

NORTHERN TIOGA SCHOOL DISTRICT
110 Ellison Road
Elkland, PA 16920

Minutes – October 12, 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 7:13 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, Ian McLaughlin, Jolene Meisner, James Moyer, and Kim Strauser. Absent: Ed Bonham 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

Student of the Month

Williamson High School – Owen Gontarz

Owen Gontarz, the son of Matthew and Bobby Jo Gontarz of Millerton, PA is a Senior at Williamson Jr./Sr. High School and was selected as the high school Student of the Month. Owen is a member of the high school baseball team and has served most of his high school career on the Student Council. Outside of school, Owen enjoys working on cars and preparing for the upcoming baseball season. Anyone that has met Owen knows that he is a good role model for the underclassmen. Not only is he known for his hard work in the classroom, but also for his positive attitude. One of the teachers that nominated him for this award had this to say, “Owen is responsible, helpful, kind, positive, and overall just a great kid!” After graduation, Owen hopes to attend RIT majoring in Mechanical Engineering. Congratulations, Owen. The faculty and staff of Williamson High School are very proud of you.

Williamson Middle School – Lily Hess

Williamson Middle School is proud to honor Lily Hess as the October Student of the Month. Lily is the daughter of Julie and David Hess. She is the big sister of Charlie, a 6th grader at R.B. Walter Elementary School, Henry, a 3rd grader at R. B. Walter Elementary School and Samuel, who is 4 years old. The Hess family resides in Millerton, Pennsylvania.

Lily is proud to be raised on her family's dairy farm. She loves the farm life and also enjoys sewing and the making of soap. She has expanded her hobbies into a business adventure. Lily is also an active member of her 4-H Club where she enjoys doing an annual cow project.

At school, Lily is an active member of Williamson High School. She plays the flute in the Warrior Band. Lily enjoys being a member of the chorus. She is also on the jr. high volleyball team. Last year Lily enjoyed participating on the school's newspaper. Currently, Lily is a member of the National Junior Honor Society. Outside of school, Lily has volunteered with her 4-H Club.

Lily's future aspirations are to continue life with her family's dairy farm. She and her brother's plan to keep the tradition of dairy farming going for another generation. Congratulations to Lily Hess! Williamson Middle School is honored to have such a good citizen represent our school!

Cowanesque Valley High School – Carter Ackley

Carter is a freshman at Cowanesque Valley and is the son of Dennis and Michelle Ackley of Westfield. Why? Because he is amazing! Two days ago, I witnessed him say to a boy who keeps to himself with low self-esteem, "get over here and join us, don't sit buy yourself. You are part of the class too." He said it in an inviting and pleasant manner as well. It made that boy's day I'm sure and that is always Carter! Carter is also a member of the football, basketball and track teams. If you have been to the beef barn at the Tioga County Fair, you probably saw Carter. He is a past Grand Champion with his market steer and active member of the FFA. He is also, an entrepreneur, raising and selling pigs to local consumers. In his spare time, Carter is an avid hunter.

Cowanesque Valley Middle School – Madisyn Sawyer

The Cowanesque Valley Middle School teachers are pleased to announce Madisyn Sawyer as our middle school student of the month. She is in seventh grade and is the daughter of Amy and Terry Sawyer of Westfield. Madi is a hardworking student who is always kind to others and respectful to her teachers. She always completes her work and does it with a positive attitude. She is a cheerleader and a Girl Scout. When she is not working hard in the classroom, she enjoys spending time with her grandma. One day, Madi would like to be a photographer or a teacher. We are happy to have Madisyn as part of our middle school!!

R.B. Walter Elementary School – Randall Stanley

R.B. Walter Sixth Grade is proud to have Randall Stanley represent us as Student of the Month. Randall is the son of Julia Peddigree and Randall Stanley of Lawrenceville.

Randall's teachers are pleased with this young man's consistent display of the qualities that make a good citizen and a good student. These are the same qualities that R.B. Walter promotes in school through the acronym SPARK. Randall is self-controlled, kind, hardworking, respectful and accountable. He is kind to all students, not just a select few. He participates in class and doesn't hesitate to ask a question when he is confused. Randall's school work is important to him and he strives to always give his best.

