

NORTHERN TIOGA SCHOOL DISTRICT  
110 Ellison Road  
Elkland, PA 16920

Minutes – August 08, 2022

**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, Ben Howe, Jolene Meisner, Jim Neal, and Kim Strauser. Absent: James Moyer.

Administrators Present: Superintendent Barnes, Kris Kaufman, Bill Butterfield, Christina Fry, Christina Sheeley, Bonnie Walker, Matt Sottolano, and Cheryl Sottolano. Absent: Dan Fie and Jeremy Freeman.

Julie Preston requested to amend the agenda to add under 4.0 New Business the Keuhn Memorial Foundation. A motion was made by Jim Neal, seconded by Kim Strauser. The motion carried.

1.5 Student/Staff Recognitions & Presentations - None

1.6 Open Forum

Bob Goodrich, Osceola, PA

Mr. Goodrich acknowledged the school year is starting soon, and stated he appreciates the Board listening to him every month. Mr. Goodrich stated there are always two sides to every story, and reminded everyone in attendance to always remember what is important,

and believes we all are ready for any challenges the 2022/23 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 Jolene Meisner, to approve the monthly meeting minutes from the June 13, 2022 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 Ben Howe, to approve bills as outlined in Exhibit #3 (June 2022) and Exhibit #3 (July 2022). Roll Call Vote. All votes were affirmative. The motion carried.

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

#### 1.11 Information & Correspondence (None)

## 2.0 REPORTS

### 2.1 Superintendent's Report

#### PA Smart Grant:

Dr. Barnes stated we are privileged to be part of a grant system, the PA Smart Grant. Northern Tioga School District applied along with the IU and two other school districts and were awarded \$500,000.00. Dr. Barnes introduced Rebecca Giboney, who is with IU17, and Kristen Hamilton, who is the head of Develop Tioga to discuss the grant. Kristen started by handing out a Tioga Works document of information. They are excited to talk about the Workforce Development. Working with student to prepare them for the future. Reviewed needs of Tioga County. The number one thing to help businesses are the workforce. Workforce is the biggest challenge, so a group was formed to look at what could be done to work towards offering services to help with the challenge. Kristen pointed out Tioga County is one of four counties in the state of Pennsylvania who does not have a technical school that students travel to. She acknowledged Northern Tioga School District has been very committed to offering opportunities for the students, and she expressed her thanks for this. Last March, Blast Intermediate Unit, lead by Rebecca Giboney, was made aware of a new grant by PA Smart from the Department of Education. This would offer the opportunity to submit a grant application to work on workforce development. Sam Rotella, Superintendent of Southern Tioga School District, was already talking to Rebecca about what ideas they could put together to submit for the grant. With Tioga County being such a rural area, it was suggested to partner with other school districts. Mr. Rotella gave permission to reach out to other districts, and Dr. Barnes was

contacted. Dr. Barnes stated yes, Northern Tioga School District would like to be involved and would sit at the table for meetings to discuss and plan. Kris Kaufman was involved in the meetings and worked diligently to be able to put together a grant application in 3-4 weeks time. 156 grant applications were submitted to Harrisburg, and out of the 156 applications, 46 were approved. There were 18 letters of support for this grant opportunity.

Rebecca Giboney discussed the three key parts of Tioga Works and passed a handout around to the Board members for a visual. The three key parts are as follows:

1. Recognizing where the districts are: Each of the school districts involved in the grant will have a new program of study they will start or strengthen, or a pre-apprenticeship program. Northern Tioga School District will be the Agricultural piece. Kris Kaufman stated Northern Tioga School District will be looking at Cowanesque Valley High School and working towards developing a building trades program with Williamson High School. Over the next few years, Dr. Barnes, Kris Kaufman, and the High School Building Principals will work with support from the IU to create an official PDE program of studies. Southern Tioga School District will be focusing on a Computer Science pre-apprenticeship program and Auto Mechanics program. Wellsboro School District will be doing the Health Fields.
2. Building a Hub for Tioga County: We are partnering with Stalzle, which is a global organization, who will be building a database that already takes into account what will need to be uploaded for the Department of Education. Industry partners will be able to see the stackable credentials for what jobs are open. This database will be housed with Develop Tioga.
3. Stackable Work Ready Credentials: The Tioga Works Eco System will build stackable, work ready credentials. They are currently working on a baseline credential which will allow industry partners in Tioga County to recognize which student has which credential and work ready skills. This will build different pathways for different industries and career paths that are recognized in Tioga County.

Launch Day for this is October 20, 2022. Kristen Hamilton will be reaching out and asking for involvement on becoming a Work Force Community.

#### R.B. Walter Elementary School Playground:

Christina Fry, principal at R.B. Walter, gave an update on the playground area. The teeter-totters will be removed, for safety reasons, and will be replaced with a gaga pit, which is in the process of being purchased. Clark Wood Elementary School has a gaga pit as well. Gaga Ball is a new game the students seem to really enjoy.

