

NORTHERN TIOGA SCHOOL DISTRICT
110 Ellison Road
Elkland, PA 16920

Minutes – August 12, 2019

1.0 OPERATIONS

1.1 Call to Order

The regular monthly meeting of the Northern Tioga School District Board of Directors was called to order by President, Julie Preston at 7:05 PM.

Executive Session – An executive session followed the June 12, 2019 meeting for the purpose of the Safe Schools Report.

Executive Session – An executive session preceded the meeting for the purpose of legal and personnel issues.

1.2 Moment of Silence

A moment of silence was led by Julie Preston.

1.3 Pledge of Allegiance

Julie Preston led those present in the Pledge to the Flag.

1.4 Board Attendance: Board members present: Ed Bonham, Greg Cummings, Jean Kohut, Ian McLaughlin, Jolene Meisner, Kim Strauser, Julie Preston, Tony Daley and James Neal.

Administrators Present: Superintendent Barnes, Kathy VanSchaick, Amy Coots, Dan Fie, Kris Kaufman, Jess Millard, Cheryl Sottolano, Christina Fry, Matt Sottolano, and Dennis Fitzwater.

1.5 Student/Staff Recognitions & Presentations

1.6 Open Forum

Bonna Hess, Millerton, PA

Bonna Hess of Hess Bus Service addressed the Board requesting a change to the District's policy that bus driver's cannot bring their preschool aged children on their bus runs. She provided letters to the Board from several bus contractors including Hess Bus Service, Wilson Transport, Rice's Transportation, and Hultz Haven Farm Inc. requesting this change. She said that a change to this policy to allow drivers to bring their children with them would allow contractors to find more bus drivers. The availability of qualified drivers is limited by the inconvenience of needing childcare for a short period of time in the mornings and afternoons.

1.7 Approval of Minutes

A motion was made by James Neal, seconded by Greg Cummings, to approve the revised monthly meeting minutes from the May 13, 2019 regular meeting and the June 12, 2019 regular meeting and to approve the monthly meeting minutes from the July 23, 2019 special meeting. All votes were affirmative. The motion carried.

1.8 Budget Transfers (Exhibit #2) – None

1.9 Approval of Bills (Exhibit #3)

A motion was made by Ed Bonham, seconded by Jolene Meisner, to approve Bills as outlined in Exhibit #3. Roll Call Vote. The motion carried with Jean Kohut casting a negative vote.

1.10 Facility Use Permits & Conferences (Exhibits #4 & #5)

1.11 Information & Correspondence

PlanCon Part F for RBW/WHS

Approval from the PA Department of Education has been received for PlanCon Part F: Construction Documents for the R.B. Walter Elementary/Williamson High School as outlined in Exhibit #16.

PlanCon Part F for CVHS

Approval from the PA Department of Education has been received for PlanCon Part F: Construction Documents for the Cowanesque Valley Junior/Senior High School as outlined in Exhibit #17.

PlanCon Part G for RBW/WHS

Approval from the PA Department of Education has been received for PlanCon Part G: Project Accounting Based on Bids for the R.B. Walter Elementary/Williamson High School as outlined in Exhibit #18.

PlanCon Part G for CVHS

Approval from the PA Department of Education has been received for PlanCon Part G: Project Accounting Based on Bids for the Cowanesque Valley Junior/Senior High School as outlined in Exhibit #19.

2.0 REPORTS

2.1 Superintendent's Report

In-Service

Dr. Barnes shared that the teachers will return for the school year on August 19, 2019. They will have in-service days on August 19 and 20, 2019 and students will return on August 21, 2019. Principals shared with the Board the various open houses and orientations they will be holding to start the school year.

Shoe Bank

Dr. Barnes shared that the Shoe Bank initiative has been going well. At the last Shoe Bank, 72 pairs of shoes were given out.

Seeds of Hope

Dr. Barnes stated that the District had previously agreed to store beds for the Seeds of Hope initiative. She shared that more than 20 beds have been given away. Dr. Barnes thanked the board for their willingness to store the beds.

Update on NTSD Academy

Dr. Barnes stated that at the next work session Amy Coots will give an update on the NTSD Academy. She said that there are currently more students enrolled in the academy than in outside cyber schools.

