

WEST BRANCH AREA SCHOOL DISTRICT

REGULAR SESSION

JULY 25, 2022

Members Present: Chad Diviney, Christina Brown, Jeremiah Dobo, James Emigh (via phone), Jessica Maines (via phone), Norman Parks, Robert Seprish, Melvin Smeal, Donald Yontosh

Members Absent:

Other:

Media Present: Mikayla Heiss/The Progress

Administration Present: Michelle Dutrow, Brandy O'Hare, Mark Mitchell, Angela Michaels, Angela Lucas, Branden Evans

Others Present: Michelle Geyer, Stacey Guenot

OPENING EXERCISES

Mr. Chad Diviney called the meeting to order at 6:37 p.m. All present were asked to stand and pledge allegiance to the American Flag.

RECOGNITION OF VISITORS:

Ms. Michelle Geyer addressed the Board to ask permission for her child to still attend the West Branch Area School District even though the family now resides in the Philipsburg-Osceola School District. Current school policy was referenced and Mr. Consiglio explained that her request does not align with the school code. Ms. Geyer brought up the possibility of reassigning guardianship for her child. Mr. Consiglio advised her to seek counsel on that matter. It was also brought to Ms. Geyer's attention that she needs to have a conversation with the Administration at the Philipsburg-Osceola School District. Ms. Geyer left the meeting without further comment.

MINUTES

Mr. Don Yontosh, in the form of a motion, recommended to approve the meeting minutes from June 20, 2022. Mrs. Christina Brown seconded the motion, and it was carried with a vote of 9-0-0.

ADMINISTRATIVE REPORTS:

Brandy O'Hare, High School Principal:

- High School Scheduling
- 9th Grade Orientation
- Dedicated Substitutes

Mark Mitchell, Middle School Principal:

- New Middle School Counselor
- ELO Restructuring
- Esports Room
- 5th Grade Orientation

Angela Michaels, Elementary Principal:

- Grade Level Meetings
- Title Program

Angela Lucas, Special Education Director:

- Case Loads
- Paraprofessional Scheduling

Branden Evans, Technology Coordinator:

- Student Laptop Protection Plan
- New Parent Communication App

Mrs. Dutrow on behalf of Erick Johnston, Business Manager:

- Basic Education Funding Increase – 390,000
- Level Up School increase – \$240,856
- Mental Health & Building Safety increase - \$114,339
- Special Education increase- \$90,269
 - Mr. Diviney added the importance to be mindful of the high rate of inflation.

Mrs. Dutrow on behalf of David Williamson, Pupil Services Coordinator:

- Transportation 2022-23
- Fall Athletics

Mrs. Dutrow on behalf of David Catherman, Supervisor of Buildings & Grounds:

- Summer Cleaning
- Auditorium Stage Project
- Soccer Field Buildings
- Greenhouse
- New Fencing

Mrs. Dutrow on behalf of Tiffany English, Food Service Director:

- End of Free Meals Waiver
- Reimbursement Increase for Meals

CIU: (Jessica Maines)

- 2022-23 Budget Approval - Next Meeting is July 28, 2022

CCCTC: (Jeremiah Dobo)

- Practical Nursing Graduation – No Meeting This Month

PSBA: (Chad Diviney)

- State Budget vs. Inflation, Act 55 Special Education, Meal Program Update, Safer Communities Act

EXECUTIVE SESSION

An executive session was held for the purpose of personnel from 7:05 p.m. until 7:20 p.m.

BOARD

PERSONNEL

M. Dutrow
Retirement

Mr. Donald Yontosh, in the form of a motion, recommended to approve the retirement of Michelle Dutrow, Superintendent of Schools, effective December 31, 2022. Melvin Smeal seconded the motion, and it was carried with a vote of 9-0-0. Mr. Diviney prepared and read a synopsis of the many accomplishments of Mrs. Dutrow during her time at West Branch and expressed gratitude for a job well done. Mr. Seprish, Ms. Brown, and Mr. Parks all stated that Mr. Diviney's preparation was well said and thanked Mrs. Dutrow. Mrs. Dutrow thanked the members for their kind words and for allowing her to lead with support and for also granting her the opportunity to enact changes needed over the last decade. She added it has been a fulfilling ride.

