



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

**TUESDAY, JUNE 20, 2023
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. May 16, 2023
 - 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

Mr. Erick Johnston: 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

- Equity Plan – Dr. Angela Michaels

IX. NEW BUSINESS

A. BOARD

B. PERSONNEL

1. Motion to approve the Act 93 Contract as presented, effective July 1, 2023, through June 30, 2026.

APPROVED

REJECTED

DEFERRED

2. Motion to approve the Act 93 Non-Supervisory Contract as presented, effective July 1, 2023, through June 30, 2026.

APPROVED

REJECTED

DEFERRED

3. Motion to approve payment to Erick Johnston, Business Manager, for his unused vacation days on June 30, 2023, at the current daily rate.

APPROVED	REJECTED	DEFERRED
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4. Motion to approve Leslie Stott as Alternate Secretary to the Board of Education for the period of July 1, 2023, through June 30, 2025.

APPROVED	REJECTED	DEFERRED
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5. Motion to approve Denise Cherry as Treasurer to the District for the 2023—2024 school year.

APPROVED	REJECTED	DEFERRED
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6. Motion to approve three (3) dedicated teacher substitute positions and one (1) dedicated paraprofessional substitute position for the 2023 -2024 school year.

APPROVED	REJECTED	DEFERRED
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7. Motion to approve Taylor Kulp as Personal Care Aide at the contracted rate, effective with the 2023-24 school year. (Assignment - Kindergarten)

APPROVED	REJECTED	DEFERRED
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8. Motion to approve Keereea Wilkinson as Personal Care Aide at the contracted rate, effective with the 2023-24 school year. (Assignment – Middle School)

APPROVED	REJECTED	DEFERRED
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9. Motion to approve Carrie Hollabaugh as Personal Care Aide at the contracted rate, effective with the 2023-24 school year. (Assignment – 1st Grade)

APPROVED	REJECTED	DEFERRED
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10. Motion to approve Noah Shingledecker as Permanent Part-Time Custodian to the District at the current contracted rate, effective July 1, 2023.

APPROVED	REJECTED	DEFERRED
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11. Motion to approve Zachary McGonigal, Matthew Eirich, and David Catherman, Jr. as substitute student custodians, retroactive to June 9, 2023, at a rate of \$10/hour.

APPROVED	REJECTED	DEFERRED
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12. Motion to approve Jessica Hoffman and Douglas Cole as volunteers to the District. All paperwork has been received.

APPROVED	REJECTED	DEFERRED
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C. EDUCATION

1. Motion to approve the West Branch Area School District ARP ESSER Health and Safety Plan. (Covid 19 Federal Funding requirement).

APPROVED	REJECTED	DEFERRED
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2. Motion to approve the contract with Soaring Heights for the following special education daily tuition rates during the 2023-2024 school year:

- Autism Services \$302.00 (increase of \$9.00)
- Emotional Support \$250.00 (increase of \$30.00)
- Personal Care Aide \$136.50 (increase of \$6.50)

APPROVED REJECTED DEFERRED

3. Motion to approve the Teacher Handbook for the 2023-2024 school year.

APPROVED REJECTED DEFERRED

4. Motion to approve the Elementary Parent & Student Handbook for the 2023 – 2024 school year.

APPROVED REJECTED DEFERRED

5. Motion to approve the Middle School Parent & Student Handbook for the 2023 – 2024 school year.

APPROVED REJECTED DEFERRED

6. Motion to approve the High School Parent & Student Handbook for the 2023 – 2024 school year.

APPROVED REJECTED DEFERRED

7. Motion 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 2023-24 school year, at \$71,067.69 (Hearing - \$ 7,053.25; Vision - \$64,014.44). (decrease of \$8,457.52 from 2022-23)

APPROVED REJECTED DEFERRED

8. Motion to declare the following textbooks surplus:

- Science textbooks, Holt, Rinehart, Winston, Copyright: 2008, ISBN #13:978-0-03-067213, 29 copies
- PSSA Coach Mathematics Grade 10 paperbacks, Triumph Learning, Copyright: 2004, ISBN #1586205560, 46 copies
- PSSA Coach Assessment Anchors Math Grade 11 paperbacks, Triumph Learning, Copyright: 2008, ISBN #1-59823-582-6, 30 copies
- Algebra II textbooks, Glencoe McGraw-Hill, Copyright: 2008, ISBN #978-0-07-873830-2, 44 copies
- Carnegie Learning Bridge to Algebra Teacher Kit, Carnegie Learning, 1 copy
- Carnegie Learning Bridge to Algebra I Teacher Kit, Carnegie Learning, 1 copy

