

NORTHERN TIOGA SCHOOL DISTRICT
110 Ellison Road
Elkland, PA 16920

Minutes –April 14, 2025

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 Julie Preston at 7:07 PM.

1.2 Moment of Silence

Julie Preston led a moment of silence.

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, Rod Butler, Denise Mack, Allison D’Haene, James Moyer, Kim Strauser, and Ed Bonham. Absent: Craig Stage.

Administrators Present: Superintendent Kaufman, Dan Fie, Kathryn Slavinski, Matt Sottolano, Daren Bryant, Cheryl Sottolano, and Kathy VanSchaick.

1.5 Student/Staff Recognitions & Presentations

Student of the Month

Williamson High School – Emily Brant

Emily Brant has been chosen as Student of the Month by the Music and Art Departments. She resides in Millerton and is the daughter of Terry Brant and the late Michelle Kellogg. This junior is active in chorus and the school musical. In fact, for this year’s show, Emily applied her creative and artistic abilities to make almost all of the props and enhance the costumes. Her art teacher and musical director raved about her contributions to the success of the production. Besides being such an integral part of the crew, she also sang, danced, and acted in the musical. During her free time, Emily enjoys reading, drawing, working with clay, and practicing music. She is hoping to learn guitar and piano. In the future, she is considering becoming a tattoo artist or doing something with music production and composition. Congratulations, Emily, on being named Williamson’s Student of the Month!

Williamson Middle School – Edward Brizzee

Edward (Eddie) Brizzee an outstanding student at Williamson Middle School, has earned Student of the Month recognition for his exceptional academic achievements and

contributions to his school and community. The son of Taylor Dann of Lawrenceville, Eddie is an integral part of his 8th grade class. Eddie works diligently in all his classes and always has a smile on his face. Eddie is kind and considerate which makes him a great student and great classmate. He is creative and imaginative which serves him well in his classes and allows him to think outside of the box. His teachers have stated that he is an abundance of optimism and that they wish he could be in all their classes. Eddie is always willing to take on any challenge placed in front of him.

Cowanesque Valley High School – Alexandria Fuhrer

Cowanesque Valley proudly announces Senior Alexandria Fuhrer as the Student of the Month for April. Lexi is the daughter of Brandon and Jessica Fuhrer of Knoxville. She is a member of the National Honor Society, Student Council, History Club, and Drama Club. She is also in band, plays tennis, and is the vice president of the senior class. Lexi's teachers describe her as positive, outgoing, involved in extracurricular events, and academically strong. In Lexi's spare time, she enjoys making money as well as spending time with her friends and her pets. Her favorite subject is math. After graduation, Lexi will attend Rochester Institute of Technology for Hospitality and Tourism Management.

Cowanesque Valley Middle School – Khelian Cruz-Fonseca

Khelian Cruz-Fonseca is the April Student of the Month for the CV Middle School. Khelian lives in Osceola with her parents, David, and Carrie Cruz-Fonseca. Khelian is kind to her classmates and teachers, dedicated to her schoolwork, and always willing to help out. Khelian is the Historian of the middle school student council. She loves making posters and helping to plan dances. Her goal is to be a member of the student council when she's in high school. When she's not in school, Khelian loves to spend time with her friends, try new foods, and bake. Her favorite school subject is math, and she plans to be an animal doctor and live in this area when she's an adult. Her teachers appreciate that Khelian is hardworking, kind, cheerful, and creative.

R.B. Walter Elementary School – Ryan Yonker

Sixth grade is proud to have Ryan represent us as our Student of the Month. Ryan is the son of Greg and Sam Yonker of Nelson. Ryan is an outstanding young man in all areas of his life. Outside of school he enjoys playing and practicing baseball as well as hanging out with his neighbors exploring in the woods or playing soccer. In school, he enjoys the subject of reading. He stated it was his favorite because he doesn't feel like he has been very good at it, but this year feels like he is getting better everyday. Ryan enjoys hanging out with friends the most during school, but also enjoys learning something new each day. When he grows up his goal is to become an engineer because he likes to work with his hands and solve problems. When asked about who his role model is he stated that family is very important to him, but he looks up to his dad because he is a really good engineer and still makes time for his kids. In the past, Ryan has received recognition for being a good citizen as well as Student of the Week. Recently he was tested for our gifted program. He shows all the SPARK characteristics on a daily basis, and we are incredibly lucky to have him represent our RB Walter sixth grade as Student of the Month.

