

NORTHERN TIOGA SCHOOL DISTRICT  
110 Ellison Road  
Elkland, PA 16920

Minutes – September 14, 2020

**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 7:10 PM.

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: Julie Preston, Greg Cummings, Jean Kohut, Jolene Meisner, James Moyer, and Kim Strauser. Absent: Ed Bonham, Ian McLaughlin, and Jim Neal.

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

1.5 Student/Staff Recognitions & Presentations

Tenure and Professional Contract

A motion was made by Jean Kohut, seconded by James Moyer, to grant the following teachers tenure and issue a professional contract:

Amanda Zeafla, Elementary Teacher, Westfield Area Elementary School

Kelci Carson, Elementary Teacher, Clark Wood Elementary School

Natalie Himmelberger, Elementary Teacher, Clark Wood Elementary School

Megan Button, Multi-Disabled Teacher, Williamson High School

Roll Call Vote. All votes were affirmative. The motion carried.

1.6 Open Forum

Bob Goodrich, Osceola, PA

Mr. Goodrich offered a prayer.

1.7 Approval of Minutes

A motion was made by Jean Kohut, seconded by Jolene Meisner, to approve the monthly meeting minutes from the August 10, 2020 regular meeting, August 17, 2020 Buildings & Grounds Committee meeting, and August 24, 2020 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 Jean Kohut, seconded by Jolene Meisner, to approve bills as outlined in Exhibit #3. Roll Call Vote. All votes were affirmative. The motion carried.

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

1.11 Information & Correspondence

**2.0 REPORTS**

2.1 Superintendent’s Report

2020 Census

Dr. Barnes reminded everyone to complete the 2020 Census. The census closes on September 30, 2020. The census affects the funding that the district will receive for the next 10 years.

Educational Options

Dr. Barnes shared the following information with the Board regarding how many students are currently enrolled in each of the district’s educational options for the 20/21 school year.

	Face to Face	Academy	Outside Cyber
RBW	88%	9%	3%
WHS	74%	9% NTA 14% RL=23%	3%
CW	93%	5%	2%
WAES	88%	9%	3%
CV	77%	18%	5%

Highmark

Dr. Barnes shared that the district will be receiving free PPE from Highmark including masks, face shields, sanitizer, and wipes.

Sports Attendance

Dr. Barnes stated that the House and Senate have passed a bill giving districts local control over attendance at sporting events provided that requirements for safety plans have been met. It is uncertain at this time whether the Governor will sign the bill. The district will continue to monitor this and will follow any mandates the Governor issues.

## 2.2 Business Manager's Report

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

A motion was made by Jean Kohut, seconded by Greg Cummings, to approve the Payroll Rate Changes, Capital Reserve Report, Financial Report, Cash Investment Report, Student Activity Report, Cafeteria Bills & Report (No Report), Transportation Changes, and Capital Projects Report as outlined in the Exhibits. All votes were affirmative. The motion carried.

## 2.3 Buildings and Grounds Report

Jeremy Freeman, Supervisor of Buildings and Grounds, reported that the warranty walk-through at Williamson High School and Cowanesque Valley High School has been scheduled for October 2, 2020 beginning at 9:00 am. NRG has started engineering the building automation switch. The secure entrance project at the elementary schools has been started. The roof installation at Williamson High School is almost complete. They will soon begin work on the roof at Cowanesque Valley High School.

Jean Kohut asked Jeremy if he has looked into the issues that were previously brought up regarding the paint booth at Williamson High School. Jeremy said that NRG will fix one of the issues but that the contract has been met. He is looking into whether the paint booth was built to code and will work with Hunt to resolve any design issues.

Jean Kohut wondered if the air issue in Mr. Kaufman's office at Williamson High School has been fixed. Jeremy said that Siemens fixed some of the controls. Mr. Kaufman said the issue has been better.

