NORTHERN TIOGA SCHOOL DISTRICT
110 Ellison Road
Elkland, PA 16920

Minutes –June 11, 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 7:04 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, Craig Stage and Ed Bonham.

Administrators Present: Superintendent Kaufman, Dan Fie, Kathryn Slavinski, Matt Sottolano, Daren Bryant, Cheryl Sottolano, William Butterfield, Rebecca Koehler, and Jess Millard.

1.5 Student/Staff Recognitions & Presentations

<u>Retirements</u>

-Susan Overpeck, Technology Assistant, Cowanesque Valley High School, 13.5 Year of Service
-JeanAnn Tubbs, Teacher, Cowanesque Valley High School, 35 Years of Service
-Sherry Dilly, Teacher's Aide, Williamson High School, 34 Years of Service
-Judith Metcalf, Secretary, Administration Building, 28 Years of Service
-Mary Bellan, Teacher's Aide, Westfield Area Elementary School, 26 Years of Service
-Joan DeSera, Teacher's Aide, Westfield Area Elementary School, 17 Years of Service
-Jon McElwain, Maintenance, Westfield Area Elementary & Cowanesque Valley High Schools, 15 Years of Service

1.6 Open Forum

<u>Bob Goodrich, Osceola, PA.</u>

Mr. Goodrich shared his appreciation to Mr. Kaufman for speaking at the Memorial Day Ceremony. Mr. Goodrich also shared his appreciation for Cowanesque Valley High Schools Gratitude Day, the staff supporting summer school, and the reasonable budget to be approved. He ended in a prayer.

Olivia West, Osceola, PA.
Ms. West shared her experience on how issues and concerns have been handled within Clark Wood Elementary School.

1.7 Approval of Minutes

A motion was made by Kim Strauser, seconded by Greg Cummings, to approve the monthly meeting minutes from the May 12, 2025, Regular 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 Greg Cummings, seconded by James Moyer, 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, None)

1.11 Attendance Area Exception Requests- January-June 2025

1.12 Information & Correspondence

2.0 REPORTS

2.1 Superintendent's Report

Acknowledgements
Mr. Kaufman shared the importance in recognizing the hard work put in and efforts made by our staff. He stated that in addition to the day-to-day instruction, the staff of Northern Tioga School District does much to support the students, the families and the communities that are served by the district.

Mr. Kaufman also shared that developing a school budget involves many unknowns given that our budgets are due to be approved by June 30th each year and the state budget is rarely passed on time. He expressed that the work that our business manager, Kathy VanSchaick, does at preparing both the proposed and final budgets can't be discounted.

Lastly, Mr. Kaufman shared that Cheryl Sottolano has been with the district for 30 years. As she moves on to a new role, he wanted to not only thank her for her years in Northern Tioga School District but congratulate her. He shared that she has been an advocate for students her entire career and a strong leader and supporter of Westfield Area Elementary School and its community.

MTSS Interventionist Presentation- Mrs. Slavinski
Mrs. Slavinski provided the board with a presentation on the progress of the MTSS Interventionist Position from the 24/25 school year, compared to her projected goals for the position provided prior to the start of the school year.

Spring Athlete and Team Recognition
-CV Baseball-District IV Champions and qualifiers for the state tournament making it to the quarterfinals
-WHS Boys and Girls Track-Multiple District IV qualifiers, Olivia Meisner was a state qualifier, and Aiden O'Neil was also a state qualifier, placing 8th
-WHS Softball-Qualified for the District IV Tournament

School Safety and Security Report

A motion was made by Craig Stage, seconded by James Moyer, to approve the School Safety and Security Report that was presented in executive session, as required by the state. All votes were affirmative. The motion carried.

2.2 Business Manager's Report

Monthly Reports – (Exhibits #6, #7, #8, #9, #10, #11, and #12)
A motion was made by Ed Bonham, seconded by Craig Stage, to approve the Payroll Rate Changes- None, Capital Reserve Report, Financial Report, Cash Investment Report, Student Activity Report, Cafeteria Bills and Report, and Transportation Changes, as outlined in Exhibits #7, #8, #9, #10, #11, and # 12. All votes were affirmative. The motion carried.

Approval of Bids – (Exhibits #16, #17, #18, #19, #20, #21, #22, #23, #24, #25, and #26)
A motion was made by Craig Stage, seconded by Greg Cummings, to approve 2025/2026 Milk & Bread Bids as outlined in Exhibit #16, 2025/2026 Integrated Pest Management Bids as outlined in Exhibit #17, 2025/2026 Preventive Maintenance Heating Equip as outlined in Exhibit #18, 2025/2026 Preventive Maintenance Cooling Equip as outlined in Exhibit #19, 2024/2025 Scholarships as outlined in Exhibit #20, 2025/2026 School Physician as outlined in Exhibit #21, Student Accident Insurance 2025/2026 as outlined in Exhibit #22, Extended School Year Route Bids 2024/2025 as outlined in Exhibit #23, General, Art, Medical, Phys Ed, Industrial Art Bids 2025/2026 as outlined in Exhibit #24, Custodial Bids for 2025/2026 as outlined in Exhibit #25, and Athletic Bids 2025/2026 as outlined in Exhibit #26. Roll Call Vote. 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 fourteen complete work orders.

2.4 Grant Update

Rebecca Koehler shared an update regarding the grants she is currently working on for the District, which includes the Highmark Grant being under consideration, that we are still moving forward with the BSCA Grant, and that with board approval we will be moving forward with the COPS Grant.

3.0 ACTION ITEMS- VOICE VOTE

3.1 Voice Vote (Exhibits #13, #14, #15, #27, #28, and #29)

A motion was made by Greg Cummings, seconded by James Moyer to approve the following voice vote action items as outlined below and in Exhibits #13, #14, #15, #27, #28, and #29. All votes were affirmative. The motion carried.

3.1.1 2024/2025 Co-Curricular Appointments (Exhibit #13)

3.1.2 2025/2026 Co-Curricular Appointments (Exhibit #15)

3.1.3 Substitutes (Exhibit #14)

3.1.4 Retirements & Resignations

Jon McElwain, Cowanesque Valley High/Westfield Area Elementary Schools, Maintenance, retirement effective August 4, 2025 and David Wilcox, Williamson High School, Middle Level ELA, resignation effective August 1, 2025.

3.1.5 Volunteers

Jaron Longhurst- Westfield Area Elementary School

3.1.6 Board Member Workshops

Approval for Board Members to attend any PSBA sponsored workshops during the 2025/2026 school year.

3.1.7 Approval of Police MOUs (Exhibits #27, #28, and #28)

Approval of the Memorandums of Understanding between the local police, state police, and the school buildings as required by Chapter 10 of the PA School Code.

3.1.8 Additional Vacancies During Summer- to interview and offer positions to successful candidates for any teacher, classified, or Act 93 vacancies that may occur during the months of June, July, and August. Those recommendations will be made to the Board at the regular August meeting. (This will eliminate the need to convene a special meeting.)

4.0 ACTION ITEMS- ROLL CALL VOTE

4.1 Final Budget Adoption & Tax Resolution (Exhibits #30, #31, and #32)

A motion was made by Kim Strauser, seconded by Ed Bonham, to approve the final budget adoption for the 2025/26 school year in the amount of $46,081,274.00 with a real estate millage rate of 9.7388 mills as outlined in Exhibit #30 NTSD Budget, Exhibit #31 PDE2028, and Exhibit #32 Tax Resolution. Roll Call Vote. All votes were affirmative. The motion carried.

4.2 Homestead/Farmstead Exclusion Resolution (Exhibit #33)

A motion was made by Rod Butler, seconded by Craig Stage, to approve the homestead/farmstead resolution for an assessed exclusion amount of $25,210 or approximately $245.52 per each approved homestead/farmstead approved property for tax year 2025 as outlined in Exhibit #33. Northern Tioga will have approximately 94 homestead owners who will receive a “zero” dollar tax notice with an additional 78 farmstead properties who will have “zero” dollars on the farmstead portion. Roll Call Vote. All votes were affirmative. The motion carried.

4.3 Roll Call Vote (Exhibits #34, #35, #36, #37, #38, #39, #40, #41, #42, #43, #44, #45 and #46)

A motion was made by Craig Stage, seconded by Allison D’Haene to approve the following roll call vote action items as outlined below and in Exhibits #34, #35, #36, #37, #38, #39, #40, #41, #42, #43, #44, #45 and #46. Roll Call Vote. All votes were affirmative. The motion carried.

4.3.1 Re-Appointment of Briana Padget on Emergency Permit, pending PDE approval, for the 2025-2026 School Year.

4.3.2 2024/25 Extended School Year Appointment

Special Education Teacher- Kara Lockwood

4.3.3 Appointment of Solicitor

Appointment of Christopher Lantz as solicitor for the 2025/2026 school year at a rate of $185.00 per hour plus costs effective July 1, 2025.

4.3.4 Approval of 2025/2026 salaries for administrators, professionals, Act 93 employees, and support staff (as listed in the budget).

4.3.5 Curriculum Contracted Services with BLaST IU 17 MOU (Exhibit #34)

Approval of the Memorandum of Understanding between Northern Tioga School District and BLaST IU 17 for contracted services of Science Curriculum and MTSS Audit and Collaborative Action Planning effective July 1, 2025 to June 30, 2026 at a cost of $12,325.00.

4.3.6 Approval of the agreement between NTSD and UPMC Wellsboro for Pediatric Therapy Services. (Exhibit #35)

4.3.7 Approval of Pre-Apprenticeship Programs (Exhibits #36, #37 and, #38)

Approval for both high schools to offer The Pennsylvania College of Technology Advanced Manufacturing Pre-Apprenticeship (AMP) Program and the Center for Dairy Excellence Dairy Laborer Pre-Apprenticeship Program, beginning with the 2025-26 school year. Both programs are at no cost to our students or their families.

4.3.8 Approval of the IDEA Agreement with BLaST IU #17 for the 2025/2026 school year. (Exhibit #39)

4.3.9 Approval of the Updated MOU with Commonwealth University's for the Early College Program (Exhibit #40)

The update reflects recent changes to the program and new eligibility requirements.

4.3.10 Approval of the district’s application for the FY25 Community Oriented Policing Services (COPS) School Violence Prevention Program (SVPP) Grant for $306,629.62, due June 26, 2025.

This grant requires a 25% local cash match of $102,209.88, bringing the total project cost to $408,839.50. If awarded, these funds will be used to replace intercom systems district-wide and integrate them with the district’s emergency alert application, significantly enhancing school safety and communication.

4.3.11 Approval of the Memorandum of Understanding between Penny's Daycare center and the district for the 2025/2026 school year. (Exhibit #41)

4.3.12 Approval of the Inter-Governmental Agreement for Special Education Services with BLaST IU #17 for the 2025/2026 school year. (Exhibit #42)

4.3.13 Approval of the MOU between NTSD and Bradford-Tioga Head Start, Inc for the 2025/2026 school year. (Exhibit #43)

4.3.14 Approval from the school board to authorize the Superintendent and Business Manager to prepare and solicit bids for the pole barn rebuild at Westfield Area Elementary School.

4.3.15 Approval of the 2025/2026 Equipment Lists

Approval of the 2025/2026 equipment purchases as listed in the 2025/2026 budget and also approval to advertise and award equipment bids to the low bidder providing the specifications are met and the total amount awarded does not exceed the total budgeted amount and/or to order equipment items that are on any of the approved state bid contracts. As in the past, equipment purchases will be funded with carryover funds. If there are not enough carryover funds, equipment will not be purchased.

4.3.16 Approval of June Bills

Request that the Board grant permission to pay the June Cafeteria, General, and Capital Reserve, that would normally be approved at a July meeting as has been done in the past, and also to pay any bills received for bid supplies as they are received during the month of July. These bills will appear for retroactive approval at the August meeting.

4.3.17 Approval to open a 60-Month CD for Giana Gonzalez the recipient of the Dennis Smith Scholarship, in the amount of $1,000.00.

4.3.18 Policy First Reading- of proposed changes to the following policies: (Exhibits #44 and #45)

Policy 801- Public Records
Policy 830- Security of Computerized Personal Information/Breach Notification

4.3.19 Policy Second Reading & Final Adoption- of proposed changes to the following policy: (Exhibit #46)

Policy 323 - Tobacco and Vaping Products

4 NEW BUSINESS

5 ANNOUNCEMENTS

5.1 Future Board Meetings

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

Regular Board Meeting– August 11, 2025, 7:00 PM
Work Session- August 25, 2025, 6:00 PM

5.2 Committee Meetings

6 ADJORN

6.1 Adjourn

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

Adjournment was at 7:50 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.