



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

**MONDAY, JUNE 23, 2025  
HIGH SCHOOL LIBRARY  
6:30 P.M.**

**AGENDA**

**I. CALL TO ORDER / PLEDGE TO THE FLAG**

**II. ROLL CALL**

**III. STUDENT REPORTS / RECOGNITION**

- Literacy Presentation – Tara Yingling and Scott McClelland

**IV. RECOGNITION OF VISITORS: PUBLIC COMMENT:**

**V. APPROVAL OF MINUTES OF PRIOR MEETING(S):**

- May 19, 2025
  - 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:**

Mr. Kevin Hubler: Middle/High School Principal  
Mr. Jesse Husted: Assistant Principal  
Mrs.. Ashley Nunley: Elementary 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. Jason Porter
- PSBA LIAISON: Mr. Chad Diviney

**VIII. ANNOUNCEMENTS AND PRESENTATIONS**

**IX. EXECUTIVE SESSION**

**X. NEW BUSINESS**

**A. PERSONNEL**

1. Motion to approve the Memorandum of Agreement (MOA) between the West Branch Area School District and the West Branch Education Support Professionals Association (WBESPA) from July 1, 2024, through June 30, 2029. The agreement outlines the substitute paraeducator position through Educational Staffing Solutions (ESS).

APPROVED

REJECTED

DEFERRED

2. Motion to approve the Superintendent Contract between the West Branch Area School District and Mark Mitchell effective January 1, 2026, through \_\_\_\_\_ at a salary of \$\_\_\_\_\_ for the 2025-2026 school year.

APPROVED REJECTED DEFERRED

3. Motion to approve the contract between the West Branch Area School District and School Police Officers, Thomas Reed and Aaron Tiracorda for July 1, 2025, through June 30, 2028.

APPROVED REJECTED DEFERRED

4. Motion to approve Denise Cherry as Treasurer to the District for the 2025—2026 school year.

APPROVED REJECTED DEFERRED

5. Motion to approve Stacey Guenot as Secretary to the West Branch Area School District Board of Education effective July 1, 2025, through June 30, 2029.

APPROVED REJECTED DEFERRED

6. Motion to approve Leslie Stott as Alternate Secretary to the West Branch Area School District Board of Education effective July 1, 2025, through June 30, 2029.

APPROVED REJECTED DEFERRED

7. Motion to approve three (3) full-time dedicated teacher substitute positions, one (1) part-time (Monday, Wednesday, Friday) dedicated teacher substitute position, and one (1) dedicated paraprofessional substitute position for the 2025-2026 school year. Positions to be filled through Educational Staffing Solutions (ESS).

APPROVED REJECTED DEFERRED

8. Motion to approve FMLA leave for employee number 002402 for the period of May 29, 2025, through November 29, 2025.

APPROVED REJECTED DEFERRED

9. Motion to approve employee number 002402 to receive up to forty (40) sick days from other employees for the 2025-2026 fiscal year.

APPROVED REJECTED DEFERRED

10. Motion to approve FMLA leave for employee number 002976 for the period of May 17, 2025, through December 31, 2025 (tentative end date).

APPROVED REJECTED DEFERRED

11. Motion to approve the resignation of Elaina McClelland from the Student Government Advisor position, effective May 30, 2025.

APPROVED REJECTED DEFERRED

12. Motion to approve Owen Koleno and Susan Zimmerman as volunteers to the District. All paperwork has been received.

APPROVED REJECTED DEFERRED

**B. EDUCATION**

1. 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 2025-26 school year, at \$80,066.50 (Vision - \$76,725.00; Vision Material Specialist - \$3,341.50). (increase of \$21,712.33 from 2024-25)

APPROVED REJECTED DEFERRED

2. Motion to approve the Articles of Operational Agreement between the West Branch Area School District and the Clearfield County Career and Technology Center, which was recently amended on May 12, 2025.

