

WEST BRANCH AREA SCHOOL DISTRICT

REGULAR SESSION

May 20, 2024

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

Members Absent: Randy Sterling

Media Present:

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: Sherri Laurusavage, John Hayden (via Zoom), Aimee Willett, Stacey Guenot

**OPENING EXERCISES**

President Chad Diviney called the meeting to order at 6:32 p.m. All present were asked to stand and pledge allegiance to the American Flag.

**MINUTES**

Mr. Donald Yontosh, in the form of a motion, recommended to approve the meeting minutes from April 29, 2024. Mrs. Christina Brown seconded the motion, and it was carried with a vote of 8-0-0.

**ADMINISTRATIVE REPORTS:**

Mrs. Brandy O'Hare, High School Principal:

- Teacher Appreciation Week
- Senior Trip to Cedar Point
- Softball and Baseball Teams
- Band and Choir Concerts
- Prom

Mr. Kevin Hubler, Middle School Principal:

- PSSA Testing
- Middle School Dance
- Gettysburg Band Trip

Dr. Angela Michaels, Elementary Principal:

- Band & Chorus Concerts
- Reading Data
- Carnival and Field Trips

Ms. Angela Lucas, Special Education Supervisor:

- Life Skills Prom
- Paraprofessional Interviews
- Middle School and High School Life Skills Plant Sale

Mr. Branden Evans, Technology Coordinator:

- Student Laptop Checks
- Primero Edge Nutrition Software
- Sapphire Update

Mrs. Leslie Stott, Business Manager:

- RFP for Food Service
- Banking Update
- Preliminary Budget 2024-25

Mr. David Williamson, Athletic Director:

- Attendance Comparison
- Athletic Update
- Sports Physicals

Mr. David Catherman, Supervisor of Buildings and Grounds:

- Elementary Clean Out
- Conclusion of Fieldhouse Project
- End of Year Activities

Mrs. Tiffany English, Food Service Director:

- Catered Events
- Teacher and Staff Appreciation Week
- School Lunch Hero Day

CIU (Mr. Norman Parks):

- Meeting is May 23, 2024
- Minutes From Last Meeting

CCCTC (Mr. Jeremiah Dobo):

- ESCO Project
- CCCTC Budget

PSBA (Mr. Chad Diviney): No Report

## **PRESENTATIONS**

Mr. Mark Mitchell provided an update on the Elementary Renovation Project cost estimate. Representatives from Quandel Energy Solutions were available to respond to any questions from the Board. Administration will continue to work through the plans with both EI Associates and Quandel Energy Solutions to meet the needs of the district while obtaining the best possible pricing.

Mrs. Leslie Stott, Business Manager, presented the Preliminary General Fund Budget (2024-25) to the Board.

## **BOARD**

Reschedule June Meeting	Mr. Donald Yontosh, in the form of a motion, recommended to reschedule the June 17, 2024, Board Meeting to June 24, 2024. Mrs. Christina Brown seconded the motion, and it was carried with a vote of 8-0-0.
-------------------------------	--

## **PERSONNEL**

ESY Teacher	Mr. Melvin Smeal, in the form of a motion, recommended to approve Debra Moriarity as Extended School Year Teacher, at the contracted rate of \$25/hour, for the 2024 summer program. Mr. Jeremiah Dobo seconded the motion, and it was carried with a vote of 8-0-0.
-------------	--

J. Brickley Advisor Resignation	Mr. Donald Yontosh, in the form of a motion, recommended to approve the resignation of Jennifer Brickley from the Senior Class Advisor position, effective June 30, 2024. Mrs. Christina Brown seconded the motion, and it was carried with a vote of 8-0-0.
---------------------------------------	--

C. Conklin Resignation	Mr. Donald Yontosh, in the form of a motion, recommended to approve the retirement of Cathy Conklin, Elementary Paraprofessional, effective May 31, 2024. Mrs. Christina Brown
---------------------------	--

seconded the motion, and it was carried with a vote of 8-0-0. The Board thanked Ms. Conklin for her 25 years of service to the students of West Branch.

