

WEST BRANCH AREA SCHOOL DISTRICT

REGULAR SESSION

MARCH 27, 2023

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

Members Absent: Bob Seprish

Media Present: Mikayla Heiss, The Progress

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

Others Present: Landon Bainey, Adam Kerr - EI Associates, Melissa Hughes - PFM, Melisa Seger, Allison Koleno, Ashley White, Tara Yingling, Scott McClelland, Sarah Ewing, Leslie Stott, Jason Bainey

**OPENING EXERCISES**

President Chad Diviney called the meeting to order at 7:15 p.m. All present were asked to stand and pledge allegiance to the American Flag.

**STUDENT REPORTS/RECOGNITION**

Landon Bainey, PIAA Wrestling State Runner Up at 114#, was present to share his journey to Hershey with the Board. The Board welcomed Landon and congratulated him on his accomplishments.

Ashley White and Tara Yingling presented information to the Board regarding ECRI (Enhanced Core Reading Instruction). ECRI is a multi-tiered program (Tier 1 and Tier 2) featuring a series of teaching routines designed to increase the efficiency and effectiveness of reading instruction in kindergarten, first, and second grade. Enhanced Core Reading Instruction demonstrates strong evidence of effectiveness under Every Student Succeeds Act (ESSA) for improving student reading outcomes.

**MINUTES**

Mr. Donald Yontosh, in the form of a motion, recommended to approve the meeting minutes from February 27, 2023. 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:

- eSports Media Day
- Scheduling and Goal Planning
- Master Schedule Planning

Kevin Hubler, Middle School Principal:

- Sportsmanship
- NCAA Bracket Challenge
- State Testing

Angela Michaels, Elementary Principal:

- PreK Conference
- PSSAs

Angela Lucas, Special Education Supervisor:

- Mikayla's Voice Assembly
- Adaptive Toy Project

Branden Evans, Technology Coordinator:

- eSports
- Ident-A-Kid

Erick Johnston, Business Manager:

- 2023-2024 Preliminary Budget
- TNG 2023-2024 Contract

David Williamson, Athletic Director:

- Winter Athletic Update
- Attendance Comparison

David Catherman, Supervisor of Buildings and Grounds:

- Fieldhouse Plaque
- LED Lighting Upgrade
- Trimming of Trees
- Discussion – Replacement Hot Water Tank
- Smoke Hatch Installation

Tiffany English, Food Service Director:

- On-Site Monitoring
- Lunch and Ala-Carte Sales
- American Heart Month (February)
- Youth Advisory Council Meetings

CIU (Norman Parks):

- Quest for New Location
- Contract Renewals
- Spring Competitions (Math, Reading, etc.)

CCCTC (Jeremiah Dobo):

- Machinist Instructor Retirement (position won't be filled)
- MOU with Clearfield Regional Police

PSBA (Chad Diviney):

- Governor's Proposed Budget
- District Grant Opportunities

## **PRESENTATIONS**

Adam Kerr - EI Associates presented the Feasibility Study Overview, Process, and Findings to the Board. The options and opinions of probable cost were discussed along with the timeline. In addition, there was time for questions and answers.

Melissa Hughes from PFM presented the District Financial Analysis. She explained to the Board what the District could legally borrow, and what the District could realistically borrow. Ms. Hughes stated that financing Option A is doable, but that in her opinion will take effort by the Administration and School Board. She presented a timeline of the borrowings and showed that the bond borrowings would be in two or three issuances.

