

NORTHERN TIOGA SCHOOL DISTRICT
110 Ellison Road
Elkland, PA 16920

Minutes – June 14, 2021

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 7:10 PM.

Executive Session – An executive session preceded the meeting for the purpose of legal and personnel issues.

Executive Session – An executive session was held on June 3, 2021 for the purpose of legal and personnel issues.

Executive Session – An executive session was held by the Buildings & Grounds Committee on May 20, 2021 for the purpose of school safety.

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, Ed Bonham, Greg Cummings, Jean Kohut, Jolene Meisner, James Moyer, Jim Neal, and Kim Strauser. Absent: Ian McLaughlin

Administrators Present: Superintendent Barnes, Kathy VanSchaick, Dan Fie, Amy Coots, Christina Fry, Jess Millard, Kris Kaufman, Cheryl Sottolano, and Matt Sottolano. Via Phone: Jeremy Freeman.

1.5 Student/Staff Recognitions & Presentations

Retirement Recognitions

-Cheryl Bonham, Teacher Aide, Williamson High School - 20.5 Years of Service

-Peggy Brown, Cook, Cowanesque Valley High School - 16.5 Years of Service

-Karen Butler, Teacher, Clark Wood Elementary School - 34 Years of Service

-Carol Cody, Cafeteria Aide, R.B. Walter Elementary/Williamson High School - 10.5 Years of Service

-Deborah Deats, Teacher, R.B. Walter Elementary School - 30.5 Years of Service

-Kathleen Evans, Teacher, R.B. Walter Elementary School - 40.5 Years of Service

-Diane Heitzenrater, Teacher, Clark Wood Elementary School - 35 Years of Service

- Karen Simonetti, Teacher, Westfield Area Elementary School - 29.5 Years of Service
- Darlene Walters, Teacher Aide, Clark Wood Elementary School - 2 Years of Service

National Rural Education Association Essay Contest Winners

Mr. Millard, Principal at Clark Wood Elementary School, recognized Nicholas Welch and Bella Boom as co-winners of the National Rural Education Association Essay Contest. Mr. Millard and Dr. Barnes commended the students for their hard work and congratulated them on achieving a national award.

Williamson High School Track & Field

Dr. Barnes and the coaches of the Williamson High School Track & Field team recognized Seth Neal, Owen Cummings, and Charly Slusser for participating in states. The students were congratulated for their accomplishments.

1.6 Open Forum

Bob Goodrich, Osceola, PA

Mr. Goodrich offered words of encouragement and 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 May 10, 2021 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 Jim Neal, 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 Attendance Area Exception Requests

1.12 Information & Correspondence

2.0 REPORTS

2.1 Superintendent's Report

ACE Update

Dr. Barnes provided a handout with information regarding the ACE courses offered to students through Corning Community College. Students in our district have saved about \$67,396.00 by being able to obtain college credits through this program. Dr. Barnes thanked the board for continuing to make this possible for students.

Williamson High School A-TSI Plan for the 2021/22 School Year

Kris Kaufman, Principal at Williamson High School, presented to the Board the A-TSI Plan for Williamson High School for the 2021/2022 school year. Last year was Williamson's second year as a designated A-TSI. Due to COVID, last year's plan will be rolled over and continued in the 2021/2022 school year with a few refinements. Williamson High School was designated an A-TSI in the areas of math, ELA, and attendance within the subgroup of students with disabilities. Mr. Kaufman shared the school's progress during the 2020/2021 school year as well as goals for the 2021/2022 school year. He stated that many of the goals and practices established as part of the A-TSI Plan will now become standard practice at the school.

Vaccine Clinic

Dr. Barnes shared that, through the vaccine clinics recently held in the Tioga County schools, 266 vaccines were given throughout the three districts and 113 were given in our district. She also shared that a drive-through clinic will be held in the parking lot of the administration building in Elkland on June 26 and July 24 for the public.

Safety Plan

Dr. Barnes stated that the district's Safety Plan was presented to the Board in executive session.

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 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 & Report, Transportation Changes, and Capital Projects Report as outlined in the Exhibits. All votes were affirmative. The motion carried.

A motion was made by Ed Bonham, seconded by Jolene Meisner, to approve 2021/2022 Milk & Bread Bids as outlined in Exhibit #16, 2021/2022 Integrated Pest Management Bids as outlined in Exhibit #17, 2021/2022 Preventive Maintenance Heating & Cooling Equip as outlined in Exhibit #18, 2020/2021 Scholarships as outlined in Exhibit #19, 2021/2022 School Physician as outlined in Exhibit #20, Student Accident Insurance 2021/2022 as outlined in Exhibit #21, Extended School Year Route Bids 2020/21 as outlined in Exhibit #22, Snow Plowing Bids as outlined in Exhibit #23, General, Art, Medical, Phys Ed, Industrial Art Bids 2021/2022 as outlined in Exhibit #24, Custodial Bids for 2021/2022 as outlined in Exhibit #25, and Athletic Bids 2021/2022 as outlined in Exhibit #26. Roll Call Vote. All votes were affirmative. The motion carried with Jean Kohut abstaining from the Snow Plowing Bids.

2.3 Buildings and Grounds Report

Jeremy Freeman, Supervisor of Buildings and Grounds, provided the following updates to the Board for ongoing projects in the district:

Building Project: All contractor work has been completed. Downspouts at the office entrances at Cowanesque Valley High School and Williamson High School still need completed. They also plan to start the rekeying process.

Secure Entrances: Punch lists have been completed. At R.B. Walter Elementary, there is still some paint work and floor tile to be completed. Cameras need installed at each entrance.

Building Access - Cowanesque Valley and Williamson High School: Cable rough-ins have been completed. Panel, card reader, and door wire connection work still needs completed.

Cowanesque Valley High School Roof Replacement: The roof installation is complete. The roof warranty inspection and roof leak repair and ceiling tile replacement will be held the week of June 21. Jean Kohut asked Jeremy if he has gotten a cost for the repairs and where we stand with retainage. Jeremy said he is still working to get a cost. Kathy VanSchaick, Business Manager, said we are still holding retainage and will bill the contractor for the repairs.

Building Automation: All buildings have been integrated and are running on NRG graphics. They continue to improve the system and fix any issues.

Summer Work and Building Cleaning: Some of the work planned for this summer includes water line leak repairs, classroom repairs, and cleaning.

3.0 ACTION ITEMS

- 3.1 2020/2021 Co-Curricular Appointments (Exhibit #13)
- 3.2 2021/2022 Co-Curricular Appointments (Exhibit #27)

A motion was made by Greg Cummings, seconded by Jim Neal, to approve (3.1) 2020/2021 co-curricular appointments as outlined in Exhibit #13; (3.2) 2021/2022 co-curricular appointments as outlined in Exhibit #27. All votes were affirmative. The motion carried.

- 3.3 2020/2021 Substitutes (Exhibit #14)

A motion was made by James Moyer, seconded by Jean Kohut, to approve 2020/2021 substitutes as outlined in Exhibit #14. All votes were affirmative. The motion carried.

- 3.4 Retirements

A motion was made by James Moyer, seconded by Jean Kohut, to accept the retirements of Darlene Walters, teacher aide at Clark Wood Elementary School, effective at the end of the 2020/2021 school year and Lana Moon, teacher aide at Clark Wood Elementary School, effective September 1, 2021, and thank them for their dedicated service. All votes were affirmative. The motion carried.

3.5 Resignations

A motion was made by Jim Neal, seconded by James Moyer, to accept the resignations of Earl Robbins, custodian at Cowanesque Valley High School, effective June 9, 2021, Britney Brutsman, teacher aide at Clark Wood Elementary School, effective June 9, 2021, Abby Slocum, teacher aide at Clark Wood Elementary School, effective June 10, 2021, Stephanie Robinson, teacher aide at R.B. Walter Elementary School, effective at the end of the 2020/2021 school year, and Natalie DelVecchio-Wolfe, music teacher at Cowanesque Valley High School, effective August 2, 2021, and thank them for their dedicated service. All votes were affirmative. The motion carried.

3.6 Change in Resignation Date

A motion was made by Ed Bonham, seconded by Jolene Meisner, to approve Alicia Graham's, mathematics teacher at Cowanesque Valley High School, request to change her resignation date from the end of the 2020/2021 school year to August 23, 2021. The motion was defeated with Greg Cummings, James Moyer, Jim Neal, Kim Strauser, and Julie Preston casting negative votes.

Greg Cummings asked Kathy VanSchaick what the insurance cost would be to the district to change the resignation date. Kathy said it would be about \$4,000.00. Greg noted that there are other options available for insurance coverage.

3.7 Extended School Year Appointments – Moved to the end of the meeting.

3.8 Appointment of Solicitor

A motion was made by Kim Strauser, seconded by James Moyer, to appoint Christopher Lantz as solicitor for the 2021/2022 school year at a rate of \$155.00 per hour plus costs effective July 1, 2021. Roll Call Vote. All votes were affirmative. The motion carried.

3.9 Student Discipline Matter #2020-21-02

A motion was made by Jolene Meisner, seconded by Jean Kohut, to approve Student Discipline Matter #2020-21-02. Roll Call Vote. All votes were affirmative. The motion carried.

3.10 Second Reading and Final Adoption of Policies (Exhibits #29, #30, & #31)

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:

#137.1 - Extracurricular Participation by Home Education Students (Exhibit #29)

#150 - Title I - Comparability of Services (Exhibit #30)

#800.1 - Electronic Signatures/Records (Exhibit #31)

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

3.11 Approval of Additional Days (Exhibit #32)

A motion was made by Jolene Meisner, seconded by Kim Strauser, to approve the social workers and the elementary counselor to work up to an additional five days during the summer as outlined in Exhibit #32. Roll Call Vote. All votes were affirmative. The motion carried.

3.12 Approval of Athletic Training Services Agreement (Exhibit #33)

A motion was made by James Moyer, seconded by Greg Cummings, to approve the Athletic Training Services Agreement with UPMC Sports Medicine for a period of five years as outlined in Exhibit #33. Roll Call Vote. All votes were affirmative. The motion carried.

3.13 Approval of Affiliation Agreement (Exhibit #34)

A motion was made by Jean Kohut, seconded by Jolene Meisner, to approve the Affiliation Agreement between the district and Bloomsburg University for a period of five years as outlined in Exhibit #34. Roll Call Vote. All votes were affirmative. The motion carried.

3.14 Approval of Technology Services Agreement (Exhibit #35)

3.15 Approval of Agreement with IU #17 (Exhibit #36)

A motion was made by Jean Kohut, seconded by Greg Cummings, to approve (3.14) the Technology Services Agreement with Blast IU #17 for the 2021/2022 school year as outlined in Exhibit #35; (3.15) the IDEA agreement with Blast IU #17 for the 2021/2022 school year as outlined in Exhibit #36. Roll Call Vote. All votes were affirmative. The motion carried.

3.16 Approval of Consultant Agreement (Exhibit #37)

A motion was made by Jim Neal, seconded by Jolene Meisner, to approve the Consultant Agreement between the Northern Tioga School District and UPMC Wellsboro for occupational and physical therapy services for the 2021/2022 school year as outlined in Exhibit #37. Roll Call Vote. All votes were affirmative. The motion carried.

3.17 Generator Maintenance Agreement Renewal (Exhibit #38)

A motion was made by Jean Kohut, seconded by Jim Neal, to approve renewing the agreement with Cleveland Brothers Equipment Company, Inc. to provide preventative maintenance and necessary materials for the generators at an annual cost in 2021/2022 of \$8,457.00 as outlined in Exhibit #38. Roll Call Vote. All votes were affirmative. The motion carried.

3.18 Approval of Change Order (Exhibit #39)

A motion was made by Greg Cummings, seconded by Jean Kohut, to approve the Change Order from Lobar Associates Construction for Job Order Number 078446.00.01 for the secure entrance renovations at the elementary schools in the amount of \$567.00 as outlined in Exhibit #39. Roll Call Vote. All votes were affirmative. The motion carried.

3.19 Summer 2021 Health & Safety Plan (Exhibit #40)

A motion was made by Jolene Meisner, seconded by Kim Strauser, to approve the Summer 2021 Health & Safety Plan as outlined in Exhibit #40. Roll Call Vote. All votes were affirmative. The motion carried.

3.20 Approval of Resolution (Exhibit #41)

A motion was made by Ed Bonham, seconded by Jolene Meisner, to approve the Resolution as outlined in Exhibit #41. Roll Call Vote. All votes were affirmative. The motion carried.

3.21 Approval of June Bills

A motion was made by Jean Kohut, seconded by Greg Cummings, to grant the Business Manager permission to pay the June Cafeteria, General, Capital Reserve, and Capital Project Fund Bills 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. Roll Call Vote. All votes were affirmative. The motion carried.

3.22 Status Quo of Collective Bargaining Agreement

A motion was made by Jim Neal, seconded by Greg Cummings, to approve that in the event that an agreement is not reached with the Northern Tioga Education Association NTEA/PSEA/NEA on or before June 30, 2021, the Northern Tioga Board of School Directors will maintain the status quo by continuing all the terms and conditions contained in the Collective Bargaining Agreement with the Northern Tioga Education Association NTEA/PSEA/NEA, which Agreement covers the period from July 1, 2018 to June 30, 2021. Roll Call Vote. All votes were affirmative. The motion carried.

3.23 Homestead/Farmstead Exclusion Resolution (Exhibit #42)

A motion was made by Jolene Meisner, seconded by Kim Strauser, to approve the homestead/farmstead resolution for an assessed exclusion amount of \$7,674 or approximately \$141.66 per each approved homestead/farmstead approved property for tax year 2021. Northern Tioga will have approximately 46 homestead owners who will receive a “zero” dollar tax notice with an additional 45 farmstead properties who will have “zero” dollars on the farmstead portion as outlined in Exhibit #42. Roll Call Vote. All votes were affirmative. The motion carried.

3.24 Final Budget Adoption & Tax Resolution (Exhibits #43, #44, & #45)

A motion was made by Kim Strauser, seconded by Jolene Meisner, to approve the final budget adoption for the 2021/22 school year in the amount of \$38,527,175.00 with a real estate millage rate of 18.4590 mills as outlined in Exhibit #43 – NTSD Budget, Exhibit #44 – PDE 2028, and Exhibit #45 – Tax Resolution. Roll Call Vote. All votes were affirmative. The motion carried.

3.25 Approval of 2021/2022 Salaries

A motion was made by Jolene Meisner, seconded by Jim Neal, to approve 2021/2022 salaries for administrators, Act 93 employees, and support staff (as listed in the budget). Roll Call Vote. The motion carried with Jean Kohut casting a negative vote.

3.26 Approval of 2021/2022 Equipment Lists

A motion was made by Jim Neal, seconded by Kim Strauser, to approve 2021/2022 equipment purchases as listed in the 2021/2022 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. Roll Call Vote. The motion carried with Jean Kohut casting a negative vote.

3.27 Approval of Memorandum of Agreement (Exhibit #46)

A motion was made by Jolene Meisner, seconded by Greg Cummings, to approve the Memorandum of Agreement between the district and the Northern Tioga Education Association as outlined in Exhibit #46. Roll Call Vote. All votes were affirmative. The motion carried.

3.28 Approval of MOU with Bradford-Tioga Head Start, Inc. (Exhibit #47)

A motion was made by Jean Kohut, seconded by Ed Bonham, to approve the Memorandum of Understanding between Bradford-Tioga Head Start and the district as outlined in Exhibit #47. All votes were affirmative. The motion carried.

3.29 Approval of Memorandums of Understanding (Exhibits #48, #49, & #50)

A motion was made by Greg Cummings, seconded by Jean Kohut, to approve the Memorandums of Understanding between the local police, state police and the school buildings as required by Chapter 10 of the PA School Code with a state police signature on the Clark Wood MOU if possible before the submission deadline as outlined in Exhibit #48 - R.B. Walter/Williamson MOU , #49 - Clark Wood MOU , and #50 - Westfield Area Elementary/Cowanisque Valley MOU. All votes were affirmative. The motion carried.

3.30 Board Member Workshops

A motion was made by Jean Kohut, seconded by Ed Bonham, to approve Board members to attend any PSBA sponsored workshops during the 2021/2022 school year. All votes were affirmative. The motion carried.

3.31 Additional Vacancies During Summer

A motion was made by Jim Neal, seconded by Ed Bonham, to approve the Superintendent to interview and offer positions to top ranking candidates for any professional or classified 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.) All votes were affirmative. The motion carried.

The Board convened for an executive session at 8:42 PM.

The Board reconvened for the meeting at 8:48 PM.

3.7 Extended School Year Appointments (Exhibit #28)

A motion was made by Jean Kohut, seconded by Greg Cummings, to approve the extended school year appointments as outlined in Exhibit #28. Roll Call Vote. All votes were affirmative. The motion carried.

4.0 NEW BUSINESS

4.1 Aligning Schedules

A motion was made by Kim Strauser, seconded by Greg Cummings, directing and authorizing the administration to work towards aligning schedules and adopting a district wide block schedule or modified block schedule, beginning in the 2022/2023 school year, with the input of the building principals. Roll Call Vote. All votes were affirmative. The motion carried.

4.2 Approval of Memorandum of Understanding (Exhibit #51)

A motion was made by Kim Strauser, seconded by Jean Kohut, to approve the Memorandum of Understanding between the district and the Northern Tioga Education Association as outlined in Exhibit #51. Roll Call Vote. The motion carried with Kim Strauser and Julie Preston casting negative votes.

4.3 Substitute Teacher Pay

Dr. Barnes noted that Ed Bonham asked that the board discuss the rate of pay for substitutes at the next meeting. Ed asked that the district determine how many days substitutes were used during the last three school years and calculate what the cost was. Depending on the cost, changing the rate of pay could impact the budget. Cheryl Sottolano noted that the number of days subs were used and the number of days subs were needed

could be different. Greg Cummings asked that the district also determine how our rate of pay compares to that of surrounding districts.

4.4 Foreign Exchange Students

A motion was made by Jim Neal, seconded by James Moyer, to allow foreign exchange students during the 2021/2022 school year so long as Department of Health and CDC guidelines are followed. All votes were affirmative. The motion carried.

5.0 ANNOUNCEMENTS

5.1 Future Board Meetings

Dr. Barnes noted that her and Julie will be attending the PASA-PSBA School Leadership Conference from September 27-29, 2021. The conference is scheduled during the September 27 work session. She asked the board if they would like to reschedule the September work session. Board members agreed that they would like to just cancel the September work session.

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

Regular Board Meeting – August 9, 2021, 7:00 PM
Board Work Session – August 23, 2021, 6:00 PM

5.2 Committee Meetings

6.0 ADJOURNMENT

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

Adjournment was at 9:08 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.