WEST BRANCH AREA SCHOOL DISTRICT

REGULAR SESSION

JUNE 23, 2025

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

Members Absent: James Emigh and Jessica Maines

Other:

Media Present: Tyler Kolesar - The Progress

Administration Present: Mark Mitchell, Jesse Husted, Ashley Nunley, Branden Evans, Leslie Stott, David Williamson, David Catherman, Tiffany English

Others Present: Greg Hoover, Aimee Willett, Stacey Guenot

**OPENING EXERCISES**

Mr. Chad Diviney called the meeting to order at 7:16 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 May 19, 2025. Mr.

Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.

**ADMINISTRATIVE REPORTS:**

Mr. Kevin Hubler, Middle/High School Principal:

Mr. Jesse Husted, Assistant Principal:

Mrs. Ashley Nunley, Elementary School Principal:

Ms. Angela Lucas, Special Education Director: (Absent)

Mr. Branden Evans, Technology Coordinator:

Mrs. Leslie Stott, Business Manager:

Mr. David Williamson, Pupil Services Coordinator:

Mr. David Catherman, Supervisor of Buildings & Grounds:

Mrs. Tiffany English, Food Service Director:

CIU (Mr. Norman Parks):

CCCTC (Mr. Jason Porter):

PSBA (Mr. Chad Diviney):

**ANNOUNCEMENTS AND PRESENTATIONS**

**EXECUTIVE SESSION**

An Executive Session was held from \_\_\_\_\_\_\_ until \_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_purposes.

**PERSONNEL**

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| MOA  WBESPA  Super-  intendent  Contract  Police Office Contract  D. Cherry  Treasurer  Board Secretary  Alternate Board Secretary  Dedicated Substitutes  FMLA Leave  Sick Day Donation  FMLA Leave  E. McClelland Resignation  Volunteers | Mr. Donald Yontosh, 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 substitute paraeducator position through Educational Staffing Solutions (ESS). Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended to approve the Superintendent Contract between the West Branch Area School District and Mark Mitchell effective July 1, 2025, through \_\_\_\_\_\_\_\_\_ at a salary of $\_\_\_\_\_\_\_\_\_\_\_ for the 2025-  2026 school year. Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0. Voice Roll Call: Mr. Yontosh – yes; Mr. Dobo – yes; Mr. Porter – yes; Mr.  Diviney – yes; Mr. Parks – yes; Mrs. Maines – yes; Mr. Smeal – yes; Mrs. Brown – yes Mr. Emigh - yes. 9 – yes; 0 – no.  Mr. Donald Yontosh, in the form of a motion, recommended 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. Mr. Norman Parks  seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended to approve Denise Cherry as Treasurer to the District for the 2025—2026 school year. Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended to approve Stacey Guenot as Secretary to the West Branch Area School District Board of Education effective July 1, 2025, through June 30, 2029. Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended 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. Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended 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). Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended to approve FMLA leave for employee number 002402 for the period of May 29, 2025, through November 29, 2025. Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended to approve employee  number 002402 to receive up to forty (40) sick days from other employees for the 2025-2026 fiscal year. Mr. Norman Parks seconded the motion, and it was carried with a vote  of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended to approve FMLA leave for employee number 002976 for the period of May 17, 2025, through December 31, 2025 (tentative end date). Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended to approve the resignation  of Elaina McClelland from the Student Government Advisor position, effective May 30, 2025. Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended to approve Owen Koleno  and Susan Zimmerman as volunteers to the District. All paperwork has been received.  Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0. |

**EDUCATION**

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| CIU #10  Contract  Articles of  Oper.  Agreement  Soaring  Heights  Contract  Handbooks | Mr. Donald Yontosh, in the form of a motion, recommended 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) Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended 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.  Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended 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)   Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended to approve the Elementary Parent & Student Handbook for the 2025 – 2026 school year. Mr. Norman Parks  seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended to approve the Middle  School Parent & Student Handbook for the 2025 – 2026 school year. Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended to approve the High School Parent & Student Handbook for the 2025 – 2026 school year. Mr. Norman Parks  seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended to approve the Alternative Education for Disruptive Youth (AEDY) Handbook for the 2025 – 2026 school year. Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0. |

**POLICY**

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| 1st Reading | Mr. Donald Yontosh, in the form of a motion, recommended 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   Mr. Melvin Smeal seconded the motion, and it was carried with a vote of 9-0-0. |