Clark Wood Elementary School – Owen Metcalf

Owen Metcalf is our Clark Wood student of the month. Owen is in our Kindergarten class. He is the son of Jared and Jackie Metcalf. Owen enters the classroom each morning and is eager to help put classroom chairs down in preparation of the day. His favorite activities in school include math, especially math games. Outside of school, Owen participates in baseball, basketball, and soccer. Owen enjoys playing with his sister, riding his “gator,” and checking on the cows on the family farm. He also enjoys visiting with his grandparents and fishing with his grandpa. We are proud of Owen and congratulate him on this recognition. Way to go, Owen!

Westfield Area Elementary School – Brylee Watson

The Westfield Area Elementary School April Student of the Month is Brylee Watson. Brylee, a 6th grade student, is the daughter of Jessica and Shawn Watson of Knoxville. She is a member of our WAES Student Council and a recipient of the Student Power Award. In school, she participates in chorus and is a morning helper in 1st grade. Outside of school, she participates in cheer and dance. In her free time, she likes to jump on her trampoline and hang out with her friends. Brylee’s favorite subject in school is social studies. When she grows up, she would like to be a cosmetologist! Her teachers describe her as a very kind student that goes out of her way to brighten her classmate's day. She has called classmates after school who are struggling with homework, given a hug to someone who looks down or upset, and she offered to partner with students who need extra help. She also brings joy to our school by participating in all our spirit days. You can always count on Brylee to have a creative outfit that expresses her outgoing personality and style. She brings so much positivity with her every day! We are proud to have Brylee Watson as our April Student of the Month!

Battle of the Books

For the first time in several years, Northern Tioga School District hosted the Battle of the Books competition, at RB Walter Elementary School. The teams at RB Walter Elementary School and Williamson Middle School took first and second place, respectively.

R.B. Walter Elementary Participants: Kylie Blakeslee, Jacob Bomba, Connor Butterfield, Alexis D'Haene, Kiera Eddy, Laiken Hackett, Grayson Heyler, Delilah Hopper, Sloan McNett, Evelynia O'Neil, and Caleb Wales.

Williamson Middle School Participants: Captain-Liam Wales, Captain-Cora Wilson, Grant Hills, Jackson Edgecomb, Henry Hess, Mason Wunderlich, Lindsey Robinson, Charles Brown, Emma Nester, Lyla Thompson, and Selene Morse.

1.6 Open Forum**Bob Goodrich, Osceola, PA.**

Mr. Goodrich shared that the key to raising kids is love and care. He also shared why the district received a certificate of appreciation from the American Legion. He ended with a prayer.

1.7 Approval of Minutes

A motion was made by James Moyer, seconded by Ed Bonham, to approve the monthly meeting minutes from the March 10, 2025, Regular Meeting. All votes were affirmative. The motion carried.

1.8 Budget Transfers (Exhibit #2)

A motion was made by Greg Cummings, seconded by Kim Strauser, to approve the budget transfers as outlined in Exhibit #2. Roll Call Vote. All votes were affirmative. The motion carried.

1.9 Approval of Bills (Exhibit #3)

A motion was made by Kim Strauser, seconded by Rod Butler, 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

Delta Development Group Presentation:

In attendance: Delta Development Group (DDG)- Brandyn Smith, Teresa Sparacino (Via Zoom), and Christian Muniz (Via Zoom); PFM Financial Advisors- Melissa Hughes; Larson Design Group- Jen Rodgers; Eckert Seamans, Bond Advisor- Jon Cox, and Solicitor- Chris Lantz.

The presentation included DDG discussing the Redevelopment Assistance Capital Program (RACP) grant process the district is looking to apply for potential funding the athletic facility upgrades. The board and those in attendance also discussed some of the specifics on the bid process, timeframe for starting construction, the differences between applying for the grant in a one- or two-phase project, and other funding options.

