



**WEST BRANCH AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING**

**MONDAY, JUNE 24, 2024  
HIGH SCHOOL LIBRARY  
6:30 P.M.**

**AGENDA**

- I. CALL TO ORDER / PLEDGE TO THE FLAG**
- II. ROLL CALL**
- III. STUDENT REPORTS / RECOGNITION**
- IV. RECOGNITION OF VISITORS: PUBLIC COMMENT:**
- V. APPROVAL OF MINUTES OF PRIOR MEETING(S):**
  - A. June 10, 2024
    - For approval based upon review by board members to determine these minutes to be accurate and correct.

APPROVED

REJECTED

DEFERRED

**VI. ADMINISTRATIVE REPORTS / RECOMMENDATIONS**

**Updates:**

Mrs. Brandy O'Hare: High School Principal  
Mr. Kevin Hubler: Middle School Principal  
Dr. Angela Michaels: Elementary School Principal  
Ms. Angela Lucas: Special Education Supervisor  
Mr. Branden Evans: Technology Coordinator

Mrs. Leslie Stott: Business Manager  
Mr. David Williamson: Pupil Services Coordinator  
Mr. David Catherman: Supervisor of Buildings and Grounds  
Mrs. Tiffany English: Food Service Director

**VII. OTHER REPORTS**

- CIU: Mr. Norman Parks
- CCCTC: Mr. Jeremiah Dobo
- PSBA LIAISON: Mr. Chad Diviney

**VIII. ANNOUNCEMENTS AND PRESENTATIONS**

- Raymond James & Associates

**IX. NEW BUSINESS**

**A. BOARD**

1. Motion to appoint James Emigh as School Board Member to fill the seat vacated by Mr. Sterling.

APPROVED

REJECTED

DEFERRED

**B. PERSONNEL**

1. Motion to approve the Agreement between the West Branch Area School District and the West Branch Education Support Professionals Association (WBESPA) from July 1, 2024, through June 30, 2029.

APPROVED

REJECTED

DEFERRED

2. Motion to approve the revised Act 93 Non-Supervisory Contract as presented, effective July 1, 2024, through June 30, 2026.

APPROVED REJECTED DEFERRED

3. Motion to approve Superintendent's salary of \$120,000 for the 2024-2025 school year.

APPROVED REJECTED DEFERRED

4. Motion to approve the contract between Leslie Stott, Business Manager, and the West Branch Area School District, effective July 1, 2024, through June 30, 2027.

APPROVED REJECTED DEFERRED

5. Motion to approve Denise Cherry as Treasurer to the District for the 2024—2025 school year.

APPROVED REJECTED DEFERRED

6. Motion to approve Allie Myers as Secondary Science Teacher, effective with the 2024-25 school year, at a starting salary of \$46,695 (Step 1B).

APPROVED REJECTED DEFERRED

7. Motion to approve three (3) dedicated teacher substitute positions and one (1) dedicated paraprofessional substitute position for the 2024 -2025 school year.

APPROVED REJECTED DEFERRED

8. Motion to approve Shari Buck as Grade 4 Department Chair, effective with the 2024-25 school year.

APPROVED REJECTED DEFERRED

9. Motion to approve 10 additional summer days for Sue Folmar, Central Registration/Guidance Secretary.

APPROVED REJECTED DEFERRED

10. Motion to approve the resignation of Ruth Guerra, Middle School Classroom Paraprofessional, effective June 12, 2024.

APPROVED REJECTED DEFERRED

11. Motion to approve Taylor Maney as Elementary Personal Care Aide at the contracted rate, effective with the 2024-25 school year. (Assignment – Kindergarten)

APPROVED REJECTED DEFERRED

12. Motion to approve Ryenne Burns as Personal Care Aide at the contracted rate, effective with the 2024-25 school year. (Assignment – Middle School)

APPROVED REJECTED DEFERRED

13. Motion to approve Sarah Olson and Shawna Rinehart as Part-Time Cafeteria/Hall Monitors, at the contracted rate, effective with the 2024-2025 school year.

APPROVED REJECTED DEFERRED

14. Motion to approve Rachel Steffan as advisor to the Gay Straight Alliance (GSA) effective with the 2024-2025 school year.

APPROVED

REJECTED

DEFERRED

15. Motion to approve the Affiliation Agreement between the West Branch Area School District and the Indiana University of Pennsylvania. This agreement is to provide IUP student, Angel Shifter, with an internship experience as part of her Counselor Education and Supervision doctoral degree requirements. The length of the internship will be from August through December 2024.

APPROVED

REJECTED

DEFERRED

16. Motion to approve Jamica Horsey, Mackenzie McBride, Gabrielle Keck, and David Catherman, Jr. as substitute student custodians, retroactive to June 10, 2024, at a rate of \$10/hour.

