

WEST BRANCH AREA SCHOOL DISTRICT

REGULAR SESSION

AUGUST 11, 2025

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

Members Absent: Christina Brown, James Emigh, Jessica Maines, Donald Yontosh

Other:

Media Present:

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

Others Present: Katelyn Ward, Shari Buck, Dennis Ames, Gabriella George, Lucy Sudik, Lillian Ward, Nicole Wert, Melissa Strapel, Aimee Willett, Stacey Guenot

OPENING EXERCISES

Mr. Chad Diviney called the meeting to order at 6:51 p.m. All present were asked to stand and pledge allegiance to the American Flag.

STUDENT REPORTS/RECOGNITION

Mr. Husted introduced three members of the Northern Tier 11u Softball Team. The student-athletes, Gabby George, Lucy Sudik, and Lillian Ward, shared their outstanding season with the Administration and Board. The girls were congratulated by all and were thanked for attending the meeting.

MINUTES

Mr. Norman Parks, in the form of a motion, recommended to approve the meeting minutes from July 28, 2025. Mr. Melvin Smeal seconded the motion, and it was carried with a vote of 5-0-0.

ADMINISTRATIVE REPORTS:

CIU: (Mr. Norman Parks)

- Executive Director Meeting with WB Board

CCCTC: (Mr. Jason Porter) – no report this month

PSBA: (Mr. Chad Diviney) – no report this month

ANNOUNCEMENTS AND PRESENTATIONS

Mr. Gabriel Ajram, Co-Founder of MIDL Technology, Inc., presented the Board with a high-level overview of our new camera AI software. MIDL provides a unified security suite that offers faster response, fewer blind spots, and efficient communication. This will enhance the safety of the students, staff, and community.

Mr. Scott Kramer and Mr. Michael Vind, of Raymond James & Associates, provided information on possible interim financing. The budget impasse was discussed along with the possibility of the need to bridge the gap until grant funding is released. Mr. Kramer and Mr. Vind will attend the September Board Meeting to present the best options for the District.

EXECUTIVE SESSION

An executive session was held from 7:37 p.m. until 7:53 p.m. for the purposes of personnel and litigation.

BOARD

Solicitor Mr. Melvin Smeal, in the form of a motion recommended 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) Mr. Norman Parks seconded the motion, and it carried with a vote of 5-0-0.

PERSONNEL

Sub Rates Mr. Melvin Smeal, in the form of a motion recommended to 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

Mr. Norman Parks seconded the motion, and it carried with a vote of 5-0-0.

MOA
WBESPA Mr. Norman Parks, in the form of a motion, recommended 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. Mr. Melvin Smeal seconded the motion, and it carried with a vote of 5-0-0.

Mentor Mr. Norman Parks, in the form of a motion recommended 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. Mr. Jeremiah Dobo seconded the motion, and it carried with a vote of 5-0-0.

C. Jones
Resignation Mr. Norman Parks, in the form of a motion recommended to approve the resignation of Carrie Jones, Title I Reading Paraprofessional, effective July 28, 2025. Mr. Jeremiah Dobo seconded the motion, and it carried with a vote of 5-0-0.

K. Brown
Resignation Mr. Melvin Smeal, in the form of a motion recommended to approve the resignation of Kimberly Brown, Middle School Personal Care Paraprofessional, effective August 4, 2025. Mr. Norman Parks seconded the motion, and it carried with a vote of 5-0-0.

Kindergarten
PCA Mr. Norman Parks, in the form of a motion recommended to approve Kaleena Shadle as Personal Care Paraprofessional at the contracted rate, effective with the 2025-26 school year. (Assignment – Kindergarten) Mr. Jeremiah Dobo seconded the motion, and it carried with a vote of 5-0-0.

Student
Gov't
Advisor Mr. Melvin Smeal, in the form of a motion recommended to approve Paula McGonigal as Student Government Advisor, effective with the 2025-2026 school year. Mr. Norman Parks seconded the motion, and it carried with a vote of 5-0-0.

Principal
Realignment Mr. Norman Parks, in the form of a motion recommended to approve Nicole Wert and Brady English as event staff personnel at the contracted rate. Mr. Melvin Smeal seconded the motion, and it carried with a vote of 5-0-0.

EDUCATION

- Faculty Handbook Mr. Norman Parks, in the form of a motion, recommended to approve the Faculty Handbook for the 2025-2026 school year. Mr. Jeremiah Dobo seconded the motion, and it carried with a vote of 5-0-0.
- Field Trip Mr. Melvin Smeal, in the form of a motion, recommended 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.) Mr. Norman Parks seconded the motion, and it carried with a vote of 5-0-0.
- SAP Agreement Mr. Norman Parks, in the form of a motion, recommended 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. Mr. Jeremiah Dobo seconded the motion, and it carried with a vote of 5-0-0.

POLICY

- 2nd Reading Mr. Norman Parks, in the form of a motion, recommended to approve the 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
- Mr. Melvin Smeal seconded the motion, and it carried with a vote of 5-0-0.

BUILDINGS & GROUNDS

- Surplus Mr. Melvin Smeal, in the form of a motion, recommended to declare one PowerHeart AED as surplus. Serial number 4344629. Device no longer works. Mr. Norman Parks seconded the motion, and it carried with a vote of 5-0-0.
- Silent Auction Mr. Melvin Smeal, in the form of a motion, recommended 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. Mr. Jeremiah Dobo seconded the motion, and it carried with a vote of 5-0-0.
- Discarded Furniture Mr. Norman Parks, in the form of a motion, recommended authorizing the Administration to lend, donate, or sell District Furniture designated to be discarded as a result of the Elementary Renovation Project to include desks, chairs, and tables to Central Cambria School District. Mr. Jeremiah Dobo seconded the motion, and it carried with a vote of 5-0-0.

