

WEST BRANCH AREA SCHOOL DISTRICT

REGULAR SESSION

AUGUST 12, 2024

Members Present: Chad Diviney, Christina Brown, James Emigh, Norman Parks, Jason Porter, Melvin Smeal, Donald Yontosh

Members Absent: Jeremiah Dobo, Jessica Maines

Other:

Media Present:

Administration Present: Mark Mitchell, Brandy O'Hare, Kevin Hubler, Angela Michaels, Angela Lucas, Branden Evans, Leslie Stott, David Williamson, David Catherman, Tiffany English

Others Present: Aimee Willett, Stacey Guenot

**OPENING EXERCISES**

Mr. Chad Diviney called the meeting to order at 7:21 p.m. All present were asked to stand and pledge allegiance to the American Flag.

**MINUTES**

Mr. Don Yontosh, in the form of a motion, recommended to approve the meeting minutes from July 8, 2024. Mr. Norman Parks seconded the motion, and it was carried with a vote of 7-0-0.

**ADMINISTRATIVE REPORTS:**

Mrs. Brandy O'Hare, High School Principal:

- Sapphire Parent Night
- 9<sup>th</sup> Grade Orientation
- Meet the Teacher
- Branding Backdrop

Mr. Kevin Hubler, Middle School Principal:

- iReady Math Pilot
- 5<sup>th</sup> Grade Information Night

Dr. Angela Michaels, Elementary Principal:

- Sapphire Parent Night
- Explicit Instruction Class
- Bridges Math Pilot
- Kindercamp

Ms. Angela Lucas, Special Education Director:

- AEDY Application/Approval

Mr. Branden Evans, Technology Coordinator:

- Sapphire Meetings & Training
- Student and Staff Devices

Mrs. Leslie Stott, Business Manager:

- Banking Update
- Budget/Tax Bills

Mr. David Williamson, Pupil Services Coordinator:

- Fall Athletics/Pocket Schedules
- Meet the Warriors
- Driver's Meeting – Long's

Mr. David Catherman, Supervisor of Buildings & Grounds:

- Boiler Project
- Renovation Meetings
- Field House Cement Project
- Summer Cleaning

Mrs. Tiffany English, Food Service Director:

- Annual Summer Seminar
- Professional Development Day
- Primero Edge Implementation

CIU: (Mr. Norman Parks) – no report this month

CCCTC: (Mr. Jeremiah Dobo) – no report this month (absent)

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

## **ANNOUNCEMENTS AND PRESENTATIONS**

Dr. Angela Michaels presented details of the Equity Plan to the Board of Directors.

## **EXECUTIVE SESSION**

An executive session was held from 7:48 p.m. until 8:37 p.m. for the purpose of personnel.

## **BOARD**

Solicitor      Mr. Donald Yontosh, in the form of a motion, recommended to approve Fanelli/Willett Law Offices as solicitors to the District for the 2024-2025 school year. (\$145/hour for general work - \$165/hour for specialized work) Mr. Melvin Smeal seconded the motion and it carried with a vote of 7-0-0.

## **PERSONNEL**

B. O'Hare      Mr. Donald Yontosh, in the form of a motion, recommended to approve the resignation of  
Resignation      Brandy O'Hare, High School Principal, effective date to be determined pending  
                         anticipated approval of Superintendent position at the Curwensville Area School District  
                         on August 15, 2024. Mr. James Emigh seconded the motion, and it carried with a vote of  
                         7-0-0.

Sub Rates      Mr. Donald Yontosh, in the form of a motion, recommended to approve daily substitute  
                         rates for the 2024-25 school year (no change from 2023-2024):

- 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. Melvin Smeal seconded the motion, and it carried with a vote of 7-0-0.

