

WEST BRANCH AREA SCHOOL DISTRICT

REGULAR SESSION

AUGUST 15, 2022

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

Members Absent: James Emigh

Other:

Media Present:

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

Others Present: Stacey Guenot

**OPENING EXERCISES**

Mr. Chad Diviney called the meeting to order at 7:00 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 July 25, 2022. Mr. Melvin Smeal seconded the motion, and it was carried with a vote of 8-0-0.

**ADMINISTRATIVE REPORTS:**

Brandy O'Hare, High School Principal:

- 9<sup>th</sup> Grade Orientation
- Staff Meet and Greets
- Finalization of the High School Schedule
- Safety Meeting and Drug Awareness
- CCCTC Meeting with High School Principals

Mark Mitchell, Middle School Principal:

- 5<sup>th</sup> Grade Orientation
- Esports Room
- ELO Planning
- Induction Planning
- Meet the Warriors

Angela Michaels, Elementary Principal:

- Grade Level Meetings
- PTO
- Para Interviews
- School Based Programs
- Meet the Principal Book Walk

Angela Lucas, Special Education Director:

- Caseloads
- Paraprofessional Conference
- Scheduling

- Outside Placement Meetings

Branden Evans, Technology Coordinator:

- Esports/Mt. Aloysius Visit
- Teacher Device Refresh
- Parent Square Communication Tool

Erick Johnston, Business Manager:

- Elementary School Renovation Project
- Audit Items & Other Required Reporting
- Booster Club Annual Meeting
- National Economic Indicators

David Williamson, Pupil Services Coordinator:

- Fall Athletics
- Meet the Warriors/Field House Tours
- Athletic Passes
- Transportation

David Catherman, Supervisor of Buildings & Grounds:

- Landscaping
- Auditorium Stage Project
- Soccer Field Buildings
- Greenhouse Project
- Baseball Fencing & Field Cleanup
- Furniture Moving
- Positive Staff Moral

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

- Beginning of the Year Training
- Food Orders

CIU: (Jessica Maines)

- Picnic
- Approval of Grants
- Standing Desks
- New Equipment
- Budget for New Building/Renovation Project

CCCTC: (Jeremiah Dobo)

- Increase of Substitute Pay
- Nittany Learning Services Contract Renewal
- Welding & Metal Fabrication Room Renovation
- New Culinary Equipment
- Safety Issues/Garage Doors
- Completion of Roofing Project (under budget)
- Health Occupations Position Opening

PSBA: (Chad Diviney) – No report this month

### **ANNOUNCEMENTS AND PRESENTATIONS**

Mr. Diviney asked that all those present take a moment of silence in remembrance of Blake Gooch, a West Branch 10<sup>th</sup> grader who passed away recently.

## **BOARD**

PSBA Advertising Mr. Donald Yontosh, in the form of a motion, recommended to approve the Contract with Pennsylvania School Boards Association (PSBA) for advertising the Superintendent of Schools position at a cost of \$475.00. Mr. Robert Seprish seconded the motion and it carried with a vote of 8-0-0.

## **PERSONNEL**

Revised Teacher Eval & Diff Supervision Mr. Donald Yontosh, in the form of a motion, recommended to approve the Revised Teacher Evaluation & Differentiated Supervision: Professional Growth Plan. Mrs. Christina Brown seconded the motion, and it was carried with a vote of 8-0-0.

H. Jones Resignation Mr. Donald Yontosh, in the form of a motion, recommended to approve the resignation of Heather Jones, Paraprofessional, effective 8/1/22. Mr. Norman Parks seconded the motion, and it was carried with a vote of 8-0-0.

Para-professional Middle School Mr. Donald Yontosh, in the form of a motion, recommended to approve Kimberly Catherman as Instructional Paraprofessional to the District at the contracted rate. (2022-23 Assignment: Middle School) Mrs. Christina Brown seconded the motion, and it was carried with a vote of 8-0-0.

Personal Care Aide Mr. Melvin Smeal, in the form of a motion, recommended to approve Amanda Bolan as Personal Care Aide at the contracted rate, effective with the 2022—2023 school year. (Assignment – Kindergarten) Mr. Norman Parks seconded the motion, and it was carried with a vote of 8-0-0.

Personal Care Aide Mr. Donald Yontosh, in the form of a motion, recommended to approve Chantelle Carns as Personal Care Aide at the contracted rate, effective with the 2022—2023 school year. (Assignment – Kindergarten) Mrs. Christina Brown seconded the motion, and it was carried with a vote of 8-0-0.

Student Gov't Advisor Mr. Norman Parks, in the form of a motion, recommended to approve Elaina McClelland as Student Government Advisor, effective with the 2022-2023 school year. Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 8-0-0.

Junior Class Advisor Mr. Norman Parks, in the form of a motion, recommended to approve Elaina McClelland as Junior Class Advisor, effective with the 2022-2023 school year. Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 8-0-0.

Sub Rates Mr. Donald Yontosh, in the form of a motion, recommended to approve the following daily substitute rates for the 2022-23 school year:

- Custodian Sub \$10/hour (\$9.25/hour 2021-22)
- Paraprofessional Sub \$10/hour (\$9.00/hour 2021-22)
- Secretary Sub \$10/hour (\$9.00/hour 2021-22)
- Teacher Sub \$110/daily (\$100/day 2021-22)

Mr. Melvin seconded the motion, and it was carried with a vote of 8-0-0.

