

WEST BRANCH AREA SCHOOL DISTRICT

REGULAR SESSION

JUNE 20, 2023

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

Members Absent: Christina Brown

Other: Jens Damgaard of Eckert Seamans Cherin & Mellott, LLC

Media Present: Jacob Michael - The Progress

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

Others Present: Travis McDowell, Leslie Stott, Stacey Guenot

OPENING EXERCISES

Mr. Chad Diviney called the meeting to order at 6:50 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, 2023. Mr. Melvin Smeal seconded the motion, and it was carried with a vote of 8-0-0.

ADMINISTRATIVE REPORTS:

Mrs. Brandy O'Hare, High School Principal:

- Skills USA Competition
- Graduation/Baccalaureate/Senior Awards/CCCTC Graduation
- Keystone Testing
- High School Master Schedule

Mr. Kevin Hubler, Middle School Principal:

- Advisory Curriculum
- PBIS Program
- PSSA Testing
- Middle School Student and Faculty Handbooks
- Middle School Master Schedule

Dr. Angela Michaels, Elementary School Principal:

- PTO Carnival
- End of Year PBIS Trips
- ESY/GAP Camp
- YMCA Summer Lunch Program
- Meetings/Professional Development
- Title Grants

Ms. Angela Lucas, Special Education Director:

- Paraprofessional/Personal Care Aide Interviews
- ESY/GAP Camp

- Special Education Plan
- Alternative Education for Disruptive Youth (AEDY)

Mr. Branden Evans, Technology Coordinator:

- Student Laptop Protection Plan
- Elementary Camera Project
- Door Access Control System

Mr. Erick Johnston, Business Manager:

- Budget Update
- ESSER Monitoring

Mr. David Williamson, Pupil Services Coordinator:

- Attendance Update
- Spring Sports Update
- State Playoff Officiating Crew
- Sports Physicals
- Junior High Baseball

Mr. Mitchell on behalf of Mr. David Catherman, Supervisor of Buildings & Grounds: (Absent)

- Summer Cleaning
- Repair of Sealing at Football Field

Mrs. Tiffany English, Food Service Director:

- Catering Events
- Grant Recipient – Gabe McCamley
- End-of-Year Cookouts
- Wellness Luncheon

CIU (Mr. Norman Parks):

- No Report - Meeting is June 22, 2023

CCCTC (Mr. Jeremiah Dobo):

- Safety Upgrades
- Mr. Rumfola – Transition from Electrical Program Instructor to Co-Op Program
- Assistant Principal Opening
- Alternative Renovation Options

PSBA (Mr. Chad Diviney):

- PSBA Report Highlights

ANNOUNCEMENTS AND PRESENTATIONS

Dr. Angela Michaels presented details of the Equity Plan to the Board of Directors.

EXECUTIVE SESSION

An executive session was held from 7:50 p.m. – 8:50 p.m. for the purposes of personnel and safety and security.

PERSONNEL

Act 93 Contract Mr. Norman Parks, in the form of a motion, recommended to approve the Act 93 Contract Compensation Plan as presented, effective July 1, 2023, through June 30, 2026. Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 8-0-0. Voice Roll Call: Mr. Yontosh – yes; Mr. Dobo – yes; Mr. Seprish – yes; Mr. Diviney – yes; Mr. Emigh – Yes; Mr. Parks – Yes; Mrs. Maines – Yes; Mr. Smeal – Yes. 8 – yes; 0 – no.

Act 93 Non-Supervisory Contract Mr. James Emigh, in the form of a motion, recommended to approve the Act 93 Non-Supervisory Contract as presented, effective July 1, 2023, through June 30, 2026. Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 8-0-0. Voice Roll Call: Mr. Yontosh – yes; Mr. Dobo – yes; Mr. Seprish – yes; Mr. Diviney – yes; Mr. Emigh – Yes; Mr. Parks – Yes; Mrs. Maines – Yes; Mr. Smeal – Yes. 8 – yes; 0 – no

E. Johnston Unused Vacation Mr. Donald Yontosh, in the form of a motion, recommended to approve payment to Erick Johnston, Business Manager, for his unused vacation days on June 30, 2023, at the current daily rate. Mr. Robert Seprish seconded the motion, and it was carried with a vote of 8-0-0.

Alt. Board Secretary Mr. Donald Yontosh, in the form of a motion, recommended to approve Leslie Stott as Alternate Secretary to the Board of Education for the period of July 1, 2023, through June 30, 2025. Mr. Jeremiah Dobo seconded the motion, and it was carried with a vote of 8-0-0.