ALICE Training

Dr. Barnes shared with the Board that the administration received ALICE training this summer. This is a method of emergency response training. The District is looking into having staff receive this training as well.

2.2 Business Manager's Report

Monthly Reports – (Exhibits #6, #7, #8, #9, #10, #11, #12, #15)

A motion was made by Ian McLaughlin, seconded by Jolene Meisner, to approve the Payroll Rate Changes (None), Capital Reserve Report (June & July 2019 Unaudited), Financial Report (None), Cash Investment Report (June & July 2019 Unaudited), Student Activity Report (May & June Unaudited 2019), Cafeteria Bills & Report (June & July 2019 Bills & May & June Unaudited 2019 Report), Transportation Changes, and Capital Projects Report (June & July 2019 Unaudited) as outlined in the Exhibits. All votes were affirmative. The motion carried.

2.3 Buildings and Grounds Report

Building Project Update

Craig Kimble of Fidevia provided updates on progress at Cowanesque Valley High School and Westfield Area Elementary School. Pictures were provided to the Board of the progress being made. He reported that paving work has been done, the sidewalk slab has been poured in front of the addition and boy's locker room, the press box has been set, and light pole bases are installed. The ventilation and dust collector in the metal shop are nearing completion. All mechanical equipment is installed. The new addition has electric. The switches and lights are complete. The underground conduit has been run to light poles and the exterior lighting is nearing completion. The fire alarms are being connected from the existing building to the addition. Plumbing fixtures are set. A new water heater has been installed in the addition's mechanical room. Gas service to the kitchen is complete. The addition windows are installed, exterior wall panel siding is complete, flooring and tile are 90% complete, and painting is 60% complete. At Westfield Area Elementary School, roof curbs have been installed and ductwork tie-in is set to start.

Craig Kimble of Fidevia also provided updates on progress at Williamson High School and R.B. Walter Elementary School. Pictures were provided to the Board of the progress being made. He reported that paving has started, exterior pole lighting is set, and storm sewer work is complete. The existing woodshop is now framed as a link between the existing school and the new addition. Mechanical units and lavatory fixtures are set and ductwork is installed. Electrical tie-ins are complete. Flooring, painting, and tiling are underway. At R.B. Walter Elementary School, the flooring has been replaced in five classrooms. Mr. Kimble also reported that at Clark Wood Elementary School the air handling unit is set and ductwork is complete.

Craig Kimble stated that, as the Board can tell, the project is not done. He said they are hoping to have occupancy permits by the end of the week. He added that at the construction meetings every two weeks, they developed an idea of what doing a good job means. He said they have meet all of their criteria except for getting the work completed.

Dennis Fitzwater, Supervisor of Buildings and Grounds, asked the Board if they had any questions. Ed Bonham asked what work is not done and how long it will take to complete. Dennis stated that there are currently 27 classrooms that are not usable. They hope to have half of these done by Wednesday. He said painting and flooring have been the biggest drawbacks but this issue is being addressed. Currently, work at Williamson High School is the biggest concern. They plan to complete more classrooms this week but the classrooms in the new addition will not be ready for the start of school. Within a week of school starting, they hope things will be fully operational. A walk-through for occupancy permits is scheduled for tomorrow.

3.0 ACTION ITEMS

3.1 2019/2020 Co-Curricular Appointments (Exhibit #13)

A motion was made by Jean Kohut, seconded by Greg Cummings, to approve 2019/2020 co-curricular appointments as outlined in Exhibit #13. All votes were affirmative. The motion carried.

3.2 2019/2020 Substitutes (Exhibit #14)

A motion was made by Jean Kohut, seconded by Kim Strauser, to approve 2019/2020 substitutes as outlined in Exhibit #14. All votes were affirmative. The motion carried.

3.3 Resignations

3.4 Retirement

A motion was made by James Neal, seconded by Ed Bonham, to (3.3) accept the following resignations, with regrets: Natalie Taylor, teacher aide, Westfield Area Elementary School, effective June 30, 2019; Bree Vargeson, library aide, Westfield Area Elementary School, Effective July 10, 2019; Sayward Mack, English teacher, Cowanesque Valley High School, effective July 23, 2019; Melissa Morral, World Cultures/English Language Arts teacher, Williamson High School, effective August 6, 2019; Amy Crippen, teacher aide, Clark Wood Elementary School, effective August 9, 2019; and Morgan Lilly, school psychologist, effective August 31, 2019;

(3.4) accept the retirement of William Bloom from his position of maintenance at the Cowanesque Valley High School and Westfield Area Elementary School, effective August 16, 2019, with regrets. All votes were affirmative. The motion carried.

