

OFFICIAL MINUTES
WEST BRANCH AREA SCHOOL
DISTRICT
MORRISDALE, PA

DATE: August 20, 2013

The special meeting of the West Branch Area School District Board of Directors was held August 19, 2013 at 7:23 p.m.

**MBRS
PRESENT** Joe Kovalcin, Don Yontosh, Melvin Smeal, Gerald Coble, Chad Diviney, Larry Allen, Gary Miller

**MBRS
ABSENT** Robert Seprish, Christina Brown

**OTHERS
PRESENT** Michelle Dutrow, Superintendent; J.R. Holenchik, Senior High Principal; Nik Bisko, Technology Administrator; Wendy Fernburg, Supervisor of Special Education; Mark Mitchell, Elementary Principal; Jason McMillen, Business Manager; Tyler Kolesar, Shari Buck, Holly Petriskey, Sue Betts, Stephanie MacTavish

**EXECUTIVE
SESSION** An executive session was held for personnel issues.

MEETING MINUTES Don Yontosh motioned, Chad Diviney seconded, to approve the meeting minutes from July 23, 2013. Motion carried.

VISITORS

**ADMINISTRATIVE
REPORTS** Joseph Holenchik—

- 7th grade orientation to be held 8/20/2013 from 9—11:15 a.m. to discuss rules and tour the building.
- Handbooks are being printed by Kendall's Kreations, the faculty and substitute handbooks are being printed by the secretaries.
- Summer school is completed and all 9 students passed their classes.
- The schedule for the high school is completed.
- Extended Learning Opportunities will be tied to the Keystone exams to help the students with the tests.

Wendy Fernburg—

- ESY has been completed as of August 8th.
- Held interviews for the SBBH program and selected candidates so we are prepared to begin once the State gives us the go ahead.
- We will be holding our annual restraint training this coming Thursday, there are 14 participants attending.
- Met with Career Link, parents and students to finalize work arrangements for our Work for Credit Program.
- Met with the Clearfield Autism Academy Director to discuss their move away from the IU to become a Licensed Private School which will result in a saving to school districts.
- Completed the elementary press release for The Progress.
- Reviewed all homeschool packets at the elementary level.

Mark Mitchell—

- Handbooks will be completed Tuesday morning and sent off to the printers.
- Has held a couple grade level meetings and met with numerous staff and public.

Jason McMillen—

- Transportation schedules have been posted.
- Safe Schools is in the final stages.
- Met with PP&L, the District is meeting benchmarks.

David Williamson—

- Completing enrollment packets.
- Annual Booster Club meeting will be held next week.
- Meet the Warrior night was well attended.
- Hand delivered Thank You letter to the YMCA for receipt of gym equipment.

David Nelson—

- Cleaning is going well and almost completed.
- The custodians trimmed trees around the school.
- The custodians attended two trainings.
- Reorganizing storage areas.

Nik Bisko—

- Switched from School Reach to Alert Solutions for school calling system.
- Scanned ports in the school.
- Rewiring computer labs 104 & 106.
- Cameras installed outside.

CIU #10

Meetings held 4th Thursday of the month at 6:00 p.m.

CCCTC

Sole training area for Sheetz truck drivers.
Lois Richards is retiring.

BOARD

PERSONNEL

Gary Miller motioned, Don Yontosh seconded, to approve Nicole Petriskey and Andrea Walkowiak as co-advisors for Student Government. Motion carried.

Don Yontosh motioned, Melvin Smeal seconded, to approve the Nicholas Zimmerman, George Tickerhoof III and Ashlea Cowher as substitute teachers to the district; Kristine Kolesar as a substitute clerical, paraprofessional and café kitchen worker to the district; Heather Baker-McAllister as a volunteer to the district, all paperwork has been received. Motion carried.

Melvin Smeal motioned, Gary Miller seconded, to approve Holly Modzel as Cafeteria Kitchen Worker. Hours are from 10:15 a.m. to 2:00 p.m. at the current WBESP contract. (Mrs. Modzel will be replacing Shelva Strible due to transfer, June 24, 2013 board meeting, personal item #7) Motion carried.

Don Yontosh motioned, Melvin Smeal seconded, to approve the following motions:

Approve the voluntary transfer of Laurie Josephson, WB Elementary 2nd grade teacher, voluntary transfer to WB Elementary 5th grade teacher, effective 2013-2014 school year. (Mrs. Josephson will be replacing Brandy O'Hare, due to transfer, personnel item #5, July 23, 2013 special board meeting)

Approve the voluntary transfer of Kristi Gibson, WB Elementary Kindergarten grade teacher, voluntary transfer to WB Elementary 2nd grade teacher, effective 2013-2014 school year. (Mrs. O'Hare will be replacing Laurie Josephson, due to transfer, personnel item #4, August 19, 2013 Board Agenda)

Approve Amber Couturiaux, as WB Elementary Cafeteria Kitchen Worker, hours are from 10:15 a.m.—2:00 p.m. at the starting WBESP contract rate of \$9.91/hr., effective 2013-2014 school year. (Ms. Couturiaux will be replacing Lori Quick, due to reassignment, personnel item #7, August 19, 2013 Board Agenda)

Motions carried.

