



**WEST BRANCH AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
MONDAY, AUGUST 11, 2025**

**AGENDA**

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

**II. ROLL CALL**

**III. STUDENT REPORTS/RECOGNITION**

- Northern Tier 11u Softball Team

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

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

1. July 28, 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**

**OTHER REPORTS**

- CIU: Mr. Norman Parks
- CCCTC: Mr. Jason Porter
- PSBA LIAISON: Mr. Chad Diviney

**VII. ANNOUNCEMENTS AND PRESENTATIONS**

- MIDL – Camera AI Demonstration
- Raymond James & Associates - Scott Kramer & Michael Vind

**VIII. EXECUTIVE SESSION**

**IX. NEW BUSINESS**

**A. BOARD**

1. Motion to approve Aimee L. Willett Law Office as solicitor to the district for the 2025-2026 school year. (\$145/hour for general work - \$165/hour for specialized work)

APPROVED

REJECTED

DEFERRED

## **B. PERSONNEL**

1. Motion to approve daily substitute rates for the 2025-26 school year (no change from 2024-2025):

- Custodian Sub \$10/hour
- Paraprofessional Sub \$10/hour
- Secretary Sub \$10/hour
- Teacher Sub \$110/Daily
- Building Based Teacher Substitute (\$120/day)
- Building Based Paraprofessional Substitute \$11/hour

APPROVED

REJECTED

DEFERRED

2. 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 Nurse Assistant position.

APPROVED

REJECTED

DEFERRED

3. Motion to approve Dana Swisher to serve as a mentor for Elishea Reed for the 2025-2026 school year at the contracted rate of \$750/year.

APPROVED

REJECTED

DEFERRED

4. Motion to approve the resignation of Carrie Jones, Title I Reading Paraprofessional, effective July 28, 2025.

APPROVED

REJECTED

DEFERRED

5. Motion to approve the resignation of Kimberly Brown, Middle School Personal Care Paraprofessional, effective August 4, 2025.

APPROVED

REJECTED

DEFERRED

6. Motion to approve Kaleena Shadle as Personal Care Paraprofessional at the contracted rate, effective with the 2025-26 school year. (Assignment – Kindergarten)

APPROVED

REJECTED

DEFERRED

7. Motion to approve Paula McGonigal as Student Government Advisor, effective with the 2025-2026 school year.

APPROVED

REJECTED

DEFERRED

8. Motion to approve Nicole Wert and Brady English as event staff personnel at the contracted rate.

APPROVED

REJECTED

DEFERRED

## **C. EDUCATION**

1. Motion to approve the Faculty Handbook for the 2025-2026 school year.

APPROVED

REJECTED

DEFERRED

2. Motion to approve WB Marching Band to go to Washington, D.C. and Virginia on June 4-6, 2026. Cost to the District: Administrative fees. Cost to the Student: None. (Information Only: 65 students will be attending the trip. Chaperones are Lance Jones, Melody Bell, Jason Porter, Jennifer Porter, Crystal Gay, Michael Gay, Pam Warsing (nurse), Sylvia Dunlap, Victoria Douthit, Delissa Hall, Nate Hall, and one administrator.)

APPROVED

REJECTED

DEFERRED

3. Motion to approve the Student Assistance Program Agreement for the 2025-2026 school year between the Clearfield-Jefferson Counties and the West Branch Area School District.

APPROVED

REJECTED

DEFERRED

#### **D. POLICY**

1. Motion to approve 2nd reading of the following policies:
  - Policy 626: Federal Fiscal Compliance
  - Policy 626.1: Travel Reimbursement-Federal Programs
  - Policy 827: Conflict of Interest
  - Policy Section 800: Safe2Say Something Procedures

APPROVED

REJECTED

DEFERRED

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

1. Motion to declare one PowerHeart AED as surplus. Serial number 4344629. Device no longer works.

APPROVED

REJECTED

DEFERRED

2. Motion to approve a silent auction on August 30, 2025, containing surplus items and items of no use as a result of the elementary renovation project.