Interests outside of school are all about family. He enjoys playing football with his brothers, grilling food with his dad and just hanging out at home with his mom. When he talks about family, Randall instantly smiles. His favorite subject in school is math. When asked why, he stated that it is the most difficult subject for him and he likes the challenge. His favorite part of school is gym and he loves to play dodgeball. Saquon Barkley, the Running Back for the New York Giants, is his role model. Randall explained that Saquon had a difficult life with many obstacles and he never gave up. He respects Saquon's ability to work through the hard times and challenges. Future plans are to be a football player at this point. He enjoys watching football with his dad and says he is quite talented when it comes to the sport. He feels very confident when playing and enjoys that feeling of confidence. As for special awards and recognitions, he stated that this was one of the first things he has been recognized for. He said his parents "Freaked Out" in a good way, when they heard the news and talked about the fact that hard work really does pay off. To top it all off they went to Pizza Hut to celebrate. ☺ Randall believes his strongest characteristic is hard work and not giving up. He stated, "In the long run it all pays off." Well said, Randall. We are so proud to honor you as R.B. Walter's Student of the Month.

Westfield Area Elementary School – Sophia Bernstein

The Westfield Area Elementary School Student of the Month is Sophia Bernstein. Sophie is a 6th grade, honor roll student who is the daughter of Jeannette Bernstein and William Bernstein of Knoxville. She is involved in the WAES chorus and plays softball for the Knoxville Tigers. She was also involved in the Girl Scouts. Sophie's teachers describe her as an absolute delight to be around! She is kind, thoughtful, and hardworking. Her volunteering to help others is always so appreciated! Sophia is sweet, hardworking and helpful. She is a leader that we can always count on to be honest and kind. We are proud to have Sophie Bernstein as our October Student of the Month!

Clark Wood Elementary School – Tyler Sereno

Tyler is the son of Mr. Greg Sereno of Elkland and Ms. Tascha Talada of Millerton. He is a 3rd grade student whom we are very proud of. Tyler is a very kind and caring person. He is always watching out for his friends and encouraging them to do their best. He volunteers and participates frequently in class and is courteous and polite. Tyler goes above and beyond his AR requirements. He is a great joy to have in class.

1.6 Open Forum

Bob Goodrich, Osceola, PA

Mr. Goodrich offered a prayer.

1.7 Approval of Minutes

A motion was made by Jolene Meisner, seconded by Jean Kohut, to approve the monthly meeting minutes from the September 14, 2020 regular meeting and September 28, 2020 work session. All votes were affirmative. The motion carried.

1.8 Budget Transfers (Exhibit #2)

A motion was made by Greg Cummings, seconded by Jolene Meisner, to approve 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 Jean Kohut, seconded by Ian McLaughlin, 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

Teacher Transfer

Joey Sue Hamilton-Ficks, Physical Education Teacher at Westfield Area Elementary School, to Physical Education Teacher at Williamson High School.

2.0 REPORTS

2.1 Superintendent's Report

Latest News on Free Meals for All Children – Judy Quick, Food Service Director

USDA announced that they will be issuing an extension of the SFSP Programs through June 30, 2021. The district will provide free meals to all students that are 18 years and younger that are learning in school as well as any families with students learning from home. Meal participation has increased in school since this program started on September 8th.

Williamson High School – A-TSI Plan

Dr. Barnes shared that Williamson High School's A-TSI plan has been approved. Mr. Kaufman stated that the school will probably continue to struggle with attendance this year as a result of COVID-19.

Flexible Instructional Day (FID) Plan

Dr. Barnes shared that the district submitted a Flexible Instructional Day Plan so that it is in place in the event that the district should need to use it. The plan has been revised and resubmitted in response to some corrections that were needed.

Special Sick Leave Guidelines

In response to COVID-19, the district has worked with the solicitor to create special sick leave guidelines for employees. These guidelines were sent to the Board for review and the Board will be asked to vote on them as a new business item tonight.

Advocacy Day

Dr. Barnes shared that Board President, Julie Preston, participated in PSBA's Advocacy Day last week. As part of her participation, Julie set up a conference call with Dr. Barnes and Representative Owlett to discuss issues that school districts are facing. Dr. Barnes said they were able to discuss legislation on limited liability and issues that districts face in relation to cyber charter schools.

District Update

The District Update was made available in the usual format.

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 Ian McLaughlin, to approve the Payroll Rate Changes, Capital Reserve Report, Financial Report (None), Cash Investment Report, Student Activity Report, Cafeteria Bills & 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 work in the buildings on building automation upgrades has started. The new roof at Williamson High School is complete and the roof replacement at Cowanesque Valley High School has started. Tremco has completed their roof inspections at the schools and the district will receive a report of their findings soon. The secure entrance project is moving along.

The warranty walk-throughs at Williamson High School and Cowanesque Valley High School were completed. Mike Jones of Hunt has sent out a punch list from the walk-throughs. They are now waiting for a response to the punch list from contractors. Greg Cummings stated that any items that were included on previous punch lists that are now also included on the warranty walk-through punch list need to be noted. Jean Kohut asked that Jeremy make sure the building principals receive a copy of the punch list so they can review it for any missing items.

3.0 ACTION ITEMS

3.1 2020/2021 Co-Curricular Appointments (Exhibit #13)

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

3.2 2020/2021 Substitutes (Exhibit #14)

A motion was made by Ian McLaughlin, seconded by Kim Strauser, to approve 2020/2021 substitutes as outlined in Exhibit #14. All votes were affirmative. The motion carried.

3.3 Resignations

A motion was made by Jean Kohut, seconded by Kim Strauser, to accept the resignations of: Cindy Wanner, Cafeteria Aide at Cowanesque Valley High School, effective September 25, 2020; Nichole Simcox, Health/Physical Education and Driver Education teacher at Williamson High School, effective October 19, 2020; and Sarah Knight, Elementary Teacher at Westfield Area Elementary School, effective November 17, 2020, and thank them for their dedicated service. All votes were affirmative. The motion carried.

3.4 Classified Appointments (Exhibit #16)

A motion was made by James Moyer, seconded by Kim Strauser, to appoint Kelly Lowe to the position of 2.5 hour per day cafeteria aide currently assigned at the R.B. Walter Elementary/Williamson High School at a rate of \$12.61 per hour, effective October 14, 2020; Amanda Graves to the position of 3.0 hour per day cafeteria aide currently assigned at the Cowanesque Valley High School at a rate of \$12.61 per hour, effective October 27, 2020; and Harley Ruef to the position of 6.0 hour per day cook currently assigned at the Cowanesque Valley High School at a rate of \$15.29 per hour, effective October 13, 2020 (Currently 5.5 hour per day cook at Cowanesque Valley High School.) 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.

3.5 Approval to Increase Hours

3.6 Approval to Increase Hours

A motion was made by Jean Kohut, seconded by Greg Cummings, to approve (3.5) increasing daily hours for Debra Torok, teacher aide at Cowanesque Valley High School, from 4 hours per day to 4.5 hours per day effective immediately; (3.6) increasing the following R.B. Walter Elementary School teacher aide hours retroactive to August 26, 2020 effective through the end of the 2020/2021 school year: Stephanie Robinson from 4 hours to 4 hours and 10 minutes per day; Liz Tracy from 4 hours to 4 hours and 35 minutes per day; and Virginia Seaman from 4 hours to 4 hours and 35 minutes per day. Roll Call Vote. All votes were affirmative. The motion carried.

3.7 First Reading of Policies (Exhibits #18, #19, & #20)

A motion was made by Kim Strauser, seconded by Jolene Meisner, to approve the first reading of proposed changes to the following policies:

#111 - Lesson Plans (Exhibit #18)

#314 - Physical Examination (Exhibit #19)

#705 - Facilities and Workplace Safety (Exhibit #20)

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

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

A motion was made by Jean Kohut, seconded by Jolene Meisner, to approve the second reading and final adoption of proposed changes to the following policies:

#333 - Professional Development (Exhibit #21)

#810.1 - School Bus Drivers and School Commercial Motor Vehicle Drivers (Exhibit #22)

#810.3 - School Vehicle Drivers (Exhibit #23)

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

3.9 Moratorium on Graduation Project

A motion was made by Kim Strauser, seconded by Ian McLaughlin, to approve a moratorium on the graduation project for this year's seniors. With the COVID-19 pandemic, many places that have allowed volunteers in the past are no longer allowing students to volunteer. Also, many sites that were used in the past are still shuttered. It is unknown when these places will open again and accept volunteers which makes it difficult, if not impossible, to fulfill the community service hours. Roll Call Vote. All votes were affirmative. The motion carried.

3.10 Budget Renovations & Roofing Inc. Payment

A motion was made by Jean Kohut, seconded by Jolene Meisner, to approve the Business Manager to issue payment to Budget Renovations & Roofing Inc. in the amount of \$691,631.76 during the month of October to be paid from the Capital Reserve Fund as Board approved at the May 11, 2020 Board meeting. Payment of the retainage (\$169,588.50), included in the amount above, will not be issued until the roof warranty walk through is completed. Roll Call Vote. All votes were affirmative. The motion carried.

3.11 Clean Harbors Environmental Services, Inc. (Exhibit #24)

A motion was made by Jean Kohut, seconded by Jolene Meisner, to approve utilizing Clean Harbors Environmental Services, Inc. for the removal and disposal of chemicals at a total cost of approximately \$8,664.74 as outlined in Exhibit #24. Roll Call Vote. All votes were affirmative. The motion carried.

3.12 Approval of Affiliation Agreement (Exhibit #25)

A motion was made by Kim Strauser, seconded by Jean Kohut, to approve the Affiliation Agreement between the district and Messiah University for five years as outlined in Exhibit #25. Roll Call Vote. All votes were affirmative. The motion carried.

- 3.13 Out of Country Field Trip Request (Exhibit #26)
- 3.14 Out of Country Field Trip Request (Exhibit #27)

A motion was made by Jean Kohut, seconded Jolene Meisner, to approve (3.13) the Cowanesque Valley High School Travel Club to travel to Scotland/Ireland in June 2021 to introduce students to foreign places, culture, and food. This trip was previously approved to take place in June 2020 and has been rescheduled pending travel safety as the trip nears as outlined in Exhibit #26; (3.14) the Cowanesque Valley High School Travel Club to travel to Italy in June 2022 to introduce students to foreign places, cultures, and foods and to aid students in developing confidence and independence as outlined in Exhibit #27. The motion carried with Kim Strauser casting a negative vote.

- 3.15 Release Time Class Approval

A motion was made by Ian McLaughlin to approve Garion Erway, of Child Evangelism Fellowship of Tioga County, Inc., to conduct the released-time class and after school club program beginning the week of October 4, 2020 through the week of April 16, 2021 from 3:00 pm – 4:10 pm on Thursdays for students at the Westfield Area Elementary School, from 3:15 pm – 4:30 pm on Wednesdays for students at the Clark Wood Elementary School, and from 2:50 pm – 4:10 pm on Wednesdays for students at the R.B. Walter Elementary School. Classes will be held at the Westfield Area Elementary School, Clark Wood Elementary pavilion and playground, and the R.B. Walter Elementary computer lab. They also request permission to place flyers regarding the program at the schools. Parents will be required to sign a permission slip for their children to attend. Transportation will be provided. The request was denied for lack of a second motion.

- 3.16 Approval of Volunteer

A motion was made by Jean Kohut, seconded by Greg Cummings, to approve the following volunteer: Carrie Long, Cowanesque Valley High School. All votes were affirmative. The motion carried.

4.0 NEW BUSINESS

- 4.1 Additional Vacancies During October

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

- 4.2 Special Sick Leave Guidelines (Exhibit # 28)

A motion was made by Ian McLaughlin, seconded by Jean Kohut, to approve the Special Sick Leave Guidelines and Families First Coronavirus Response Act (FFCRA) leave request form as outlined in Exhibit #28. All votes were affirmative. The motion carried.

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 – October 26, 2020, 6:00 PM

Regular Board Meeting – November 9, 2020, 7:00 PM

5.2 Committee Meetings

6.0 ADJOURNMENT

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

Adjournment was at 8:23 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.