,617.23
- Family \$1,855.27

Eligible Retirees Prior to July 1, 2014:

- \$756.72 (COBRA rate)

Eligible Retirees After to July 1, 2014:

- Plan 1: \$679.22 (COBRA rate)
- QHDHP: \$612.17 (COBRA rate)

- b) General and Property Liability insurance (includes property, general liability, auto, crime, and errors & omissions coverage) underwriter Utica National Insurance Group at a rate of \$56,325.

- c) Cyber Risk Insurance from Travelers Indemnity Company, broker Burns & Burns Associates, Inc. at a rate of \$7,486.

Mr. Norman Parks seconded the motion and it carried with a vote of 7-0-0. Mr. Johnston added that there was 0% increase this year for all insurances. The importance of cyber extortion coverage was discussed.

Student
Accident
Insurance

Mr. Donald Yontosh, in the form of a motion, recommended to approve Student Accident Insurance from A-G Administrators, LLC, underwritten by United States Fire Insurance Company for the period of July 1, 2022 - June 30, 2023 (voluntary program paid by parents/guardians, no cost to the district). Ms. Jessica Maines seconded the motion and carried with a vote of 7-0-0. Mr. Johnston express that this coverage is not limited to athletes.

CCCTC
Budget

Mr. Donald Yontosh, in the form of a motion, recommended to approve the Clearfield County Career and Technology Center General Fund Budget for the 2022-23 school year. (Roll Call Vote/Individual Ballot) Mr. Norman Parks seconded the motion and it carried with a vote of 7-0-0.

Voice Roll Call: Mr. Yontosh – yes; Mr. Dobo – yes; Mr. Seprish – yes; Mr. Diviney – yes; Mrs. Brown – Yes; Mr. Parks – Yes; Ms. Maines – Yes. 7 – yes; 0 – no.

General
Fund Budget

Mr. Robert Seprish, in the form of a motion, recommended to approve the Final West Branch Area School District General Fund Budget for the 2022-2023 School Year providing a total budgeted revenue of \$19,933,180 and total budgeted expenses of \$20,499,957, while maintaining a projected Unassigned Fund Balance of \$1,634,120, and total General Fund Balance of \$7,400,375, as implementing the following tax rates:

1. Real Estate Tax Mills 103.67 (increase of 2.51) for Clearfield County, and real estate tax mills of 12.71 (increase of 0.1) for Clinton County.
2. \$5.00 Per Capita (Section 679 of School Code)
3. \$5.00 Per Capita (Act 511)
4. \$10.00 Occupational Tax (Act 511)
5. \$10.00 Local Service Tax (Occupational Privilege Tax)
6. 0.50% Earned Income Tax (1.0% shared with municipalities)
7. 0.50% Real Estate Transfer Tax (1.0% shared with municipalities)

*Administrative recommendation of property tax increase of 2.45% (half of Maximum Act 1 Index of 4.9%)

Mrs. Christina Brown seconded the motion and it carried with a vote of 6-1-0.

Voice Roll Call: Mr. Yontosh – yes; Mr. Dobo – yes; Mr. Seprish – yes; Mr. Diviney – yes; Mrs. Brown – Yes; Mr. Parks – Yes; Ms. Maines – No. 7 – yes; 1 – no.

Mr. Johnston and Mrs. Dutrow provided a financial synopsis.

Homestead
Act

Mr. Donald Yontosh, in the form of a motion, recommended to adopt the 2022 Homestead and Farmstead Resolution in alignment with the approved Final West Branch Area School District General Fund budget. Mrs. Christina Brown seconded the motion, and it was carried with a vote of 7-0-0.

OTHER ITEMS FOR ANNOUNCEMENT / DISCUSSION

1. Meeting for July will be held July 25, 2022.
2. Annual Safe Schools Report (to be made in Executive Session as per Act 44 of 2018: School Safety and Security)

ADJOURNMENT

Mr. Don Yontosh, in the form of a motion, recommended to adjourn the meeting 7:58 p.m. Mrs. Christina Brown seconded the motion and it carried with a vote of 7-0-0.

An Executive Session was held following adjournment for the purposes of personnel and the Annual Safe Schools Report.

Respectively Submitted,

Stacey Guenot
Secretary to the Board of Education