

## WEST BRANCH AREA SCHOOL DISTRICT

### REGULAR SESSION JANUARY 27, 2025

Members Present: Christina Brown, Chad Diviney, Jeremiah Dobo, Norman Parks, Jason Porter, Melvin Smeal

Members Absent: James Emigh, Jessica Maines, Donald Yontosh

Other:

Media Present: Tyler Kolesar, The Progress

Administration Present: Mark Mitchell, Kevin Hubler, Jesse Husted, Angela Lucas, Branden Evans, Leslie Stott, David Williamson, David Catherman, Tiffany English

Others Present: Greg Hoover, Nila Force, Sherri Laurusevage, Luke Flinner, Nate Calderone, Tina Bickel, Haylie Amos, Aimee Willett, Stacey Guenot

### **OPENING EXERCISES**

President Chad Diviney called the meeting to order at 6:58 p.m. All present were asked to stand and pledge allegiance to the American Flag.

### **STUDENT REPORTS/RECOGNITION**

Haylie Amos (WB Gifted Student) and Tina Bickel (former Gifted Teacher), shared the success of a recent Gifted Classroom project. Through this STEAM community-based project, the students solicited for toy donations with the intention to convert them to adaptive toys. Over 40 toys were donated by the community. Miss Amos shared the process of adding battery interrupters and switches that do not require fine motor skills. The toys were created at a fraction of the cost compared to adaptive toys on the market. This was an extremely successful project that allowed 8 adaptive toys to be donated to each area life skills classroom. The students were able to enjoy delivering the toys to area life skills students. Mrs. Bickel shared that Miss Amos intends to be an education major. The Board thanked the ladies for the great presentation.

### **RECOGNITION OF VISITORS**

Ms. Nila Force, Cooper Township Tax Collector, asked the Board to consider an increase in her salary. She noted that her pay has not changed much in the last several years. A letter was provided to the Board and they will review her request at a later date. The Board thanked Ms. Force for her time.

### **MINUTES**

Mrs. Christina Brown, in the form of a motion, recommended to approve the meeting minutes from December 5, 2024. Mr. Norman Parks seconded the motion, and it was carried with a vote of 6-0-0.

### **ADMINISTRATIVE REPORTS:**

Mr. Kevin Hubler, Middle/High School Principal:

- STEAM Night/STEAM Grants
- PMEA District Band
- Mathematics Textbook Review/Analysis

Mr. Jesse Husted, Assistant Principal:

- Discipline Update
- Attendance Meetings
- Referrals in Sapphire

Mrs. Ashley Nunley, Elementary Principal: (absent)

- Report Provided

Ms. Angela Lucas, Special Education Supervisor:

- WIDA Training/Testing
- Nittany Learning Services Visit
- CPR/First Aid Certifications

Mr. Branden Evans, Technology Coordinator:

- Tech Move/Elementary Renovation
- Tech Budget

Mrs. Leslie Stott, Business Manager:

- Cash Investment & Interest Earned Report
- Banking Update
- Budget
- Grants Received by Staff

Mr. David Williamson, Athletic Director:

- Attendance Update
- Athletic Update

Mr. David Catherman, Supervisor of Building and Grounds:

- Elementary Renovation
- Boiler Project
- Elementary School Cleaning Equipment

Mrs. Tiffany English, Food Service Director:

- Employee Engagement
- Special Events
- Board Appreciation Dinner

Mr. Greg Hoover, Owner's Representative (Elem. Renovation)

- JC Orr & Son/Quandel Coordinating Schedules
- Equipment Submittals (HVAC/Generators/Electrical)

CIU: (Mr. Norman Parks)

- Building Project
- Retirement-Dr. Endler

CCCTC: (Mr. Jason Porter)

- Attended First Meeting
- Regular Business

PSBA: (Mr. Chad Diviney)

- State Budget Coverage/Webinar
- Social Media Guide
- Executive Session 101
- Right to Know Law

## **ANNOUNCEMENTS AND PRESENTATIONS**

During the committee meeting, the Lady Warrior Volleyball Team visited and was commended for their outstanding season.

Mr. Mitchell expressed his gratitude for the dedication and commitment of the Board. The Board was celebrated with dinner prior to the meeting and each member was given a certificate of appreciation. January is Board Appreciation Month.

## **EXECUTIVE SESSION**

An Executive Session was held from 7:52 p.m. until 8:01 p.m. for purpose of personnel.

