

OFFICIAL MINUTES
WEST BRANCH AREA SCHOOL
DISTRICT
MORRISDALE, PA

DATE: June 26, 2012

The regular meeting of the West Branch Area School District Board of Directors was held June 25, 2012 at 8:14 p.m.

**MBRS
PRESENT**

Joe Kovalcin, Don Yontosh, Melvin Smeal, Tim Kephart, Robert Seprish, Gerald Coble, Gary Miller, Chad Diviney,

**MBRS
ABSENT**

Larry Allen

**OTHERS
PRESENT**

Michael Panek, Superintendent; Kasi Woodring, Board Secretary; Jason McMillen, Business Manager; J.R. Holenchik, Senior High Principal; Wendy Fernburg, Supervisor of Special Education; Joanna Santilli, Federal Programs Coordinator; Dave Nelson, Maintenance Supervisor; David Williamson, Athletic Director; Holly Petriskey, Tyler Kolesar, Aaron Cowder, Dan Stilson, Kelly Stilson, Terri Reed, Michelle Turner, Brenda Ward, Phyllis Gable, Allison Koleno, Lynn Brewer, Stephanie MacTavish, Ashlee McQuown

**MEETING
MINUTES**

Gerald Coble motioned, Robert Seprish seconded, to approve the meeting minutes from June 11, 2012. Motion carried.

VISITORS

**EXECUTIVE
SESSION**

An executive session was held from 6:00 p.m. – 7:00 p.m. for personnel and contractual reasons.

**ADMINISTRATIVE
REPORTS**

Jason McMillen, Business Manager—
Discussed the renewal of the Athletic Trainer contract.

Don Yontosh motioned, Gerald Coble seconded, to approve to renew the Athletic Trainer Contract. Voice Roll Call: Mr. Kephart—yes; Mr. Coble—yes; Mr. Smeal—yes; Mr. Miller—yes; Mr. Seprish—yes; Mr. Yontosh—yes; Mr. Diviney—yes; Mr. Kovalcin—yes. 8—yes; 0—no. Motion carried.

Joanna Santilli, Federal Programs Coordinator—
The consolidated application has been submitted.

David Williamson, Coordinator of Student Services—
The final ADA for the 2011-2012 school year for the HS was 93.25% and for the Elementary was 95.15%.

Mike Panek, Superintendent—
500 million dollars may be restored to the state budget.

CIU #10

No report.

**WB REVENUE
ENHANCEMENT
COMMITTEE**

Four new people are interested in joining the committee which will give a total of 9 members. Mr. Coble is going to be in contact with the people that showed interest previously to make sure they are still interested. The committee is going to need \$5,000-\$6,000 to move forward. Many good ideas have been brought up to raise money.

CCCTC

No report.

PERSONNEL

Gary Miller motioned, Tim Kephart seconded, to approve the following motions:

Cindy Michaels to attend the Environmental Tools for Managing Behavior on October 17, 2012 at the CIU #10. Registration cost is \$40; sub cost is \$43.50. Total cost is \$83.50 paid for by ACCESS funds.

Laura Coble to attend the New Meal Pattern Training on July 24, 2012 at University Park. Meal cost is \$15; wage cost is \$96.38. Total cost is \$111.38 paid for by the Café fund.

Approve Rhonda Carles, Aaron Cowder and Jason Ward to the volunteer list, all paperwork has been received.

Motion carried.

Mel Smeal motioned, Gary Miller seconded, to approve the Coordinator of Elementary Student Services job description. Motion carried.

Gary Miller motioned, Robert Seprish seconded, to approve Beth Hudish for the position of Summer School Instructor at the rate of \$24/hour. Motion carried.

Mel Smeal motioned, Tim Kephart seconded, to approve to advertise for the vacant part-time cafeteria kitchen worker position. Motion carried.

Robert Seprish motioned, Don Yontosh seconded, to approve the following motions:

Approve to grant tenure to Kevin Hubler.
Approve to grant tenure to Tara Yingling.
Approve to grant tenure to Kelley Penvose.

Motions carried.

Don Yontosh motioned, Gerald Coble seconded, to approve Brenda Fye to work 62.25 hours as a PCA for ESY at her current contractual hourly rate. Motion carried.

Don Yontosh motioned, Mel Smeal seconded, to approve the student handbook for JSH. Any changes or clarifications will be presented to the board. Motion carried.

Mel Smeal motioned, Robert Seprish seconded, to approve the resignation of employee #308, effective June 11, 2012. Motion carried.

EDUCATION

**TRANSPORTATION
AND ATHLETICS**

Don Yontosh motioned, Mel Smeal seconded, to approve the implementation of the ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) program for the 2012-2013 school year for all PIAA governed student-athletes at a cost of \$500.00 for the initial baseline testing. Motion carried.

Don Yontosh motioned, Gary Miller seconded, to approve the following motions:

Approve the resignation of Kelly Woodling as the Head Junior High Softball Coach.

Approve the resignation of Jane Catanzaro as the Assistant Junior High Softball Coach.

