

WEST BRANCH AREA SCHOOL DISTRICT

REGULAR SESSION  
NOVEMBER 21, 2023

Members Present: Chad Diviney, Jeremiah Dobo, James Emigh, Norman Parks, Robert Seprish, Melvin Smeal, Donald Yontosh

Members Absent: Christina Brown and Jessica Maines

Other:

Media Present: Jacob Michael – The Progress

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

Others Present: Max McGuire, Denver McGuire, Jessica Levonick, Braeden Salter, Erin Johnson, Tim Wesesky, Andrea Wesesky, Mike Nines, Stacey Guenot

**OPENING EXERCISES**

President Chad Diviney called the meeting to order at 6:51 p.m. All present were asked to stand and pledge allegiance to the American Flag.

**STUDENT REPORTS/RECOGNITION – WBTV/Warrior Watch**

Mrs. Levonick, along with student Braeden Salter, shared the accomplishments of the High School Media Arts class. They shared an example of what WBTV looks like every Friday at West Branch. This broadcast, which is completely student generated, showed the hard work and dedication of the Media Arts students.

**STUDENT REPORTS/RECOGNITION – Life Skills Holiday Craft Fair**

Ms. Johnson, accompanied by students Denver McGuire and Katie Hurley, talked with the Board about the recent Holiday Craft Fair hosted by the West Branch Life Skills Students. Hosting an event like this helps give the students a variety of experiences and enables them to earn money. This year the class was able to earn over \$1,000; they are eager to use these funds toward a Christmas shopping trip (secret Santa shopping), classroom supplies, and a delicious dinner at a restaurant. The students were enthusiastic to share some crafts that were available at their recent sale and also shared information about their greenhouse and upcoming Plant Sale.

**MINUTES**

Mr. Donald Yontosh, in the form of a motion, recommended to approve the meeting minutes from October 30, 2023. Mr. Norman Parks seconded the motion, and it was carried with a vote of 7-0-0.

**ADMINISTRATIVE REPORTS:**

Mrs. Brandy O'Hare, High School Principal:

- Volleyball State Runner Up
- Veterans Day Breakfast
- County Band
- The REAL Institute
- Upcoming Events

Mr. Kevin Hubler, Middle School Principal:

- MS Reading Competition
- Fantasy Football

Dr. Angela Michaels, Elementary Principal:

- Veterans Day Performance (2<sup>nd</sup> Grade)
- Holiday Plans

Ms. Angela Lucas, Special Education Supervisor:

- Kindergarten Transition Meetings
- 12/1 Child Count – PIMS Reporting

Mr. Branden Evans, Technology Coordinator

- Sapphire Kickoff
- PrimeroEdge Update
- Student Device Damage Report

Mrs. Leslie Stott, Business Manager:

- Banking Update
- Audit Update
- Fiscal Software (Alio) Update
- Employee Verification Survey

Mr. David Williamson, Athletic Director:

- Attendance Comparison
- Volleyball Team
- Winter Sports

Mr. David Catherman, Supervisor of Building and Grounds:

- Water Heater Project
- Field House Deep Cleaning
- Part-Time Custodian Position
- Biomass Update

Mrs. Tiffany English, Food Service Director:

- Holiday Meals
- Meal Participation
- Veterans Breakfast
- Supply Chain Update

CIU: (Mr. Norman Parks)

- Staff Survey
- Printer/Copier Contract

CCCTC: (Mr. Jeremiah Dobo)

- Pittsburgh Technical College – Dual Enrollment Credits

PSBA: (Mr. Chad Diviney)

- Summary of PSBA Report Provided

## **EXECUTIVE SESSION**

An Executive Session was held from 7:48 p.m. until 7:59 p.m. for personnel purposes.

### **PERSONNEL**

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| K. Bosak - Retirement | Mr. Donald Yontosh, in the form of a motion, recommended to approve the retirement of Karen Bosak, Elementary Cafeteria Head Cook, effective March 15, 2024. Mr. Norman Parks seconded the motion, and it was carried with a vote of 7-0-0. Mr. Parks thanked and recognized Mrs. Bosak for her 30+ years of service to the District.   |
| Art Club Advisor      | Mr. Donald Yontosh, in the form of a motion, recommended to approve Rachel Steffan as Art Club Advisor, retroactive to November 8, 2023. Mr. Norman Parks seconded the motion, and it was carried with a vote of 7-0-0.   |
| N. Emigh Resignation  | Mr. Melvin Smeal, in the form of a motion, recommended to approve the resignation of Norman "Butch" Emigh as Cafeteria Monitor only, effective November 22, 2023. Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 7-0-0. Multiple members of the Board commended Butch for his many years of service to our community. All agreed that he is an admirable community member, having touched so many lives. |
| Volunteer             | Mr. Donald Yontosh, in the form of a motion, recommended to approve Tammy Torretti to the volunteer list, all paperwork has been received. Mr. Norman Parks seconded the motion, and it was carried with a vote of 7-0-0.   |

### **EDUCATION**

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| Handbook Amendment | Mr. Melvin Smeal, in the form of a motion, recommended to approve the Physical Education Jewelry Policy amendment to be included as an addition to the current 2023-2024 Student Handbooks. Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 7-0-0. |
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### **POLICY**