Larry Allen motioned, Gerald Coble seconded, to appoint Kasi Woodring as Secretary to the Board of Education for a four year term. Reappointment will be held at the July board meeting in 2017. Motion carried.

Melvin Smeal motioned, Gary Miller seconded, to approve the resignation of Tyler Good, part-time Elementary Computer Teacher, effective July 29, 2013. Motion carried.

Gary Miller motioned, Melvin Smeal seconded, to approve to grant tenure to Nicole Petriskey and Mark Norris. Motion carried.

Don Yontosh motioned, Chad Diviney seconded, to approve the extended contract for the school nurse to work an additional three days for the 2013-2014 school year and for the nurse assistants to work an additional four days for the 2013-2014 school year, as presented. Motion carried.

EDUCATION

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

Approve the faculty and substitute handbooks as presented.

Approve the WBASD Teacher Evaluation & Professional Growth Plan as presented.

Motions carried.

Chad Diviney motioned, Melvin Smeal seconded, to approve the following motions:

Approve the New Story contract as presented.

Approve the Learning Lamp contract as presented.

Motions Carried.

Don Yontosh motioned, Gary Miller seconded, to recommend the following textbooks at West Branch High School be declared surplus:

- The Autobiography of Miss Jane Pittman, McDougal Littell, Copyright 1998, ISBN# 0-395-86993-5, 107 books
- Tale of Two Cities, McDougal Littell, Copyright 1997, ISBN# 0-395-77544-2, 42 books
- A Spell for Chameleon, Ballantine Book NY, Copyright 1977, ISBN# 0-345-34753-6, 50 books
- Scott Foresman Middle School Math Course 2, Prentice Hall, Copyright 2002, ISBN# 0-13-054110-9, 33 books
- Math Matters 2, McGraw Hill / Glencoe, Copyright 2009, ISBN# 908-0-07088571-4, 28 books
- Basic Math Skills, AGS Publishing, Copyright 2003, ISBN# 0-7854-2952-2, 4 books
- Algebra, AGS Publishing, Copyright 2004, ISBN# 0-7854-3467-0, 4 books
- Mathematics with Business Applications, McGraw Hill / Glencoe, Copyright 1998, ISBN# 0-02-814-730-8, 5 books
- Saxon Math 8/7, Saxon Publishers, Copyright 2004, ISBN# 1-56577-509-0, 6 books
- Bridge to Algebra / 3 part package text, wk / bk, homework helper, Carnegie Learning, ISBN# 978-1-932409-56-7, 4 books
- The Adventures of Huckleberry Finn / Mark Twain, Signet Classic, Copyright 1983, 14 books
- The Adventures of Huckleberry Finn / Mark Twain, Perma Bound Classics, Copyright 1988, 15 books
- Write Source 2000, Houghton Mifflin Co., Copyright 1999, ISBN# 0-669-46773-1, 16 books
- The Writer's Craft, McDougal Litell, Copyright 1998, ISBN# 0-395-86379-1, 18 books

Motion carried.

TRANSPORTATION & ATHLETICS

Don Yontosh motioned, Melvin Smeal seconded, to approve the athletic handbooks for the 2012-2014 school year. (Student-athlete / Coaches). Motion carried.

Gary Miller motioned, Melvin Smeal seconded, to approve the resignation of Tyler Good, Head Varsity Baseball Coach, all baseball coaching positions become open. Motion carried.

Don Yontosh motioned, Gary Miller seconded, to approve the resignation of Paul Coble as Head Jr. High Boys Basketball Coach. Motion carried.

Don Yontosh motioned, Chad Diviney seconded, to approve the Bust Stop list for the 2013-2014 school year as presented. Motion carried.

**BUILDINGS &
GROUNDS**

Chad Diviney motioned, Melvin Smeal seconded, to recommend the following Family and Consumer Science materials at West Branch High School be declared surplus. See attached (Surplus/Unused/Unwanted Items - Board Approval Request form.) Motion carried.

**FINANCE AND
PURCHASE**

Don Yontosh motioned, Melvin Smeal seconded, to approve the following motions:

Approve the Treasurer's Report July.

Approve the following Disbursements from June thru August.

\$ 12,496.96	Athletic Account	checks 11378 through 11394
\$ 33,567.29	Cafeteria Account	checks 3769 through 3777
\$	Construction Account	checks through
\$ 899,463.78	General Account	checks 42591 through 42770
\$ 945,528.03	GRAND TOTAL	

Approve the Activity Account for June and July.

Motion carried.

Gary Miller motioned, Don Yontosh seconded, to approve the Letter of Authorization to confirm that Kristin Van Strien is authorized to represent WBASD in matters related to federal Universal Service Discount Program known as E-rate, as presented. Motion carried.

ADJOURN

Don Yontosh motioned, Larry Allen seconded to adjourn the meeting at 7:34 p.m.

Kasi Woodring

Board Secretary