## **PERSONNEL**

L. Stott Shadowing	Mr. Donald Yontosh, in the form of a motion, recommended to approve Leslie Stott to begin shadowing Erick Johnston beginning on May 1, 2023, not to exceed 3 days per week, at a rate of \$302.42 per day. Mr. Norman Parks seconded the motion, and it was carried with a vote of 8-0-0.
K. Eboch Special Ed. Secretary	Mr. Donald Yontosh, in the form of a motion, recommended to approve Kim Eboch as Special Education Secretary, effective July 1, 2023, at the current contracted rate. Mr. Melvin Smeal seconded the motion, and it was carried with a vote of 8-0-0.
P. McGonigal FMLA	Mr. Norman Parks, in the form of a motion, recommended to approve FMLA leave for Paula McGonigal from May 9, 2023, through June 2, 2023. Substitute will be through Educational Staffing Solutions (ESS). Mr. Jeremiah Dobo seconded the motion, and it was carried with a vote of 8-0-0.
Summer Hours	Mr. Donald Yontosh, in the form of a motion, recommended to approve District Summer Hours of Operation using a four (4) day work week, effective June 12, 2023, to August 10, 2023. Staff will increase hours to accommodate a shortened work week. Mrs. Christina Brown seconded the motion, and it was carried with a vote of 8-0-0.
ESY/GAP Camp Nurse	Mrs. Christina Brown, in the form of a motion, recommended to approve Julia Whipple as Extended School Year/GAP Camp Nurse at her current contracted rate, for the 2023 summer program. Mr. Norman Parks seconded the motion, and it was carried with a vote of 8-0-0.
ESY/GAP Teachers	Mrs. Christina Brown, in the form of a motion, recommended to approve Sherri McGarvey, Cheri Cantolina, Tina Bickel, Kelley Williamson, and Melissa Yontosh as ESY/GAP Teachers, at the contracted rate of \$25/hr., for the 2023 summer program. Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 8-0-0.
ESY/GAP Camp Paras	Mr. Donald Yontosh, in the form of a motion, recommended to approve Deanna Clinger, Michelle Guerra, Jennifer Evans, Pam Hampton, Brenda Hubler, Tina Kolesar, Rose Shaner, Jaime McCracken, Sharon Michaels, Kiley Clark, and Rhonda Bailor as Extended School Year and GAP Camp Classroom Paraprofessionals at their respective current contracted rate, for the 2023 summer program. Mr. Melvin Smeal seconded the motion, and it was carried with a vote of 8-0-0.
GAP Teachers	Mr. Donald Yontosh, in the form of a motion, recommended to approve Becky Lutchko, Kendra McLaughlin, Wendy Timblin, and Cheryl Beck as GAP Teachers, at the contracted rate of \$25/hr., for the 2023 summer program. Mr. Jeremiah Dobo seconded the motion, and it was carried with a vote of 8-0-0.
GAP Subs	<p>Mr. Norman Parks, in the form of a motion, recommended to approve Alyssa Owens and Allison Koleno, as GAP Substitute Teachers, at the contracted rate of \$25/hr., for the 2023 summer program. Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 8-0-0.</p> <p>Mr. Norman Parks, in the form of a motion, recommended to approve Pam Warsing as Extended School Year/ GAP Camp Nurse Substitute at her current contracted rate, for the 2023 summer program. Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 8-0-0.</p>
Summer Staff	Mr. Donald Yontosh, in the form of a motion, recommended to approve the Summer Staff:

- Nurse: 5 days maximum (Briskar - \$314.99/ day = \$1,574.95)
- Elem. Guidance: 14 days maximum (Albert- \$323.64/day = \$4,530.96)
- MS Guidance: 14 days maximum (Caldwell - \$293.44/day = \$4,108.16)
- HS Guidance: 14 days maximum (Porter - \$350.40/day = \$4,905.60)
- Literacy / Parent Engagement: 5 days maximum (A. White - \$325.80/day = \$1,629.00: funding stream – TITLE I)
- Librarian / Clerk: 5 days maximum (J. White - \$394.73/day = \$1,973.65; Myers - 6.5 hrs./day @ \$18.35/hr. = \$596.38)
- Technology Para: 7 days maximum (Petriskey - 6.5 hrs./day @ \$20.02/hr. = \$910.91)
- Summer Band: 20 days maximum (Jones - \$323.64/day = \$6,472.80)

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

Volunteer Mrs. Christina Brown, in the form of a motion, recommended to approve Jessica Michaels as volunteer to the District. All paperwork has been received. Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 8-0-0.

## **EDUCATION**

Field Trips Mr. Donald Yontosh, in the form of a motion, recommended to approve 8<sup>th</sup> Grade to go to the CCCTC on April 14, 2023. Cost to the District: \$230 (funding – Middle School Budget); Cost to the Student: none. (Information Only: 62 students will be attending. Chaperones are David Caldwell, Ashley Nines, Brande Plyler, and Joe Matson.) 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 HS Life Skills to go to Quiet Creek Herb Farm in Brookville on April 25, 2023. Cost to the District: handicapped bus (funding – Special Education Budget); Cost to the Student: None. (Information Only: 8 students will be attending. Chaperones are Erin Johnson, Tina Kolesar, Erica Wood, Alice King, and Susan McGuire.) 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 the Envirothon Team to go to Parker Dam on April 19, 2023. Cost to the District: Two school vans, two teacher subs (Funding: HS Building Budget); Cost to the Student None. (Information Only: 15 students will be attending. Chaperones are Dan Socash and Lindera Nale.) 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 Elementary Life Skills to go to the Clearfield Bowling Lanes, CNB, and Pizza Hut on April 18, 2023. Cost to the District: \$100 (Funding – Principal Contingency); Cost to the Student: None. (Information Only: 5 students will be attending. Chaperones are Mark Norris, Chantelle Carns, Emigh Modzel, Corrinna Gunter, Jaime McCracken, and School Nurse.) 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 Sociology Dual Enrollment Class to go to Centre County Correctional Facility, Central Counties Youth Center and Centre County Courthouse on April 19, 2023. Cost to the District: Two teacher substitutes and two vans (Funding: HS Building Budget); Cost to the Student: None. (Information Only: 11 students will be attending. Chaperones are Carrie Peterson and Brandy O'Hare.) 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 National Honor Society to go to Carnegie Science Center, Cheesecake Factory, and the Ross Park