## **PERSONNEL**

L. Smeal Retirement	Mr. Norman Parks, in the form of a motion, recommended to accept the retirement of Lester Smeal, Health and Physical Education Teacher, effective May 30, 2025. Mr. Jason Porter seconded the motion, and it was carried with a vote of 5-0-0. Mr. Melvin Smeal abstained from the vote. The Board is very thankful for Mr. Smeal's many years of service to the students in the West Branch School District.
LS/GS Teacher	Mrs. Christina Brown, in the form of a motion, recommended to approve Kaleb Quick as Learning Support Teacher (Grades 9-12)/Gifted Support Teacher (Grades 5-12) at a starting salary of \$46,695 (Step 1B), effective date pending release from the Clearfield Area School District. Mr. Jeremiah Dobo seconded the motion, and it was carried with a vote of 6-0-0.
Permanent P/T Custodian	Mrs. Christina Brown, in the form of a motion, recommended to approve Timothy Connell as Permanent Part-Time Custodian, start date pending receipt of clearance paperwork. Mr. Norman Parks seconded the motion, and it was carried with a vote of 6-0-0.
Add Tech Asst. Position	Mrs. Christina Brown, in the form of a motion, recommended to create an additional Technology Assistant position within the West Branch Educational Support Professional Association (WBESPA) contract. This position was previously filled through ESS for the last few years. Mr. Norman Parks seconded the motion, and it was carried with a vote of 6-0-0.
Tech Asst.	Mrs. Christina Brown, in the form of a motion, recommended to approve Travis Gummo as Technology Assistant at the contracted rate. Mr. Melvin Smeal seconded the motion, and it was carried with a vote of 6-0-0.
MS Yearbook Resignation	Mrs. Christina Brown, in the form of a motion, recommended to accept the resignation of Tina Bickel from the Middle School Yearbook Advisor position, effective January 24, 2025. Mr. Norman Parks seconded the motion, and it was carried with a vote of 6-0-0.
FMLA Leave	Mrs. Christina Brown, in the form of a motion, recommended to approve FMLA leave for employee number 000256 beginning on December 19, 2024, until April 1, 2025. Mr. Norman Parks seconded the motion, and it was carried with a vote of 6-0-0.
Volunteers	Mrs. Christina Brown, in the form of a motion, recommended to approve Michael Gay, Adam Morlock, Eric Shaw, Danica Hamm, and Brandy O'Hare as volunteers to the District. All paperwork has been received. Mr. Melvin Smeal seconded the motion, and it was carried with a vote of 6-0-0.

## **EDUCATION**

School Calendar	Mr. Melvin Smeal, in the form of a motion, recommended to approve the School Calendar as presented for the 2025 – 2026 school year. Mrs. Christina Brown seconded the motion, and it was carried with a vote of 6-0-0.
College Education Substitute	Mrs. Christina Brown, in the form of a motion, recommended to approve Brianna Bone as a college education student substitute retroactive to December 15, 2024. All paperwork has been received. Mr. Norman Parks seconded the motion, and it was carried with a vote of 6-0-0.
MS Library Order	Mrs. Christina Brown, in the form of a motion, recommended to approve the Middle School Library book order in the amount of \$1,497.27 (Middle School Budget 2024-2025). Mr. Melvin Smeal seconded the motion, and it was carried with a vote of 6-0-0.
Field Trips	<p>Mrs. Christina Brown, in the form of a motion, recommended to approve the 6<sup>th</sup> Grade field trip to Millbrook Marsh Nature Center on May 15, 2025. Cost to the District: transportation; Cost to the Student: none. (Information Only: 68 students will be attending. Chaperones are Michelle Guerra, Cheri Cantolina, Rhonda Trude, Bethany Briskar, and Lynne Rockey.) Mr. Jason Porter seconded the motion, and it was carried with a vote of 6-0-0.</p> <p>Mrs. Christina Brown, in the form of a motion, recommended to approve the Pre-K field trip to Cold Stream Park on May 6, 2025. Cost to the District: none; Cost to the Student: none. (Information Only: 65 students will be attending. Chaperones are Mariah Koleno, Carrie Hollenbaugh, Heather Watro, Chantelle Carns, Danielle McDowell, Alison Parks, Tracey Kephart, Jessica Sterling, Rebecca Lannen, Jessica Michaels, Jessica Hoffman, Janelle Currie, Justin Koleno, Renee Raymond, and Holly Royer.) Mr. Jason Porter seconded the motion, and it was carried with a vote of 6-0-0.</p> <p>Mrs. Christina Brown, in the form of a motion, recommended to approve the Kindergarten field trip to the Elk Country Visitor Center in Benezette on May 13, 2025. Cost to the District: 2 buses; Cost to the Student: \$5. (Information Only: 61 students will be attending. Chaperones are Ryenne Burns, Brianna Kolesar, Erica McCully, Alyssa Owens, Christina Mann, Leah Albright, Amos Albright, Trisha O'Connor, Hilary Castillo, Mary Beth Moslak, Tara Yingling, Amber Hanslovan, Megan Orwick, Megan Bickel, Kara Force, and Ashley Wilson.) Mr. Jason Porter seconded the motion, and it was carried with a vote of 6-0-0.</p> <p>Mrs. Christina Brown, in the form of a motion, recommended to approve the Ski Club field trip to Tussey Mountain on February 1, 2025. Cost to the District: van transportation; Cost to the Student: \$45.00-\$105.00. (Information Only: 19 students will be attending. Chaperones are Sue Folmar, Elaina McClelland, Ashlee Wessel and Steve Page.) Mr. Jason Porter seconded the motion, and it was carried with a vote of 6-0-0.</p> <p>Mrs. Christina Brown, in the form of a motion, recommended to approve the Ski Club field trip to Blue Knob on February 15, 2025. Cost to the District: van transportation; Cost to the Student: \$102.00-\$143.00. (Information Only: 19 students will be attending. Chaperones are Sue Folmar, Elaina McClelland, Ashlee Wessel and Steve Page.) Mr. Jason Porter seconded the motion, and it was carried with a vote of 6-0-0.</p> <p>Mrs. Christina Brown, in the form of a motion, recommended to approve the Ski Club field trip to Ski Sawmill Resort on February 9, 2025. Cost to the District: van transportation; Cost to the Student: \$43.00-\$75.00. (Information Only: 19 students will</p>

