



**WEST BRANCH AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
MONDAY, SEPTEMBER 22, 2025**

**AGENDA**

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

**II. ROLL CALL**

**III. STUDENT REPORTS / RECOGNITION**

- Band Performance – Auditorium

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

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

1. August 11, 2025, and September 8, 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

**OTHER REPORTS**

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

**VII. ANNOUNCEMENTS AND PRESENTATIONS**

- TSI Plan Update – Mrs. Ashley Nunley and Mr. Mark Mitchell
- Raymond James & Associates – Mr. Scott Kramer and Mr. Michael Vind

**VIII. EXECUTIVE SESSION**

**IX. NEW BUSINESS**

**A. BOARD**

1. Motion to retain Mark Mitchell as Commissioned Officer for the West Branch Area School District, effective January 1, 2026, through December 31, 2030.

APPROVED

REJECTED

DEFERRED

2. Motion to authorize the board secretary to cast a unanimous vote of the PSBA Officers for the open positions with the only candidates running.

APPROVED

REJECTED

DEFERRED

## **B. PERSONNEL**

1. Motion to approve Allison Koleno and Jaimy Buck as Kindergarten Co-Department Chairs, effective with the 2025-2026 school year.

APPROVED

REJECTED

DEFERRED

2. Motion to accept the resignation of Pamela Warsing, Substitute School Nurse, effective September 9, 2025.

APPROVED

REJECTED

DEFERRED

3. Motion to approve Mark Graham as Short-Term/Part-Time Custodian at a rate of \$15/hour, not to exceed 36 hours per week, retroactive to September 10, 2025.

APPROVED

REJECTED

DEFERRED

4. Motion to approve Ruth Guerra as Personal Care Paraprofessional (Assignment – Middle School) at the contracted rate, retroactive to August 18, 2025.

APPROVED

REJECTED

DEFERRED

5. Motion to approve Carrie Leskovansky as Personal Care Paraprofessional (Assignment – Elementary School) at the contracted rate, retroactive to September 8, 2025.

APPROVED

REJECTED

DEFERRED

6. Motion to approve Jamie Boyd and Michalene Knepp as volunteers to the District. All paperwork has been received.

APPROVED

REJECTED

DEFERRED

## **C. EDUCATION**

1. Motion to approve the TSI Title I School Plan for 2025-2026 as presented.

APPROVED

REJECTED

DEFERRED

2. Motion to approve the WB Reading Team field trip to the PO Middle School on December 9, 2025. Cost to the District: transportation; Cost to the Student: none. (Funding – MS/HS Budgets). (Information Only: 10 students will be attending; Chaperones are Stacy Ricciotti, Crystal Gay, and Mary Jo Seprish.)

APPROVED

REJECTED

DEFERRED

3. Motion to approve the Life Skills class trips to the Clearfield YMCA on September 12 (Superintendent approval), October 10, November 14, January 9, February 6, March 13, and April 10. Cost to the District: transportation; Cost to the Student: none. (Funding – MS/HS Budgets) (Information Only: 7 students will be attending. Chaperones are Erin Liegey, Rhonda Bailor, Kim Chelton, Janelle Hubler, Rylene Burns, and School Nurse.)

APPROVED

REJECTED

DEFERRED

4. Motion to approve the Life Skills class trips to the Goodwill Store in Clearfield every Monday as the school calendar permits. Cost to the District: transportation; Cost to the Student: none. (Funding – MS/HS Budgets) (Information Only: 7 students will be attending. Chaperones are Erin Liegey, Rhonda Bailor, Kim Chelton, Janelle Hubler, Ryenne Burns, and School Nurse.)

APPROVED

REJECTED

DEFERRED

5. Motion to approve the High School Student Government field trip to Commonwealth University Clearfield Campus on October 23, 2025. Cost to the District: 1 substitute and school vans; Cost to the Student: none. (Funding – HS Budget) (Information Only: 9 students will be attending. Chaperone is Paula McGonigal.)

APPROVED

REJECTED

DEFERRED

6. Motion to approve the High School Guidance field trip to Clearfield County Career and Technology Center on October 6, 2025, for Grade 10 tours. Cost to the District: transportation; Cost to the Student: none. (Funding – HS Budget) (Information Only: 67 students will be attending. Chaperones are Jennifer Porter, Jessica Levonick, Adam Carr, and Chris Mason.)

APPROVED

REJECTED

DEFERRED

7. Motion to approve the High School Guidance field trip to the Reality Fair at the Clearfield County Fair Grounds on October 9, 2025, for 12<sup>th</sup> grade students. Cost to the District: transportation; Cost to the Student: none. (Funding – HS Budget) (Information Only: 80 students will be attending. Chaperones are Jennifer Porter and Joellen Hunt.)