Mall on April 26, 2023. Cost to the District: None. Cost to the Student: None. (Information Only: 31 students will be attending the trip. Chaperones are Jennifer Porter and Kim Hubler.) 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 Envirothon Teams to go to Curwensville Dam on May 2, 2023. Cost to the District: transportation (1 bus), two teacher subs (Funding: HS Building Budget); Cost to the Student: None. (Information Only: 25 students will be attending. Chaperones are Dan Socash and Tina Bickel.) 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 West Branch Pre-K to go to Cold Stream Park on May 15, 2023. Cost to the District: None. Cost to the Student: \$1. (Information Only: 72 students will be attending. Chaperones are Mariah Koleno, Jen Evans, Heather Watro, Amanda Bolan, Brittany Graham, Danielle McDowell, Alison Parks, Tracy Kephart, Taylor Kulp, Jessica Sterling, Rebecca Lannen, plus a few others with clearances to be determined.) 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 5<sup>th</sup> Grade to go to the CCTC on May 15, 2023. Cost to the District: \$230. Cost to the Student: None. (Information Only: 58 students will be attending. Chaperones are David Caldwell, Mary Beth Moslak, Dennis McCamley, and Cheryl Beck.) 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 5<sup>th</sup> Grade to go to Black Moshannon State Park on May 16, 2023. Cost to the District: None. Cost to the Student: None. (Information Only: 58 students will be attending. Chaperones are Cheryl Beck, Dennis McCamley, Mary Beth Moslak, Tina Bickel, Brenda Hubler, Shelve Stribble, School Nurse, School Administrator.) 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 6<sup>th</sup> Grade to go to the Millbrook Marsh on May 16, 2023. Cost to the District: None. Cost to the Student: \$8. (Information Only: 68 students will be attending. Chaperones are Lynne Rockey, Rhonda Trude, Phil Wood, Cheri Cantolina, Michelle Guerra, and 2 parents with clearances.) 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 8<sup>th</sup> Grade to go to Hershey Park on May 31, 2023 (Culminating Middle School Experience). Cost to the District: None; Cost to the Student: None. (Information Only: 67 students will be attending. Chaperones are Kevin Hubler, David Williamson, Mary Beth Moslak, Cheri Cantolina, and DJ Caldwell.) 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 7<sup>th</sup> Grade to go to Bald Eagle State Park on June 1, 2023. Cost to the District: Two teacher substitutes (Funding – Middle School Budget); Cost to the Student: \$1-\$5. (Information Only: 68 students will be attending. Chaperones are Linderale Nale, Jane McDowell, Dan Socash, Joe Matson, Pam Hampton. The following may also chaperone: Matt Hauck, Michael Nines, and Sherri McGarvey.) Mr. Melvin Smeal seconded the motion, and it was carried with a vote of 8-0-0.

Summer  
School

Mrs. Christina Brown, in the form of a motion, recommended to approve a Summer School (Credit Recovery) program for the 2023 Summer at no cost to the District (Funding: Student Tuition). Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 8-0-0.

## **POLICY**

Rescind Policy  
251

Mr. Donald Yontosh, in the form of a motion, recommended to rescind the following policy due to being merged with Policy 251 per recommendation of PSBA.

- Policy 255: Educational Stability for Children in Foster Care

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

Policy Review

Mr. Melvin Smeal, in the form of a motion, recommended to review the following policies without any revisions:

- Policy 910: Community Engagement
- Policy 917: Parental/Family Involvement
- Policy 918: Title 1 Parent and Family Engagement

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

2<sup>nd</sup> Reading

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

- Policy 137: Home Education Programs
- Policy 137.1: Extracurricular Participation by Home Education Students
- Policy 137.2: Participation in Cocurricular Activities and Academic Courses by Home Education Students
- Policy 137.3: Participation in Career and Technical Education Programs by Home Education Students

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

## **TRANSPORTATION & ATHLETICS**

New Van

Mr. Donald Yontosh, in the form of a motion, recommended to approve the purchase of a 2023 Chevrolet Express Passenger RWD 2500 135" LS (10 passenger) van from Whitmoyer Buick-Chevrolet, Inc. for \$51,600 not considering trade-in of 2009 Chevrolet Express and towing package. Mr. Jeremiah Dobo seconded the motion, and it was carried with a vote of 8-0-0.