be attending. Chaperones are Sue Folmar, Elaina McClelland, Ashlee Wessel and Steve Page.) Mr. Jason Porter seconded the motion, and it was carried with a vote of 6-0-0.

Mrs. Christina Brown, in the form of a motion, recommended to approve the Ski Club field trip to Holiday Valley Resort (NY) on February 22, 2025. Cost to the District: van transportation; Cost to the Student: \$86.00-\$125.00. (Information Only: 19 students will be attending. Chaperones are Sue Folmar, Elaina McClelland, Ashlee Wessel, Steve Page, and David Catherman. Mr. Jason Porter seconded the motion, and it was carried with a vote of 6-0-0.

Mrs. Christina Brown, in the form of a motion, recommended to approve Grade 7 field trip to Bald Eagle State Park on May 21, 2025. Cost to the District: substitute; Cost to the Student: \$1.00-\$5.00. (Information Only: 67 students will be attending. Chaperones are Lindera Nale, Keereea Wilkinson, Dan Socash, Joe Matson, Justin Koleno, Matt Hauck, and Kim Brown.) Mr. Jason Porter seconded the motion, and it was carried with a vote of 6-0-0.

Mrs. Christina Brown, in the form of a motion, recommended to approve the 24 Math Group field trip to Port Matilda on February 19, 2025. Cost to the District: \$582.52; Cost to the Student: none. (Information Only: 14 students will be attending. Chaperones are Lindera Nale, Dan Socash, and Ashley Nines.) Mr. Jason Porter seconded the motion, and it was carried with a vote of 6-0-0.

Mrs. Christina Brown, in the form of a motion, recommended to approve the 5<sup>th</sup> Grade field trip to Fort Roberdeau Historic Site on May 5, 2025. Cost to the District: none; Cost to the Student: \$5.00. (Information Only: 65 students will be attending. Chaperones are Dennis McCamley, Cheryl Beck, Mary Beth Moslak, Ashley White, Kiley Clark, Danielle Gregory, School Nurse, and a few parents that hold clearances.) Mr. Jason Porter seconded the motion, and it was carried with a vote of 6-0-0.

**Book Surplus**

Mrs. Christina Brown, in the form of a motion, recommended to declare the Fountas and Pinnell leveled reader set purchased from Heinemann during the 2020-2021 school year as surplus. Mr. Norman Parks seconded the motion, and it was carried with a vote of 6-0-0.

Mrs. Christina Brown, in the form of a motion, recommended to declare the Leveled Literacy Intervention (LLI) books as surplus (titles previously provided). Mr. Norman Parks seconded the motion, and it was carried with a vote of 6-0-0.