A. McQuown Resignation	Mr. Donald Yontosh, in the form of a motion, recommended to approve the resignation of Ashlee McQuown, Athletic Trainer, effective July 31, 2024. Mr. James Emigh seconded the motion, and it carried with a vote of 7-0-0.
A. Chimenti Resignation	Mr. Donald Yontosh, in the form of a motion, recommended to approve the resignation of Andrew Chimenti, Secondary Science Teacher, no later than September 30, 2024. Mr. Norman Parks seconded the motion, and it carried with a vote of 7-0-0.
Principal Realignment	<p>Mr. Donald Yontosh, in the form of a motion, recommended to approve the realignment of the building principal assignments following the resignation of Brandy O'Hare, High School Principal.</p> <ul style="list-style-type: none"><li>• Dr. Angela Michaels - Pre-K – Grade 5</li><li>• Mr. Kevin Hubler - Grades 6 - 12</li></ul> <p>Mr. James Emigh seconded the motion, and it carried with a vote of 7-0-0.</p>
Assistant Principal	Mr. Donald Yontosh, in the form of a motion, recommended to create an Assistant Principal position for Pre-K through Grade 12. Mr. James Emigh seconded the motion, and it carried with a vote of 7-0-0.
MS Yearbook Advisor	Mr. Donald Yontosh, in the form of a motion, recommended to approve Tina Bickel as Middle School Yearbook Advisor at the contracted rate, effective with the 2024-25 school year. Mr. Melvin Smeal seconded the motion, and it carried with a vote of 7-0-0.
T. Kolesar Retirement	Mr. Donald Yontosh, in the form of a motion, recommended to approve the retirement of Tina Kolesar, Life Skills Classroom Paraprofessional, effective August 5, 2024. Mr. Norman Parks seconded the motion, and it carried with a vote of 7-0-0.
S. Olson Resignation	Mr. Donald Yontosh, in the form of a motion, recommended to approve the resignation of Sarah Olson, Part-Time Cafeteria/Hall Monitor, effective August 8, 2024. Mrs. Christina Brown seconded the motion, and it carried with a vote of 7-0-0.
A. Wessel Resignation	Mr. Donald Yontosh, in the form of a motion, recommended to approve the resignation of Ashlee Wessel, Ski Club Advisor, effective July 15, 2024. Mr. Norman Parks seconded the motion, and it carried with a vote of 7-0-0.
Senior Class Co-Advisors	Mr. Donald Yontosh, in the form of a motion, recommended to approve Jennifer Porter and Stacey Guenot as Senior Class Co-Advisors effective with the 2024-2025 school year. Mr. Melvin Smeal seconded the motion, and it carried with a vote of 6-0-0. Mr. Porter abstained from the vote.
MS PCA	Mr. Donald Yontosh, in the form of a motion, recommended to approve Rosanna Ishler as Personal Care Paraprofessional at the contracted rate, effective with the 2024-25 school year. (Assignment – Middle School) Mrs. Christina Brown seconded the motion and it carried with a vote of 7-0-0.
Volunteers	Mr. Donald Yontosh, in the form of a motion, recommended to approve Timothy Howsare and Randie Maines as volunteers to the District, retroactive to July 8, 2024. All paperwork has been received. Mr. Norman Parks seconded the motion, and it carried with a vote of 7-0-0.

Mr. Donald Yontosh, in the form of a motion, recommended to approve Justin Novosel as volunteer to the District, retroactive to July 15, 2024. All paperwork has been received. Mr. Norman Parks seconded the motion, and it carried with a vote of 7-0-0.

Mr. Donald Yontosh, in the form of a motion, recommended to approve Ashley Nunley as volunteer to the District. All paperwork has been received. Mrs. Christina Brown seconded the motion, and it carried with a vote of 7-0-0.

## **EDUCATION**

Faculty Handbook	Mr. Donald Yontosh, in the form of a motion, recommended to approve the Faculty Handbook for the 2024-2025 school year. Mr. Melvin Smeal seconded the motion, and it carried with a vote of 7-0-0.
WB Virtual Handbook	Mr. Donald Yontosh, in the form of a motion, recommended to approve the West Branch Virtual Academy Handbook for the 2024-2025 school year. Mr. Norman Parks seconded the motion, and it carried with a vote of 7-0-0.
MOA PSU	Mr. Donald Yontosh, in the form of a motion, recommended to approve the Memorandum of Agreement between the West Branch Area School District and The Pennsylvania State University. This agreement outlines the student teaching program effective August 1, 2024, through June 30, 2029. Mr. Melvin Smeal seconded the motion, and it carried with a vote of 7-0-0.