Driver – Long  
Motor Buses

Mr. Donald Yontosh, in the form of a motion, recommended to approve Vernon Wallace as a van driver for Long Motor Buses, Inc., retroactive to March 7, 2023. All paperwork has been received. Mrs. Christina Brown seconded the motion, and it was carried with a vote of 8-0-0.

E. McCracken  
Resignation

Mrs. Christina Brown, in the form of a motion, recommended to approve the resignation of Eric McCracken, Junior Varsity Boys Basketball Coach, effective March 16, 2023. Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 8-0-0.

Volunteers  
Fall Athletics

Mr. Donald Yontosh, in the form of a motion, recommended to approve the following volunteers for the Fall Athletic Season 2023-2024:

- Football: Travis McDowell, Curtis Quick, Collin Kerfoot

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

Winter  
Coaches

Mr. Donald Yontosh, in the form of a motion, recommended to approve the administrative recommendation to retain the Winter Head coaches and their coaching staffs for the 2023 – 2024 school year:

**Girls Basketball:** Head Coach: Justin Koleno, Leanna Prinkey, Madison Otto, Terry Smeal III

**Boys Basketball:** Head Coach: Danny Clark, Parker Emigh, Collin Kerfoot, John Clark

**Wrestling:** Head Coach: Jason Bainey, David Williamson, Kaleb Quick, Ronnie Garbinsky

**Cheerleading:** Head Advisor: Heather Dobo, Mallarie Maines, Alisa Liptak, Julie McDowell

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

## **FINANCE & PURCHASE**

Disburse-  
ments

Mrs. Christina Brown, in the form of a motion, recommended to approve the following Disbursements:

\$ 60,280.72	Cafeteria Fund Bills Dated 3/28/2023	Checks 4652 through 4654
\$ 16,279.81	Visa 2/28/23 Invoice	
\$ 556,807.32	General Account Dated 2/21/2023 – 3/28/2023	Checks 58221 through 58325
\$ 633,367.85	<b>Grand Total</b>	

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

Treasurer's  
Report

Mrs. Christina Brown, in the form of a motion, recommended to approve the Treasurer's Report for February 2023. Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 8-0-0.

Activity  
Acct.

Mrs. Christina Brown, in the form of a motion, recommended to approve the Activity Account for February 2023. Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 8-0-0.

CenClear  
Agreement

Mr. Donald Yontosh, in the form of a motion, recommended to approve the Care Coordination Agreement with CenClear effective for one year from the date of approval/signatures. Mrs. Christina Brown seconded the motion, and it was carried with a vote of 8-0-0.

United  
Concordia  
renewal

Mr. Donald Yontosh, in the form of a motion, recommended to approve the renewal of the Administrative Services Only contract with United Concordia from July 1, 2023, to June 30, 2024, and to approve the self-insured COBRA monthly dental rates for the same term dates as follows:

- Single: \$20.39 (Currently \$20.98)
- Multi-Person: \$64.05 (Currently \$65.91)

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

Life / Acc  
Death  
Coverage

Mr. Donald Yontosh, in the form of a motion, recommended the approval of Life and Accidental Death & Dismemberment Insurance coverage with National Insurance Services for July 1, 2023, to June 30, 2024, at no rate increase. Current rate per \$1,000 of covered payroll is \$0.13 (Life \$0.11 and AD&D is \$0.02) Policy is underwritten by Madison Life Insurance Company, Inc.

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

M. Dutrow  
Consultation  
Agreement

Mr. Donald Yontosh, in the form of a motion, recommended to approve the Consultation Agreement with Michelle Dutrow; parameters have been defined in the terms of the contract. Mrs. Christina Brown seconded the motion, and it was carried with a vote of 6-2-0. Voice Roll Call: Mrs. Brown - yes; Mr. Smeal - no; Mr. Diviney - yes; Mr. Yontosh - yes; Mr. Emigh - yes; Mr. Dobo - yes; Mrs. Maines - no; Mr. Parks - yes.

## **ADJOURNMENT**

Mr. Donald Yontosh, in the form of a motion, recommended to adjourn the meeting at 10:11 p.m. Mrs. Christina Brown seconded the motion and it carried with a vote of 8-0-0.

Respectively Submitted,

A handwritten signature in black ink, appearing to read "Erick Johnston".

Erick Johnston  
Business Manager

A handwritten signature in black ink, appearing to read "Stacey Guenot".

Stacey Guenot (absent 3/27/2023)  
Secretary to the Board of Education