3.5 Intent of Retirement

A motion was made by Greg Cummings, seconded by Jean Kohut, to accept the intent of retirement of Sarah Nittinger from her position of elementary teacher at the R.B. Walter Elementary School, effective June 30, 2020, with regrets. All votes were affirmative. The motion carried.

3.6 Classified Appointments (Exhibit #20)

A motion was made by Jean Kohut, seconded by Jolene Meisner, to appoint Kendra Orchowski to the position of custodian currently assigned at the R.B. Walter Elementary/Williamson High School at a rate of \$14.66 per hour, effective July 15, 2019 (Kendra was a 5 hour per day custodian at R.B. Walter Elementary/Williamson High School.); Bradley Bailey to the position of maintenance at a rate of \$16.92 per hour, effective July 29, 2019; and Britney Brutsman to the position of 4.0 hour per day special education teacher aide currently assigned at the Williamson High School at a rate of \$12.99 per hour, effective August 19, 2019 in accordance with the contractual agreement between the Northern Tioga School District and the Northern Tioga Education Support Professionals as outlined in Exhibit #20. Roll Call Vote. All votes were affirmative. The motion carried.

3.7 Appointment of Head Cook (Exhibit #21)

A motion was made by Jean Kohut, seconded by James Neal, to appoint Kayla Heck to the position of Head Cook currently assigned at the Clark Wood Elementary School at the rate of \$18.67 per hour, effective November 1, 2019 in accordance with the Act 93 Agreement as outlined in Exhibit #21. Roll Call Vote. The motion carried with Julie Preston abstaining.

3.8 Employment Separation Agreement (Exhibit #22)

A motion was made by Jean Kohut, seconded by Jolene Meisner, to accept the Employment Separation Agreement as presented as outlined in Exhibit #22. Roll Call Vote. The motion carried with Tony Daley abstaining.

3.9 First Reading of Policies (Exhibit #23, #24, #25, & #26)

3.10 Approval of Worker's Comp Insurance Policy Coverage

3.11 Approval of Memorandum of Understanding (Exhibit #27)

A motion was made by James Neal, seconded by Jolene Meisner, to (3.9) approve the first reading of proposed changes to the following policies: #150 – Title I – Comparability of Services as outlined in Exhibit #23; #220 – Student Expression/ Distribution and Posting of Materials as outlined in Exhibit #24; #335 – Family and Medical Leaves as outlined in Exhibit #25; and #913 – Nonschool Organizations/Groups/ Individuals as outlined in Exhibit #26;

(3.10) approve the district changing Worker's Comp Insurance Policy coverage from CM Regent to UPMC WorkPartners, retroactive to July 1, 2019;

(3.11) approve the Memorandum of Understanding between the district and Drexel University to provide student teaching and supervised field experiences as outlined in Exhibit #27. Roll Call Vote. All votes were affirmative. The motion carried.

3.12 Approval of Consultant Agreement (Exhibit #28)

A motion was made by Jean Kohut, seconded by Jolene Meisner, to approve the Consultant Agreement between the Northern Tioga School District and UPMC Susquehanna Soldiers + Sailors for occupational and physical therapy services for the 2019/2020 school year as outlined in Exhibit #28. Roll Call Vote. All votes were affirmative. The motion carried.

3.13 Approval of Change Order (Exhibit #29)

3.14 Approval of Change Order (Exhibit #30)

A motion was made by Greg Cummings, seconded by Ian McLaughlin, to

(3.13) approve Change Order Number CO-MC-003 in the amount of \$6,942.00 for Cowanesque Valley High School as outlined in Exhibit #29;

(3.14) approve Change Order Number CO-MC-004 in the amount of \$13,195.00 for Cowanesque Valley High School as outlined in Exhibit #30. Roll Call Vote. The motion carried with Tony Daley casting a negative vote.