## **POLICY**

1 <sup>st</sup> Reading	<p>Mr. Don Yontosh, in the form of a motion, recommended to approve the 1<sup>st</sup> reading of the following policies:</p> <ul style="list-style-type: none"><li>• Policy 146.1: Trauma-Informed Approach</li><li>• Policy 218: Student Discipline</li><li>• Policy 218.1: Weapons</li><li>• Policy 218.2 Terroristic Threats</li><li>• Policy 805: Emergency Preparedness and Response</li><li>• Policy 805.1: Relations with Law Enforcement Agencies</li><li>• Policy 805.2: School Security Personnel</li><li>• Policy 806: Child Abuse</li><li>• Policy 904: Public Attendance at School Events</li><li>• Policy 909: Municipal Government Relations</li><li>• Policy 803: School Calendar</li><li>• Policy 801: Public Records</li></ul> <p>Mrs. Christina Brown seconded the motion, and it carried with a vote of 7-0-0.</p>
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## **BUILDINGS & GROUNDS**

Fire Alarm System	Mr. Don Yontosh, in the form of a motion, recommended to approve the proposal from BH Security/Monitronics International for a new fire alarm system. (Total System Investment \$146,740.09) Mr. Melvin Smeal seconded the motion, and it carried with a vote of 7-0-0.
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## **TRANSPORTATION & ATHLETICS**

Long Motor Bus Driver List	Mr. Donald Yontosh, in the form of a motion, recommended to approve the driver list from Long Motor Bus for the 2024-2025 school year. Mr. Norman Parks seconded the motion, and it was carried with a vote of 7-0-0.
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Sones Transportation Driver List	Mr. Donald Yontosh, in the form of a motion, recommended to approve the driver list from Sones Transportation for the 2024-2025 school year. Mr. Melvin Smeal seconded the motion, and it was carried with a vote of 7-0-0.
Additional Driver Approval	Mr. Donald Yontosh, 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 2024-25 school year. Mr. Melvin Smeal seconded the motion, and it was carried with a vote of 7-0-0.
L. Good Resignation	Mr. Donald Yontosh, in the form of a motion, recommended to approve the resignation of Levi Good, Head Junior High Girls Soccer Coach. Coach Good will remain on staff until a replacement is found. Mr. Norman Parks seconded the motion, and it was carried with a vote of 7-0-0.
Football Staff 2024-25	<p>Mr. Donald Yontosh, in the form of a motion, recommended to approve the following football staff members for the 2024-25 school year:</p> <ul style="list-style-type: none"> <li>• Assistant Varsity Football: Todd Dobo, Matt Foster, Adam Gibson</li> <li>• Head Junior High Football: Lester Smeal</li> <li>• Assistant Junior High Football: Alvin Hubler</li> </ul> <p>Mr. James Emigh seconded the motion, and it was carried with a vote of 6-0-0. Mr. Smeal abstained from the vote.</p>
Fall Athletic Volunteers	<p>Mr. Donald Yontosh, in the form of a motion, recommended to approve the following Fall Athletic Volunteers (2024-2025 Season):</p> <ul style="list-style-type: none"> <li>• Football: Kevin Hubler, Chad Koleno, Kris Smeal, Phil Biggans, Gary Jasper, Tom Lannen, and Paul Leskovansky</li> </ul> <p>Mr. James Emigh seconded the motion, and it was carried with a vote of 7-0-0.</p>
Cheer Coaches	<p>Mr. Donald Yontosh, in the form of a motion, recommended to approve Julie McDowell as Assistant Varsity Cheer Coach effective with the 2024-2025 school year. Mr. Norman Parks seconded the motion, and it was carried with a vote of 7-0-0.</p> <p>Mr. Donald Yontosh, in the form of a motion, recommended to approve Deanna Grossi as Junior High Head Cheer Coach effective with the 2024-2025 school year. Mr. Norman Parks seconded the motion, and it was carried with a vote of 7-0-0.</p>