Jean Kohut asked Jeremy what information he has gathered on possibly updating the district's air filters. Jeremy said he is working on getting a list of air filters that the district could upgrade to. He said it would be costly to upgrade. Kim Strauser asked how often the filters are changed. Jeremy said they are changed twice per year. Jean asked if all outside filters have been cleaned. Jeremy stated that custodians have been instructed to clean them.

## 3.0 ACTION ITEMS

### 3.1 2020/2021 Substitutes (Exhibit #14)

A motion was made by Jean Kohut, seconded by James Moyer, to approve 2020/2021 substitutes as outlined in Exhibit #14. All votes were affirmative. The motion carried.

### 3.2 Resignations

A motion was made by James Moyer, seconded by Jolene Meisner, to accept the resignation of Anna Muth, cafeteria aide at R.B. Walter Elementary/Williamson High School, effective August 18, 2020, and thank her for her dedicated service. All votes were affirmative. The motion carried.

3.3 Professional Appointment (Exhibit #16)

A motion was made by Jean Kohut, seconded by Kim Strauser, to appoint Rachel Howe to the position of long-term substitute elementary/reading specialist teacher currently assigned at the R.B. Walter Elementary School at Step 1, Master's Degree effective August 24, 2020 in accordance with the contractual agreement between the Northern Tioga School District and the Northern Tioga Education Association as outlined in Exhibit #16. Roll Call Vote. All votes were affirmative. The motion carried.

3.4 Approval to Increase Hours

A motion was made by Kim Strauser, seconded by Jean Kohut, to approve increasing the following Westfield Area Elementary School teacher aide hours effective through October 1, 2020: Martha Sweet from 4 to 5.5 hours and Taylor L'Amoureux from 4 to 5.5 hours. Roll Call Vote. All votes were affirmative. The motion carried.

3.5 First Reading of Policies (Exhibits #17, #18, & #19)

A motion was made by Jean Kohut, seconded by Jolene Meisner, to approve the first reading of proposed changes to the following policies:  
#333 - Professional Development (Exhibit #17)  
#810.1 - School Bus Drivers and School Commercial Motor Vehicle Drivers (Exhibit #18)  
#810.3 - School Vehicle Drivers (Exhibit #19)  
Roll Call Vote. All votes were affirmative. The motion carried.

3.6 Second Reading and Final Adoption of Policies (Exhibits #20, #21, #22, #23, & #24)

A motion was made by Jean Kohut, seconded by Kim Strauser, to approve the second reading and final adoption of proposed changes to the following policies:  
#209 – Health Examinations/Screenings (Exhibit #20)  
#234 – Pregnant/Married Students (Exhibit #21)  
#705 – Facilities and Workplace Safety (Exhibit #22)  
#822 – Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR) (Exhibit #23)  
#823 – Naloxone (Exhibit #24)  
Roll Call Vote. All votes were affirmative. The motion carried.

3.7 Approval of MOU (Exhibit #25)

3.8 Title I Parent and Family Engagement Plans (Exhibit #26)

A motion was made by Greg Cummings, seconded by Jolene Meisner, to  
(3.7) approve the Memorandum of Understanding between the district and the B/S/S/T Area Agency on Aging, Inc. for the Foster Grandparent Program from October 2020 – September 2023 as outlined in Exhibit #25;  
(3.8) approve the Title I Parent and Family Engagement Plans for Clark Wood Elementary School, R.B. Walter Elementary School, and Westfield Area Elementary School as outlined in Exhibit #26. Roll Call Vote. All votes were affirmative. The motion carried.

### 3.9 Out of Country Field Trip Request (Exhibit #27)

A motion was made by Jean Kohut, seconded by James Moyer, to approve the Cowanesque Valley High School Spanish Club to travel to Panama in June 2022 to expose students to the foreign language and culture studied in class while allowing them practical and authentic opportunities to practice and develop their language skills in a real world setting as outlined in Exhibit #27. This trip was previously approved to take place in June 2021 and has been rescheduled. All votes were affirmative. The motion carried.