Motions carried.

Don Yontosh motioned, Mel Smeal seconded, to approve the following bids for athletic supplies for Fall 2012 sports:

Football: DeMans – \$520.00
Sportsmans – \$1,682.90
Riddell - \$1,357.40
TOTAL: \$3,560.30

Girls Soccer: EuroSport – \$26.15;
Sportsmans – \$277.06
DeMans– \$138.00
TOTAL: \$441.21

Motion carried.

Mel Smeal motioned, Robert Seprish seconded, to approve the purchase of Varsity Cheerleading uniforms from GTM Sportswear in the amount of \$3,343.71 as per the five year uniform rotation. Motion carried.

Mel Smeal motioned, Don Yontosh seconded, to approve the following admission prices for athletic events for the 2012-2013 school year.

Varsity Football:	Adults	\$4.00	Students	\$2.00
JV Football:	Adults	\$2.00	Students	\$1.00
Jr. High Football:	Adults	\$2.00	Students	\$1.00
Volleyball:	Adults	\$3.00	Students	\$1.00
Jr. High Girls Basketball:	Adults	\$2.00	Students	\$1.00
JV/V Boys Basketball:	Adults	\$3.00	Students	\$1.00
JV/V Girls Basketball:	Adults	\$3.00	Students	\$1.00
Wrestling:	Adults	\$3.00	Students	\$1.00
Jr. High Boys Basketball:	Adults	\$2.00	Students	\$1.00

Voice Roll Call: Mr. Kephart—yes; Mr. Coble—yes; Mr. Smeal—yes; Mr. Miller—yes; Mr. Seprish—no; Mr. Yontosh—yes; Mr. Diviney—yes; Mr. Kovalcin—yes. 7—yes; 1—no. Motion carried.

Mel Smeal motioned, Don Yontosh seconded, to approve Stephanie Rougeux as the Jr. High Cheerleading Advisor. Motion carried.

Gary Miller motioned, Don Yontosh seconded, to approve the recommendations provided by the Athletic Director for the spring 2011-2012 coaching personnel. Voice Roll Call: Mr. Kephart—yes; Mr. Coble—yes; Mr. Smeal—no; Mr. Miller—yes; Mr. Seprish—no; Mr. Yontosh—yes; Mr. Diviney—yes; Mr. Kovalcin—no. 5—yes; 3—no. Motion carried.

Tim Kephart motioned, Mel Smeal seconded, to approve Michael Hughes to complete coursework "Teacher Leadership in a Global Society" thru University of Phoenix. Motion carried.

FINANCE AND PURCHASE

Chad Diviney motioned, Don Yontosh seconded, to approve the following motions:

Approve the Treasurer's Report for May.

Approve the following Disbursements from May / June.

\$ 598.15	Athletic Account	(checks 10934 through 10938)
\$ 46,375.51	Cafeteria Account	(checks 3598 through 3622)
\$	Construction Account	(checks through)
\$ 742,877.12	General Account	(checks 41218 through 41351)
\$ 789,850.78	GRAND TOTAL	

Approve the activity account for May.

Motions carried.

Don Yontosh motioned, Mel Smeal seconded, to approve the contract between ClearMed Providers, Inc. for school physician services for the 2012-2013 school year. Motion carried.

Don Yontosh motioned, Gary Miller seconded, to approve the following motions:

Approve the contract between R & A School Bus Company, Inc. for the transportation of students for the 2012-2013 school year.

Approve the contract between Sones Transport, Inc. for the transportation of students for the 2012-2013 school year.

Approve the contract between H. V. Camberg Services, Inc. for the transportation of students for the 2012-2013 school year.

Motions carried.

Don Yontosh motioned, Robert Seprish seconded, to adopt the 2012 Homestead and Farmstead Exclusion Resolution. Motion carried.

Mel Smeal motioned, Chad Diviney seconded, to approve the following insurance renewals for 2012-13:

A. Blue Cross/Blue Shield PPO Preferred (monthly rates):

Professionals: Individual - \$519.21; Parent & Child(ren) - \$1,250.94;
Two Person - \$1,399.22; and Family - \$1,604.82

Non-Professionals: Individual - \$472.29; Parent & Child(ren) - \$1,137.90;
Two Person - \$1,272.76; and Family - \$1,459.74

B. Dental: Self-Funded through School Claims Service (monthly rates including admin fee): Single- \$27.51; Parent & Child, Parent & Children, Two Person, and Family - \$64.57

C. Employee Life/AD&D: Insurance through Madison National Life (Broker: National Insurance Services, Inc.) rates: \$0.155 / \$0.02 per \$1,000 per month through June 30, 2013.

D. Employee Long-term disability: Insurance through Madison National Life (Broker: National Insurance Services, Inc.) rates: \$9.00 per month per life through June 30, 2013.

Motion carried.

Mel Smeal motioned, Chad Diviney seconded, to authorize the Business Manager and local auditors to make the necessary end-of-the year budgetary transfers to close out the 2011-12 school year and payment of all bills through the end of June 2012. Motion carried.

