

WEST BRANCH AREA SCHOOL DISTRICT

SPECIAL VOTING SESSION

OCTOBER 27, 2025

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

Members Absent: James Emigh and Jessica Maines

Other:

Media Present:

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

Others Present: Dennis Ames, Adam Kerr, Lindsey Koleno, Corrina Gunter, Nicole Petriskey, Josie Long, Aimee Willett, and Stacey Guenot

OPENING EXERCISES

Mr. Chad Diviney called the meeting to order at 6:37 p.m. All present were asked to stand and pledge allegiance to the American Flag.

MINUTES

Mr. Donald Yontosh, in the form of a motion, recommended to approve the meeting minutes from September 22, 2025. Mr. Norman Parks seconded the motion, and it was carried with a vote of 7-0-0.

ADMINISTRATIVE REPORTS:

Mr. Mark Mitchell, Superintendent (along with Dennis Ames/Quandel and Adam Kerr/EI Associates)

- Elementary Renovation Update

Mr. Kevin Hubler, Middle/High School Principal:

- PMEA Representative – L. Jones
- Veteran's Day Breakfast
- PAYS Survey
- Firefly Benchmarks

Mr. Jesse Husted, Assistant Principal:

- Contraband Canine (Ajax)
- "Low Stim" Lunch
- Discipline Report
- School Safety
- Climate Team

Mrs. Ashley Nunley, Elementary Principal:

- Ryan Sayers Presentation
- PTO Update
- PBIS Update
- Staff Celebrations
- Instructional Update

Ms. Angela Lucas, Special Education Director:

- Youth Summit
- Special Olympics

Mr. Branden Evans, Technology Coordinator:

- Outdoor Camera Lenses
- Elementary LGI, STEAM Lab, Music Room Work
- Cell Phone Provider Update

Mrs. Leslie Stott, Business Manager:

- Construction Project Spreadsheet
- Kurtz Supplies
- Banking Update

Mr. David Williamson, Pupil Services Coordinator: (absent)

- Report Provided

Mr. David Catherman, Supervisor of Buildings & Grounds:

- Renovation Update Meetings
- New Equipment Training
- Staff Assignments

Mrs. Tiffany English, Food Service Director:

- Calvin the Calf
- New Recipes
- Cafeteria Numbers

CIU: (Mr. Norman Parks)

- Contracts/Agreements
- 6th Street Project Pause

CCCTC: (Mr. Jason Porter)

- Staff Job Descriptions
- Paving Project
- State Budget Impasse/Government Shutdown

PSBA: (Mr. Chad Diviney)

- State Budget Impasse
- PASA-PSBA School Leadership Conference
- PSBA Trainings/Webinars

EXECUTIVE SESSION

An executive session was held from 8:55 p.m. – 9:39 p.m. for the purposes of personnel and litigation.

BOARD

Impasse
Resolution

Mr. Donald Yontosh, in the form of a motion, recommended to adopt the resolution urging the General Assembly to pass a complete and responsible state budget immediately. Mr. Norman Parks seconded the motion, and it was carried with a vote of 7-0-0.

PERSONNEL

WBESPA MOA	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 IT Support Specialist position. Mrs. Christina Brown seconded the motion, and it was carried with a vote of 7-0-0.
Short- Term/Part- Time Custodian	Mr. Donald Yontosh, in the form of a motion, recommended to approve Jonathan Guerra as Short-Term/Part-Time Custodian at a rate of \$15/hour, start date pending receipt of clearance and payroll paperwork. Mrs. Christina Brown seconded the motion, and it was carried with a vote of 7-0-0.
J. Hubler Resignation	Mr. Donald Yontosh, in the form of a motion, recommended to approve the resignation of Janelle Hubler, Personal Care Paraprofessional, effective October 16, 2025. Mr. Norman Parks seconded the motion, and it was carried with a vote of 7-0-0.
FMLA	Mr. Donald Yontosh, in the form of a motion, recommended to approve FMLA leave for employee number 003679 for the period beginning on October 24, 2025, for approximately one month. Mr. Norman Parks seconded the motion, and it was carried with a vote of 7-0-0.
Volunteers	Mr. Donald Yontosh, in the form of a motion, recommended to approve Mary Jo Seprish, Sara Phillips, and Lindsey Nadzom as volunteers to the District, all paperwork has been received. Mr. Norman Parks seconded the motion, and it was carried with a vote of 7-0-0.