Mrs. Christina Brown, in the form of a motion, recommended to declare multiple donated titles as surplus from the following publishers:

- Scholastic
- Aladdin
- Crabtree
- Harper Trophy
- Yearling
- Puffin Books

Mr. Melvin Smeal seconded the motion, and it was carried with a vote of 6-0-0.

**POLICY**

**Reaffirmation**

Mrs. Christina Brown, in the form of a motion, recommended to reaffirm the following policy:

- Policy 011: Principles for Governance and Leadership

Mr. Norman Parks seconded the motion, and it was carried with a vote of 6-0-0.

- 1<sup>ST</sup> Reading      Mrs. Christina Brown, in the form of a motion, recommended to approve 1<sup>st</sup> reading of the following policies:
- Policy 005: Organization
  - Policy 308: Employment Contract/Board Resolution
  - Policy 823: Opioid Antagonist
  - Policy 610: Purchases Subject to Bid/Quotation
  - Policy 611: Purchases Budgeted
  - Policy 709.1: Use of Metal/Weapon Detectors
  - Policy 817: Use of Scanning Equipment to Detect Weapons
- Mr. Melvin Smeal seconded the motion, and it was carried with a vote of 6-0-0.

## **TRANSPORTATION & ATHLETICS**

- Driver Sones      Mrs. Christina Brown, in the form of a motion, recommended to approve Mary Barton as driver for Sones Transportation, Inc., retroactive to January 2, 2025. All paperwork has been received. Mr. Norman Parks seconded the motion, and it was carried with a vote of 6-0-0.
- Asst. Varsity Cheer Coach      Mrs. Christina Brown, in the form of a motion, recommended to approve Tiffany Droll as Assistant Varsity Cheer Coach, start date pending receipt of clearance and employment paperwork. Mr. Jeremiah Dobo seconded the motion, and it was carried with a vote of 6-0-0.
- Head JH Softball Coach      Mrs. Christina Brown, in the form of a motion, recommended to approve William Myers as Junior High Head Softball Coach. Mr. Norman Parks seconded the motion, and it was carried with a vote of 6-0-0.
- eSports Manager      Mrs. Christina Brown, in the form of a motion, recommended to approve Allie Emigh as eSports Manager. Mr. Norman Parks seconded the motion, and it was carried with a vote of 6-0-0.
- Bocce Ball Coaches      Mrs. Christina Brown, in the form of a motion, recommended to approve Angela Lucas and Chad Koleno as Bocce Ball Co-Coaches. Mr. Norman Parks seconded the motion, and it was carried with a vote of 6-0-0.
- Spring Athletic Volunteers      Mrs. Christina Brown, in the form of a motion, recommended to approve Spring Athletic Volunteers, all paperwork has been received:
- JV/Varsity Baseball: Tim Martin, Howard McGonigal, David Learish
  - JV/Varsity Softball: Joseph Adams, Jr., Chad Koleno
  - Junior High Softball: Tim Eyerly, Haley McCracken, Brandy O'Hare
- Mr. Norman Parks seconded the motion, and it was carried with a vote of 6-0-0.
- Spring Head Coaches      Mr. Melvin Smeal, in the form of a motion, recommended to approve the Administrative Recommendation to retain the Spring Head Coaches and paid coaching staffs for the 2024 – 2025 school year:
- Baseball: Aaron Tiracorda (Head Coach), Tom Lannen, AJ Coval
  - Track/Field: Adam Carr (Head Coach), Josh Carr, Tabytha Carr
  - Softball: Tim Wesesky
- Mrs. Christina Brown seconded the motion, and it was carried with a vote of 6-0-0.

## **FINANCE AND PURCHASE**

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

\$ 109,326.96	Cafeteria Fund Bills Dated 12/20/24 - 1/28/25	Checks 4756 through 4760
\$ 5,359.33	Visa 12/31/2024 Invoice	
\$ 2,628,892.56	General Account (12/4/24 - 1/28/25)	Checks 61009 through 61252
\$ 2,743,578.85	<b>Grand Total</b>	

Mr. Norman Parks seconded the motion, and it was carried with a vote of 6-0-0.

Treasurer's Report Mrs. Christina Brown, in the form of a motion, recommended to approve the Treasurer's Reports for November and December 2024. Mr. Melvin Smeal seconded the motion, and it was carried with a vote of 6-0-0.

Activity Acct. Mrs. Christina Brown, in the form of a motion, recommended to approve the Activity Account for November and December 2024. Mr. Jeremiah Dobo seconded the motion, and it was carried with a vote of 6-0-0.