2025 PDE Data Summit:

Mr. Kaufman shared that he attended the 2025 PDE Data Summit where he was able to attend several sessions on Artificial Intelligence and its application in schools and instruction. He stated that this is an area of technology that is ever evolving, and the district will be looking at how our policy and practices align to its use in our classrooms.

American Legion Leon O'Bryan Post 428 Appreciation:

Mr. Kaufman also shared that he attended the American Legion Post 428, 99th Annual Dinner, where they recognized the District for its efforts in supporting, recognizing, and educating students about our local Veterans. The District was presented with a framed

certificate and continues to appreciate the partnership with the American Legion and the work it does.

Human Trafficking Presentation:

Lastly, Mr. Kaufman, attended the "How to Protect Your Children from Human Trafficking in a Digital World" community presentation, in Wellsboro, on April 3rd. This was the second of two presentations hosted by Rep. Clint Owlett and Rep. Tina Pickett. PA Attorney General Dave Sunday, Wyoming County DA Joe Peters, and the President of Lantern Rescue, Korrin Moon were the presenters for the evening. The information that they shared focused on how technology and social media can be used to extort and blackmail minors for the purpose of sex trafficking.

2.2 Business Manager's Report

25/26 Budget Update

Kathy VanSchaick, Business Manager, presented a handout and reviewed information regarding the proposed 2025/2026 Budget.

- There were several projects the district was able to schedule and/or complete during the 2024/25 school year, such as: Projects Funded with the General Fund:
 - Continue Upgrades of HVAC Controls – Williamson High School \$296,594.00
 - Boiler Repairs at Clark Wood, Cowanesque & Williamson - \$207,200.00
 - Install Fence Around Dug Out at CVHS for Safety - \$4,500.00
 - Upgrade Secure Entrances at locations - \$22,500.00
 - Tree Removals at Westfield and Williamson - \$23,900.00
 - Williamson Auditorium Divider Door - \$16,750.00
 - Parking Lot Lights at Clark Wood/Adm. - \$3,095.00
 - RTU Heating – Clark Wood - \$16,225.00
 - Door Repairs Williamson & Adm. - \$16,800.00
- Projects Funded with Grants:
 - Impact Film Application – Funded by BSCA Grant \$138,730.00
 - Projects Funded with the General Fund & Capital Reserve Fund:
- Completed Replacement of the Westfield Area Elementary School Roof - \$1,023,533.00 - Received School Facility Improvement Grant under Emergency Repair for \$900,000.00
- Projects To Be Completed and Funded by the Capital Reserve Fund in 2024/25:
 - Install Metal Panels Around Auditorium Walls – Williamson - \$306,221.000
 - Grub Control and Reseeding of Grass Property – Clark Wood/Adm - \$25,695.00
 - Boiler Tubbing Replacement #1 – R.B. Walter/Williamson - \$34,000.00
 - Generator Control Upgrades (3) - \$87,979.00
 - Snow Guard Screens on Roof – Westfield Elementary - \$13,450.00
 - J-K Wing Hall Floor Tiled – Williamson - \$21,450.00

- Elevator #3 Modernization Upgrade – Cowanesque - \$128,313.00
- Replacement of 2 Taco Domestic Water Pumps – Clark Wood - \$15,686.00
- Re-Tube Boiler #1 – Clark Wood - \$18,700.00

Some of the 2025-2026 Budget Expenditures include:

- Support Staff Salaries---\$200,750
- Act 93 Salaries---\$67,757
- Health Insurance Increase of 8.2%---\$457,575
- Professional Staff Salaries - \$748,716
- PSERS Increase - \$18,041
- Increase technology, game help/co-curriculars, transportation, alternative education, maintenance, supplies, utilities, school-to-work, career coaching, tax collection fees, IU Services, Vo-Ag, testing supplies, etc.---\$523,592
- Addition of 2 security guards - \$122,400
- 2025/26 Equipment Request Total--\$301,603 -will be funded by carryover from 2024/25 budget, if any.
- 2025/26 Technology Equipment \$167,200 – will be funded by Technology Reserve.