**BUILDINGS & GROUNDS**

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| Surplus  Wood Chip  Bids | Mr. Donald Yontosh, in the form of a motion, recommended to declare the following  books as surplus:   * School Thesaurus, Webster, Copyright 1989; ISBN 0-87779-178-3, 14 copies * 2nd 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   Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended to solicit for bids for wood chips for the biomass heating system for upcoming heating seasons. Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0. |

**TRANSPORTATION & ATHLETICS**

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| Sones Transport, Inc. Contract  Head Boys Basketball Coach  Tiracorda Resignation  Fall Athletic Volunteers  Handbooks | Mr. Donald Yontosh, in the form of a motion, recommended to approve the  Transportation Contract with Sones Transport, Inc. for the 2025-2026 school year. Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended to approve the Parker Emigh as Head Boys Varsity Basketball Coach, effective with the 2025-2026 school year. Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended to approve the resignation  of Aaron Tiracorda, Head Varsity Baseball Coach, effective May 17, 2025. Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended to approve the following Fall Athletic Volunteers (2025-2026 Season):   * Football: Tom Lannen, Phil Biggans, Terry Williams, Holly Modzel * Volleyball: Kody Trude, Taylor Koch, Chad Koleno, Carrie Peterson * Cross Country: David Catanzaro   Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended to approve the Student Athletic Handbook for the 2025-2026 school year. Mr. Norman Parks seconded the  motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended to approve the Coach  Athletic Handbook for the 2025-26 school year. Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0. |

**FINANCE & PURCHASE**

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| Disburse-ments  Treasurer’s Report  Activity Acct.  Payment of Bills  End of Year Transfers  Cen-Clear Agreements  Security Contract  Student Accident Ins.  General Fund Transfers  Depositories  Insurance Policies  Workers’ Comp Ins  JC Orr Payment  Quandel Payment  EI Assoc. Payments  FacTech Payment  S.A. Comunale Payment  Kettle Purchase  Xerox Contract  General Fund Budget  Homestead Act | Mr. Donald Yontosh, in the form of a motion, recommended 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 | **Grand Total** |  |   Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.    Mr. Donald Yontosh, in the form of a motion, recommended to approve the Treasurer’s Report for May 2025. Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended to approve the Activity Account for May 2025. Mr. Norman Parks seconded the motion, and it was carried with  a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended to approve the payment of bills through June 30, 2025. Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended 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. Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended 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. Mr. Norman Parks  seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended 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. Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended 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. Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended 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   Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended 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).   Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended to approve the following insurance policies at the stated rates for the period of July 1, 2025, to June 30, 2026:    Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended 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. Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended 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). Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended 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). Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended 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). Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended 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). Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended 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). Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended 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). Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended 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 Cafeteria (to be paid out of cafeteria funds).  Mr. Donald Yontosh, in the form of a motion, recommended to approve the Xerox contract for the period of July 1, 2025, to June 30, 2030. Monthly lease is $1,579.67.  Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0.  Mr. Donald Yontosh, in the form of a motion, recommended 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)   Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0. . Voice Roll Call: Mr. Yontosh – yes; Mr. Dobo – yes; Mr. Porter – yes; Mr. Diviney – yes; Mr. Parks – yes; Mrs. Maines – yes; Mr. Smeal – yes; Mrs. Brown – yes Mr. Emigh - yes. 9 – yes; 0 – no.    Mr. Donald Yontosh, in the form of a motion, recommended to adopt the 2025 Homestead and Farmstead Resolution in alignment with the approved Final West  Branch Area School District General Fund budget. Mr. Norman Parks seconded the motion, and it was carried with a vote of 9-0-0. |
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**OTHER ITEMS FOR ANNOUCNEMENT / DISCUSSION**

* July Meeting – July 28, 2025 (if necessary).

**ADJOURNMENT**

Mr. Donald Yontosh, in the form of a motion, recommended to adjourn the meeting at 8:28 p.m. Mr. Norman Parks seconded the motion, and it carried with a vote of 8-0-0.

**EXECUTIVE SESSION**

An executive session was held at the conclusion of the meeting for the purposes of school safety and

security.

Respectively Submitted,

Stacey Guenot

Secretary to the Board of Education