APPROVED

REJECTED

DEFERRED

### **C. EDUCATION**

1. Motion to approve the contract with Soaring Heights for the following special education daily tuition rates during the 2024-2025 school year:

- Autism Services \$310.00 (increase of \$8.00)
- Emotional Support \$310.00 (increase of \$60.00)
- Personal Care Aide \$141.00 (increase of \$4.50)

APPROVED

REJECTED

DEFERRED

2. Motion to approve the Elementary Parent & Student Handbook for the 2024 – 2025 school year.

APPROVED

REJECTED

DEFERRED

3. Motion to approve the Middle School Parent & Student Handbook for the 2024 – 2025 school year.

APPROVED

REJECTED

DEFERRED

4. Motion to approve the High School Parent & Student Handbook for the 2024 – 2025 school year.

APPROVED

REJECTED

DEFERRED

5. Motion to approve the Alternative Education for Disruptive Youth (AEDY) Handbook for the 2024 – 2025 school year.

APPROVED

REJECTED

DEFERRED

### **D. POLICY**

1. Motion to approve the first reading of the following policies:
- Policy 222: Tobacco and Vaping Products
  - Policy 227: Controlled Substances/Paraphernalia
  - Policy 323: Tobacco and Vaping Products
  - Policy 351: Controlled Substance Abuse

APPROVED

REJECTED

DEFERRED

2. Motion to approve the second reading of the following policies:
  - Policy 707: Use of School Facilities
  - Policy 815.1: Use of Generative Artificial Intelligence in Education

APPROVED

REJECTED

DEFERRED

#### **E. BUILDINGS AND GROUNDS**

1. Motion to donate approximately 100 used toddler cots to local organizations. These cots have been replaced with mats.

APPROVED

REJECTED

DEFERRED

#### **F. TRANSPORTATION & ATHLETICS**

1. Motion to approve the Transportation Contract with Sones Transport, Inc. for the 2024-2025 school year.

APPROVED

REJECTED

DEFERRED

2. Motion to approve the resignation of Justin Koleno, Head Girls Varsity Basketball Coach, effective May 22, 2024.

APPROVED

REJECTED

DEFERRED

3. Motion to approve Mallarie Maines as Head Varsity Competitive Cheerleading Coach, effective July 1, 2024.

APPROVED

REJECTED

DEFERRED

4. Motion to approve Alisa Liptak as Head Varsity Non-Competitive Cheerleading Coach, effective July 1, 2024.

APPROVED

REJECTED

DEFERRED

5. Motion to approve the following football staff members for the 2024-25 school year:
  - Assistant Varsity Football: Todd Dobo
  - Head Junior High Football: Lester Smeal
  - Assistant Junior High Football: Alvin Hubler

APPROVED

REJECTED

DEFERRED

6. Motion to approve the following Fall Athletic Volunteers (2024-2025 Season):
  - Volleyball: Kody Trude, Taylor Trude, Chad Koleno, Allison Koleno, Rhonda Trude, Carrie Peterson
  - Cross Country: David Catanzaro, Jane Catanzaro

APPROVED

REJECTED

DEFERRED

7. Motion to approve the Student Athletic Handbook for the 2024-2025 school year.

APPROVED

REJECTED

DEFERRED

8. Motion to approve the Coach Athletic Handbook for the 2024-25 school year.

APPROVED

REJECTED

DEFERRED

## G. FINANCE AND PURCHASE

1. Motion to approve the following Disbursements:

\$ 140,516.30	Cafeteria Fund Bills Dated 6/25/2024	Checks 4717 through 4739
7,179.21	Visa 5/31/24 Invoice	
1,175,170.94	General Account Dated 5/14/2024 – 6/25/2024	Checks 60197 through 60300
\$1,322,866.45	<b>Grand Total</b>	

APPROVED REJECTED DEFERRED

2. Motion to approve the Treasurer's Report for May 2024.

APPROVED REJECTED DEFERRED

3. Motion to approve the Activity Account for May 2024.

APPROVED REJECTED DEFERRED

4. Motion to approve the revised a la carte cafeteria pricing list for the 2024-2025 school year.

APPROVED REJECTED DEFERRED

5. Motion to approve the payment of bills through June 30, 2024.

APPROVED REJECTED DEFERRED

6. Motion to approve the Business Manager and local independent auditors to make the necessary month-to-month and end-of-year budgetary transfers to close out the 2023-2024 school year.

APPROVED REJECTED DEFERRED

7. Motion to approve K-12 Voluntary Student Accident Insurance for the 2024-2025 school year at no cost to the District (paid by parent/guardian). Policy is brokered by AG Administrators, LLC, and underwritten by the United States Fire Insurance Company.