APPROVED

REJECTED

DEFERRED

8. Motion to approve selected 10<sup>th</sup> grade students' field trip to Penn State Dubois on October 23, 2025. Cost to the District: none; Cost to the Student: none. (Funding – HS Budget) (Information Only: 18 students will be attending. Chaperones are Elaina McClelland and Elishea Reed.)

APPROVED

REJECTED

DEFERRED

9. Motion to approve the Elementary & Middle School Guidance field trip to CPI (Central PA Institute of Science and Technology in Bellefonte on October 1, 2025. Cost to the District: none; Cost to the Student: none. (Funding – Elementary/MS Budgets) (Information Only: 10 students will be attending. Chaperones are Shannon Albert and Shayne McCusker.)

APPROVED

REJECTED

DEFERRED

10. Motion to approve the Kindergarten field trip to the Elk County Visitor Center in Benezette on May 13, 2026. Cost to the District: none; Cost to the Student: \$5. (Information Only: 49 students will be attending. Chaperones are Chad Koleno, Allison Koleno, Brianna Kolesar, Jordan Campbell, Renee Raymond, Michalene Knepp, Theron Ward, Amanda Ward, Holly Royer, Craig Moore, Michalene Knepp, Jesica Michaels, Taylor Modzel, Eric Smith, Nicole Smith, Maelyn Gilman, Taylor Brown, and Rachel Kachik.)

APPROVED

REJECTED

DEFERRED

11. Motion to approve the 3rd Grade to go to the Punxsutawney Weather Center on May 20, 2026. Cost to the District: none; Cost to the Student: \$9.00. (Information Only: 60 students will be attending. Chaperones are Michele Koleno, Leah Albright, Stephanie MacTavish, Mary Beth Moslak, Kendra McLaughlin, and William Ryder.)

APPROVED

REJECTED

DEFERRED

12. Motion to approve the Chief Science Officers (CSO) Program field trip to Intermediate Unit 10 in Philipsburg on October 1, 2025. Cost to the District: transportation and one substitute; Cost to the Student: none. (Funding – HS Budget). (Information Only: 9 students will attend; Chaperone is Crystal Gay.)

APPROVED

REJECTED

DEFERRED

#### **D. POLICY**

1. Motion to approve the first reading of the following policies:
- Policy 102: Academic Standards
  - Policy 105: Curriculum
  - Policy 122: Extracurricular Activities
  - Policy 122.1: Non-School Sponsored Student Groups
  - Policy 123: Interscholastic Athletics
  - Policy 209.2: Diabetes Management
  - Policy 918: Title I Parent and Family Engagement

APPROVED

REJECTED

DEFERRED

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

1. Motion to declare the following books as surplus:
- Biology, HMH, Copyright 2012; ISBN 978-0-547-58663, 80 copies
  - Earth Science, Holt, Copyright 2008; ISBN 978-0-03-036697-0, 35 copies
  - Biology Interactive Reader, HMH, Copyright 2012; ISBN 978-0-547-68779-7, 8 copies
  - Biology, Pearson, Copyright 2008; ISBN 0-13-201349-5, 2 copies

APPROVED

REJECTED

DEFERRED

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

1. Motion to approve the Bus Runs and Stops for the 2025 – 2026 school year.

APPROVED

REJECTED

DEFERRED

2. Motion to approve Frank Nudges as van driver for Long Motor Buses, Inc. All paperwork has been received.

APPROVED

REJECTED

DEFERRED

3. Motion to approve Wayne Bambarger as van driver for Sones Transport, Inc., retroactive to September 2, 2025. All paperwork has been received.

APPROVED

REJECTED

DEFERRED

4. Motion to approve Brittany Graham as van driver for Sones Transport, Inc., retroactive to September 4, 2025. All paperwork has been received.

APPROVED

REJECTED

DEFERRED

5. Motion to approve Lois Moore as van driver for Sones Transport, Inc., retroactive to September 16, 2025. All paperwork has been received.

APPROVED

REJECTED

DEFERRED

6. Motion to approve the recognition of booster organizations for the 2025-26 school year (all booster organizations completed the required annual orientation and financial review).
- West Branch Lady Warrior Soccer Booster Club
  - West Branch Volleyball Booster Club
  - West Branch Girls Basketball Booster Club
  - West Branch Football Booster Club
  - West Branch Baseball Booster Club
  - Warrior Mat Club
  - West Branch Softball Booster Club
  - West Branch Drama Booster Club
  - West Branch Cross Country Booster Club
  - West Branch Band Booster Club
  - West Branch Cheerleading Boosters
  - West Branch Track and Field Booster Club

APPROVED

REJECTED

DEFERRED

7. Motion to approve Olivia Straka as Girls Soccer Co-Coach, retroactive to August 18, 2025. All paperwork has been received. Olivia Straka will split the coaching with Angie Fenush.