APPROVED REJECTED DEFERRED

D. POLICY

1. Motion to review the following policies without any revisions:

- Policy 906: Public Complaint Procedures
- Policy 827: Conflict of Interest
- Policy 626.1: Travel Reimbursement – Federal Programs
- Policy 626: Federal Fiscal Compliance

APPROVED REJECTED DEFERRED

2. Motion to approve the second reading of the following policies:

- Policy 800: Records Management
- Policy 830: Security of Computerized Personal Information/Breach Notification
- Policy 830.1: Data Governance – Storage/Security

APPROVED REJECTED DEFERRED

E. BUILDINGS AND GROUNDS

1. Motion to accept the bid from X-Pert Communications, Inc., for the door access control system in the amount of \$65,878.00. Funding to be provided for this project by the Federal PCCD School Safety and Security Grant.

APPROVED

REJECTED

DEFERRED

F. TRANSPORTATION & ATHLETICS

1. Motion to approve Michael Smolko and Angela Glessner as van drivers for Long Motor Buses, Inc., effective June 21, 2023. All paperwork has been received.

APPROVED

REJECTED

DEFERRED

2. Motion to approve Donald Cherry as van driver for Sones Transport, Inc., effective with the 2023-2024 school year. All paperwork has been received.

APPROVED

REJECTED

DEFERRED

3. Motion to approve the Transportation Contract with Sones Transport, Inc. for the 2023-2024 school year.

APPROVED

REJECTED

DEFERRED

4. Motion to approve the resignation of Corrin Evans, Junior High Volleyball Coach, effective May 18, 2023. (transition to volunteer status).

APPROVED

REJECTED

DEFERRED

5. Motion to approve the following Fall Athletic Volunteers (2023-2024 season):
 - **Volleyball: Kody Trude, Taylor Trude, Chad Koleno, Allison Koleno, Rhonda Trude**
 - **Cross Country: David Catanzaro, Jane Catanzaro**
 - **Football: Adam Gibson**

APPROVED

REJECTED

DEFERRED

6. Motion to approve the Student Athletic Handbook for the 2023-2024 school year.

APPROVED

REJECTED

DEFERRED

7. Motion to approve the Coach Athletic Handbook for the 2023-24 school year.

APPROVED

REJECTED

DEFERRED

G. FINANCE AND PURCHASE

1. Motion to approve the following Disbursements:

\$ 89,628.58	Cafeteria Fund Bills Dated 6/21/2023	Checks 4662 through 4673
\$ 9,655.37	Visa 5/31/23 Invoice	
\$ 556,314.83	General Account Dated 5/11/2023 – 6/21/2023	Checks 58570 through 58697
\$ 12,432.10	Capital Maintenance Account Dated 6/21/23	Checks 51 through 53
\$ 668,030.88	Grand Total	

APPROVED REJECTED DEFERRED

2. Motion to approve the Treasurer's Report for May 2023.

APPROVED REJECTED DEFERRED

3. Motion to approve the Activity Account for May 2023.

APPROVED REJECTED DEFERRED

4. Motion to approve the payment of bills through June 30, 2023.

APPROVED REJECTED DEFERRED

5. 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 2022-2023 school year.

APPROVED REJECTED DEFERRED

6. 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 \$4,000

APPROVED REJECTED DEFERRED

7. Motion to approve Baker Tilly Virchow Kraus, LLP as the local auditor to complete the 2022-2023 fiscal year audit of the financial statements and related disclosures at the rate of \$28,000.