Some 25/26 Revenues Include:

- No Tax Increase equates to \$111,000 in new revenue
- Increasing taxes to the Act 1 Index of 5.9% = \$642,561. This is only realized IF the Board raises taxes to the Index.
- Increase of revenues from EIT & investment interest \$450,000
- Increase retirement & social security reimbursement \$120,000
- Increase transportation reimbursement \$100,000
- Level Funding Basic Ed based to actual 2024/2025 allocation \$114,294
- Level Funding Special Ed Subsidy based to actual 2024/25 allocation \$133,327
- Increase RTL Funding by New Foundation Amount \$920,704
 - Funding the following:
 - 2 Special Education Teachers Salaries & Benefits
 - Asst. Student Services Coordinator Salary and Benefits
 - 2 Teacher Aides @ 5.75 hours per day Salaries and Benefits
 - New 25/26 Elementary Teacher at Westfield Elementary Salary and Benefits
 - New Full Time Teacher Aide at Clark Wood Salary and Benefits
 - Cyber School Tuition \$286,972
- Update Budgeted Title Funding to 24/25 allocation decrease of \$18,656
- Decrease in Vocational Funding \$97,621
- Current Deficit of \$356,017
- Budgeting \$400,000 in additional debt service will increase the deficit to \$756,017.

Kathy provided a list of examples on how to close the deficit, ranging from increasing taxes to the Act 1 Index of 5.9% (0.5579 mills) to 1% (0.0946 mills). She also reviewed with the Board some of the median assessed values of these and the impact on taxpayers if the Board were to raise taxes. Kathy reminded the Board the deadline to adopt a Proposed Final Budget is May 12, 2025, with a Final Budget Adoption of June 11, 2025.

25/26 Equipment Requests

Kathy VanSchaick, Business Manager, presented a handout that reviewed the 2025/2026 Equipment Requests by building. It was decided by the board to review these requests during the April 28, 2025, Work Session.

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

A motion was made by Kim Strauser, seconded by Ed Bonham, to approve the Payroll Rate Changes, Capital Reserve Report, Financial Report, Cash Investment Report, Student Activity Report, Cafeteria Bills and Report, and Transportation Changes, as outlined in Exhibits #6, #7, #8, #9, #10, # 11, and #12. All votes were affirmative. The motion carried.

2.3 Buildings and Grounds Report

Daren Bryant prepared a report to provide the board an update on the various projects that have been completed or are in progress throughout the district by the buildings and grounds team, which included ten completed work orders.

2.4 Grant Update

Mr. Kaufman shared that Williamson High School and Cowanesque Valley High School will each receive a \$15,000.00 grant from the Tioga County Foundation- Develop Tioga EITC.

3.0 ACTION ITEMS

3.1 & 3.2 2024/2025 Co-Curricular Appointments & 2025/2026 Co-Curricular Appointments
(Exhibits #13 & #14)

A motion was made by Ed Bonham, seconded by Greg Cummings, to approve the 2024/2025 and 2025/2026 co-curricular appointments as outlined in Exhibits #13 and #14. All votes were affirmative. The motion carried.

3.3 Substitutes (Exhibit #14)

A motion was made by Kim Strauser, seconded by Allison D’Haene, to approve the additional substitutes be added to the 2024/2025 substitute list as outlined in Exhibit #14. All votes were affirmative. The motion carried.

3.4 Retirements & Resignations

A motion was made by James Moyer, seconded by Rod Butler, to accept the following retirements and resignations and thank them for their dedicated service: Mary Bellan,

Westfield Area Elementary School, Teacher's Aide, retirement effective, May 20, 2025. All votes were affirmative. The motion carried.

3.5 Temporary Professional Appointments

A motion was made by Rod Butler, seconded by Greg Cummings, to appoint the following Temporary Professional, in accordance with the contractual agreement between the Northern Tioga School District and the Northern Tioga Education Association, Mariah Pino, School Counselor, Williamson High School, Step 1 Master's Degree, effective May 19, 2025. Roll Call Vote. All votes were affirmative. The motion carried.