APPROVED

REJECTED

DEFERRED

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

1. Motion to approve the driver list from Long Motor Bus for the 2025 – 2026 school year.

APPROVED

REJECTED

DEFERRED

2. Motion to approve the driver list from Sones Transportation for the 2025 – 2026 school year.

APPROVED

REJECTED

DEFERRED

3. Motion to authorize the Superintendent to approve additional drivers as needed for the first month of school for the 2025 – 2026 school year.

APPROVED

REJECTED

DEFERRED

4. Motion to approve the Agreement for Cooperative Sponsorship between the West Branch Area School District and the Philipsburg-Osceola Area School District for Junior High Girls Soccer, Grades 7 & 8. This agreement is for the 2025-2026 school year.

APPROVED

REJECTED

DEFERRED

5. Motion to approve the Agreement for Cooperative Sponsorship between the West Branch Area School District and the Philipsburg-Osceola Area School District for Junior High and High School Boys Soccer. This agreement is for the 2025-2026 school year.

APPROVED

REJECTED

DEFERRED

6. Motion to approve the resignation of Alicia Lutz, Assistant Girls Soccer Coach, effective July 24, 2025.

APPROVED

REJECTED

DEFERRED

7. Motion to approve Jarrett Rockey as Assistant Varsity Boys Basketball Coach, effective with the 2025-2026 school year.

APPROVED

REJECTED

DEFERRED

#### **G. FINANCE AND PURCHASE**

1. Motion to approve the following Disbursements:

|                 |                                              |                            |
|-----------------|----------------------------------------------|----------------------------|
| \$ 2,205,534.51 | General Account Dated<br>7/22/25 – 8/12/2025 | Checks 62044 through 62095 |
| \$ 2,205,534.51 | <b>Grand Total</b>                           |                            |

APPROVED

REJECTED

DEFERRED

2. Motion to approve the Activity Account for July 2025.

APPROVED

REJECTED

DEFERRED

3. Motion to approve the payment of bills through August 31, 2025.

APPROVED

REJECTED

DEFERRED

4. Motion to approve the transfer of funds from money market savings to the general fund in order to pay bills due to the state budget impasse.

APPROVED

REJECTED

DEFERRED

5. Motion to approve payment application #5 – July 2025 in the amount of \$1,649,009.77 to JC Orr & Son, Inc. as it relates to the Renovation Project (to be paid out of bond funds).

APPROVED

REJECTED

DEFERRED

6. Motion to approve the change order #1 from Prism Response, LLC in the amount of \$1,400.00 as part of additional costs for asbestos abatement (additional bathroom area), as it relates to the Elementary Renovation Project.

APPROVED

REJECTED

DEFERRED

7. Motion to approve the change order #2 from Prism Response, LLC in the amount of \$1,250.00 as part of additional costs for asbestos abatement (mobilization & demobilization remaining transite panel), as it relates to the Elementary Renovation Project.

APPROVED

REJECTED

DEFERRED

8. Motion to approve the change order in the amount of \$16,875.00 for Fire Pump Room existing structural deficiencies and damage, as it relates to the Elementary Renovation Project.

APPROVED

REJECTED

DEFERRED

9. Motion to approve the change order from Guardian Protection in the amount of \$7,440.00 for (cabling relocation), as it relates to the Elementary Renovation Project.

APPROVED

REJECTED

DEFERRED

10. Motion to approve payment to FacTech, Inc. in the amount of \$17,885.99 for professional services - June 2025 as it relates to the Renovation Project (to be paid out of bond funds).

APPROVED

REJECTED

DEFERRED

11. Motion to approve Baker Tilly Virchow Kraus, LLP as the local auditor to complete the 2024-2025 fiscal year audit of financial statements and related disclosures at the rate of \$35,000.

APPROVED

REJECTED

DEFERRED

12. Motion to approve the transfer of funds from the unassigned general fund balance to future capital projects, to ensure compliance of an 8% Unassigned Fund Balance as a Percentage of Total Budgeted Expenditures when increasing real estate taxes.

APPROVED

REJECTED

DEFERRED

**X. OLD BUSINESS**

**XI. CORRESPONDENCE**

**XII. OTHER ITEMS FOR DISCUSSION**

**XIII. ADJOURNMENT**