Pre-K Classroom Para	Mr. Donald Yontosh, in the form of a motion, recommended to approve Amanda Schaffer as Pre-K Classroom Paraprofessional at the contracted rate, effective for the 2024-2025 school year. Mrs. Christina Brown seconded the motion, and it was carried with a vote of 8-0-0.
Kindergarten PCA	Mr. Donald Yontosh, in the form of a motion, recommended to approve Robin Anderson as Kindergarten Personal Care Paraprofessional at the contracted rate, effective for the 2024-2025 school year. Mrs. Christina Brown seconded the motion, and it was carried with a vote of 8-0-0.
Grade 2 PCA	Mr. Melvin Smeal, in the form of a motion, recommended to approve Lindsey Koleno as Grade 2 Personal Care Paraprofessional at the contracted rate, effective for the 2024-2025 school year. Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 8-0-0.
Volunteers	Mr. Donald Yontosh, in the form of a motion, recommended to approve Delissa Hall and Natasha Eaton as volunteers to the District, retroactive to May 2, 2024. All paperwork has been received. Mrs. Christina Brown seconded the motion, and it was carried with a vote of 8-0-0.

## **EDUCATION**

CIU 10 Spec. Education Contract	Mr. Donald Yontosh, 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 2024-25 school year, at \$58,354.17 (Hearing - \$2,938.40; Vision - \$53,047.77; Vision Material Specialist - \$2,368.00). (decrease of \$12,713.52 from 2023-24) Mr. Norman Parks seconded the motion, and it was carried with a vote of 8-0-0.
Project RAPPORT Program	Mr. Melvin Smeal, in the form of a motion, recommended to approve the ELECT Participation Certification to continue services provided by The Guidance Center's Project RAPPORT program for the grant period July 1, 2024, to June 30, 2025. Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 8-0-0.
Surplus	<p>Mr. Donald Yontosh, in the form of a motion, recommended declare the following textbooks surplus:</p> <ul style="list-style-type: none"><li>• Discover the World, Scott Foresman, Copyright: 1996, ISBN #0-673-40144-8, 20 copies</li><li>• United States, McGraw Hill, Copyright: 2001, ISBN #0-02-149137-2, 14 copies</li><li>• Your Health, Harcourt, Copyright: 1999, ISBN #0-15-310143-1, 27 copies</li></ul> <p>Mrs. Christina Brown seconded the motion, and it was carried with a vote of 8-0-0.</p>
2024 Graduates	Mr. Donald Yontosh, in the form of a motion, recommended to approve the list of 2024 Graduation candidates. Mr. Melvin Smeal seconded the motion, and it was carried with a vote of 8-0-0.

## **BUILDINGS AND GROUNDS**

Building Surplus	Mr. Donald Yontosh, in the form of a motion, recommended to declare miscellaneous furniture, rugs, and old equipment as surplus. Each item will be approved by the administration confirming it is no longer needed or used. (This is part of clean up for the 5 <sup>th</sup> grade move and the elementary renovation.) Mrs. Christina Brown seconded the motion, and it was carried with a vote of 8-0-0.
------------------	--

## **TRANSPORTATION & ATHLETICS**

- Trans. Agreement CIU 10 Mr. Melvin Smeal, in the form of a motion, recommended to approve the Transportation Services Agreement between the Central Intermediate Unit 10 (CIU 10) and the West Branch Area School District for the 2024-25 school year. Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 8-0-0.
- Driver – Sones Mrs. Christina Brown, in the form of a motion, recommended to approve Bryan Sones as van driver for Sones Transport, Inc., retroactive to May 15, 2024. All paperwork has been received. Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 8-0-0.
- H. Dobo Resignation Mr. Donald Yontosh, in the form of a motion, recommended to approve the resignation of Heather Dobo, Head Advisor for the Varsity Cheerleading Program, effective May 13, 2024. Mrs. Christina Brown 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:

5,611.91	Cafeteria Fund Bills Dated 5/21/2024	Check 4716
11,874.02	Visa 4/30/24 Invoice	
\$ 867,802.18	General Account Dated 4/23/2024 – 5/21/2024	Checks 60062 through 60196
\$ 885,288.11	<b>Grand Total</b>	