3.6 Emergency Certified Teacher Appointments

A motion was made by Allison D'Haene, seconded by Denise Mack, to appoint the following individual on Emergency Permit, pending PDE approval, for the 2024-2025 School Year, in accordance with the contractual agreement between the Northern Tioga School District and the Northern Tioga Education Association, and pending the signing and approval of the Credit Reimbursement Agreement for Emergency Permit and the Tuition Reimbursement Guarantee: Emma Rice, Special Education Teacher, R.B. Walter Elementary School, Step 3 Bachelor's Degree, effective March 31, 2025. Roll Call Vote. All votes were affirmative. The motion carried.

3.7 Classified Appointments

A motion was made by Greg Cummings, seconded by James Moyer, to appoint the following classified appointments: Annette Caldwell, 5.75 hours per day Life Skills Teacher Aide, Clark Wood Elementary School, \$16.69 per hour, effective March 31, 2025; Gina Miller, Student Services Secretary, Administration Building, \$20.75 per hour, effective May 12, 2025; Piper Powers, Fulltime Custodian, Cowanesque Valley High School, \$17.51 per hour, effective April 22, 2025; and Jennifer Walters, Nurse Aide, Cowanesque Valley High School/ Westfield Area Elementary School, \$24.00 per hour, effective May 1, 2025, in accordance with the contractual agreement between the Northern Tioga School District and the Northern Tioga Education Support Professionals. Roll Call Vote. All votes were affirmative. The motion carried.

3.8 Approval of Temporary Professional Contracts

A motion was made by Craig Stage, seconded by James Moyer, to approve the following Temporary Professional appointments in accordance with the contractual agreement between the Northern Tioga School District and the Northern Tioga Education Association as they now hold their Pennsylvania Teaching Certificates, Riley McClellan, Physical Education Teacher, Williamson High School, Certification: Health and Physical Education PK-12, Instructional I; Issued- February 1, 2025 and Kara Galeassi, Art Teacher, Westfield Area Elementary School, Certification: Art Education PK-12, Instructional I; Issued- March 1, 2025. Roll Call Vote. All votes were affirmative. The motion carried.

3.9 Approval of Volunteers

A motion was made by Kim Strauser, seconded by Ed Bonham, to approve the following volunteers: Tyler Foster- Williamson JR. High Softball and Tucker Kosa- Williamson High School Baseball. All votes were affirmative. The motion carried.

3.10 Approval of Kitchen Plumbing Proposal (Exhibit #16)

A motion was made by Rod Butler, seconded by Allison D'Haene, to approve the proposal from Hunt Engineers for the Williamson High School Kitchen Sanitary Plumbing Piping project, with an approximate cost of \$16,000.00, as outlined in Exhibit #16. Roll Call Vote. All votes were affirmative. The motion carried.

3.11 Approval of Garage Building Proposal (Exhibit #17)

A motion was made by Kim Strauser, seconded by Ed Bonham, to approve the proposal from Hunt Engineers for the Westfield Elementary School Garage project, with an approximate cost of \$18,200.00, as outlined in Exhibit #17. Roll Call Vote. All votes were affirmative. The motion carried.

3.12 Approval of Insurance Claim Release (Exhibit #18)

A motion was made by Ed Bonham, seconded by Kim Strauser, to approve the Policyholders Release Agreement between CM Regent and the district regarding the Westfield Area Elementary School Claim for flood damages, as outlined in Exhibit #18. Roll Call Vote. All votes were affirmative. The motion carried.

3.13 Impact Statement- Girls Wrestling (Exhibit #19)

A motion was made by Greg Cummings, seconded by Allison D'Haene, to approve the Girls Wrestling Impact Statement, as outlined in Exhibit #19. Roll Call Vote. All votes were affirmative. The motion carried.

3.14 Extended School Year

A motion was made by James Moyer, seconded by Rod Butler, to approve advertising in-house for three (3) extended school year special education teacher positions, one (1) social worker, one (1) nurse, and one (1) speech and language support teacher at the rate of \$150.00/day and six (6) paraprofessional positions at their current hourly wage. The ESY Program will begin June 24, 2025, and end July 24, 2025. The ESY Program will operate 3 days per week, 4 hours per day. Transportation will be provided for the students and the routes will be put out for bid. Extended School Year is required under IDEA regulations for eligible students. Roll Call Vote. All votes were affirmative. The motion carried.