EDUCATION

Bocce Ball Club	Mr. Donald Yontosh, in the form of a motion, recommended to approve the formation of a Bocce Ball Club. The Advisor will be Angela Lucas. Mr. Norman Parks seconded the motion, and it was carried with a vote of 7-0-0.
Field Trips	Mr. Donald Yontosh, in the form of a motion, recommended to approve Bocce Ball Team field trip to the Youth Summit – State College Special Olympics on October 15, 2025. Cost to the District: one substitute; Cost to the Student: none. (Information Only: 4 students will be attending; Chaperones are Angie Lucas and Chad Koleno.) This trip had prior approval by the Superintendent. Mrs. Christina Brown seconded the motion, and it was carried with a vote of 7-0-0. Mr. Donald Yontosh, in the form of a motion, recommended to approve the Life Skills Classes field trip to Eisenhower Auditorium and the Penn State Creamery on October 27, 2025. Cost to the District: none; Cost to the Student: none. (Information Only: 15 students will be attending; Chaperones are Niki Petriskey, Jamie McCracken, Maya Havens, Lindsey Koleno, Robin Anderson, Taylor Kulp, Erin Liegey, Rhonda Bailor, Kim Chelton, Janelle Hubler, Brynn Bell, Nurse, Angie Lucas, Sarah Koot, and Carrie Kephart.) This trip had prior approval by the Superintendent. Mrs. Christina Brown seconded the motion, and it was carried with a vote of 7-0-0. Mr. Donald Yontosh, in the form of a motion, recommended to approve the Pre-K field trip to Cold Stream Park on May 15, 2026. Cost to the District: transportation; Cost to the Student: none. (Information Only: 66 students will be attending. Chaperones are Mariah Koleno, Emigh Hoffman, Heather Watro, Chantelle Carns, Danielle McDowell, Alison Parks, Rebecca Lannen, Beth Jordan, Brittany Walker, Casey Goodrow, and Lindsey Koleno.) Mrs. Christina Brown seconded the motion, and it was carried with a vote of 7-0-0.

Mr. Donald Yontosh, in the form of a motion, recommended to approve Chief Science Officers (CSO) Program field trip to Peachery Wood Products and Metzler Forest Products in Belleville/Reedsville, PA on November 21, 2025. Cost to the District: transportation and one substitute; Cost to the Student: none. (Funding – HS Budget). (Information Only: 9 students will be attending; Chaperone is Crystal Gay.) Mrs. Christina Brown seconded the motion, and it was carried with a vote of 7-0-0.

POLICY

2nd Reading Mr. Donald Yontosh, in the form of a motion, recommended to approve the second 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

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

BUILDING AND GROUNDS

Bids/Pricing Mr. Donald Yontosh, in the form of a motion, recommended to seek sealed bids for the outsourcing of snow removal for the 2025-2026 school year. Mr. Norman Parks seconded the motion, and it was carried with a vote of 7-0-0.

Mr. Donald Yontosh, in the form of a motion, recommended to seek pricing for the rental of snow removal equipment for the 2025-2026 school year. Mr. Norman Parks seconded the motion, and it was carried with a vote of 7-0-0.

Mr. Donald Yontosh, in the form of a motion, recommended to seek sealed bids for refuse removal at the district. Mr. Norman Parks seconded the motion, and it was carried with a vote of 7-0-0.

Mr. Donald Yontosh, in the form of a motion, recommended to seek sealed bids for student transportation beginning with the 2026-2027 school year. Mr. Norman Parks seconded the motion, and it was carried with a vote of 7-0-0.

TRANSPORTATION AND ATHLETICS

Drivers - Sones Mr. Donald Yontosh, in the form of a motion, recommended to approve Theodore Casher as van driver for Sones Transportation, Inc., retroactive to October 6, 2025. All paperwork has been received. Mr. Melvin Smeal seconded the motion, and it was carried with a vote of 7-0-0.

Mr. Donald Yontosh, in the form of a motion, recommended to approve Heather Vaughn as van driver for Sones Transportation, Inc. All paperwork has been received. Mr. Melvin Smeal seconded the motion, and it was carried with a vote of 7-0-0.

Drivers – Longs Mr. Donald Yontosh, in the form of a motion, recommended to approve Joanie Martin as bus driver for Long Motor Busses, Inc., retroactive to October 14, 2025. All paperwork has been received. Mrs. Christina Brown seconded the motion, and it was carried with a vote of 7-0-0.