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

- Treasurer's Report Mr. Melvin Smeal, in the form of a motion, recommended to approve the Treasurer's Report for April 2024. Mrs. Christina Brown seconded the motion, and it was 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 April 2024. Mrs. Christina Brown seconded the motion and it carried with a vote of 8-0-0.
- Sign Language Contract Mr. Donald Yontosh, in the form of a motion, recommended to approve the Service Agreement between the West Branch Area School District and Sign Language Specialists of Western PA, Inc. (SLSWPA). SLSWPA will provide two American Sign Language (ASL) interpreters for the Graduation Ceremony on May 31, 2024. Mrs. Christina Brown seconded the motion and it carried with a vote of 8-0-0.
- AD&D Insurance 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, 2024, to June 30, 2025, 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 carried with a vote of 8-0-0.
- CCCTC General Fund Budget Mr. Donald Yontosh, in the form of a motion, recommended to accept the mail ballot method for approving the Clearfield County Career and Technology Center 2024-2025 General Fund Budget. Mr. Melvin Smeal seconded the motion and it carried with a vote of 8-0-0.

Mr. Donald Yontosh, in the form of a motion, recommended to approve the Clearfield County Career and Technology Center General Fund Budget for the 2024-2025 school year. (Roll Call Vote/Complete Individual Ballot). Mrs. Christina Brown

seconded the motion and it carried with a vote of 8-0-0. (Roll Call Vote/Complete Individual Ballot). Voice Roll Call: Mrs. Brown – yes; Mr. Smeal - yes; Mr. Diviney - yes; Mr. Yontosh - yes; Mr. Porter - yes; Mr. Dobo – yes; Mrs. Maines – yes; Mr. Parks - yes.

Elem. Reno.  
Payments

Mr. Donald Yontosh, in the form of a motion, recommended to approve payment application #6 to Westmoreland Electrical Services for the Water Heater Replacement Project in the amount of \$11,478.06 and payment application #7 in the amount of \$2,035.60 (to be paid out of the bond funds). Mrs. Christina Brown seconded the motion and it carried with a vote of 8-0-0.

Mr. Melvin Smeal, in the form of a motion, recommended to approve \$237,217.41 for engineering costs from EI Associates for the Renovation Project (to be paid for out of the bond funds). Mr. Donald Yontosh seconded the motion and it carried with a vote of 8-0-0.

Raymond  
James &  
Assoc.

Mr. Donald Yontosh, in the form of a motion, recommended to authorize the Administration to work with the financing team which includes Raymond James & Associates as underwriter, FSL Public Finance as Municipal Advisor, Eckert Seamans as Bond Counsel, and the local Solicitor to take all necessary steps in preparation for issuance of General Obligation Bonds for the purpose of providing funds for capital projects and assisting the District with applications for various grant and RCAP funding. Mrs. Christina Brown seconded the motion and it carried with a vote of 8-0-0.

Preliminary  
General Fund  
Budget 2024-  
25

Mrs. Christina Brown, in the form of a motion, recommended to approve the Preliminary General Fund Budget for the 2024-2025 school year. Providing a total budgeted revenue of \$20,763,468 and total budgeted expenditures of \$21,187,786 with a preliminary budget deficit of \$424,318 and implementing the following tax rates:

- 118.25 mills (increase of 8.45 mills) for Clearfield County and 14.33 mills (increase of 1.02 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
- 1.0% Earned Income Tax (shared evenly with municipalities, Act 511)
- 1.0% Real Estate Transfer Tax (shared evenly with municipalities, Act 511)

Mr. Norman Parks seconded the motion and it carried with a vote of 8-0-0. (Roll Call Vote/Complete Individual Ballot). Voice Roll Call: Mrs. Brown – yes; Mr. Smeal - yes; Mr. Diviney - yes; Mr. Yontosh - yes; Mr. Porter - yes; Mr. Dobo – yes; Mrs. Maines – yes; Mr. Parks - yes.

## **ADJOURNMENT**

Mr. Donald Yontosh, in the form of a motion, recommended to adjourn the meeting at 8:04 p.m. Mrs. Christina Brown seconded the motion and it carried with a vote of 8-0-0.

## **EXECUTIVE SESSION**

An executive session was convened for the purposes of personnel at the conclusion of the meeting.

Respectively Submitted,



Stacey Guenot  
Secretary to the Board of Education