APPROVED REJECTED DEFERRED

3. Motion to approve the contract with Soaring Heights for the following special education daily tuition rates during the 2025-2026 school year:

- Autism Services \$315.00 (increase of \$5.00)
- Emotional Support \$315.00 (increase of \$5.00)
- Personal Care Aide \$149.00 (increase of \$8.00)

APPROVED REJECTED DEFERRED

4. Motion to approve the Elementary Parent & Student Handbook for the 2025 – 2026 school year.

APPROVED REJECTED DEFERRED

5. Motion to approve the Middle School Parent & Student Handbook for the 2025 – 2026 school year.

APPROVED REJECTED DEFERRED

6. Motion to approve the High School Parent & Student Handbook for the 2025 – 2026 school year.

APPROVED REJECTED DEFERRED

7. Motion to approve the Alternative Education for Disruptive Youth (AEDY) Handbook for the 2025 – 2026 school year.

APPROVED REJECTED DEFERRED

**C. POLICY**

1. Motion to approve the first reading of the following policies:
  - Policy 317: Conduct/Disciplinary Procedures
  - Policy 317.1: Educator Misconduct
  - Policy 320: Freedom of Speech by Employees
  - Policy 718: Service Animals in Schools

APPROVED REJECTED DEFERRED

**D. BUILDINGS AND GROUNDS**

1. Motion to declare the following books as surplus:
  - School Thesaurus, Webster, Copyright 1989; ISBN 0-87779-178-3, 14 copies
  - 2<sup>nd</sup> Grade English, Houghton Mifflin, Copyright 2004; ISBN 0-618-30998-5, 32 copies
  - Your Health Teacher’s Edition, Harcourt Brace & Co. Copyright 1999, ISBN 0-15-310148-2, 4 copies
  - Your Health, Harcourt Brace & Co. Copyright 1999, ISBN 0-15-310142-3, 123 copies
  - Your Health Teacher’s Resources, Harcourt Brace & Co. Copyright 1999, ISBN 0-15-311333-2, 3 copies

- Your Health Assessment Guide, Harcourt Brace & Co. Copyright 1999, ISBN 0-15-311346-4, 3 copies
- Your Health Activity Book, Harcourt Brace & Co. Copyright 1999, ISBN 0-15-311340-5, 3 copies
- Scott Foresman Beginning Dictionary, Scott, Foresman, and Company, Copyright 1983, ISBN 0-673-12380-4, 19 copies
- Houghton Mifflin English, Houghton Mifflin, Copyright 2004, ISBN 0-618-30999-3, 22 copies
- English, Houghton Mifflin, Copyright 2004, ISBN 978-0-618-31001-2, 24 copies
- Dictionary of English Usage, Merriam Webster, Copyright 1994, ISBN 0-87779-132-5, 1 copy
- Handy College Dictionary, Webster, Copyright 2006, ISBN 978-0-451-21905-3, 1 copy
- Ready Reading, Curriculum Associates, Copyright 2018, ISBN 978-1-4957-3562-2, 16 copies
- Ready Reading Writing Instruction, Curriculum Associates, Copyright 2015, ISBN 978-0-7609-9407-8, 1 copy
- Ready Reading Instruction, Curriculum Associates, Copyright 2018, ISBN 978-1-4957-3571-4, 1 copy
- Merriam Webster's Elementary Dictionary, Merriam Webster, Inc., Copyright 2000, ISBN 0-87779-575-4, 28 copies
- Houghton Mifflin English, Houghton Mifflin, Copyright 2004, ISBN 0-618-30999-3, 51 copies
- World Atlas, McGraw Hill, Copyright 1990, ISBN 0-02-147605-5, 15 copies
- Elementary Dictionary, Merriam Webster, Copyright 2000, ISBN 0-87779-575-4, 2 copies
- Communities, People, and Places, MacMillan, Copyright 1985, ISBN 0-02-147340-4, 22 copies
- City Spaces, Scott Foresman and Co., Copyright 1987 and 1989, ISBN 0-673-74407-8, 2 copies
- Houghton Mifflin English, Houghton Mifflin, Copyright 2004, ISBN 0-618-30999-3, 32 copies
- English Teacher, Houghton Mifflin, Copyright 2004, ISBN 0-618-31010-X, 1 copy
- Dictionary, MacMillan, Copyright 1977, 13 copies
- Dictionary, MacMillan, Copyright 1981, 5 copies
- Dictionary, Merriam-Webster, Copyright 1996, ISBN 16McN96, 1 copy
- English, Houghton-Mifflin, Copyright 2004, ISBN 0-618-\*31010-X, 2 sets
- Sunshine Teacher, Wright Group, Copyright 1996, ISBN 0-7802-6315-4, 1 copy