D. Cherry Treasurer Mr. Donald Yontosh, in the form of a motion, recommended to approve Denise Cherry as Treasurer to the District for the 2023–2024 school year. Mr. Melvin Smeal seconded the motion, and it was carried with a vote of 8-0-0.

Dedicated Substitutes Mr. Donald Yontosh, in the form of a motion, recommended to approve three (3) dedicated teacher substitute positions and one (1) dedicated paraprofessional substitute position for the 2023 -2024 school year. Mr. Norman Parks seconded the motion, and it was carried with a vote of 8-0-0.

Personal Care Aides Mr. Donald Yontosh, in the form of a motion, recommended to approve Taylor Kulp as Personal Care Aide at the contracted rate, effective with the 2023-24 school year. (Assignment – Kindergarten) Mr. Melvin Smeal seconded the motion, and it was carried with a vote of 8-0-0.

Mr. Donald Yontosh, in the form of a motion, recommended to approve Keereea Wilkinson as Personal Care Aide at the contracted rate, effective with the 2023-24 school year. (Assignment – Middle School) Mr. Norman Parks seconded the motion, and it was carried with a vote of 8-0-0.

Mr. Donald Yontosh, in the form of a motion, recommended to approve Carrie Hollenbaugh as Personal Care Aide at the contracted rate, effective with the 2023-24 school year. (Assignment – 1st Grade) Mr. Norman Parks seconded the motion, and it was carried with a vote of 8-0-0.

Perm. Part-Time Custodian Mr. Donald Yontosh, in the form of a motion, recommended to approve Noah Shingledecker as Permanent Part-Time Custodian to the District at the current contracted rate, effective July 1, 2023. Mr. Melvin Smeal seconded the motion, and it was carried with a vote of 8-0-0. Mr. Mitchell added that Noah is a West Branch graduate and the District looks forward to having him.

Sub. Student Custodians	Mr. Donald Yontosh, in the form of a motion, recommended to approve Zachary McGonigal, Matthew Eirich, and David Catherman, Jr. as substitute student custodians, retroactive to June 9, 2023, at a rate of \$10/hour. Mr. Jeremiah Dobo seconded the motion, and it was carried with a vote of 8-0-0. Mr. Parks asked if the District had ever done something like this in the past. Mr. Mitchell responded that this is the first time. Mr. Parks stated that this is a great idea. Mrs. O'Hare said all three young men are doing a wonderful job; the District is very pleased with their work.
Volunteer	Mr. Donald Yontosh, in the form of a motion, recommended to approve Douglas Cole as a volunteer to the District. All paperwork has been received. Mr. Norman Parks seconded the motion, and it was carried with a vote of 8-0-0.

EDUCATION

ARP ESSER Health & Safety Plan	Mr. Melvin Smeal, in the form of a motion, recommended to approve the West Branch Area School District ARP ESSER Health and Safety Plan. (Covid 19 Federal Funding requirement). Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 8-0-0.
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 2023-2024 school year: • Autism Services \$302.00 (increase of \$9.00) • Emotional Support \$250.00 (increase of \$30.00) • Personal Care Aide \$136.50 (increase of \$6.50) Mr. James Emigh seconded the motion, and it was carried with a vote of 8-0-0.
Handbooks	Mr. Donald Yontosh, in the form of a motion, recommended to approve the Teacher Handbook for the 2023-2024 school year. Mr. Norman Parks seconded the motion, and it was carried with a vote of 8-0-0. Mr. Donald Yontosh, in the form of a motion, recommended to approve the Elementary Parent & Student Handbook for the 2023 – 2024 school year. Mr. Jeremiah Dobo seconded the motion, and it was carried with a vote of 8-0-0. Mr. Donald Yontosh, in the form of a motion, recommended to approve the Middle School Parent & Student Handbook for the 2023 – 2024 school year. Mr. Robert Seprish seconded the motion, and it was carried with a vote of 8-0-0. Mr. Donald Yontosh, in the form of a motion, recommended to approve the High School Parent & Student Handbook for the 2023 – 2024 school year. Mr. Norman Parks seconded the motion, and it was carried with a vote of 8-0-0.
CIU #10 Contract	Mr. Robert Seprish, 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 for the 2023-24 school year, at \$71,067.69 (Hearing – \$7,053.25; Vision - \$64,014.44). (decrease of \$8,457.52 from 2022-23) Mr. Melvin Smeal seconded the motion, and it was carried with a vote of 8-0-0.
Surplus	Mr. Donald Yontosh, in the form of a motion, recommended to declare the following textbooks surplus: • Science textbooks, Holt, Rinehart, Winston, Copyright: 2008, ISBN #13:978-0-03-067213, 29 copies • PSSA Coach Mathematics Grade 10 paperbacks, Triumph Learning, Copyright 2004, ISBN #1586205560, 46 copies • PSSA Coach Assessment Anchors Math Grade 11 paperbacks, Triumph Learning, Copyright: 2008, ISBN #1-59823-582-6, 30 copies

