

NORTHERN TIOGA SCHOOL DISTRICT
110 Ellison Road
Elkland, PA 16920

Minutes – August 10, 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 7:21 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, Ed Bonham, Greg Cummings, Jean Kohut, Ian McLaughlin, Jolene Meisner, Jim Neal, and Kim Strauser. Absent: James Moyer

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

1.5 Student/Staff Recognitions & Presentations

1.6 Open Forum

No one from the public wished to address the Board at this time.

1.7 Approval of Minutes

A motion was made by Ed Bonham, seconded by Jean Kohut, to approve the monthly meeting minutes from the June 10, 2020 regular meeting, June 10, 2020 Buildings & Grounds Committee meeting, June 23, 2020 special meeting, July 13, 2020 special meeting, and August 10, 2020 special 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 Jean Kohut, seconded by Jolene Meisner, 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

PDE Guidance

Dr. Barnes shared that the Pennsylvania Department of Education (PDE) has provided further guidance to districts on deciding which instructional model to use. PDE has stated that the level of community transmission of COVID-19 should be considered. Tioga County has been classified as having a low level of community transmission which is favorable to in-person instruction.

Title IX

Dr. Barnes stated that the district has started Title IX training to meet new regulations. Administrators, social workers, counselors, and deans are being trained.

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 Jim Neal, to approve the Payroll Rate Changes, Capital Reserve Report (June & July 2020), Financial Report (None), Cash Investment Report (June 2020), Student Activity Report (May & June 2020), Cafeteria Bills & Report (May & June 2020 Report and June & July 2020 Bills), Transportation Changes, and Capital Projects Report (June & July 2020) as outlined in the Exhibits. All votes were affirmative. The motion carried.

A motion was made by Jean Kohut, seconded by Ed Bonham, to approve an additional Cafeteria Paper Products Bid from PA Paper and Supply Company in the amount of \$174.16 as outlined in Exhibit #16. Roll Call Vote. All votes were affirmative. The motion carried.

2.3 Buildings and Grounds Report

Jeremy Freeman, Supervisor of Buildings and Grounds, reported that the roof replacement at R.B. Walter Elementary/Williamson High School is going well. Jeremy is working on completing his water certification. The classrooms at all schools are close to being ready for student return. Elementary schools will need to work around the entrance renovations at the beginning of the school year. The Buildings and Grounds Committee will have a meeting next week to discuss ongoing projects.

3.0 ACTION ITEMS

3.1 2020/2021 Substitutes (Exhibit #14)

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

3.2 Resignations

A motion was made by Greg Cummings, seconded by Jean Kohut, to accept the resignations of Stacey Dangle, social studies teacher at Williamson High School, effective July 17, 2020 and Lindsey Byrd, English teacher at Cowanesque Valley High School, effective July 28, 2020 and thank them for their dedicated service. All votes were affirmative. The motion carried.

3.3 Intents of Retirement

A motion was made by Jolene Meisner, seconded by Jean Kohut, to accept the intents of retirement of Kathleen Evans from her position of elementary teacher at the R.B. Walter Elementary School, effective June 9, 2021 and Deborah Deats from her position of elementary teacher at the R.B. Walter Elementary School, effective June 9, 2021 and thank them for their dedicated service. All votes were affirmative. The motion carried.

3.4 Sabbatical Leave Request

A motion was made by Jean Kohut, seconded by Ed Bonham, to approve Carol Correll, Title I teacher at R.B. Walter Elementary School, to take a sabbatical leave for the restoration of health for the 2020/2021 school year. Roll Call Vote. All votes were affirmative. The motion carried.

3.5 Professional Appointments (Exhibit #17)

A motion was made by Jim Neal, seconded by Jolene Meisner, to appoint Carrie Blakeslee to the position of gifted support teacher, district wide at step 1, Master's Degree, effective August 24, 2020 and Jayna Bates to the position of English teacher, currently assigned at the Cowanesque Valley High School at step 1, Bachelor's Degree effective August 24, 2020 in accordance with the contractual agreement between the Northern Tioga School District and the Northern Tioga Education Association as outlined in Exhibit #17. Roll Call Vote. All votes were affirmative. The motion carried.

3.6 Classified Appointments (Exhibit #18)

A motion was made by Greg Cummings, seconded by Ian McLaughlin, to appoint Jason Hungerford to the position of 7.0 hour per day library aide, currently assigned at the Williamson High School at the rate of \$13.41 per hour, effective August 10, 2020; Abby Slocum to the position of 5.0 hour per day special education teacher aide, currently assigned at the Clark Wood Elementary School at a rate of \$13.41 per hour, effective August 24, 2020; and Stacey Mosher to the position of 5.0 hour per day special education teacher aide, currently assigned at the Clark Wood Elementary School at a rate of \$13.41

per hour, effective August 24, 2020 in accordance with the contractual agreement between the Northern Tioga School District and the Northern Tioga Education Support Professionals as outlined in Exhibit #18. Roll Call Vote. The motion carried with Jean Kohut casting a negative vote.

Jean Kohut asked why aide positions at Williamson High School continue to be replaced with positions with the same number of hours while positions at other schools are decreased from full-time to two part-time. Kris Kaufman stated that he does not believe this is always the case. She also wondered why aides who are working directly with children are replaced with part-time positions while aides who do not always work directly with children continue to be replaced with full-time positions. She feels that the process of replacing full-time positions with part-time positions needs to be fair across the board. She also wondered why the special education teacher aide positions at Clark Wood Elementary School are five hours instead of four. Dr. Barnes said the switch from a full-time position to two part-time positions is made based on the recommendation of the building principal and the Coordinator of Student Services. Jess Millard stated that the two five hour positions will provide double coverage during busy times of the day that was not possible with one full-time position.