APPROVED

REJECTED

DEFERRED

8. Motion to approve Justin Koleno as Head Baseball Coach, effective with the 2025-2026 school year.

APPROVED

REJECTED

DEFERRED

9. Motion to approve the following Fall Athletic Volunteer, retroactive to September 2, 2025 (2025-2026 Season):
- Football: Hunter Keith

APPROVED

REJECTED

DEFERRED

10. Motion to approve the following Athletic Volunteers (2025-2026 Season):
- Cheer: Kiley Clark and Katherine Millinder

APPROVED

REJECTED

DEFERRED

## G. FINANCE AND PURCHASE

1. Motion to approve the following Disbursements:

\$ 65,183.08	Cafeteria Fund Bills Dated - 9/23/2025	Checks 4789 through 4792
32,985.66	Visa 7/31/25 and 8/31/25 Invoices	
2,974,210.96	General Account (8/14/25 - 9/23/25)	Checks 62096 through 62325
\$ 3,072,379.70	<b>Grand Total</b>	

APPROVED

REJECTED

DEFERRED

2. Motion to approve the Treasurer's Report for July and August 2025.		
APPROVED	REJECTED	DEFERRED
3. Motion to approve the Activity Account for August 2025.		
APPROVED	REJECTED	DEFERRED
4. Motion to approve the Reading Service Contract between the West Branch Area Elementary School and Rene Oakman, Orton-Gillingham & EBLI Certified Reading Tutor. Contract to commence on August 27, 2025, through May 30, 2026.		
APPROVED	REJECTED	DEFERRED
5. Motion to adopt the debt resolution as presented authorizing and securing the issuance of a general obligation note in the maximum principal amount of \$10,000,000 for the elementary school improvements, the middle school roof replacement, and other capital projects to the extent of available funds.		
APPROVED	REJECTED	DEFERRED
6. Motion to approve payment to Hillis-Carnes Engineering Associates, Inc. in the amount of \$2,567.60 for July 2025 steel inspection services, as it relates to the Elementary Renovation Project (to be paid out of bond funds).		
APPROVED	REJECTED	DEFERRED
7. Motion to approve final payment – in the amount of \$22,441.70 to Quandel Construction Group, LLC as it relates to the Boiler Project (to be paid out of bond funds as detailed in the GESA Agreement).		
APPROVED	REJECTED	DEFERRED
8. Motion to approve payment application #9 – September 2025 in the amount of \$1,409,351.10 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
9. Motion to approve the change order #3 in the amount of \$5,494.67, to make the changes to the Fire Wall per RFI-GC-023.		
APPROVED	REJECTED	DEFERRED
10. Motion to approve the change order #6 in the amount of \$14,727.39, for additional concrete sidewalk.		
APPROVED	REJECTED	DEFERRED
11. Motion to approve the change order #7 in the amount of \$4,601.81, for additional concrete entrance pads.		
APPROVED	REJECTED	DEFERRED

12. Motion to approve payment application #6 – August 2025 in the amount of \$2,113,974.29 to JC Orr & Son, Inc. as it relates to the Renovation Project (to be paid out of bond funds).

APPROVED

REJECTED

DEFERRED

13. Motion to approve payment of \$31,134.52 for July 2025 engineering costs to EI Associates for the Renovation Project (to be paid out of bond funds).

APPROVED

REJECTED

DEFERRED

14. Motion to approve payment to FacTech, Inc. in the amount of \$19,445.03 for professional services - July 2025 as it relates to the Renovation Project (to be paid out of bond funds).

APPROVED

REJECTED

DEFERRED

15. Motion to approve the August payment application to Nexgen Automation, Inc. in the amount of \$11,655.00 for the biomass system retrofit as it relates to the Renovation Project (to be paid out of bond funds).

APPROVED

REJECTED

DEFERRED

16. Motion to approve payment to S.A. Comunale Co., Inc. (fire suppression work) for August 2025 in the amount of \$100,800.00 as it relates to the Renovation Project (to be paid out of bond funds).

APPROVED

REJECTED

DEFERRED

17. Motion to approve payment to S.A. Comunale Co., Inc. (fire suppression work) for outstanding retention in the amount of \$31,120.00 as it relates to the Renovation Project (to be paid out of bond funds).

APPROVED

REJECTED

DEFERRED

18. Motion to approve the following per capita exonerations (totaling \$180.00):

Township	Number of Exonerations:
Cooper	
Graham	17
Morris	
Karthaus	1
West Keating	

APPROVED

REJECTED

DEFERRED

**X. OLD BUSINESS**

**XI. CORRESPONDENCE**

**XII. OTHER ITEMS FOR DISCUSSION**

**XIII. ADJOURNMENT**