APPROVED REJECTED DEFERRED

8. Motion to approve the following appointments as depositories for district funds and investments for the 2023-2024 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

9. Motion to approve the following insurance policies at the stated rates for the period of July 1, 2023, to June 30, 2024:

- 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: \$685.91 (Current Rate \$ 665.91)
- Employee & Child(ren) \$1,652.50 (Current Rate \$1,604.38)
- Employee & Spouse \$1,848.24 (Current Rate \$1,794.38)
- Family \$2,120.28 (Current Rate \$2,058.45)

Plan 1B: Full-Time Support Staff Members:

- Single: \$ 713.52 (Current Rate \$ 692.72)
- Employee & Child(ren) \$1,719.20 (Current Rate \$1,669.13)
- Employee & Spouse \$1,922.45 (Current Rate \$1,866.42)
- Family \$2,205.35 (Current Rate \$2,141.03)

QHDHP Plan: For all Eligible Employees:

- Single: \$ 618.19 (Current Rate \$ 600.17)
- Employee & Child(ren) \$1,489.43 (Current Rate \$1,446.06)
- Employee & Spouse \$1,665.78 (Current Rate \$1,617.23)
- Family \$1,911.00 (Current Rate \$1,855.27)

Eligible Retirees Prior to July 1, 2014:

- \$779.45 – COBRA Rate (Current Rate \$756.72)

Eligible Retirees After to July 1, 2014:

- Plan 1: \$727.79 – COBRA Rate (Current Rate \$706.57)
- QHDHP: \$630.55 – COBRA Rate (Current Rate \$612.17)

- 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 \$61,467.
- c) Cyber Risk Insurance from Travelers Indemnity Company, broker Burns & Burns Associates, Inc. at a rate of \$8,013.

APPROVED

REJECTED

DEFERRED

10. Motion to approve Workers' Comp Insurance through AmTrust, broker Burns & Burns Associates, at a rate of \$26,159, for the term of July 1, 2023, to June 30, 2024.

APPROVED

REJECTED

DEFERRED

11. Motion to approve the Letter of Agreement with Cen-Clear Child Services, Inc., outlining the Pre-K Program at the District.

APPROVED

REJECTED

DEFERRED

12. Motion to approve the Partnership Agreement with Cen-Clear Child Services, Inc., for the term July 1, 2023, through June 30, 2024.

APPROVED

REJECTED

DEFERRED

13. Motion to approve the DaRTS Software Agreement, effective July 1, 2023, to June 30, 2024, at a cost of \$2,500/year and \$175.00 per assigned teacher (no increase from previous year).

APPROVED

REJECTED

DEFERRED

14. Motion to approve US Bank as the Paying Agent for the \$9,995,000 Bond Series 2023 at a flat rate of \$1,500.

APPROVED

REJECTED

DEFERRED

15. Motion to adopt the Parameters Bond Resolution for the West Branch Area School District in the form presented to finance the capital projects described therein.

APPROVED

REJECTED

DEFERRED

16. Motion to approve the Final West Branch Area School District General Fund Budget for the 2023-2024 School Year providing a total budgeted revenue of \$20,862,747 and total budgeted expenses of \$20,986,916, with a preliminary budgeted deficit of \$124,169.

1. Real Estate Tax Mills 109.8 (increase of 6.1 mills) for Clearfield County, and real estate tax mills of 13.31 (increase of 0.6 mills) for Clinton County.
2. \$5.00 Per Capita (Section 679 of School Code)
3. \$5.00 Per Capita (Act 511)
4. \$10.00 Occupational Tax (Act 511)
5. \$10.00 Local Service Tax (Occupational Privilege Tax)
6. 0.50% Earned Income Tax (1.0% shared with municipalities)
7. 0.50% Real Estate Transfer Tax (1.0% shared with municipalities)

*Administrative recommendation of property tax increase of 5.9% (Full Act 1 Index Increase)

APPROVED

REJECTED

DEFERRED

17. Motion to adopt the 2023 Homestead and Farmstead Resolution in alignment with the approved Final West Branch Area School District General Fund budget.

APPROVED

REJECTED

DEFERRED

18. Motion to approve the Student Laptop Protection Plan through the District, (voluntary program paid by parents/guardians, no cost to the District), effective with the 2023-2024 school year.

APPROVED

REJECTED

DEFERRED

X. OLD BUSINESS

XI. CORRESPONDENCE

XII. OTHER ITEMS FOR ANNOUNCEMENT / DISCUSSION

1. July Meeting - July 24, 2023 (If necessary)

XIII. ADJOURNMENT