

West Branch Local School District Board of Education Meeting (Thursday, December 18, 2025)*Generated by Adam J Fisher on Friday, December 19, 2025***Members present**

Mikki Kanagy, Bryan Hobbins, David Yaggi, Joe Courtwright, Debbie Helm

*Also present were Superintendent Pro Tempore Brian Coffee and Treasurer Adam Fisher.***Location:** West Branch High School Media Center, 14277 S. Main St., Beloit, OH 44609**Meeting called to order at 5:30 PM****A. Call to Order**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call

B. Agenda Approval

1. Consent Agenda Discussion - None
2. **2025-141 Approve Agenda**

Upon the recommendation of the Superintendent and Treasurer, approve the agenda for the 12/18/25 Board of Education Regular Session. If any board member wishes to move any consent agenda items to the regular agenda for further discussion, please let it be known now.

Motion by Joe Courtwright, second by Bryan Hobbins.

Final Resolution: Motion Carried

Yes: Mikki Kanagy, Bryan Hobbins, David Yaggi, Joe Courtwright, Debbie Helm

C. Comments

1. Visitor's Comments - None
2. WBEA Comments - Mrs. Rockwell, on behalf of the Union, thanked Mrs. Egli and wished her a happy retirement. She welcomed Mr. Manley and said that the Union was very excited to have him, and that they were very happy right now. She asked a few things of Mr. Manley: to listen to them, meet them half way, and respect what they do and their time.
3. WBCEA Comments - None
4. Recognitions
 - a. Honored Staff - 7th Grade ELA Teacher Alice Cartwright - Mr. Schlueter read accolades.
District Nurse Beth Hall - Mr. Ault read accolades and thanked her for all her tireless extra work she does for the students and community with the Backpack Program and Christmas.
 - b. November Students of the Month - Please see list in Board Docs
 - c. Elks Teenagers of the Month - November - Abigail Janosik & Jude Corallo; December - Allie Brammer & Kasen Weaver

D. Building Reports

1. Building Reports - Please see Board Docs

E. Superintendent's Report

1. Monthly Updates
 - a. Mr. Coffee gave shout outs to the folloing:
 1. Young & Alive for the successful trip to New York City and performance at Radio City Music Hall and the several local shows during the Christmas season.
 2. Shrek musical cast and crew
 - b. Wellness Center Update - Construction is moving along well. Everything is running on schedule with plans to open by the end of January.
2. School Calendar Public Discussion - Mr. Coffee spoke briefly about the school calendar that is being worked on, and opened it up to the public for discussion. There were none.
3. Mr. Coffee thanked several people for their help and support during his time as Superintendent Pro Tem including Administrative Assistant Mona McNeely, Treasurer Adam Fisher, Tech Supervisor Jim Graham, the staff, both unions, and the Board.

F. Consent Items

1. **2025-142 Consent Items**

Upon the recommendation of the Superintendent and Treasurer, approve the following items by consent action:

Treasurer's Consent Items

1. Minutes
 1. November 25, 2025 Regular Meeting
 2. December 9, 2025 Special Meeting
2. Financial Reports
 1. Cash Summary Report November 2025
 2. Cash Reconciliation November 2025
 3. Monthly Investment Statement November 2025
 4. SM2M Report November 2025
 5. Amended Certificate of Estimated Resources November 2025
 6. Detailed Check Register November 2025
 7. Appropriation Summary Report November 2025
3. Gifts and Donations
 1. Homeworth Lions Club - \$26.24 - Donation of 2 Diabetes books to the High School Library
 2. Middle Sandy Evangelical Presbyterian Church - \$284.00 to Delinquent Student Lunch Accounts
 3. Operation Keepsake - \$500 to MS Principal's Fund
 4. Warren Area Labor Management - \$2,500 - Donation for new softball scoreboard
 5. Youngstown Area Labor Management - \$2,500 - Donation for new softball scoreboard

Superintendent' Consent Items

1. Personnel
 1. **Employment (pending certification)**
 1. Recommend approval to employ Evan Hancock as a technology helper at \$14 per hour effective December 15, 2025.
 2. **Athletic Supplementals** (pending certification)

Wrestling Assistant Coach - Boys

Mark Brink

3. Indoor Track

1. Recommend to recognize West Branch's participation in indoor track for the 2025 - 2026 school year with Bryce Ostheimer as a volunteer coach.
4. Recommend approval of professional days per attached list.

Motion by Bryan Hobbins, second by Joe Courtwright.