APPROVED

REJECTED

DEFERRED

2. Motion to solicit for bids for wood chips for the biomass heating system for upcoming heating seasons.

APPROVED

REJECTED

DEFERRED

**E. TRANSPORTATION & ATHLETICS**

1. Motion to approve the Transportation Contract with Sones Transport, Inc. for the 2025-2026 school year.

APPROVED

REJECTED

DEFERRED

2. Motion to approve the Parker Emigh as Head Boys Varsity Basketball Coach, effective with the 2025-2026 school year.

APPROVED

REJECTED

DEFERRED

3. Motion to approve the resignation of Aaron Tiracorda, Head Varsity Baseball Coach, effective May 17, 2025.

APPROVED

REJECTED

DEFERRED

4. Motion to approve the following Fall Athletic Volunteers (2025-2026 Season):
  - Football: Tom Lannen, Phil Biggans, Terry Williams, Holly Modzel, Bill Hayward
  - Volleyball: Kody Trude, Taylor Koch, Chad Koleno, Carrie Peterson
  - Cross Country: David Catanzaro

APPROVED

REJECTED

DEFERRED

5. Motion to approve the Student Athletic Handbook for the 2025-2026 school year.

APPROVED REJECTED DEFERRED

6. Motion to approve the Coach Athletic Handbook for the 2025-26 school year.

APPROVED REJECTED DEFERRED

**F. FINANCE AND PURCHASE**

1. Motion to approve the following Disbursements:

\$ 75,578.71	Cafeteria Fund Bills Dated 6/24/2025	Checks 4773 through 4783
\$ 8,210.12	Visa 5/30/25 Invoice	
\$ 5,370,446.48	General Account Dated – 6/24/2025	Checks 61794 through 61901
\$ 5,454,235.31	<b>Grand Total</b>	

APPROVED REJECTED DEFERRED

2. Motion to approve the Treasurer’s Report for May 2025.

APPROVED REJECTED DEFERRED

3. Motion to approve the Activity Account for May 2025.

APPROVED REJECTED DEFERRED

4. Motion to approve the payment of bills through June 30, 2025.

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 2024-2025 school year.

APPROVED REJECTED DEFERRED

6. Motion to approve the Letter of Agreement and Partnership Agreement with Cen-Clear Child Services, Inc., outlining the Pre-K Program at the District for the 2025-2026 school year.

APPROVED REJECTED DEFERRED

7. Motion to approve the contract between the West Branch Area School District and the Guardian Protection Group for Security Services for school years 2025 – 2026, 2026-2027, and 2027 – 2028.

APPROVED REJECTED DEFERRED

8. Motion to approve K-12 Voluntary Student Accident Insurance for the 2025-2026 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

9. 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

10. Motion to approve the following appointments as depositories for district funds and investments for the 2025-2026 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, 2025, to June 30, 2026:

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: \$905.38 (Current Rate \$ 754.48)
- Employee & Child(ren) \$2,181.11 (Current Rate \$1,817.59)
- Employee & Spouse \$2,181.11 (Current Rate \$1,817.59)
- Family \$2,439.62 (Current Rate \$2,033.02)

Plan 1B: Full-Time Support Staff Members:

- Single: \$ 941.82 (Current Rate \$ 784.85)
- Employee & Child(ren) \$2,269.15 (Current Rate \$1,890.96)
- Employee & Spouse \$2,269.15 (Current Rate \$1,890.96)
- Family \$2,537.58 (Current Rate \$2,114.65)

QHDHP Plan: For all Eligible Employees:

- Single: \$ 815.99 (Current Rate \$ 679.99)
- Employee & Child(ren) \$1,965.85 (Current Rate \$1,638.21)
- Employee & Spouse \$1,965.85 (Current Rate \$1,638.21)
- Family \$2,198.77 (Current Rate \$1,832.31)

Eligible Retirees Prior to July 1, 2014:

- \$1,028.86 – COBRA Rate (Current Rate \$857.38)

Eligible Retirees After to July 1, 2014:

- Plan 1: \$960.66 – COBRA Rate (Current Rate \$800.54)
- QHDHP: \$832.31 – COBRA Rate (Current Rate \$693.58)

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 \$81,306. (20% increase)

c) Cyber Risk Insurance from Travelers Indemnity Company, broker Burns & Burns Associates, Inc. at a rate of \$8,852.

APPROVED

REJECTED

DEFERRED

12. Motion to approve Workers' Comp Insurance through AmTrust, broker Burns & Burns Associates, at a rate of \$36,011, for the term of July 1, 2025, to June 30, 2026.

APPROVED REJECTED DEFERRED

13. Motion to approve payment application #3 – May 2025 in the amount of \$999,256.64 to JC Orr & Son, Inc. as it relates to the Renovation Project (to be paid out of bond funds).

APPROVED REJECTED DEFERRED

14. Motion to approve payment application #6 – June 2025 in the amount of \$2,693,895.51 to Quandel Construction Group, LLC as it relates to the Renovation Project (to be paid out of bond funds as detailed in the GESA Agreement).

APPROVED REJECTED DEFERRED

15. Motion to approve payment of \$35,403.20 for April 2025 engineering costs to EI Associates for the Renovation Project (to be paid out of bond funds).

APPROVED REJECTED DEFERRED

16. Motion to approve payment of \$36,475.79 for May 2025 engineering costs to EI Associates for the Renovation Project (to be paid out of bond funds).

APPROVED REJECTED DEFERRED

17. Motion to approve payment to FacTech, Inc. in the amount of \$19,192.34 for professional services - April 2025 as it relates to the Renovation Project (to be paid out of bond funds).

APPROVED REJECTED DEFERRED

18. Motion to approve payment to S.A. Comunale Co., Inc. for June 2025 in the amount of \$15,300 as it relates to the Renovation Project (to be paid out of bond funds).

APPROVED REJECTED DEFERRED

19. Motion to approve the quote from Gerald Sherry & Associates, Inc. in the amount of \$19,673.00 for a new electric stationary kettle for the West Branch Elementary Cafeteria (to be paid out of cafeteria funds).

APPROVED REJECTED DEFERRED

20. Motion to approve the Xerox contract for the period of July 1, 2025, to June 30, 2030. Monthly lease amount is \$1,579.67.

APPROVED REJECTED DEFERRED

21. Motion to approve the Final General Fund Budget for the 2025-2026 school year. Providing a total budgeted revenue of \$22,562,080 and total budget expenditures of \$22,952,524 with a preliminary budget deficit of \$390,444 and implementing the following tax rates:

- 60.9 mills (increase of 1.77 mills) for Clearfield County and 14.76 mills (increase of .43 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

22. Motion to adopt the 2025 Homestead and Farmstead Resolution in alignment with the approved Final West Branch Area School District General Fund budget.

APPROVED

REJECTED

DEFERRED

**XI. OLD BUSINESS**

**XII. CORRESPONDENCE**

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

- July Meeting - July 28, 2025 (If necessary)

**XIV. ADJOURNMENT**

**XV. EXECUTIVE SESSION**

- School Safety and Security Update