

NORTHERN TIOGA SCHOOL DISTRICT
110 Ellison Road
Elkland, PA 16920

Minutes – August 14, 2023

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 7:05 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, James Moyer, Jolene Meisner, and Kim Strauser. Absent: Ben Howe.

Administrators Present: Superintendent Kaufman, Daren Bryant, Bill Butterfield, Shelby Button, Dan Fie, Jess Millard, Christina Sheeley, Kathryn Slavinski, Bonnie Walker, Matt Sottolano, and Cheryl Sottolano. Absent:

Julie Preston requested to amend the agenda to add a motion under 4.0, New Business, for the 2023/2024 Williamson High School ATSI Plan. A motion was made by Greg Cummings, seconded by Kim Strauser. All votes were affirmative. The motion carried.

1.5 Student/Staff Recognitions & Presentations - None

Deborah Rudy from Senator Gene Yaw's office presented a Proclamation to Dr. Barnes for her dedication of 40 years of service to education and the Northern Tioga School District.

Mr. Kaufman thanked the Board for their service and presented PSBA Honor Roll Certificates to the following Board members: Jean Kohut, 8 Years of Service; Ed Bonham, 12 Years of Service; Jolene Meisner, 12 Years of Service; and Julie Preston, 16 Years of Service.

1.6 Open Forum

Bob Goodrich, Osceola, PA

Mr. Goodrich acknowledged the school year is starting soon and believes we all are ready for any challenges the 2023/24 school year may have in store. He also offered a prayer.

1.7 Approval of Minutes

A motion was made by Jean Kohut, seconded by Kim Strauser, to approve the monthly meeting minutes from the June 12, 2023 Regular Meeting. All votes were affirmative. The motion carried.

1.8 Budget Transfers - None

1.9 Approval of Bills (Exhibit #3)

A motion was made by Ed Bonham, seconded by Jean Kohut, to approve bills as outlined in Exhibit #3 (June 2023) and Exhibit #3 (July 2023). Roll Call Vote. All votes were affirmative. The motion carried.

1.10 Facility Use Permits & Conferences (Exhibits #4 & #5) – None for #5

1.11 Information & Correspondence (None)

2.0 REPORTS

2.1 Superintendent's Report

Superintendent's Entry Plan:

Mr. Kaufman updated the Board on the status of his entry plan. He noted that he has conducted 42 meetings with various groups and individuals throughout the towns and boroughs in the district. The meetings have been very informative and productive and the theme he is noticing is communication. He hopes to have a preliminary report and goals for the Board in September.

Recognition of Staff

Mr. Kaufman noted that he would like to recognize all staff that have worked over the summer. Custodians and maintenance have done a great job getting the schools ready for opening day. Teachers have also been in for trainings and curriculum work.

2.2 Business Manager's Report

Monthly Reports – (Exhibits #6, #7, #8 (None), #9, #10, #11, #12, #15)

A motion was made by Greg Cummings, seconded by Ed Bonham, to approve the Payroll Rate Changes, Capital Reserve Report (June and July), Financial Report (None), Cash Investment Report (June and July), Student Activity Report (May and June), and Cafeteria Bills (June and July) & Report (May and June), and Transportation Changes as outlined in Exhibits #6, #7, #9, #10, #11, and #12. All votes were affirmative. The motion carried.

2023-2024 Athletic Transportation Bids (Exhibit #15)

A motion was made by Kim Strauser, seconded by Jolene Meisner, to approve the 2023/24 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 gave an update on buildings and grounds throughout the district that included various projects that have been completed or are in progress. He also noted that the custodial and maintenance staff have been doing a great job.

3.0 ACTION ITEMS

3.1 2022/2023 Co-Curricular Appointments (Exhibit #13)

3.2 2023/2024 Co-Curricular Appointments (Exhibit #16)

A motion was made by Greg Cummings, seconded by James Moyer, to approve 2022/2023 and 2023/2024 co-curricular appointments as outlined in Exhibits #13 and #16. All votes were affirmative. The motion carried.

3.3 Substitutes (Exhibit #14)

A motion was made by Jean Kohut, seconded by Ed Bonham, to approve the additional substitutes be added to the 2023/2024 substitute list as outlined in Exhibit #14. All votes were affirmative. The motion carried.

3.4 NTSD Health and Safety Plan (Exhibit #17)

A motion was made by Jean Kohu, seconded by Kim Strauser, to approve the district's Health and Safety Plan as outlined in Exhibit #17. Roll Call Vote. All votes were affirmative. The motion carried.

3.5 Appointment of New Board Member

A motion was made by Kim Strauser, seconded by James Moyer, to approve the appointment of Glen Hallead as Region 2 Board member. All votes were affirmative. The motion carried.

3.6 Intent of Retirement

A motion was made by Jean Kohut, seconded by Greg Cummings, to accept the intent of retirement of Roderick Butler from his position of head custodian at the administration building and the Clark Wood Elementary School, effective January 2, 2024 and thank him for his dedicated service. All votes were affirmative. The motion carried.