TRANSPORTATION & ATHLETICS

- Long Motor Bus Driver List Mr. Jeremiah Dobo, in the form of a motion, recommended to approve the driver list from Long Motor Bus for the 2025 – 2026 school year. Mr. Norman Parks seconded the motion, and it carried with a vote of 5-0-0.
- Sones Transportation Driver List Mr. Melvin Smeal, in the form of a motion, recommended to approve the driver list from Sones Transportation for the 2025 – 2026 school year. Mr. Norman Parks seconded the motion, and it carried with a vote of 5-0-0.

Additional Driver Approval	Mr. Melvin Smeal, in the form of a motion, recommended to authorize the Superintendent to approve additional drivers as needed for the first month of school for the 2025 – 2026 school year. Mr. Norman Parks seconded the motion, and it carried with vote of 5-0-0.
Co-op Agreements	Mr. Melvin Smeal, in the form of a motion, recommended 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. Mr. Jeremiah Dobo seconded the motion, and it carried with a vote of 5-0-0. Mr. Norman Parks, in the form of a motion, recommended 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. Mr. Jeremiah Dobo seconded the motion, and it carried with a vote of 5-0-0.
Resignation Alicia Lutz	Mr. Norman Parks, in the form of a motion, recommended to approve the resignation of Alicia Lutz, Assistant Girls Soccer Coach, effective July 24, 2025. Mr. Jeremiah Dobo seconded the motion, and it carried with a vote of 5-0-0.
Asst. Boys Basketball Coach	Mr. Melvin Smeal, in the form of a motion, recommended to approve Jarrett Rockey as Assistant Varsity Boys Basketball Coach, effective with the 2025-2026 school year. Mr. Norman Parks seconded the motion, and it carried with a vote of 5-0-0.

FINANCE & PURCHASE

Disbursements	Mr. Norman Parks, in the form of a motion, recommended to approve the following Disbursements:		
	\$ 2,205,534.51	General Account Dated 7/22/25 – 8/12/2025	Checks 62044 through 62095
	\$ 2,205,534.51	Grand Total	
	Mr. Jeremiah Dobo seconded the motion, and it carried with a vote of 5-0-0.		
Activity Account	Mr. Norman Parks, in the form of a motion, recommended to approve the Activity Account for July 2025. Mr. Jeremiah Dobo seconded the motion, and it carried with a vote of 5-0-0.		
Payment of Bills	Mr. Melvin Smeal, in the form of a motion, recommended to approve the payment of bills through August 31, 2025. Mr. Norman Parks seconded the motion, and it carried with a vote of 5-0-0.		
Funds Transfer	Mr. Norman Parks, in the form of a motion, recommended 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. Mr. Melvin Smeal seconded the motion, and it carried with a vote of 5-0-0.		
JC Orr Payment	Mr. Norman Parks, in the form of a motion, recommended 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). Mr. Jeremiah Dobo seconded the motion, and it carried with a vote of 5-0-0.		
Change Order #1	Mr. Norman Parks, in the form of a motion, recommended 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. Mr. Jeremiah Dobo seconded the motion, and it carried with a vote of 5-0-0.		

Change Order #2	Mr. Norman Parks, in the form of a motion, recommended 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. Mr. Jeremiah Dobo seconded the motion, and it carried with a vote of 5-0-0.
Change Order Fire Pump Room	Mr. Norman Parks, in the form of a motion, recommended 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. Mr. Melvin Smeal seconded the motion, and it carried with a vote of 5-0-0.
Change Order Cabling Relocation	Mr. Norman Parks, in the form of a motion, recommended 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. Mr. Jeremiah Dobo seconded the motion, and it carried with a vote of 5-0-0.
FacTech Payment	Mr. Norman Parks, in the form of a motion, recommended 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). Mr. Jeremiah Dobo seconded the motion, and it carried with a vote of 5-0-0.
Auditor 24-25 Fiscal Year	Mr. Melvin Smeal, in the form of a motion, recommended 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. Mr. Jeremiah Dobo seconded the motion, and it carried with a vote of 5-0-0.
Unassigned Fund Balance Transfer	Mr. Norman Parks, in the form of a motion, recommended 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. Mr. Jeremiah Dobo seconded the motion, and it carried with a vote of 5-0-0.

OTHER ITEMS FOR ANNOUNCEMENT / DISCUSSION

Mr. Smeal asked Mr. Williamson about the number of students out for football this year. Mr. Williamson provided the current numbers to Mr. Smeal.

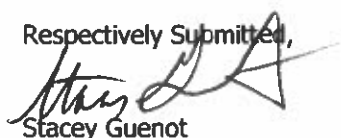
Mr. Diviney stated that the renovation project is moving along well. However, he does have a few concerns about some external areas of the building that appear to need repair and/or replacement. Mr. Mitchell will address the concerns at the biweekly renovation meeting.

Mr. Parks voiced concerns about the mow strips in the current plans, he added that concrete may be a better solution. This matter will also be looked at further.

ADJOURNMENT

Mr. Norman Parks, in the form of a motion, recommended to adjourn the meeting at 8:50 p.m. Mr. Jeremiah Dobo seconded the motion, and it carried with a vote of 5-0-0.

Respectfully Submitted,



Stacey Guenot
Secretary to the Board of Education