### 3.10 Requests to Close Student Activity

A motion was made by Jean Kohut, seconded by Jolene Meisner, to approve closing the following Student Activities: Cowanesque Valley High School fly fishing organization with residual funds of approximately \$23.56 being donated to the envirothon club and Cowanesque Valley High School dance organization with residual funds of approximately \$107.60 being donated to the CV all sports booster club-cheer. All votes were affirmative. The motion carried.

### 3.11 Approval of Volunteer

A motion was made by Kim Strauser, seconded by Jean Kohut, to approve the following volunteer: Ashleigh Southard – Cowanesque Valley High School. All votes were affirmative. The motion carried.

### 3.12 Approval of Revised 2020/2021 Bell Schedules (Exhibit #28)

A motion was made by Jean Kohut, seconded by Greg Cummings, to approve the revised 2020/2021 bell schedules for all schools as outlined in Exhibit #28. All votes were affirmative. The motion carried.

### 3.13 Additional Vacancies During September

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

### 3.14 Discussion and Voting for 2021 PSBA Officers

A motion was made by Jean Kohut, seconded by Kim Strauser, to vote for the following candidates for 2021 PSBA officers: President Elect: David Hein, Vice President: Daniel O'Keefe, Treasurer: Michael Gossert, PSBA Insurance Trust (term ends December 31, 2023): Michael Faccinnetto and Marianne Neel, and School Board Secretaries Forum Steering Committee (term ends December 31, 2022): Stephen Skrocki and Tracy Long. All votes were affirmative. The motion carried.

#### 4.0 NEW BUSINESS

##### 4.1 Approval to Purchase Water Bottle Filling Stations (Exhibit #29)

A motion was made by Greg Cummings, seconded by Jolene Meisner, to purchase water bottle filling stations for the schools as listed in Exhibit #29 at a total cost of \$6,264.00. This will allow students and staff to fill water bottles since water fountains have been closed as part of the Health and Safety Plan. Funding will come from the general fund budget. Roll Call Vote. All votes were affirmative. The motion carried.

##### 4.2 2020/2021 Co-Curricular Appointments (Exhibit #13)

A motion was made by Jolene Meisner, seconded by Kim Strauser, to approve 2020/2021 co-curricular appointments as outlined in Exhibit #13. All votes were affirmative. The motion carried.

##### 4.3 Retirement

A motion was made by Jean Kohut, seconded by James Moyer, to accept the retirement of Peggy Brown, cook at Cowanesque Valley High School, effective September 11, 2020, and thank her for her dedicated service. All votes were affirmative. The motion carried.

#### Discussion

##### 2020 PSBA Conference

Julie Preston shared with Board members that the PSBA conference will be virtual this year. All Board members can attend the conference virtually free of charge.

##### Virtual Learning

Greg Cummings asked if there have been any issues with remote learning. Kris Kaufman stated that there have been no major issues. There have been some connectivity issues with VLN. Amy Coats stated that she is working with VLN to pinpoint what is causing the issue.

Jean Kohut asked how things are going with the Northern Tioga Academy (NTA). Jess Millard said Lisa Kreisler has been a great addition to the NTA team. Jolene Meisner asked how the district is doing with devices. Jess said that currently all NTA students have devices.

#### 5.0 ANNOUNCEMENTS

##### 5.1 Future Board Meetings

An executive session for purposes authorized by the Sunshine Act may be held between tonight and the next Board meeting.

Board Work Session – September 28, 2020, 6:00 PM

Regular Board Meeting – October 12, 2020, 7:00 PM

##### 5.2 Committee Meetings

**6.0 ADJOURNMENT**

A motion was made by Greg Cummings, seconded by Jolene Meisner, to adjourn. All votes were affirmative. The motion carried.

Adjournment was at 8:14 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.