- Algebra II textbooks, Glencoe McGraw-Hill, Copyright: 2008, ISBN #978-0-0-873830-2, 44 copies
 - Carnegie Learning Bridge to Algebra Teacher Kit, Carnegie Learning, 1 copy
 - Carnegie Learning Bridge to Algebra I Teacher Kit, Carnegie Learning, 1 copy
- Mr. Robert Seprish seconded the motion, and it was carried with a vote of 8-0-0.

POLICY

- Policy Review Mr. Donald Yontosh, in the form of a motion, recommended to review the following policies without any revisions:
- Policy 906: Public Complaint Procedures
 - Policy 827: Conflict of Interest
 - Policy 626.1: Travel Reimbursement – Federal Programs
 - Policy 626: Federal Fiscal Compliance
- Mr. Robert Seprish seconded the motion, and it was carried with a vote of 8-0-0.

- 2nd Reading Mr. Donald Yontosh, in the form of a motion, recommended Motion to approve the second reading of the following policies:
- Policy 800: Records Management
 - Policy 830: Security of Computerized Personal Information/Breach Notification
 - Policy 830.1: Data Governance – Storage/Security
- Mr. Robert Seprish seconded the motion, and it was carried with a vote of 8-0-0.

BUILDINGS & GROUNDS

- Door Access Control System Mr. Donald Yontosh, in the form of a motion, recommended to accept the bid from X-Pert Communications, Inc., for the door access control system in the amount of \$65,878.00. Funding to be provided for this project by the Federal PCCD School Safety and Security Grant. Mr. Norman Parks seconded the motion, and it was carried with a vote of 8-0-0.

TRANSPORTATION & ATHLETICS

- Agenda Addition Mr. Donald Yontosh, in the form of a motion, recommended to add the purchase of a special education van to the agenda at a cost not to exceed \$60,659.47. Mr. Norman Parks seconded the motion, and it was carried with a vote of 8-0-0.
- Special Education Van Purchase Mr. Donald Yontosh, in the form of a motion, recommended to approve the bid, as presented, from WMK LLC in the amount of \$60,659.47 for the purchase of a special education van. Mr. Norman Parks seconded the motion, and it was carried with a vote of 8-0-0.
- Drivers – Long Motor Buses, Inc. Mr. Donald Yontosh, in the form of a motion, recommended to approve Michael Smolko and Angela Glessner as van drivers for Long Motor Buses, Inc., effective June 21, 2023. All paperwork has been received. Mr. Melvin Smeal seconded the motion, and it was carried with a vote of 8-0-0.
- Driver – Sones Transport, Inc. Mr. Donald Yontosh, in the form of a motion, recommended to approve Donald Cherry as van driver for Sones Transport, Inc., effective with the 2023-2024 school year. All paperwork has been received. Mr. Jeremiah Dobo Parks seconded the motion, and it was carried with a vote of 8-0-0.
- Sones Transport, Inc. Contract Mr. Donald Yontosh, in the form of a motion, recommended to approve the Transportation Contract with Sones Transport, Inc. for the 2023-2024 school year. Mr. Melvin Smeal seconded the motion, and it was carried with a vote of 8-0-0.

C. Evans Resignation Mr. Donald Yontosh, in the form of a motion, recommended to approve the resignation of Corrin Evans, Junior High Volleyball Coach, effective May 18, 2023. (transition to volunteer status). Mr. Norman Parks seconded the motion, and it was carried with a vote of 8-0-0.

Fall Athletic Volunteers Mr. Donald Yontosh, in the form of a motion, recommended to approve the following Fall Athletic Volunteers (2023-2024 season):

- Volleyball: Kody Trude, Taylor Trude, Chad Koleno, Allison Koleno, Rhonda Trude
- Cross Country: David Catanzaro, Jane Catanzaro
- Football: Adam Gibson

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

Athletic Handbook Mr. Norman Parks, in the form of a motion, recommended to approve the Student Athletic Handbook for the 2023-2024 school year. Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 8-0-0. Mr. Mitchell pointed out the change in the handbook regarding the point system and playoffs. Mr. Williamson also gave input as to why this change is a positive one and will benefit our teams.