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| 1 <sup>ST</sup> Reading | <p>Mr. Donald Yontosh, in the form of a motion, recommended to approve the first reading of the following policies:</p> <ul style="list-style-type: none"><li>• Policy 815: Acceptable Use of Internet, Computers and Network Resources</li><li>• Policy 819: Suicide Awareness, Prevention and Response</li></ul> <p>Mr. Norman Parks seconded the motion, and it was carried with a vote of 7-0-0.</p> |
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### **BUILDINGS AND GROUNDS**

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| Community Walking Program | Mr. Robert Seprish, in the form of a motion, recommended to approve the High School facility for a Community Walking program, retroactive to November 13, 2023, through April 25, 2024 (Monday to Thursday 5:00 p.m. to 8:00 p.m.). Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 7-0-0. |
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### **TRANSPORTATION & ATHLETICS**

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| Drivers – Sones Transport | Mr. Melvin Smeal, in the form of a motion, recommended to approve Tammy Torretti and Carol Steiner as drivers for Sones Transport, Inc., retroactive to November 13, 2023. All paperwork has been received. Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 7-0-0. |
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- A. Koleno - Resignation Mr. Donald Yontosh, in the form of a motion, recommended to approve the resignation of Allison Koleno, Assistant Junior High Volleyball Coach, effective November 14, 2023. Mr. Norman Parks seconded the motion, and it was carried with a vote of 7-0-0.
- Asst. JH Wrestling Coach Mr. Donald Yontosh, in the form of a motion, recommended to approve Parker Bumbarger as Assistant Junior High Wrestling Coach. Mr. Norman Parks seconded the motion, and it was carried with a vote of 7-0-0.
- Asst. Varsity Girls Basketball Coach Mr. Norman Parks, in the form of a motion, recommended to approve Elaina McClelland as Assistant Varsity Girls Basketball Coach. Mr. Jeremiah Dobo seconded the motion, and was carried with a vote of 7-0-0.
- Softball Coach Volunteers Mr. James Emigh, in the form of a motion, recommended to approve Tim Wesesky as Head Softball Coach effective November 22, 2023. Mr. Robert Seprish seconded the motion, and it was carried with a vote of 7-0-0. Mr. Wesesky was present at the meeting and thanked the Board for the opportunity. He is looking forward to getting started.

## **FINANCE AND PURCHASE**

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

\$ 10,712.06	Cafeteria Fund Bills Dated 11/22/23	Checks 4695 through 4696
\$ 3,548.79	Visa 10/31/23 Invoice	
\$ 1,086,901.16	General Account (10/19/23 - 11/22/23)	Checks 59246 through 59368
\$ 1,101,162.01	<b>Grand Total</b>	

Mr. Melvin Smeal seconded the motion and it carried with a vote of 7-0-0.

- Treasurer's Report Mr. Donald Yontosh, in the form of a motion, recommended to approve the Treasurer's Report for October 2023. Mr. Norman Parks seconded the motion and it carried with a vote of 7-0-0.
- Activity Acct. Mr. Donald Yontosh, in the form of a motion, recommended to approve the Activity Account for October 2023. Mr. James Emigh seconded the motion and it carried with a vote of 7-0-0.
- Redistribution of Funds Mr. Melvin Smeal, in the form of a motion, recommended to approve the redistribution of the following FNB accounts (current CDs are about to reach maturity):
- Transfer \$2,058,075 to a Money Market Account
  - Approximately \$1,563,235 to a 12-Month CD
  - Approximately \$500,000 to a 24-Month CD
- Mr. Donald Yontosh seconded the motion and it carried with a vote of 7-0-0.
- Bills through Dec. 2023 Mr. Donald Yontosh, in the form of a motion, recommended to approve the payment of bills through the end of December 2023. Mr. Robert Seprish seconded the motion, and it was carried with a vote of 7-0-0.

### **OTHER ITEMS FOR DISCUSSION**

Administration and Board members bid farewell to both Mr. Emigh and Mr. Seprish. Mr. Emigh took a moment to thank the Board. He noted that he loves the West Branch community and was glad to be able to impact the community he loves. In addition, Mr. Seprish noted that he entered the Board as a stranger and will leave as a friend. He is proud to have been a part of West Branch and is confident the District is in good shape for the future. All thanked Mr. Emigh and Mr. Seprish for their time and dedication to the students and families of the West Branch Area School District.

Mr. Diviney suggested that the District revisit making the Snack Shack available again to first responders. In the past the District had offered coffee, etc. Administration will look into making this feature available again.

Mr. Mitchell reminded members that the Reorganizational Meeting will be held on Thursday, December 7, 2023, at 6:00 p.m., with a regular business meeting immediately following.

### **ADJOURNMENT**

Mr. Donald Yontosh, in the form of a motion, recommended to adjourn the meeting at 8:21 p.m. Mr. Robert Seprish seconded the motion and it carried with a vote of 7-0-0.

Respectfully Submitted,



Stacey Guenot  
Secretary to the Board of Education