3.15 Appointment of PSBA Voting Delegates

A motion was made by Greg Cummings, seconded by Ed Bonham, to appoint Julie Preston and Craig Stage to be voting delegates for the PSBA Delegate Assembly Meeting being held on Tuesday, October 21, 2025. All votes were affirmative. The motion carried.

3.16 Approval of 2025/26 Board Meeting & Work Session Dates

A motion was made by Allison D'Haene, seconded by James Moyer, to approve to approve the following 2025/26 Board Meeting & Work Session Dates:

Board Meetings

August 11, 2025
September 8, 2025
October 13, 2025
November 10, 2025
December 02, 2025
January 12, 2026
February 9, 2026
March 9, 2026
April 13, 2026
May 11, 2026
June 10, 2026

Work Sessions

August 25, 2025
September 22, 2025
October 27, 2025
January 26, 2026
February 23, 2026
March 23, 2026
April 27, 2026

Voice Vote. All votes were affirmative. The motion carried.

3.17 Administrative Building Summer Worker

A motion was made by James Moyer, seconded by Kim Strauser, to approve the hiring of a summer worker at \$13.00 per hour to assist with various projects in the administrative offices during the summer. Roll Call Vote. All votes were affirmative. The motion carried.

3.18 Approval of Principal's Special Requests

A motion was made by Kim Strauser, seconded by Greg Cummings, to approve Mr. Millard, Principal of Clark Wood Elementary School, requests the Board's approval to use up to \$1,500.00 from his Principal's Special Request Fund in support of student's needs for field trips, and end of year activities; Mrs. Sottolano, Principal of Westfield Area Elementary School, requests the Board's approval to use up to \$1,200.00 from her Principal's Special Request Fund to assist in funding PBIS rewards, fieldtrips, and other end of year expenses; Mrs. Slavinski, Principal of R.B. Walter Elementary School, requests the Board's approval to use up to \$1,500.00 from her Principal's Special Request Fund to be used to fund end of year activities, field trips, and/or PBIS student rewards; Mr. Butterfield, Principal of Williamson High School, requests the Board's approval to use up to \$2,200.00 from his Principal's Special Request Fund to fund PBIS incentives and transportation for field trips between now and the end of the school year. Roll Call Vote. All votes were affirmative. The motion carried.

3.19 First Reading of Policies (Exhibits #20 and #21)

A motion was made by Kim Strauser, seconded by Ed Bonham, to approve the First Readings of proposed changes to policies: #806- Child Abuse; #815- Acceptable Use of Internet, Computers and Network Resources, as outlined in Exhibits #20 and #21. Roll Call Vote. All votes were affirmative. The motion carried.

3.20 Second Reading and Adoption of Policies (Exhibits #22, #23, #24, #25, and #26)

A motion was made by Allison D’Haene, seconded by Rod Butler, to approve the Second Reading and Adoption of proposed changes to policies: # 103- Discrimination/Harassment Affecting Students, #104- Discrimination/Harassment Affecting Staff, #218.1- Weapons, #222- Tobacco and Vaping Products, and #247- Hazing, as outlined in Exhibits #22, #23, #24, #25, and #26. Roll Call Vote. All votes were affirmative. The motion carried.

3.21 Additional Vacancies During April

A motion was made by James Moyer, seconded by Allison D’Haene, to approve the Superintendent to interview and offer positions to the successful candidates for any teacher or classified vacancies that may occur between the April and May Board meetings. Those recommendations will be made to the Board at the regular May meeting. (This will eliminate the need to convene a special meeting.) All votes were affirmative. The motion carried.

4.0 NEW BUSINESS

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 –April 28, 2025, 6:00PM
Regular Board Meeting – May 12, 2025, 7:00 PM

5.2 Committee Meetings

6.0 ADJOURNMENT

6.1 Adjourn

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

Adjournment was at 9:33 PM.

Brittany Mondock
Board Secretary

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