Coach Handbook Mr. Donald Yontosh, in the form of a motion, recommended to approve the Coach Athletic Handbook for the 2023-24 school year. Mr. Norman Parks 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:

\$ 89,628.58	Cafeteria Fund Bills Dated 6/21/2023	Checks 4662 through 4673
\$ 9,655.37	Visa 5/31/23 Invoice	
\$ 556,314.83	General Account Dated 5/11/2023 – 6/21/2023	Checks 58570 through 58697
\$ 12,432.10	Capital Maintenance Account Dated 6/21/23	Checks 51 through 53
\$ 668,030.88	Grand Total	

Mr. Norman Parks 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 May 2023. Mr. Melvin Smeal seconded the motion and it carried with a vote of 8-0-0.

Activity Acct. Mr. Donald Yontosh, in the form of a motion, recommended to approve the Activity Account for May 2023. Mr. Robert Seprish seconded the motion and it carried with a vote of 8-0-0.

Payment of Bills Mr. Donald Yontosh, in the form of a motion, recommended the payment of bills through June 30, 2023. Mr. Norman Parks seconded the motion and it carried with a vote of 8-0-0.

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 2022-2023 school year. Mr. Norman Parks seconded the motion and it carried with a vote of 8-0-0.

General
Fund
Transfer

Mr. Donald Yontosh, in the form of a motion, recommended to approve the following transfers from General Fund Unassigned balance to the General Fund Assigned accounts:

- Music Fund \$3,000
- Athletic Facility Fund \$5,000
- Vehicle Fund \$4,000

Mr. Norman Parks seconded the motion and it carried with a vote of 8-0-0.

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 2022-2023 fiscal year audit of the financial statements and related disclosures at the rate of \$28,000. Mr. Melvin Smeal seconded the motion and it carried with a vote of 8-0-0.

Depositories

Mr. Donald Yontosh, in the form of a motion, recommended Motion to approve the following appointments as depositories for district funds and investments for the 2023-2024 school year:

- M&T Bank
- First National Bank of Pennsylvania (FNB)
- CNB Bank
- Pennsylvania School District Liquid Asset Fund (PSDLAF).
- Pennsylvania Government Local Investment Trust (PLGIT).

Mr. Robert Seprish seconded the motion and it carried with a vote of 8-0-0.

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 July 1, 2023, to June 30, 2024:

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: \$685.91 (Current Rate \$ 665.91)
- Employee & Child(ren) \$1,652.50 (Current Rate \$1,604.38)
- Employee & Spouse \$1,848.24 (Current Rate \$1,794.38)
- Family \$2,120.28 (Current Rate \$2,058.45)

Plan 1B: Full-Time Support Staff Members:

- Single: \$ 713.52 (Current Rate \$ 692.72)
- Employee & Child(ren) \$1,719.20 (Current Rate \$1,669.13)
- Employee & Spouse \$1,922.45 (Current Rate \$1,866.42)
- Family \$2,205.35 (Current Rate \$2,141.03)

QHDHP Plan: For all Eligible Employees:

- Single: \$ 618.19 (Current Rate \$ 600.17)
- Employee & Child(ren) \$1,489.43 (Current Rate \$1,446.06)
- Employee & Spouse \$1,665.78 (Current Rate \$1,617.23)
- Family \$1,911.00 (Current Rate \$1,855.27)

Eligible Retirees Prior to July 1, 2014:

- \$779.45 – COBRA Rate (Current Rate \$756.72)

Eligible Retirees After to July 1, 2014:

- Plan 1: \$727.79 – COBRA Rate (Current Rate \$706.57)
- QHDHP: \$630.55 – COBRA Rate (Current Rate \$612.17)

- b) General and Property Liability insurance (includes property, general liability, auto, crime, and errors & omissions coverage) underwriter Utica National Insurance Group broker Burns & Burns Associates, at a rate of \$61,467.
- c) Cyber Risk Insurance from Travelers Indemnity Company, broker Burns & Burns Associates, Inc. at a rate of \$8,013.

Mr. Norman Parks seconded the motion and it carried with a vote of 8-0-0.