#### New Teacher Induction Day and Professional Development Days:

Dr. Barnes let the Board know the New Teacher Induction Day is August 18, 2022. She also stated there will be two Professional Development Days on August 22 & 23, 2022.

All of the teachers and aides will be in the District Office Building on August 22<sup>nd</sup> and lunch will be provided to them. August 23<sup>rd</sup>, they will be in their individual buildings.

CEP:

Judy Quick, Food Services Coordinator, started out by thanking the Board and the Administration for the last two years of school. She stated the food service department would not have survived without their support.

Judy stated the waivers and mandates for free meals, for all students, are being removed for the 22/23 school year. There is a program called Community Eligibility Provision (CEP). In order to qualify for this provision, a school district needs to be greater than 40% for direct certification (SNAP/Medicaid). Northern Tioga School District is at 53.01%. At that percentage, it was calculated Northern Tioga School District would be reimbursed, at a free rate, 84.82% of the meals served. Breakfast participation at the high school level is only at 33%, and lunch is approximately 65%. Approximately 65% of the elementary school level students are eating breakfast, while lunches are approximately 79%. Judy stated with the help of the building principals and administration, they could work on devising a plan to increase these numbers.

Based on the district's average usage from the 2021/22 school year, if we do the CEP, the federal income would be \$1,384,416.00. The expenses were \$1,412,436.00 (which does not include the purchase of the steamers). In order to make up the -\$28,000.00 deficit with non-federal dollars, state revenue (Head Start meals and ala carte sales) would be \$41,084.00 (estimated). This would cover the \$28,000.00 deficit.

Judy expressed her excitement for CEP. Kathy VanSchaick, Business Manager, also stated extra funds were also received in 2021/22 for delivery/supply chain issues. CEP would reimburse \$4.43 for each lunch, and \$2.67 for each breakfast. Judy has started communicating with the building principals regarding being at the meet the teacher nights and have a table set up to bring awareness to parents. On average, parents would pay approximately \$800.00 per year for a high school student to eat breakfast and lunch without CEP. The elementary level would be \$747.00 per year per student. Essentially, if students do not participate in the breakfasts and lunches provided, the provision will no longer be offered.

CEP is a 4-year cycle and will be reviewed annually. If this provision does not work well with Northern Tioga School District, we are not locked in to the 4 years, and can cancel.

## 2.2 Business Manager's Report

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

A motion was made by Jean Kohut, seconded by Kim Strauser, to approve the Payroll Rate Changes (None), Capital Reserve Report, Financial Report (None), Cash Investment Report, Student Activity Report, and Cafeteria Bills & Report, and

Transportation Changes as outlined in Exhibit #7, #9, #10, #11. All votes were affirmative. The motion carried.

A motion was made by Jim Neal, seconded by Kim Strauser, to approve the Athletic Transportation Bids as outlined in Exhibit #15. Roll Call Vote. All votes were affirmative. The motion carried.

### 2.3 Buildings and Grounds Report

The Buildings and Grounds Committee met tonight before the Board meeting, and Dr. Barnes gave the Board an update on the following items:

Northern Tioga School District has received 2 Grants: One is for safety regarding our buildings and grounds, and we received \$130,000.00. The second one is for mental health and dealing with items such as social learning within the district.

The safety grant was not released until August 1, 2022, with a submission due date of August 31, 2022. The Committee met to discuss some possibilities of how to use the \$130,000.00 and will be presenting to the Board for approval at a later date.

The mental health grant will be discussed with Dan Fie. There are tiers involved with this grant. Tier 1 must be met; tiers 2 and 3 are suggested. Guidance on this grant has been very limited, and options will need to be discussed before presenting to the Board for approval.

Building Automation: Northern Tioga School District is continuing with updating the building automation, and Jeremy will be providing an update at the next work session.

## 3.0 ACTION ITEMS

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

A motion was made by Greg Cummings, seconded by Jim Neal, to approve 2022/2023 co-curricular appointments as outlined in Exhibit #13. All votes were affirmative. The motion carried.

### 3.2 Substitutes (Exhibit #14)

A motion was made by Jean Kohut, seconded by Ben Howe, to approve the additional substitutes be added to the 2022/2023 substitute list as outlined in Exhibit #14. All votes were affirmative. The motion carried.

### 3.3 Intent of Retirement

A motion was made by Jean Kohut, seconded by Ben Howe, to accept the retirement of Ruth Jacobson from her position of Learning Support teacher at the Cowanesque Valley High School, effective July 06, 2022, and Nancy Rosario from her position of Art teacher

at the Cowanesque Valley High School, effective August 15, 2023, and thank them for their dedicated service. All votes were affirmative. The motion carried.