3.7 Resignations

A motion was made by Jean Kohut, seconded by Ed Bonham, to accept the following resignations and thank them for their dedicated service: Brock Jones, Clark Wood Elementary School Teacher, effective August 01, 2023; Donna Musto, Cowanesque Valley High School Cafeteria Aide, effective July 26, 2023; Jeannette Jones, Cowanesque Valley High School Teacher, effective August 01, 2023; Riana Jones, Cowanesque Valley High School Teacher, effective August 01, 2023; Kelly Sherman, Administrative Assistant to the Superintendent, effective August 04, 2023; Danielle Tracy, Cowanesque Valley High School Teacher Aide, effective August 01, 2023; Shanna Ranck, Westfield Area Elementary School Cafeteria Aide, effective August 05, 2023; and Emma Durst, Williamson High School Teacher, effective August 17, 2023. All votes were affirmative. The motion carried.

3.8 Principal Appointment (Exhibit #18)

A motion was made by Kim Strauser, seconded by Ed Bonham, to appoint Kathryn Slavinski to the position of Principal, currently assigned at the R.B. Walter Elementary School, effective August 15, 2023 at a salary of \$106,753.00 in accordance with the current Act 93 agreement, pending receipt of principal certification from the PA Department of Education as outlined in Exhibit #18. Roll Call Vote. All votes were affirmative. The motion carried.

3.9 Appointment of Assistant Principal (Exhibit #19)

A motion was made by Greg Cummings, seconded by Jolene Meisner, to appoint Shelby Button to the position of Assistant Principal, currently assigned at the Williamson High School, effective August 14, 2023 at a salary of Level 1 of the current Act 93 agreement as outlined in Exhibit #19. Roll Call Vote. All votes were affirmative. The motion carried.

3.10 Appointment of Administrative Assistant (Exhibit #20)

A motion was made by Jean Kohut, seconded by Jolene Meisner, to appoint Brittany Mondock to the position of administrative assistant to the Superintendent, effective August 14, 2023 at the rate of \$25.70/hour in accordance with the current Act 93 agreement as outlined in Exhibit #20. Roll Call Vote. All votes were affirmative. The motion carried.

3.11 Appointment of Board Secretary

A motion was made by Jean Kohut, seconded by Greg Cummings, to appoint Brittany Mondock as Board Secretary for the remainder of the term for Kelly Sherman, which expires in May 2025. Roll Call Vote. All votes were affirmative. The motion carried.

3.12 Approval of Resolution (Exhibit #21)

A motion was made by Kim Strauser, seconded by Greg Cummings, to approve the resolution authorizing the Business Manager and Board Secretary to sign financial documents on behalf of the district outlined in Exhibit #21. Roll Call Vote. All votes were affirmative. The motion carried.

3.13 Temporary Professional Appointments

A motion was made by Kim Strauser, seconded by Jean Kohut, to hire the following individuals as Temporary Professional Employees: Courtney McCorkle, 7th and 8th Grade ELA Teacher, Cowanesque Valley High School, Step 7 Master's Degree; Anna Wales, Art Teacher, Williamson High School, Step 3 Bachelor's Degree; and Jason Fry, Special Education Teacher, Cowanesque Valley High School, Step 3 Master's +30 Degree. Roll Call Vote. All votes were affirmative. The motion carried.

3.14 Emergency Certified Teacher Appointments

A motion was made by Jean Kohut, seconded by James Moyer, to hire the following individuals on Emergency Permits, pending PDE approval, for the 2023-2024 School Year: Breanna Schnoke, Elementary Teacher, Clark Wood Elementary School, Step 1 Bachelor's Degree; Kayla McCaig, Autistic Support Teacher, Clark Wood Elementary School, Step 1 Master's Degree; Kyle Adriance, Industrial Arts/Technology Education Teacher, Williamson High School, Step 1 Bachelor's Degree; Emily Mitchell, Learning Support Teacher, Clark Wood Elementary School, Step 1 Bachelor's Degree; Micaiah Welch, Middle Level ELA Teacher, Williamson High School, Step 1 Bachelor's Degree; and Debra Bigley, Middle Level Science Teacher, Cowanesque Valley High School, Step 1 Master's Degree. Roll Call Vote. All votes were affirmative. The motion carried.

3.15 Classified Appointments (Exhibit 22)

A motion was made by Greg Cummings, seconded by Kim Strauser to appoint Maurice McNett to the position of 5.0 hour/day custodian currently assigned at the Williamson High School, \$16.87 per hour, effective August 21, 2023, in accordance with the contractual agreement between the Northern Tioga School District and the Northern Tioga Education Support Professionals, as outlined in Exhibit #22. Roll Call Vote. All votes were affirmative. The motion carried.