Metal Detectors Mrs. Christina Brown, in the form of a motion, recommended to ratify the purchase of metal detectors from OpenGate Metal Detector Solutions in the amount of \$75,696.14. The quote was previously approved with the full consent of the Board on December 19, 2024. Mr. Melvin Smeal seconded the motion, and it was carried with a vote of 6-0-0. Mr. Porter and Mrs. Brown commended the Administration for moving so quickly to implement the metal detectors.

Camera AI Software Mrs. Christina Brown, in the form of a motion, recommended to approve the purchase of Camera AI Software from MIDL Technology, Inc. in the amount of \$115,500 over the course of 3 years. (PCCD Funding/Technology Budget) Mr. Jason Porter seconded the motion, and it was carried with a vote of 6-0-0.

Payment Boiler Project Mrs. Christina Brown, in the form of a motion, recommended to approve payment application #5 (\$170,950.00) to Quandel Construction Group, LLC for work on the Boiler Upgrade Project (to be paid out of bond funds). Mr. Norman Parks seconded the motion, and it was carried with a vote of 6-0-0.

Payment Water Heater Project Mrs. Christina Brown, in the form of a motion, recommended to approve payment application #6 (Final - \$21,180.00) to Hinkle Plumbing & Heating for work on the Water Heater Replacement Project (to be paid out of bond funds). Mr. Melvin Smeal seconded the motion, and it was carried with a vote of 6-0-0.

Engineering Costs Mr. Melvin Smeal, in the form of a motion, recommended to approve payment of \$252,055.01 for engineering costs from EI Associates for the Renovation Project (to be paid out of bond funds). Mrs. Christina Brown seconded the motion, and it was carried with a vote of 6-0-0.

Permit Fee Mrs. Christina Brown, in the form of a motion, recommended to approve payment in the amount of \$293,376.62 to Pennsafe for permit and inspection fees (excluding fire and sprinkler system) in association with Elementary Renovation Project. Mr. Melvin Smeal seconded the motion, and it was carried with a vote of 6-0-0.

Payment - Elementary Renovation	Mrs. Christina Brown, in the form of a motion, recommended to approve payment application – January 2025 in the amount of \$535,000.00 to Quandt Construction Group, LLC as it relates to the Renovation Project (to be paid out of bond funds as detailed in the GESA Agreement). Mr. Norman Parks seconded the motion, and it was carried with a vote of 6-0-0.
Fire Alarm System	Mrs. Christina Brown, in the form of a motion, recommended to accept the proposal from BH Security, LLC (f/k/a Monitronics International, Inc.) in the amount of \$262,920.23 for the West Branch Elementary fire alarm system, as part of the elementary renovation. Mr. Jeremiah Dobo seconded the motion, and it was carried with a vote of 6-0-0.
Elem. Door Locks	Mr. Melvin Smeal, in the form of a motion, recommended to accept the proposal from Xpert Communications in the amount of \$186,320.68 for the West Branch Elementary door locks as part of the renovation project. Mrs. Christina Brown seconded the motion, and it was carried with a vote of 6-0-0.
Cleaning Equipment	Mrs. Christina Brown, in the form of a motion, recommended to approve the purchase of elementary cleaning equipment from Americhem International, purchase not to exceed \$60,000. Mr. Norman Parks seconded the motion, and it was carried with a vote of 6-0-0.
Garage Rental	Mrs. Christina Brown, in the form of a motion, recommended utilizing Denochick's garage for storage purposes throughout the elementary renovation project at a cost not to exceed \$1,000 per month. Mr. Jason Porter seconded the motion, and it was carried with a vote of 6-0-0.
Acc. Budget Opt Out	Mrs. Christina Brown, in the form of a motion, recommended to approve the Accelerated Budget Opt Out Resolution Certifying Tax Rate within Inflation Index as presented. Mr. Norman Parks seconded the motion, and it was carried with a vote of 6-0-0.

### **OTHER ITEMS FOR DISCUSSION**

Mr. Mitchell updated the Board on the following:

- February Board Meeting will be held on February 17 rather than February 24.
- Building Project Update
- Champions Program Update
- Inclement Weather – School Days

### **ADJOURNMENT**

Mrs. Christina Brown, in the form of a motion, recommended to adjourn the meeting at 9:05 p.m. Mr. Jason Porter seconded the motion, and it carried with a vote of 6-0-0.

Respectively Submitted,



Stacey Guenot  
Secretary to the Board of Education