Mr. Donald Yontosh, in the form of a motion, recommended to move Kurtis Malinich back onto the active driver list for Long Motor Buses, Inc., retroactive to October 3, 2025. All clearances and paperwork are up to date. Mr. Melvin Smeal seconded the motion, and it was carried with a vote of 7-0-0.

**Athletic
Volunteers**

Mr. Donald Yontosh, in the form of a motion, recommended to approve the following winter athletic volunteers, all paperwork has been received:

- Boys Basketball: John Clark, Owen Koleno, Collin Kerfoot, Jim Mickney, Zach McGonigal, Preston Mitchell
- Wrestling: Landon Bainey, Kaleb Quick, George Yingling, Gary Yingling, Ethan Yingling
- Girls Basketball: Lily Williams

Mr. Norman Parks seconded the motion, and it was carried with a vote of 7-0-0.

Booster Clubs

Mr. Donald Yontosh, in the form of a motion, recommended 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 Boys Basketball Booster Club

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

FINANCE & PURCHASE

**Owner's Rep
Agreement**

Mrs. Christina Brown, in the form of a motion, recommended to approve the following Disbursements:

\$ 87,075.63	Cafeteria Fund Bills - Dated 10/28/25	Checks 4793 through 4798
8,777.79	Visa 9/30/25 Invoices	
\$ 6,050,719.80	General Account (9/23/25 - 10/28/25)	Checks 62326 through 62499
\$ 6,146,573.22	Grand Total	

Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 7-0-0.

Mrs. Christina Brown, in the form of a motion, recommended to approve the Treasurer's Report for September 2025. Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 7-0-0.

Mrs. Christina Brown, in the form of a motion, recommended to approve the Activity Account for September 2025. Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 7-0-0.

Mrs. Christina Brown, in the form of a motion, recommended 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). Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 7-0-0.

Mrs. Christina Brown, in the form of a motion, recommended to approve payment application #10 – October 2025 in the amount of \$482,171.20 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. Donald Yontosh seconded the motion, and it was carried with a vote of 7-0-0.

Mrs. Christina Brown, in the form of a motion, recommended to rescind Change Order #3 in the amount of \$5,494.67 regarding changes to the fire wall approved at the September 22, 2025, meeting, and to approve Change Order #8 in the amount of \$11,362.18, to make the changes to the Fire Wall per RFI-GC-053. Mr. Norman Parks seconded the motion, and it was carried with a vote of 7-0-0.

Mrs. Christina Brown, in the form of a motion, recommended to approve payment application #7 – September 2025 in the amount of \$674,151.25 to JC Orr & Son, Inc. as it relates to the Renovation Project (to be paid out of bond funds). Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 7-0-0.

Mrs. Christina Brown, in the form of a motion, recommended to approve payment of \$30,372.21 for August 2025 engineering costs to EI Associates for the Renovation Project (to be paid out of bond funds). Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 7-0-0.

Mrs. Christina Brown, in the form of a motion, recommended to approve payment to FacTech, Inc. in the amount of \$19,363.95 for professional services - August 2025 as it relates to the Renovation Project (to be paid out of bond funds). Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 7-0-0.

Mrs. Christina Brown, in the form of a motion, recommended to approve the September payment application to Nexgen Automation, Inc. in the amount of \$3,330.00 for the biomass system retrofit as it relates to the Renovation Project (to be paid out of bond funds). Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 7-0-0.

Mrs. Christina Brown, in the form of a motion, recommended to approve payment to S.A. Comunale Co., Inc. (fire suppression work) for October 2025 in the amount of \$76,777.20 as it relates to the Renovation Project (to be paid out of bond funds). Mr. Donald Yontosh seconded the motion, and it was carried with a vote of 7-0-0.

Mr. Melvin Smeal, in the form of a motion, recommended to approve the following per capita exonerations (totaling \$240.00):

Township	Number of Exonerations:
Cooper	
Graham	22
Morris	
Karthaus	2
West Keating	

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

ADJOURNMENT

Mr. Donald Yontosh, in the form of a motion, recommended to adjourn the meeting at 10:00 p.m. Mrs. Christina Brown seconded the motion, and it carried with a vote of 7-0-0.

Respectively Submitted,



Stacey Guenot
Secretary to the Board of Education