3.16 2023/2024 Meal Prices

A motion was made by Ed Bonham, seconded by Kim Strauser, to set the following meal prices based on operating Community Eligibility Provision. Under the CEP program, 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, adult prices will be as follows: Breakfast \$2.40; Lunch \$4.75. All student meals will be free this school year. The price set for a second meal purchase will be as follows: Elementary Breakfast \$1.50;

Elementary Lunch \$2.85; High School Breakfast \$1.60; High School Lunch \$3.05. Roll Call Vote. All votes were affirmative. The motion carried.

3.17 Approval of 5-Year Roof Warranty Extension (Exhibit #23)

A motion was made by Kim Strauser, seconded by Greg Cummings, to approve the 5-year roof warranty extension for the Clark Wood Elementary School/Administration Building from Budget Roofing in the amount of \$77,587.00 as outlined in Exhibit #23. Roll Call Vote. All votes were affirmative. The motion carried.

3.18 Approval of Revised Mental Health Student Assistance Program Agreement (Exhibit #24)

A motion was made by Jolene Meisner, seconded by James Moyer, to approve the revised agreement between Service Access Management, Inc., and Northern Tioga School District for the 2023-2024 Mental Health Student Assistance Program (SAP) effective July 1, 2023 – June 30, 2024 as outlined in Exhibit #24. Roll Call Vote. All votes were affirmative. The motion carried.

3.19 Approval of Contract with Momentum Music Services (Exhibit #25)

A motion was made by Jean Kohut, seconded by Kim Strauser, to approve the contract between Momentum Music Services and Northern Tioga School District for music therapy services effective August 24, 2023 – July 31, 2024 as outlined in Exhibit #25. Roll Call Vote. All votes were affirmative. Motion carried.

3.20 Approval of MOU – Foster Grandparent Program (Exhibit #26)

A motion was made by Greg Cummings, seconded by Jolene, to approve the Memorandum of Understanding regarding the Foster Grandparent Program effective October 1, 2023 - September 30, 2026 as outlined in Exhibit #26. Roll Call Vote. All votes were affirmative. The motion carried.

3.21 Approval of MOU – American Board Program Reimbursement (Exhibit #27)

A motion was made by Jolene Meisner, seconded by Ed Bonham to approve the Memorandum of Understanding between Emily Mitchell and the district regarding American Board Program Reimbursement as outlined in Exhibit #27. Roll Call Vote. All votes were affirmative. The motion carried.

3.22 Approval of Teacher Induction Plan (Exhibit #28)

A motion was made by Jean Kohut, seconded by Greg Cummings, to approve the Teacher Induction Plan as outlined in Exhibit #28. All votes were affirmative. The motion carried.

3.23 Approval to Attend Out-of-State Conference (Exhibit #29)

A motion was made by Jolene Meisner, seconded by Ed Bonham to retroactively approve Angela Rowland and Brenda Love to travel to Williamstown, West Virginia on July 21, 2023 to attend the Whole Brain Teaching conference at a total cost of approximately \$649.52 to the district as outlined in Exhibit #29. Roll Call Vote. All votes were affirmative. The motion carried.

3.24 Approval to Advertise One-Year Position (Exhibit #30)

A motion was made by Jean Kohut, seconded by Ed Bonham, to authorize and direct the Superintendent to advertise for a one-year position for elementary teacher as outlined in Exhibit #30. This position will be used for class size reduction. It is understood that this position is only for one year. It is understood and accepted that the district may reevaluate this position and determine whether it should become a permanent position for the 2024-2025 school year. Roll Call Vote. All votes were affirmative. The motion carried.

3.25 Approval of Local, Occupational. And Perkins Advisory Committee Meeting Minutes (Exhibit #31)

A motion was made by Jean Kohut, seconded by Jolene Meisner, to approve the May 18, 2023 minutes from the Local Advisory Committee, Occupational Advisory Committee, and Perkins Advisory Committee as outlined in Exhibit #31. The minutes provide documentation that annual meetings provide advice to the Board and the administration concerning the program of the school, including its general philosophy, academic and other standards, strategic plans, course offerings, support services, safety requirements, and the skill needs of employers. Roll Call Vote. All votes were affirmative. The motion carried.

3.26 Approval of MOU – Mentors (Exhibit #32)

A motion was made by Kim Strauser, seconded by Jolene, to approve the Memorandum of Understanding between Shannon Daley and Melissa Morris regarding mentors as outlined in Exhibit #32. Roll Call Vote. All votes were affirmative. The motion carried.

3.27 Additional Vacancies During August

A motion was made by Kim Strauser, 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 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 2023/2024 Williamson High School ATSI Plan (Exhibit #33)

A motion was made by Greg Cummings, seconded by Ed Bonham to approve the Williamson High School ATSI Plan for the 2023/2024 school year as outlined in Exhibit #33. 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 28, 2023, 6:00 PM--CANCELLED
Regular Board Meeting – September 11, 2023, 7:00 PM

5.2 Committee Meetings - None

6.0 ADJOURNMENT

6.1 Adjourn

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

Adjournment was at 7:50 PM.

Kathy VanSchaick
Acting Board Secretary

All documents as attachments to the minutes not contained herein are maintained in a separate file located in the Superintendent's Office.