## **FINANCE & PURCHASE**

Disburse-  
ments

Mr. Donald Yontosh, in the form of a motion, recommended to approve the following Disbursements:

\$ 90,293.16	Cafeteria Fund Bills Dated 7/22/2024 - 8/13/2024	Checks 4740 through 4743
15,073.54	Visa 6/30/24 Invoice	
1,440,631.01	General Account Dated 6/18/2024 – 8/13/2024	Checks 60301 through 60489
\$ 1,545,997.71	<b>Grand Total</b>	

Mrs. Christina Brown seconded the motion, and it carried with a vote of 7-0-0.

Treasurer's  
Report

Mrs. Christina Brown, in the form of a motion, recommended to approve the Treasurer's Report for June 2024. Mr. Donald Yontosh seconded the motion, and it carried with a vote of 7-0-0.

Activity  
Account

Mrs. Christina Brown, in the form of a motion, recommended to approve the Activity Account for June 2024. Mr. Donald Yontosh seconded the motion, and it carried with a vote of 7-0-0.

Title IX License Agreement	Mrs. Christina Brown, in the form of a motion, recommended to approve the license agreement between the West Branch Area School District and the Levin Legal Group, P.C. and the Beard Legal Group, P.C. The agreement grants access to a Title IX training video. Mr. Donald Yontosh seconded the motion, and it carried with a vote of 7-0-0.
Bond Closing	Mrs. Christina Brown, in the form of a motion, recommended to approve the Resolution and Adopt the Post Issuance Compliance Procedures. This is to follow compliance procedures after the bond closes. Mr. Donald Yontosh seconded the motion, and it carried with a vote of 7-0-0.
Engineering Costs	Mr. Donald Yontosh, in the form of a motion, recommended to approve \$155,538.44 for engineering costs from EI Associates for the Renovation Project (to be paid for out of the bond funds). Mrs. Christina Brown seconded the motion, and it carried with a vote of 7-0-0.
Unsold Property	Mr. Donald Yontosh, in the form of a motion, recommended to approve the sale of property from the Clinton County Repository of Unsold Property for the following properties: <ul style="list-style-type: none"> <li>• A bid of \$550.00 from David M. Ritter for a property in the West Keating Township known as Tax Parcel No. 04-01-0012-000-IM, Control No. 16-24077, formerly the property of Charles J. Silcott, Trustee.</li> <li>• A bid of \$550.00 from David M. Ritter for a property in the West Keating Township known as Tax Parcel No. 04-01-0012-000-IM, Control No.16-23143, formerly the property of Thomas R. Bridgens, Jr.</li> </ul> Mrs. Christina Brown seconded the motion, and it carried with a vote of 7-0-0.
Unassigned Fund Balance Transfer	Mr. Donald Yontosh, 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. Mrs. Christina Brown seconded the motion, and it carried with a vote of 7-0-0.

### **OTHER ITEMS FOR ANNOUNCEMENT / DISCUSSION**

Mr. Smeal would like the Board to consider the thought of putting readings from the Bible and prayer back in school.

Mrs. O'Hare remarked that she has had a wonderful 17 years at the West Branch Area School District, and that her departure is bittersweet, for sure. The Board was very complimentary of Mrs. O'Hare and wished her the very best in her new endeavor.

Mr. Mitchell is exploring the possibility of having a limited number of half days added to the schedule for the 2024-2025 school year. Students would potentially be dismissed after lunch, and staff would work all day on these days. New PDE guidelines are now in place which could allow this to be a valuable option to increase professional development opportunities.

Mr. Mitchell also provided an update on what the elementary renovation timeline could look like.

### **ADJOURNMENT**

Mr. Don Yontosh, in the form of a motion, recommended to adjourn the meeting at 9:07 p.m. Mrs. Christina Brown seconded the motion, and it carried with a vote of 7-0-0.

Respectfully Submitted,



Stacey Guenot  
Secretary to the Board of Education