3.15 Principal's Special Request

A motion was made by Jolene Meisner, seconded by James Neal, to approve Kris Kaufman, principal of Williamson High School, to use \$1,000.00 of his principal's special request fund to pay the balance of the cost for the motivational speaker for the first day of the 19/20 school year. Roll Call Vote. All votes were affirmative. The motion carried.

3.16 Approval of 2019/2020 Bell Schedules (Exhibit #31)

A motion was made by James Neal, seconded by Jolene Meisner, to approve the 2019/2020 bell schedules for all schools as outlined in Exhibit #31. All votes were affirmative. The motion carried.

3.17 Additional Vacancies During August

A motion was made by Jean Kohut, seconded by Ed Bonham, to approve the Superintendent to interview and offer positions to top ranking candidates for any teacher or classified vacancies that may occur between the August and September Board meetings. Those recommendations will be made to the Board at the regular September meeting. (This will eliminate the need to convene a special meeting.) All votes were affirmative. The motion carried.

Jean Kohut asked what vacant positions the District is currently looking to fill. Dr. Barnes responded that there are currently four vacant positions including an English teacher, an English language arts/world cultures teacher, a library aide, and a school psychologist position.

- 3.18 Approval of Volunteers
- 3.19 Release Time Class Approval - Tabled

A motion was made by Kim Strauser, seconded by Jolene Meisner, to approve the following volunteers: Joseph Simonetti, Westfield Area Elementary School and Robert McDowell, Williamson High School. All votes were affirmative. The motion carried.

4.0 NEW BUSINESS

- 4.1 Appointment of School Psychologist (Exhibit #32)

A motion was made by Jean Kohut, seconded by Ian McLaughlin, to appoint Thomas Woodhouse to the position of 208 day School Psychologist at a salary of \$62,600.00, effective August 19, 2019 in accordance with the Act 93 Agreement as outlined in Exhibit #32. Roll Call Vote. All votes were affirmative. The motion carried.

- 4.2 Approval of Engagement Letter (Exhibit #33)

A motion was made by Ian McLaughlin, seconded by Jean Kohut, to approve the District to enter into an agreement with Eckert Seamans, Attorneys at Law, as special counsel and authorize School District Officers to execute the engagement letter as outlined in Exhibit #33. Roll Call Vote. All votes were affirmative. The motion carried.

- 4.3 Resignation

A motion was made by Ian McLaughlin, seconded by Jean Kohut, to accept the resignation of Jami Brill, elementary teacher, Westfield Area Elementary School, effective August 12, 2019, with regrets. All votes were affirmative. The motion carried.

The Board convened for an executive session at 7:50 PM for personnel reasons.

The Board reconvened for the meeting at 7:55 PM.

- 4.4 Separation Agreement

A motion was made by Ian McLaughlin, seconded by Ed Bonham, to accept the separation agreement as presented. Roll Call Vote. All votes were affirmative. The motion carried.

Discussion

Jean Kohut asked if the District has looked into the motion made at the June 12, 2019 Board meeting to have Board meetings recorded. Dr. Barnes responded that Todd Terpstra, Network Administrator, is looking into the equipment that would be required and Chris Lantz, School Solicitor, is looking into how the District's policies and/or procedures can be updated.

Greg Cummings asked if there is a way for the District to standardize class assignment announcements. It appears that different schools make their announcements in different ways and it could be nice to have a standardized format. Greg also wondered if there is something the District can do to help prepare students for Kindergarten now that there is no Pre-K. He noted that in the Williamsport School District they offer a Kindergarten Camp that helps to prepare children. Dr. Barnes said the District will look into this.

5.0 ANNOUNCEMENTS

5.1 Future Board Meetings

Board Work Session – August 26, 2019, 6:00 PM
Regular Board Meeting – September 9, 2019, 7:00 PM

5.2 Committee Meetings

6.0 ADJOURNMENT

A motion was made by Jean Kohut, seconded by James Neal, to adjourn. All votes were affirmative. The motion carried.

Adjournment was at 8:05 PM.

Alyson Yerrick
Board Secretary

All documents as attachments to the minutes not contained herein are maintained in a separate file located in the Superintendent's Office.