- 3.7 First Reading of Policies (Exhibits #19, #20, #21, #22, & #23)
- 3.8 Elimination of Policy (Exhibits #24 & #25)

A motion was made by Ian McLaughlin, seconded by Jean Kohut, to (3.7) approve the first reading of proposed changes to the following policies:
#209 – Health Examinations/Screenings (Exhibit #19)
#234 – Pregnant/Married Students (Exhibit #20)
#705 – Facilities and Workplace Safety (Exhibit #21)
#822 – Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR) (Exhibit #22)
#823 – Naloxone (Exhibit #23)
(3.8) approve eliminating policy #209.2 – Severe Food Allergies. The items in this policy are covered in policy #209.3 – Food Allergy Management as outlined in Exhibit #24 - Policy #209.2 and Exhibit #25 - Policy #209.3. Roll Call Vote. All votes were affirmative. The motion carried.

- 3.9 Approval to Purchase Boys Soccer Uniforms

A motion was made by Jim Neal, seconded by Greg Cummings, to approve the purchase of boys soccer uniforms at a total cost of \$3,260.00. The boys soccer booster club will pay 50% of the cost. Roll Call Vote. The motion carried with Jean Kohut casting a negative vote.

- 3.10 Approval of Agreement (Exhibit #26)

A motion was made by Greg Cummings, seconded by Ed Bonham, to approve the Service Agreement between NRG Controls North, Inc. and the district for the school years 20/21 (\$17,500.00), 21/22 (\$17,500.00), and 22/23 (\$18,000.00) as outlined in Exhibit #26. Roll Call Vote. All votes were affirmative. The motion carried.

3.11 Approval of Letters of Agreement (Exhibits #27 & #28)

A motion was made by Jolene Meisner, seconded by Ed Bonham, to approve the Letter of Agreement with Service Access and Management Inc., for the Mental Health Student Assistance Program (SAP) effective from July 1, 2020 to June 30, 2021 as outlined in Exhibit #27 and the Letter of Agreement with County of Tioga for the Drug and Alcohol Student Assistance Program (SAP) effective from July 1, 2020 to June 30, 2021 as outlined in Exhibit #28. Roll Call Vote. All votes were affirmative. The motion carried.

3.12 Approval of Memorandum of Agreement (Exhibit #29)

A motion was made by Jean Kohut, seconded by Jolene Meisner, to approve the Memorandum of Agreement between the district and Susquehanna University for the Psychology Practicum Program as outlined in Exhibit #29.

3.13 Approval of Certificate of Substantial Completion (Exhibit #30)

A motion was made by Jean Kohut, seconded by Ed Bonham, to approve the Certificate of Substantial Completion for HVAC construction by Kimble, Inc. for project #3002-/009 & 3002-011 for the chiller at WHS: May 31, 2019, home ec room H114 at WHS: January 9, 2020, and for all other work at WHS and CWES: October 4, 2019 as outlined in Exhibit #30. Roll Call Vote. All votes were affirmative. The motion carried.

3.14 Addition of Bus Runs

A motion was made by Ian McLaughlin, seconded by Jean Kohut, to approve adding 2 additional bus routes to the Cowanesque Area and 3 additional bus routes to the Williamson Area for the 2020/21 school year only. This will be dependent upon the availability of school buses and school bus drivers. In the past, the district has combined and/or eliminated a total of 4 routes (2 in each attendance area). The district currently receives approximately 78% reimbursement from the state for transportation. Roll Call Vote. All votes were affirmative. The motion carried.

3.15 Request for Mileage Reimbursement

A motion was made by Jim Neal, seconded by Jean Kohut, to approve paying the former Food Service Director, Joann Banik, mileage reimbursement from her home in Wellsboro to the district office to assist with transition duties. Daily reimbursement would total approximately \$29.00/day. It is anticipated that Ms. Banik would assist 1-2 times/week. Roll Call Vote. All votes were affirmative. The motion carried.

3.16 Approval of 2020/2021 Bell Schedules (Exhibit #31)

A motion was made by Greg Cummings, seconded by Jolene Meisner, to approve the 2020/2021 bell schedules for all schools as outlined in Exhibit #31. All votes were affirmative. The motion carried.

3.17 Additional Vacancies During August

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

4.0 NEW BUSINESS

4.1 BoardDocs Paperless Agendas

A motion was made by Ian McLaughlin, seconded by Jim Neal, to purchase the BoardDocs LT Document Management System at a cost of \$2,700.00 per year. Roll Call Vote. The motion carried with Jean Kohut casting a negative vote.

4.2 Storage Containers

A motion was made by Ed Bonham, seconded by Jolene Meisner, to rent four storage containers at a total cost of \$6,752.00 for 11 months. Storage containers are needed for items that have been taken out of classrooms to allow for social distancing. Roll Call Vote. All votes were affirmative. The motion carried.

4.3 Additional Professional Appointment (Exhibit #32)

A motion was made by Greg Cummings, seconded by Jolene Meisner, to appoint Lenore Schmitt to the position of social studies teacher, currently assigned at the Williamson High School at Step 7, Master's Degree effective August 24, 2020 in accordance with the contractual agreement between the Northern Tioga School District and the Northern Tioga Education Association as outlined in Exhibit #32. Roll Call Vote. All votes were affirmative. The motion carried.

4.4 NTSD Health and Safety Plan (Exhibit #33)

A motion was made by Jolene Meisner, seconded by Ed Bonham, to approve the revised NTSD Health and Safety Plan as outlined in Exhibit #33. Roll Call Vote. 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 – August 24, 2020, 6:00 PM

Regular Board Meeting – September 14, 2020, 7:00 PM

5.2 Committee Meetings

6.0 ADJOURNMENT

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

Adjournment was at 8:55 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.