APPROVED REJECTED DEFERRED

8. Motion to approve the following transfers from General Fund Unassigned balance to the General Fund Assigned accounts:

- Music Fund \$3,000
- Athletic Facility Fund \$5,000
- Vehicle Fund \$5,000

APPROVED REJECTED DEFERRED

9. Motion to approve Baker Tilly Virchow Kraus, LLP as the local auditor to complete the 2023-2024 fiscal year audit of the financial statements and related disclosures at the rate of \$30,000.

APPROVED REJECTED DEFERRED

10. Motion to approve the following appointments as depositories for district funds and investments for the 2024-2025 school year:

- M&T Bank
- First National Bank of Pennsylvania (FNB)
- CNB Bank
- Pennsylvania School District Liquid Asset Fund (PSDLAF).
- Pennsylvania Government Local Investment Trust (PLGIT).

APPROVED

REJECTED

DEFERRED

11. Motion to approve the following insurance policies at the stated rates for the period of July 1, 2024, to June 30, 2025:

a) Highmark monthly Medical and prescription insurance rates through the Central Intermediate Unit Insurance Consortium:

Plan 1: Administrators, Teachers, and Act-93 Non-Supervisors:

- Single: \$754.48 (Current Rate \$ 685.91)
- Employee & Child(ren) \$1,817.59 (Current Rate \$1,652.50)
- Employee & Spouse \$2,033.02 (Current Rate \$1,848.24)
- Family \$2,332.20 (Current Rate \$2,120.28)

Plan 1B: Full-Time Support Staff Members:

- Single: \$ 784.85 (Current Rate \$ 713.52)
- Employee & Child(ren) \$1,890.96 (Current Rate \$1,719.20)
- Employee & Spouse \$2,114.65 (Current Rate \$1,922.45)
- Family \$2,425.78 (Current Rate \$2,205.35)

QHDHP Plan: For all Eligible Employees:

- Single: \$ 679.99 (Current Rate \$ 618.19)
- Employee & Child(ren) \$1,638.21 (Current Rate \$1,489.43)
- Employee & Spouse \$1,832.31 (Current Rate \$1,665.78)
- Family \$2,101.99 (Current Rate \$1,911.00)

Eligible Retirees Prior to July 1, 2014:

- \$857.38 – COBRA Rate (Current Rate \$779.45)

Eligible Retirees After to July 1, 2014:

- Plan 1: \$800.54 – COBRA Rate (Current Rate \$727.79)
- QHDHP: \$693.58 – COBRA Rate (Current Rate \$630.55)

b) General and Property Liability insurance (includes property, general liability, auto, crime, and errors & omissions coverage) underwriter Utica National Insurance Group broker Burns & Burns Associates, at a rate of \$67,771. (9.5% increase)

c) Cyber Risk Insurance from Travelers Indemnity Company, broker Burns & Burns Associates, Inc. at a rate of \$8,177.

APPROVED

REJECTED

DEFERRED

12. Motion to approve Workers' Comp Insurance through AmTrust, broker Burns & Burns Associates, at a rate of \$26,460, for the term of July 1, 2024, to June 30, 2025.

APPROVED

REJECTED

DEFERRED

13. Motion to adopt the Parameters Bond Resolution as presented authorizing and securing a bond issue producing approximately \$15,000,000 for elementary school improvements, and capital projects.

APPROVED

REJECTED

DEFERRED

14. Motion to approve the Services Agreement between the West Branch Area School District and New Story Schools for the 2024-2025 school year.

APPROVED

REJECTED

DEFERRED

15. Motion to approve the UGI Utility Right Away Agreement between the West Branch Area School District and the Clearfield County Career and Technology Center.

APPROVED

REJECTED

DEFERRED

16. Motion to approve payment application #2 to Overdorf Snyder Mechanical, Inc. for HVAC work on the Water Heater Replacement Project in the amount of \$34,110.00 (to be paid out of the bond funds).

APPROVED

REJECTED

DEFERRED

17. Motion to approve \$166,995.23 for engineering costs from EI Associates for the Renovation Project (to be paid for out of the bond funds).

APPROVED

REJECTED

DEFERRED

18. Motion to approve the Final 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)

APPROVED

REJECTED

DEFERRED

19. Motion to adopt the 2024 Homestead and Farmstead Resolution in alignment with the approved Final West Branch Area School District General Fund budget.

APPROVED

REJECTED

DEFERRED

**X. OLD BUSINESS**

**XI. CORRESPONDENCE**

**XII. OTHER ITEMS FOR ANNOUNCEMENT / DISCUSSION**

1. July Meeting - July 22, 2024 (If necessary)

**XIII. ADJOURNMENT**