Don Yontosh motioned, Tim Kephart seconded, to approve the completion of the annual inventory update with American Appraisal Associates, at a cost of \$1,000.00. Increase of \$25 from the previous year. This annual update is required to meet GASB 34 accounting requirements. Motion carried.

Mel Smeal motioned, Robert Seprish seconded, approve the following appointments for 2012-13:

- A. Walter Hopkins & Associates – local auditors at the rate of \$14,800 – Single Audit/GASB 34 and \$100.00 per hour for pre-audit/accounting services subject to status of records and needs of the District.
- B. M&T Bank, CNB Bank, Pennsylvania Government Local Investment Trust (PLGIT), Pennsylvania School District Liquid Asset Fund (PSDLAF), Robert W. Baird & Co (Investment Advisor), State's Treasurer's INVEST Program, all as depositories for district funds and investments.

Motion carried.

Don Yontosh motioned, Chad Diviney seconded, approve the 2012-13 West Branch Area School District Budget, in the amount of \$15,917,033, while maintaining a projected fund balance of \$3,456,415, representing a total appropriations and fund balance of \$19,373,448, and implementing the following tax rates:

93.0 mills for Clearfield County and 9.0 mills for Clinton County.
\$5.00 Per Capita (Section 679 School Code)
\$5.00 Per Capita (Act 511)
\$10.00 Occupation Tax (Act 511)
\$10.00 Local Service/Occupational Privilege Tax

0.50% Earned Income Tax (1.0% shared with municipalities, Act 511)
0.50% Real Estate Transfer Tax (1.0% shared with municipalities, Act 511)

Voice Roll Call: Mr. Kephart—yes; Mr. Coble—yes; Mr. Smeal—yes; Mr. Miller—yes; Mr. Seprish—yes; Mr. Yontosh—yes; Mr. Diviney—yes; Mr. Kovalcin—yes. 8—yes; 0—no. Motion carried.

Don Yontosh motioned, Tim Kephart seconded, to defer the KSL group for e-rate services for the e-rate funding year 16. Motion deferred.

Tim Kephart motioned, Mel Smeal motioned, to approve the following bids for the 2012-2013 school year:

Milk products: Sandra Burkett DBA Ronald W. Orstrofsky Dist.
De-Icing Salt: American Rock Salt @ \$63.27/ton
Bread products: Bimbo Bakeries

Motion carried.

CORRESPONDENCE Graham Township Board of Supervisors thanked seniors who completed community service projects in their township.

OLD BUSINESS Mel Smeal thanked the students who completed senior projects by fixing up the Big Run Park and Johnny Park Signs.

Gary Miller commended Jordyn Andrews for being selected to perform in the Macy Day Parade.

NEW BUSINESS Gary Miller motioned, Don Yontosh seconded, approve the purchase of the Go Math program for the elementary school for the Larson Big Ideas for grades sixth thru eighth at a cost of \$62,229.36 as recommended by Teachers Math Committee. This program will meet the requirements of the new common core standards which will take effect in July 2013. Motion carried.

Mel Smeal motioned, Robert Seprish seconded, to approve the job description of School Librarian. Motion carried.

Gary Miller motioned, Mel Smeal seconded, to approve advertising for the position of School Librarian and Coordinator of Elementary Student Services. Motion carried.

Don Yontosh motioned, Tim Kephart seconded, to approve the recommendations by the Superintendent for the ACT 93 and Non ACT 93 evaluations. Motion carried.

Tim Kephart motioned, Mel Smeal seconded, to approve Jason McMillen to have the same raise at the ACT 93 employees. Motion carried.

Gary Miller motioned, Don Yontosh seconded, to reinstate the driver's education program at a cost of \$250 per student. This will be for a 1 year trial period. Motion carried.

Gary Miller motioned, Don Yontosh seconded, to approve to reinstate the part-time nursing position for the 2012-2013 school year. Motion carried.

Don Yontosh motioned, Robert Seprish seconded, to approve WB to host County Chorus for the 2012-2013 school year. There is no cost to the district. Motion carried.

Tim Kephart motioned, Mel Smeal seconded, to approve the fuel oil bid to Christoff Mitchell at \$3.1260/gal. Motion carried.

Don Yontosh motioned, Mel Smeal seconded, to approve the woodshop bid to Pre-Cut Lumber at \$2,000. Motion carried.

Chad Diviney motioned, Tim Kephart seconded, to approve to advertise for the high school day shift vacant custodian position. Motion carried.

Don Yontosh motioned, Robert Seprish seconded, to approve the Elementary Kitchen repair bid to McClure in the amount of \$4,900. Motion carried.

Tim Kephart motioned, Chad Diviney seconded, to approve the purchase of the Link VMWare System in the amount of \$24,094.94 a year for 3 years. Motion carried.

ADJOURN

Don Yontosh motioned, Gerald Coble seconded to adjourn the meeting at 9:01 p.m.

Kasi Woodring

Board Secretary