

NORTHERN TIOGA SCHOOL DISTRICT
110 Ellison Road
Elkland, PA 16920

Minutes – August 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 Greg Cummings at 7:05 PM.

1.2 Moment of Silence

Greg Cummings led a moment of silence.

1.3 Pledge of Allegiance

Greg Cummings led those present in the Pledge to the Flag.

1.4 Board Attendance: Board Members Present: Julie Preston (Via Zoom), Greg Cummings, Rod Butler, Denise Mack, Allison D’Haene, James Moyer, Kim Strauser, and Craig Stage. Absent: Ed Bonham.

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

1.5 Student/Staff Recognitions & Presentations

Tenure and Professional Contract

The Superintendent and Mr. Fie recommend that the following Psychologists, be granted tenure and issued a professional contract: Allison Derrick and Brooke Webster.

1.6 Open Forum

Bob Goodrich, Osceola, PA.

Mr. Goodrich shared to the board that while looking ahead into this school year to be mindful to do what is right and best for the community and students. He ended in a prayer.

1.7 Approval of Minutes

A motion was made by Rod Butler, seconded by Craig Stage, to approve the monthly meeting minutes from the June 11, 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 Kim Strauser, seconded by Allison D'Haene, 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

Budget Update

Mr. Kaufman shared that the school district, as required by law, passed the 25-26 budget on June 11th, in advance of the June 30 deadline. He also noted that the state is also required to pass a budget by June 30. To date, the state has not yet passed the 25-26 budget. We have not received a great deal of information coming out of Harrisburg on the progress of negotiations. Mr. Kaufman also shared that the 25-26 federal funds that were paused this summer have since been released. For NTSD, the funds amount to a little over \$145,000.

Start of the School Year

Mr. Kaufman shared that the schools are finishing up cleaning and organization in preparation for the return of our staff and students.

Countywide Radio Upgrade

Mr. Kaufman noted that towards the end of the 20-teens, the county school districts began a project to upgrade bus radios, handheld radios, and desk top radio stations. The intent behind the upgrade was to allow for more seamless communication between the buses and schools as the buses move about the county. The upgrade also improved radio coverage within the school districts and with county EMS. This radio upgrade project is finally coming to a conclusion with the final equipment updates being completed this week, in advance of the start of the school year.

Acknowledgement of Summer Work

Lastly, Mr. Kaufman shared thanks to the custodial, maintenance, and office staff across the district for the work you do over the summer. He is thankful for their dedication in getting the schools put back together and organized for the first day of school.

2.2 Business Manager's Report

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

A motion was made by Kim Strauser, seconded by James Moyer, to approve the Payroll Rate Changes, Capital Reserve Report, Financial Report-None, Cash Investment Report,

Student Activity Report, Cafeteria Bills and Report, and Transportation Changes, as outlined in Exhibits #7, #9, #10, #11, and # 12. All votes were affirmative. The motion carried.

Approval of Athletic Transportation Bids – (Exhibit #15)

A motion was made by Craig Stage, seconded by Allison D’Haene, to approve 2025/2026 Athletic Transportation Bids as outlined in Exhibit #15. 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 with 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 gym floors being screened and coated, annual elevator testing and inspections, summer cleaning in all schools, and a new work order system.

2.4 Grant Update (Exhibit #17)

Rebecca Koehler shared her report on the 2025 Summer School session. There were 42 students enrolled with all students passing their courses for a 100% success rate, as outline in exhibit #17.

3.0 ACTION ITEMS- VOICE VOTE

3.1 Voice Vote (Exhibits #13, #14, and #16)

A motion was made by Craig Stage, seconded by James Moyer to approve the following voice vote action items as outlined below and in Exhibits #13, #14, and #16. All votes were affirmative. The motion carried.

3.1.1 2025/2026 Co-Curricular Appointments (Exhibit #13)

3.1.2 2024/2025 Co-Curricular Appointments (Exhibit #16)

3.1.3 Substitutes (Exhibit #14)

3.1.4 Retirements & Resignations

Tammy Stilts, Speech Teacher, Clark Wood/Westfield Area Elementary School, resignation effective August 1, 2025, Melissa Richardson, Biology Teacher, Williamson High School, resignation effective August 12, 2025, Kayla McCaig, Autistic Support Teacher, Clark Wood Elementary School, resignation effective August 15, 2025, Stephanie Harkenrider, Life Skills Teacher, Clark Wood Elementary School, resignation effective June 25, 2025, Jason Fry, Learning Support Teacher, Cowanesque Valley High School, resignation effective August 15, 2025, Jeff Martin, Technology Education Teacher, Williamson High School, resignation effective August 4, 2025, Mitzi Tripp, Cook, RB Walter Elementary/Williamson High School, retirement effective July 28, 2026, and Kim

Fish, Payroll, Administrative Building, retirement effective January 2, 2026.

- 3.1.5 Additional Vacancies During August- to interview and offer positions to successful candidates for any teacher, classified, or Act 93 vacancies that may occur between the August and September Board meetings. 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 Roll Call Vote (Exhibits #18, #19, #20, #21, #22, #23, #24, #25, #26, #27, #28, #29 and #30)

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 #18, #19, #20, #21, #22, #23, #24, #25, #26, #27, #28, #29 and #30. Roll Call Vote. All votes were affirmative. The motion carried with Denise Mack abstaining.

- 4.1.1 Appointment of Westfield Area Elementary School Principal- Bonnie Walker, effective August 1, 2025, at a salary of Level 4 of the current Act 93 agreement.
- 4.1.2 Appointment of Cowanesque Valley High School Assistant Principal- Nicole Pritchard, effective August 12, 2025, at a salary of Level 3 of the current Act 93 agreement.
- 4.1.3 Temporary Professional Teacher Appointments; in accordance with the contractual agreement between the Northern Tioga School District and the Northern Tioga Education Association: Sydney Tubbs, Life Skills Teacher, Clark Wood Elementary School, Step 2 Bachelors Degree, effective August 18, 2025, and Katrina Fuhrer, Elementary Teacher, Clark Wood Elementary School, Step 2 Bachelors Degree, effective August 18, 2025.
- 4.1.4 Emergency Certified Teacher Appointments; in accordance with the contractual agreement between the Northern Tioga School District and the Northern Tioga Education Association, pending the signing and approval of the Credit Reimbursement Agreement for Emergency Permit, and PDE approval; David Kemp, Special Education Teacher, Cowanesque Valley High School, Step 1 Bachelor's Degree, effective August 18, 2025, Nicholas Hultz, Biology Teacher, Williamson High School, Step 1 Bachelor's Degree, Effective August 18, 2025, and Jill Hotter, Middle School ELA Teacher, Cowanesque Valley High School, Step 4 Master's Degree, Effective August 18, 2025.
- 4.1.5 Classified Appointments in accordance with the contractual agreement between the Northern Tioga School District and the Northern Tioga Education Support Professionals; Ciara Kibbe, 5.75 hour per day special education teacher aide, Cowanesque Valley High School, \$17.32/hour, effective August 20, 2025, and

Kayden Houghtaling, custodian, Westfield Area Elementary School, \$18.15/hour, effective August 4, 2025.

- 4.1.6 Appointment of MTSS Tutors- Amy Sawyer, Westfield Area Elementary School, \$25.00/hour, effective August 20, 2025.
- 4.1.7 Approval of the contract with Kellington Protection Service, LLC for the remaining two school security guards, pending solicitor review.
- 4.1.8 2025/2026 Meal Prices (Exhibit #18)- Under the CEP program (Community Eligibility Provision), per PDE Division of Food and Nutrition there is a minimum price that needs to be set for adult meals. Based on this minimum pricing requirement.
- 4.1.9 Title I Parent and Family Engagement Policy. (Exhibit #19)
- 4.1.10 Title I Schoolwide Plans for the 2025-26 school year. (Exhibit #20, #21, #22 & #23)
- 4.1.11 Approval of the three AEDY Alternative Education for Disruptive Youth River Rock Academy Contracts. (Exhibit #24, #25, & #26)
- 4.1.12 Mr. Butterfield requests the Board's approval to use up to \$1,500.00 from his Principal's Special Request Fund to fund a speaker for the first day of school.
- 4.1.13 Approval of MOU with Northern Tier Regional Planning and Development Commission for Career Coaching. (Exhibit #27)
- 4.1.14 Policy First Reading- of proposed changes to the following policies: (Exhibits #28)- Policy 113.2- Behavior Support.
- 4.1.15 Policy Second Reading & Final Adoption- of proposed changes to the following policy: (Exhibits #29 & #30)- Policy 801- Public Records and Policy 830- Security of Computerized Personal Information/Breach Notification.

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– September 8, 2025, 7:00 PM
Work Session- August 25, 2025, 6:00 PM

5.2 Committee Meetings - None

6 **ADJORN**

6.1 Adjourn

A motion was made by Kim Strauser, seconded by Craig Stage to adjourn. All votes were affirmative. The motion carried.

Adjournment was at 7:40 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.