Athletic Trainer	Mr. Norman Parks, in the form of a motion, recommended to approve Ashlee McQuown as Athletic Trainer at a contracted salary of \$50,000, effective July 26, 2022. Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 9-0-0.
Elementary Reading Specialist	Ms. Christina Brown, in the form of a motion, recommended to approve Ashlee Wessel as Elementary Reading Specialist, effective with the 2022-23 school year, at a starting salary of \$47,575 (Step 3B), pending completion of certification reactivation through PDE (Pennsylvania Department of Education). Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.
Mentor	Mr. Donald Yontosh, in the form of a motion, recommended to approve Ashley White to serve as a mentor for Ashlee Wessel for the 2022-23 school year at the contracted rate of \$250. Mr. Jeremiah Dobo seconded the motion, and it was carried with a vote of 9-0-0.
Mentor	Mr. Melvin Smeal, in the form of a motion, recommended to approve Chris Mason to serve as a mentor for Elaina McClelland for the 2022-23 school year at the contracted rate of \$250. Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 9-0-0.
T. Ebersole Resignation	Ms. Christina Brown, in the form of a motion, recommended to approve the resignation of Tammi Ebersole, Elementary Paraprofessional, effective 7/16/22. Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.
J. English Resignation	Mr. Donald Yontosh, in the form of a motion, recommended to approve the resignation of Jessica English, Elementary Reading Paraprofessional, effective 7/19/22. Ms. Christina Brown seconded the motion, and it was carried with a vote of 9-0-0.
Personal Care Aide	Mr. Donald Yontosh, in the form of a motion, recommended to approve Christine Sterling as Personal Care Aide at the contracted rate, effective with the 2022—2023 school year. (Assignment – Middle School) Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.
Personal Care Aide	Mr. Donald Yontosh, in the form of a motion, recommended to approve Corrina Gunter as Personal Care Aide at the contracted rate, effective with the 2022—2023 school year. (Assignment – Elementary) Ms. Christina Brown seconded the motion, and it was carried with a vote of 9-0-0.
Volunteers	Mr. Melvin Smeal, in the form of a motion, recommended to approve Amanda Baughman and Philip Biggans to the Volunteer List. All paperwork has been received. Mr. Jeremiah Dobo seconded the motion, and it was carried with a vote of 9-0-0.

EDUCATION

Soaring Heights Contract	Mr. Donald Yontosh, in the form of a motion, recommended to approve the contract with Soaring Heights for the following special education daily tuition rates during the 2022-23 school year: <ul style="list-style-type: none"> • Autism Services \$293.00 (increase of \$8) • Emotional Support \$220.00 (increase of \$20) • Personal Care Aide \$130.00 (increase of \$5) Mr. Jeremiah Dobo seconded the motion, and it was carried with a vote of 9-0-0.
Teacher Handbook	Mr. Melvin Smeal, in the form of a motion, recommended to approve the Teacher Handbook for the 2022-23 school year. Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 9-0-0.

Handbooks Mr. Melvin Smeal, in the form of a motion, recommended to approve the following handbooks for the 2022-23 school year:

- Elementary Parent & Student Handbook
- Middle School Parent & Student Handbook
- High School Parent & Student Handbook
- West Branch Virtual Academy Handbook

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

Surplus Mr. Norman Parks, in the form of a motion, recommended to declare the following textbooks surplus:

- English textbooks, Houghton Mifflin, Copyright: 2004, ISBN #0-618-31000-2, 53 copies
- English textbooks, Houghton Mifflin, Copyright: 2004, ISBN #0-618-30998-5, 25 copies
- English overhead transparencies and posters, Houghton Mifflin, Copyright: 2001, ISBN #0-618-08678-1, 1 box set

Mr. Donald Yontosh 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 2nd reading of the following policy:

- Policy 246: School Wellness (Triennial Assessment Requirement)

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

BUILDINGS & GROUNDS

Elementary Facility Study Mr. Robert Seprish, in the form of a motion, recommended to approve EI Associates as the Architectural Firm for the Elementary Facility Study at a rate of \$7,500. Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 9-0-0.