### 3.4 Resignations

A motion was made by Greg Cummings, seconded by Ed Bonham, to accept the following resignations and thank them for their dedicated service: Alicia Sherman, teacher aide at Williamson High School, effective June 7, 2022; Rachel Howe, teacher at R.B. Walter Elementary School, effective June 30, 2022; Natalie Himmelberger, teacher at Clark Wood Elementary School, effective June 30, 2022; Erin Donovan-Swimley, Discipline Study Hall Monitor at Cowanesque Valley High School, effective June 30, 2022; Jayna McGowan, ELA teacher at Cowanesque Valley High School, effective August 19, 2022; Dylan Smith, Music teacher at Westfield Area Elementary School, effective August 4, 2022; and Jordan Collum, Social Studies teacher at Williamson High School, effective July 27, 2022. All votes were affirmative. The motion carried.

### 3.5 MTSS Tutor Appointments (Exhibit #16)

A motion was made by Jean Kohut, seconded by Ben Howe, to approve the MTSS Tutor Appointments as outlined in Exhibit #16. Roll Call Vote. All votes were affirmative. The motion carried.

### 3.6 Professional Appointments (Exhibit #17)

A motion was made by Kim Strauser, seconded by Jean Kohut, to approve the Professional Appointments as outlined in Exhibit #17. Roll Call Vote. All votes were affirmative. The motion carried.

### 3.7 NTSD Health & Safety Plan (Exhibit #18)

A motion was made by Jim Neal, seconded by Kim Strauser, to approve the Northern Tioga School District Health and Safety Plan as outlined in Exhibit #18. Roll Call Vote. All votes were affirmative. The motion carried.

### 3.8 Second Reading and Final Adoption of Policy (Exhibit #19)

A motion was made by Ed Bonham, seconded by Jean Kohut, to approve to adopt the updated version of Policy #913 Nonschool Organizations/Groups/Individuals as outlined in Exhibit #19. Roll Call Vote. All votes were affirmative. The motion carried.

### 3.9 First Reading of Policies (Exhibit #20 and Exhibit #21)

A motion was made by Kim Strauser, seconded by Jim Neal, to approve the first reading of proposed changes to the updated version of Policy #305 Employment of Substitutes and Policy #808 Food Services as outlined in Exhibit #20 and Exhibit #21. The following wording will be added: "Effective with the beginning of the 2022/2023 school year". Roll Call Vote. All votes were affirmative. The motion carried.

3.10 Approval of MOU-ESL Certification (Exhibit #22)

A motion was made by Jolene Meisner, seconded by Greg Cummings, to approve the Memorandum of Understanding between Northern Tioga Education Association and Northern Tioga School District as outlined in Exhibit #22. Dr. Barnes expressed her thanks to the teachers who were willing to do this and is very grateful. Roll Call Vote. All votes were affirmative. The motion carried.

3.11 Approval of 2022/2023 Bell Schedules (Exhibit #23)

A motion was made by Greg Cummings, seconded by Jolene Meisner, to approve the 2022/2023 bell schedules for all schools as outlined in Exhibit #23. All votes were affirmative. The motion carried.

3.12 Approval of Gas/Oil Leases (Exhibit #24 and #25)

A motion was made by Jolene Meisner, seconded by Jean Kohut, to approve the lease agreements between SWN Production Company and Northern Tioga School District for the Paid Up Non-Surface Oil and Gas Lease effective July 18, 2022, for a primary term of 3 years. Roll Call Vote. All votes were affirmative. The motion carried.

3.13 Approval of Comprehensive Plan & Affirmation Statement (Exhibit #26 and #27)

A motion was made by Jim Neal, seconded by Ed Bonham, to approve the Comprehensive Plan and Affirmation Statement, which includes Williamson High School A-TSI plan, as outlined in Exhibit #25 and #27. Roll Call Vote. All votes were affirmative. The motion carried.

3.14 2022/2023 Meal Prices

A motion was made by Ben Howe, seconded by Jolene Meisner, to approve the following meal prices based on the Paid Lunch Equity Tool Calculation:

Elementary lunch price will increase from \$2.65 to \$2.75.

Secondary lunch price will increase from \$2.85 to \$2.95.

Elementary breakfast price will increase from \$1.30 to \$1.40, and Secondary breakfast will increase from \$1.40 to \$1.50.

The reduced-price breakfast and lunch are set by USDA and has not been changed for this school year.

Adult breakfast price will increase from \$1.85 to \$1.95, and the adult lunch price will increase from \$3.65 to \$3.70. Adult meal price was increased by \$0.05 last year. No other meal prices were increased last year.

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

3.15 Approval of Volunteers

A motion was made by Greg Cummings, seconded by Ed Bonham, to approve the following volunteers be added to the volunteer list:

Nicholas Trapani – Tech Intern-Admin. Building  
Michael Churchill – Cowanesque Valley High School  
William Patterson – Williams High School  
Christian Kemp – Cowanesque Valley High School

All votes were affirmative. The motion carried.

3.16 Additional Vacancies During August

A motion was made by Kim Strauser, seconded by Ben Howe, 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.

3.17 Approval of Revised Act 93 Group 4 Agreement 2022-2026 (Exhibit #28)

A motion was made by Greg Cummings, seconded by Ben Howe, to approve the revised Act 93 Compensation Plan for Group 4 effective July 1, 2022 – June 30, 2026 as outlined in Exhibit #28. