

NORTHERN TIOGA SCHOOL DISTRICT  
110 Ellison Road  
Elkland, PA 16920

Minutes – December 2, 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 7:01 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, James Moyer, Rod Butler, Kim Strauser, Craig Stage, and Ed Bonham. Absent: Denise Mack.

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

1.5 Election of Temporary President

A motion was made by Craig Stage, seconded by James Moyer, to nominate Ed Bonham as Temporary President. All votes were affirmative, and Ed Bonham assumed the role of Temporary President.

1.6 Oath for Re-Elected Board Members

Temporary President Ed Bonham administered the Oath to Kim Strauser and Allison D'Haene.

1.7 Election of President and Vice President

A motion was made by Craig Stage, seconded by Kim Strauser, to nominate Rod Butler as President. All votes were affirmative to elect Rod Butler as President. Rod Butler assumed the President's chair.

A motion was made by Julie Preston, seconded by Craig Stage, to nominate Ed Bonham as Vice President. All votes were affirmative to elect Ed Bonham as Vice President.

- 1.8 Kim Strauser remained as the district PSBA Liaison.
- 1.9 Kristopher Kaufman remained as the district Employee Relations Contact.
- 1.10 James Moyer remained as the School Board Sick Bank Representative.
- 1.11 Julie Preston remained as the I.U. Board Representative.
- 1.12 Student/Staff Recognitions & Presentations

Student of the Month:

*Williamson High School – Brody Foster*

The Student of the Month is Brody Foster. This freshman is the son of Greta and Tyler Foster of Tioga. He was selected by the Industrial Arts department for this recognition. His favorite subjects in school include woodshop and physical education. Brody is involved in Ski Club, Sportsman's Club, and Baseball. In his free time, he really enjoys skiing and fishing. One of his favorite memories is of catching a Muskie at the spillway in Lawrenceville. His teachers describe him as a hardworking and polite student who is always focusing on quality and detail. Brody is very inquisitive, shows social maturity, and demonstrates advanced problem solving. Brody is also well respected and looked up to in peer groups. He is a great student to have in the classroom and is constantly setting a high example with his work and attitude. Congratulations to you, Brody!

*Williamson Middle School – Henry Hess*

Williamson Middle School Student of the Month for December is Henry Hess. Henry is the son of Luke and Julie Hess of Millerton. Henry's teachers describe him as a student who meets all PRIDE expectations, in all settings throughout each day. He showcases dependability and integrity when being an active leader in extracurriculars. Henry is the treasurer of the Williamson Middle School Student Council, and a valued member in Battle of the Books. Additionally, Henry is a dedicated member of the Williamson Chorus. Henry is also a successful participant of the National Junior Honor Society.

*Cowanesque Valley High School – Anna Lee*

Cowanesque Valley proudly announces Anna Lee as December's Student of the Month. Anna is the daughter of Shadd and Karla Lee of Osceola. Anna is on the soccer and track team, and she also plays travel soccer for the Soaring Capitals. She is the student council president, vice president of the senior class, and secretary of the National Honor Society. On top of all that, she has a job at the Rusted Nut. Anna's teachers describe her as someone who helps others graciously and goes above and beyond in everything, she does without ever expecting credit for what she does. She pushes herself out of her comfort zone and has become an incredible leader for our school. Anna absolutely makes CV proud!

*Cowanesque Valley Middle School – Hunter Bisel*

The Cowanesque Valley Middle School teachers are proud to name Hunter Bisel as December's student of the month. He makes excellent use of his time in class and is not afraid to ask for help when needed. He is also not afraid to jump in and help others once he completes his own work. Middle school has brought many new challenges for Hunter, but he says his favorite thing about middle school is that the teachers are nice. The class that Hunter says he enjoys most is science. Hunter has also expressed that he takes a lot of pride in working hard to earn good grades. Outside of school, Hunter has many personal interests. He likes to farm, play outdoors, and play games. Hunter enjoys farming so much that he hopes to one day become a farmer as a career. Great job, Hunter!

*R.B. Walter Elementary School – Oaklynn Earle*

Oaklynn Earle has been chosen for student of the month! Oaklynn is the daughter of Megan and Justin Earle of Millerton, PA, and a 4th grade student at RB Walter. Oaklynn is a wonderful and kind student. She is always upbeat and comes in with a smile and a hug every day. She is a good listener who works hard, and she is an excellent role model. We can always count on Oaklynn to be doing the right thing and being the best, she can be. Oaklynn really likes school and is excited to be here every day! She is an honor roll student and works hard to make sure that she is successful. She especially loves reading and enjoys Harry Potter. She is an excellent speller and really enjoys writing. Oaklynn is well-liked by both students and adults. She has many friends and is very social. She is part of the cheer team. Oaklynn joined the band this year and plans to play the clarinet. Oaklynn's teachers appreciate her work ethic and her helpful attitude. She is someone they can count on! Outside of school, Oaklynn enjoys hanging out with her sister and playing outdoors. She likes spending time with her animals which include a dog, cats, rabbits, chickens, and her favorite Mr. Turtle. In the future, she would like to become a vet to work with and help animals. Congratulations Oaklynn!

*Clark Wood Elementary School – Grayson Hall*

Grayson Hall is representing Clark Wood Elementary School as our December, Student of the Month. Grayson is in 5th grade and is the son of Ashley King and Daniel Hall who reside in Elkland. Grayson consistently demonstrates the RAMS school-wide expectations not only in the classroom but throughout the school with his kind, caring, and hardworking demeanor. His favorite subject is science. Outside of school, Grayson enjoys playing basketball at Calvary Youth Sports and he plays baseball for the Elkland Little League. During his downtime, Grayson likes playing video games with his brothers. We are very proud of you. Keep up the good work!

*Westfield Area Elementary School – Bayleigh Linza*

Bayleigh Linza is the December Student of the Month for Westfield Area Elementary School. Bayleigh is the granddaughter of David and Lori Tombs of Westfield and the daughter of Kim Robinson of Sayre and Cullen Linza of Wellsville. Bayleigh is in fifth grade and participates in soccer, Battle of the Books, Student Council, chorus, and band. She is also a member of the Brookfield Pioneers 4H club. Through 4H, she entered candles, cookies, and a scrapbook in the fair this year. Her teachers say Bayleigh is a happy, hard-working young lady. You can count on her for well thought out answers in any subject. She continually strives to excel in all she does, and it shows. Her bubbly personality has earned her friends in everyone she meets, and her leadership skills serve

her well in Student Council, band, and chorus. She plays percussion in band and practices so much! She is a very determined student who helps others with the same effort she would put into her own responsibilities. Her favorite thing about school is math with Mrs. Bieser because she makes it fun. Outside of school, Bayleigh enjoys reading and making crafts. In the future, she would like to be a business owner. Congratulations Bayleigh, we are proud of you.

**Presentation of the NASP Student POWER Awards and the NASP Possibilities in Action Partner Awards**

The POWER Award is awarded to students who make exceptional progress toward personal goals and demonstrate qualities such as optimism, problem solving, eagerness to do his or her best, and reaching out to others. Congratulations to the following recipients of the 2025 POWER Award: Williamson High School: Olivia Gee and Lexi Smalley, RB Walter Elementary School: Omar Brockman and Skylar Cunningham, Clark Wood Elementary School: Mallory Balada and Natalie Landron, Westfield Area Elementary School: Aria Rice and Dmytro Shunaiev, Cowanesque Valley High School: Alyvia Haynes and Madisyn Sawyer.

The Partners in Action Award honors individuals who exemplify the belief that every student has limitless potential and who work every day to support the needs of the whole child to promote positive school outcomes. Congratulations to the following staff on receiving the 2025 Partners in Action Award: Williamson High School: Tina Nevius and Mariah Pino, RB Walter Elementary School: Kyle Blakeslee and Taylor L'Amoureaux, Clark Wood Elementary School: Shannon Daley and Kim Hartman, Westfield Area Elementary School: McKenna McLean and Stephanie Young, Cowanesque Valley High School: Lee Charlier and Afton Heyler.

1.13 Open Forum (None)

1.14 Approval of Minutes

A motion was made by James Moyer, seconded by Craige Stage, to approve the meeting minutes from November 10, 2025, Regular Meeting and November 17, 2025, Buildings and Grounds Committee Meeting. The motion carried.

1.15 Budget Transfers (None)

1.16 Approval of Bills (Exhibit #3)

A motion was made by Julie Preston, seconded by Craig Stage, to approve bills as outlined in Exhibit #3. Roll Call Vote. All votes were affirmative. The motion carried.

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

1.18 Information & Correspondence (None)

## 2.0 REPORTS

### 2.1 Superintendent's Report (Exhibit #15)

Local Auditors Report for July 1, 2024-June 30, 2025, Roll Call (Exhibit #15)- Postponed to next meeting due to weather/road conditions.

#### Food Service Procurement Audit and Locally Sourced Food

Judy Quick, Food Service Director, shared that the food service procurement review was recently completed. The two findings, one regarding policy and one regarding micro-purchase requirements, were presented to the board along with the corrective action for each finding.

Also, it was shared with the board that the food service department will be using locally sourced maple syrup from Butler Maple, Sunrise Maple, and Patterson Farms for our holiday brunch this year. With the passing of the budget, the district will also be working with the PA Beef Council to use local beef in our schools.

#### Winter Sports Numbers and Athletic Facility Project Update

Mr. Kaufman presented the winter sports participation numbers along with an update on the athletic facility project. He shared that at the Buildings and Grounds committee meeting on November 17th; the committee members had a page turn review of the plans for the proposed upgrades at each high school site. Larson Design Group has submitted required documentation to the Tioga County Conservation District and is awaiting on approval of permits in order to move forward with the bid process and approval of the project.

#### Pre-K Partnership with Stepping Stones Preschool

Mr. Kaufman shared that Stepping Stones Preschool has approached the district about partnering to bring two pre-k classrooms to the school district. They would like to add a classroom to both RB Walter Elementary and Westfield Area Elementary starting with the 26/27 school year. These classrooms would be in addition to the preschool program that is already located in Elkland.

#### Student Presenter-Nathaniel Hindman

Nathaniel Hindman presented his Eagle Scout project to the board. Nathaniel's project includes creating and then placing sensory boxes in several classrooms at Clark Wood Elementary School. The board approved the project and is looking forward to Nathaniel coming back to the board to show the finished sensory boxes.

### 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 James Moyer, to approve the Payroll Rate Changes, Capital Reserve Report (none), Financial Report (none), Cash Investment Report (none), Student Activity Report, Cafeteria Bills and Report, and Transportation

Changes, as outlined in Exhibits #6, #10, #11, and #12. All votes were affirmative. The motion carried.

#### 2.3 Buildings and Grounds Report

Daren Bryant prepared a document for the board listing recent projects from his department.

#### 2.4 Grant Update (None)

### 3.0 ACTION ITEMS

#### 3.1 Voice Votes (Exhibits #13, #14, & #16)

A motion was made by Julie Preston, seconded by Greg Cummings 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 Substitutes (Exhibit #14)

##### 3.1.3 Approval of Volunteers: Vincent Coates- Williamson High School and Ashley Abbott- Cowanesque Valley High School.

##### 3.1.4 Approval of the Tioga TCC Voting Delegate Appointment Resolution appointing Kathy VanSchaick as the primary voting delegate with Kristopher Kaufman and Brittany Mondock as the first and second alternates. (Exhibit #16)

##### 3.1.5 Additional Vacancies During December- to interview and offer positions to successful candidates for any teacher, classified, or Act 93 vacancies that may occur between the December and January Board meetings. Those recommendations will be made to the Board at the regular January meeting. (This will eliminate the need to convene a special meeting.)

### 4.0 ROLL CALL VOTE

#### 4.1 Roll Call Vote (Exhibits #17, #18, #19, #20, & #21)

A motion was made by James Moyer, seconded by Kim Strauser 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.

##### 4.1.1 Classified Appointments in accordance with the contractual agreement between the Northern Tioga School District and the Northern Tioga Education Support Professionals: Kaycee Booker, 6.5 hours/day Teacher's Aide, Clark Wood

Elementary School, \$17.32 per/hour, effective December 8, 2025.

- 4.1.2 Motion to Remove Employee Motion to remove Employee #3417 as a probationary employee prior to the end of the 120-day probationary term.
- 4.1.3 Recommendation that the board approves the district to utilize Sweet, Stevens, Katz, & Williams LLP as special council as needed. (Exhibit #17)
- 4.1.4 Recommendation that the Board approve the attached resolution certifying that the 2026/2027 tax rate will be increased at a rate at or below the adjusted Act 1 Index for our district of 5.2% which equates to a maximum increase of 0.5064 mills. (Exhibit #18)
- 4.1.5 Approval of the agreement between Service Access & Management, Inc. and Northern Tioga School District for the 2025-2026 Youth Diversion Service Program effective July 1, 2025, through June 30, 2026. (Exhibit #19)
- 4.1.6 Recommendation that the Board approve the Linkage Agreement between Keystone/Red Rock Job Corps and Northern Tioga School District. (Exhibit #20)
- 4.1.7 Recommendation that the Board approve the following projects be completed in the 2025/26 school year with funding from the Capital Reserve Account. For Clark Wood Elementary: Gym floor refurbishing, \$58,700.00, Replace all 3 gas trains on the boilers, \$45,000.00, and Re-tube boilers #2 and #3, \$38,000.00. For Williamson High School: Railings for the inside bleachers, \$29,000.00, repave gym area, \$26,456.00, remove trees around gym blacktop, \$8,400.00, and 316 Stainless Steel pillar protectors, \$10,450.00. These projects total \$216,006.00.
- 4.1.8 Policy Second Reading & Final Adoption- of proposed changes to the following policy: (Exhibit #21) Policy 815.1 - Use of Generative Artificial Intelligence in Education.

## 5 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.

Regular Board Meeting – January 12, 2026, 7:00 PM  
Board Work Session – January 26, 2026, 6:00 PM

#### 5.2 Committee Meetings - None

**6.0 ADJOURNMENT**

6.1 Adjourn

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

Adjournment was at 7:59 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.