Final Resolution: Motion Carried

Yes: Mikki Kanagy, Bryan Hobbins, David Yaggi, Joe Courtwright, Debbie Helm

***Mr. Fisher read the donations out aloud and thanked everyone for their generosity. He also took a moment to thank the outgoing Board members for their support and wished them well.*

G. Old Business**1. 2025-143 Community Liaison Consultant**

Recommend approval to employ James Helm as Community Liaison Consultant at the consultant rate for the 2025-2026 school year.

Discussion: Mr. Fisher mentioned that this was voted on in August, but a recent public records request brought to his attention that it was in the Consent Agenda and Mrs. Helm voted yes. He mentioned that it was just something that was missed unintentionally. He contacted the school attorney who said that it could be voted on again separately to void out the original.

Motion by Bryan Hobbins, second by Mikki Kanagy.

Final Resolution: Motion Carried

Yes: Mikki Kanagy, Bryan Hobbins, David Yaggi, Joe Courtwright

Abstain: Debbie Helm

H. New Business**1. 2025-144 Superintendent Pro Tempore**

Recommend approval to appoint Matt Manley as Superintendent Pro Tempore, for the period ending February 1, 2026.

Discussion: None

Motion by David Yaggi, second by Joe Courtwright.

Final Resolution: Motion Carried

Yes: Mikki Kanagy, Bryan Hobbins, David Yaggi, Joe Courtwright, Debbie Helm

2. 2025-145 Ohio School Boards Association Membership Renewal

Recommend the West Branch Local Schools Board of Education approve the renewal of their annual membership to the Ohio School Boards Association as well as their Legal Assistance Fund Membership for the calendar year 2026.

Discussion: None

Motion by David Yaggi, second by Debbie Helm.

Final Resolution: Motion Carried
Yes: Mikki Kanagy, Bryan Hobbins, David Yaggi, Joe Courtwright, Debbie Helm

3. 2025-146 Board Member Compensation - Meetings

Recommend the board of education set compensation for Board Members for 2026 at \$100 per board meeting, including the county board meeting, for up to 20 meetings. (3313.12)

Discussion: None

Motion by Bryan Hobbins, second by Joe Courtwright.
Final Resolution: Motion Carried
Yes: Mikki Kanagy, Bryan Hobbins, David Yaggi, Joe Courtwright, Debbie Helm

4. 2025-147 Set Organizational Meeting

Recommend the Board set the Organizational Meeting date and time for Thursday, January 8, 2026.
Time -- 4:30 p.m.
Place - West Branch High School Library

Discussion: None

Motion by David Yaggi, second by Debbie Helm.
Final Resolution: Motion Carried
Yes: Mikki Kanagy, Bryan Hobbins, David Yaggi, Joe Courtwright, Debbie Helm

5. 2025-148 Organizational Meeting President Pro Tem

Recommend approval to elect a President Pro Temp for the January 8, 2025 organizational meeting.

Discussion: Mr. Hobbins nominated Debbie Helm, and Mr. Courtwright seconded. No others were nominated.

Motion by Bryan Hobbins, second by Joe Courtwright.
Final Resolution: Motion Carried
Yes: Mikki Kanagy, Bryan Hobbins, David Yaggi, Joe Courtwright, Debbie Helm

***Prior to Executive Session each outgoing Board member had a chance to speak and thank everyone for their support. Mrs. Kanagy and Mrs. Helm thanked the outgoing Board members for their service.*

I. Executive Session

1. 2025-149 Executive Session

Recommend the West Branch Local Schools Board of Education enter into Executive Session 6:08 P.M. for the purpose of discussion with regard to:

Employment of a public official

Motion by Bryan Hobbins, second by Debbie Helm.
Final Resolution: Motion Carried
Yes: Mikki Kanagy, Bryan Hobbins, David Yaggi, Joe Courtwright, Debbie Helm

2. 2025-150 Exit Executive Session

Recommend West Branch Board of Education exit Executive Session and return to the Regular Meeting at 6:42 P.M.

Motion by Bryan Hobbins, second by Joe Courtwright.
Final Resolution: Motion Carried
Yes: Mikki Kanagy, Bryan Hobbins, David Yaggi, Joe Courtwright, Debbie Helm

J. Adjournment

1. 2025-151 Adjourn

Recommend motion to adjourn at 6:42 P.M.

Motion by Debbie Helm, second by Bryan Hobbins.
Final Resolution: Motion Carried
Yes: Mikki Kanagy, Bryan Hobbins, David Yaggi, Joe Courtwright, Debbie Helm

Meeting adjourned at 6:42 P.M.

President

Attest:

Treasurer