## **EDUCATION**

Comprehensive Plan Mr. Donald Yontosh, in the form of a motion, recommended to approve the Comprehensive Plan (2021-2024). Mrs. Christina Brown seconded the motion, and it was carried with a vote of 8-0-0.

2<sup>nd</sup> Grade Field Trip Mr. Donald Yontosh, in the form of a motion, recommended to approve the 2<sup>nd</sup> Grade Field Trip to Safety Day in Clearfield on September 20 or 21, 2022. No cost to the

District. Cost to the student: \$5.00. (Information Only: 58 Students will be attending. Chaperones are Becky Lutchko, Sarah Lumadue, Kelley Hubler, Angie Lucas, Lisa Herring.) Mrs. Christina Brown seconded the motion, and it was carried with a vote of 8-0-0. Mr. Parks questioned the number of 58 students. Mrs. Dutrow confirmed that this is the entire 2<sup>nd</sup> grade class.

**POLICY**

1<sup>st</sup> Reading Mr. Don Yontosh, in the form of a motion, recommended to approve the 1<sup>st</sup> reading of the following policies:

- Policy 610: Purchases Subject to Bid/Quotation
- Policy 611: Purchases Budgeted
- Policy 913: Nonschool Organizations/Groups/Individuals

Mrs. Christina Brown seconded the motion, and it was carried with a vote of 8-0-0.

**BUILDINGS & GROUNDS**

Surplus Mr. Donald Yontosh, in the form of a motion, recommended to approve the following as surplus:

- Student Green House (Middle/High School Courtyard)

Mr. Melvin Smeal seconded the motion, and it was carried with a vote of 8-0-0. Mr. Diviney questioned if the green house is usable? Mr. Catherman stated it was, but that there is some damage.

**TRANSPORTATION & ATHLETICS**

Long Motor Bus Driver List Mr. Donald Yontosh, in the form of a motion, recommended to approve the driver list from Long Motor Bus for the 2022-2023 school year. Mr. Melvin Smeal seconded the motion, and it was carried with a vote of 8-0-0.

Sones Transportation Driver List Mr. Donald Yontosh, in the form of a motion, recommended to approve the driver list from Sones Transportation for the 2022-2023 school year. Mr. Norman Parks seconded the motion, and it was carried with a vote of 8-0-0.

Additional Driver Approval Mr. Donald Yontosh, in the form of a motion, recommended to authorize the Superintendent to approve additional drivers as needed for the first month of school for the 2022-23 school year. Mrs. Christina Brown seconded the motion, and it was carried with a vote of 8-0-0. Mr. Diviney asked if this would include both bus and van drivers to which Mrs. Dutrow responded that it could include both.

Volleyball Volunteer Mr. Melvin Smeal, in the form of a motion, recommended to approve Leanna Prinkey as volunteer to the Volleyball program. Clearances are on file. Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 8-0-0.

**FINANCE & PURCHASE**

Disbursements Mr. Donald Yontosh, in the form of a motion, recommended to approve the following Disbursements:

\$ 3,314.00	Cafeteria Fund Bills Dated 8/16/22	Check 4617
\$ 21,088.80	Visa 7/31/22 Invoice	
\$ 4,950.00	Capital Reserve Fund Bill Dated 8/16/22	Check 43
\$ 313,775.30	General Account (7/20/22-8/16/22)	Checks 57178 through 57249

\$ 343,128.10	<b>Grand Total</b>	
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Mrs. Christina Brown seconded the motion and it carried with a vote of 8-0-0.

Treasurer's  
Report

Mr. Donald Yontosh, in the form of a motion, recommended to approve the Treasurer's Report for July 2022. Mrs. Christina Brown seconded the motion and it carried with a vote of 8-0-0.

Student  
Meals 2022-  
23

Mr. Donald Yontosh, in the form of a motion, recommended to approve the payment of student meals (Breakfast and Lunch) for the 2022-2023 school year (Estimate - \$80,000) (Funding: COVID ESSER/District Cafeteria Fund). Mrs. Christina Brown seconded the motion and it carried with a vote of 8-0-0.

**OTHER ITEMS FOR ANNOUNCEMENT / DISCUSSION**

1. Mr. Smeal was approached by a community member concerning the removal of the tennis courts years ago and the possibility of bringing them back. Mr. Smeal asked that the Board consider looking into this in the future. Mrs. Dutrow cautioned that tennis has a fall season which would need to be a point of consideration. Mr. Parks added that years ago, the courts were used for both Physical Education and Tennis Club. Mr. Yontosh stated that past Boards voted out the tennis courts and the funds were moved to the General Fund at the time. Mrs. Dutrow stated that after a certain amount of time passes, a transfer of funds is permitted in these circumstances. In addition, Mr. Smeal noted that previous Boards promised to rebuild the tennis courts at the time of demolition.
2. Mr. Diviney also confirmed with Ms. Maines that she offered all affirmative votes during the meeting. Ms. Maines confirmed that she did not have any "no" votes.

**ADJOURNMENT**

Mr. Don Yontosh, in the form of a motion, recommended to adjourn the meeting at 8:12 p.m. Mrs. Christina Brown seconded the motion and it carried with a vote of 8-0-0.

Respectively Submitted,

Stacey Guenot  
Secretary to the Board of Education