Workers' Comp Ins	Mr. Donald Yontosh, in the form of a motion, recommended to approve Workers' Comp Insurance through AmTrust, broker Burns & Burns Associates, at a rate of \$26,159, for the term of July 1, 2023, to June 30, 2024. Mr. Norman Parks seconded the motion and it carried with a vote of 8-0-0.
Cen Clear Agreements	Mr. Norman Parks, in the form of a motion, recommended to approve the Letter of Agreement with Cen-Clear Child Services, Inc., outlining the Pre-K Program at the District Mr. Melvin Smeal seconded the motion and it carried with a vote of 8-0-0. Mr. Norman Parks, in the form of a motion, recommended to approve the Partnership Agreement with Cen-Clear Child Services, Inc., for the term July 1, 2023, through June 30, 2024. Mr. Robert Seprish seconded the motion and it carried with a vote of 8-0-0. Mr. Mitchell explained the difference between to the Cen Clear agreements to the Board.
DaRTS Software	Mr. Donald Yontosh, in the form of a motion, recommended to approve the DaRTS Software Agreement, effective July 1, 2023, to June 30, 2024, at a cost of \$2,500/year and \$175.00 per assigned teacher (no increase from previous year). Mr. Norman Parks seconded the motion and it carried with a vote of 8-0-0.
Bond Paying Agent	Mr. Robert Seprish, in the form of a motion, recommended to approve US Bank as the Paying Agent for the \$9,995,000 Bond Series 2023 at a flat rate of \$1,500. Mr. Melvin Smeal seconded the motion and it carried with a vote of 8-0-0.
Bond Resolution	Mr. Melvin Smeal, in the form of a motion, recommended to adopt the Parameters Bond Resolution for the West Branch Area School District in the form presented to finance the capital projects described therein. Mr. Donald Yontosh seconded the motion and it carried with a vote of 8-0-0. Voice Roll Call: Mr. Yontosh – yes; Mr. Dobo – yes; Mr. Seprish – yes; Mr. Diviney – yes; Mr. Emigh – Yes; Mr. Parks – Yes; Mrs. Maines – Yes; M Smeal – Yes. 8 – yes; 0 – no. Jens Damgaard, of Eckert Seamans Cherin & Mellott, LLC, spoke briefly at the beginning of the meeting to inform the Board about the details of the Bond Resolution.
General Fund Budget	Mr. Norman Parks, in the form of a motion, recommended to approve the Final West Branch Area School District General Fund Budget for the 2023-2024 School Year providing a total budgeted revenue of \$20,862,747 and total budgeted expenses of \$20,986,916, with a preliminary budgeted deficit of \$124,169.

1. Real Estate Tax Mills 109.8 (increase of 6.1 mills) for Clearfield County, and real estate tax mills of 13.31 (increase of 0.6 mills) 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 5.9% (Full Act 1 Index Increase) Mr. Robert Seprish seconded the motion and it carried with a vote of 8-0-0. Voice Roll Call: Mr. Yontosh – yes; Mr. Dobo – yes; Mr. Seprish – yes; Mr. Diviney yes; Mr. Emigh – Yes; Mr. Parks – Yes; Mrs. Maines – Yes; Mr. Smeal – Yes. 8 – yes; 0 – no. Mr. Diviney remarked that this was an extremely difficult but necessary decision by the Board. Both Mr. Diviney and Mr. Mitchell appreciate the Board being cognizant of ESSER funds coming to an end and looking ahead to the future.

Homestead
Act

Mr. Donald Yontosh, in the form of a motion, recommended to adopt the 2023 Homestead and Farmstead Resolution in alignment with the approved Final West Branch Area School District General Fund budget. Mr. Norman Parks seconded the motion and it carried with a vote of 8-0-0.

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/guardian: no cost to the District), effective with the 2023-2024 school year. Mr. Norman Parks seconded the motion and it carried with a vote of 8-0-0.

OTHER ITEMS FOR ANNOUNCEMENT / DISCUSSION

- July Meeting – July 24, 2023 (if necessary).
- Mr. Norman Parks, in the form of a motion, recommended to amend the Superintendent's contract to waive the 10% HSA copay. Mr. Donald Yontosh seconded the motion and it carried with a vote of 8-0-0.
- Mr. Diviney confirmed that Mrs. Maines did not have any "no" votes (via phone) throughout the meeting. Mrs. Maines confirmed that she voted "yes" to all items.

ADJOURNMENT

Mr. Donald Yontosh, in the form of a motion, recommended to adjourn the meeting at 9:27 p.m. Mr. Jeremiah Dobo seconded the motion and it carried with a vote of 8-0-0.

Respectively Submitted,



Stacey Guenot
Secretary to the Board of Education