Wood Chip Bid Mr. Don Yontosh, in the form of a motion, recommended to approve A.M. Logging, L.L.C.'s wood chip bid of \$59.50/ton and a fuel surcharge when the cost of diesel exceeds \$6.25/gallon for the term of July 1, 2022, to June 30, 2025. Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0. Mr. Smeal asked if there were other bids. Mrs. Dutrow responded that 2 bids were received. The importance of keeping an eye on the quality of the wood chips was discussed as this is a new company. Chip quality to date has been very good. Mr. Diviney added the importance of having a driver orientation. Mr. Seprish asked where the company is based out of. Mr. Parks stated the company is in Millheim, PA.

TRANSPORTATION & ATHLETICS

Sones Transportation Contract Mr. Melvin Smeal, in the form of a motion, recommended to approve the transportation contract with Sones Transportation for the 2022-2023 school year. Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 9-0-0.

JV Volleyball Coach Mr. Donald Yontosh, in the form of a motion, recommended to approve Mollie Neidrick as J.V. Volleyball Coach. Ms. Christina Brown seconded the motion, and it was carried with a vote of 9-0-0.

R. Lutchko Resignation Mr. Don Yontosh, in the form of a motion, recommended to approve the resignation of Rebecca Lutchko as the Assistant Jr. High Girls Basketball Coach. Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.

Athletic Handbook Mr. Donald Yontosh, in the form of a motion, recommended to approve the Student Athletic Handbook for the 2022-23 school year. Ms. Christina Brown seconded the motion, and it was carried with a vote of 9-0-0.

Coach Handbook Mr. Donald Yontosh, in the form of a motion, recommended to approve the Coach Athletic Handbook for the 2022-23 school year. Mr. Jeremiah Dobo seconded the motion, and it was carried with a vote of 9-0-0.

FINANCE & PURCHASE

Disbursements Mr. Melvin Smeal, in the form of a motion, recommended to approve the following Disbursements from June/July 2022:

\$ 29,706.83	Cafeteria Account	Checks 4614 through 4616
\$ 23,062.22	Visa	
\$ 344,281.64	General Account (2022)	Checks 57022 through 57083
\$ 514,018.35	General Account (2023)	Checks 57084 through 57177
\$ 901,069.04	Grand Total	

Mrs. Christina Brown seconded the motion and it carried with a vote of 9-0-0.

Treasurer's Report Mr. Donald Yontosh, in the form of a motion, recommended to approve the Treasurer's Report for June 2022. Ms. Christina Brown seconded the motion and it carried with a vote of 9-0-0.

Activity Acct. Mr. Donald Yontosh, in the form of a motion, recommended to approve the Activity Account for June 2022. Ms. Christina Brown seconded the motion and it carried with a vote of 9-0-0.

General Fund Transfer Mr. Melvin Smeal, in the form of a motion, recommended to approve the transfer of \$2,005,990.62 from unassigned general fund balance for future projects, to ensure compliance of an 8% Unassigned Fund Balance as a Percentage of Total Budgeted Expenditures when increasing real estate taxes. Mr. Robert Seprish seconded the motion and it carried with a vote of 9-0-0.

Student Laptop Protection Plan Mr. Donald Yontosh, in the form of a motion, recommended to approve the Student Laptop Protection Plan through the District, (voluntary program paid by parents/guardians, no cost to District), effective with the 2022-2023 school year. Mrs. Christina Brown seconded the motion and it carried with a vote of 9-0-0.

OTHER ITEMS FOR ANNOUNCEMENT / DISCUSSION

1. Mr. Diviney confirmed with both Ms. Maines and Mr. Emigh that there we no items with a "no" vote from them as votes could not always be heard via the phone connection. Both members confirmed that they did not have any "no" votes.

ADJOURNMENT

Mr. Don Yontosh, in the form of a motion, recommended to adjourn the meeting 7:48 p.m. Mr. Robert Seprish seconded the motion and it carried with a vote of 9-0-0.

Respectively Submitted,

Stacey Guenot
Secretary to the Board of Education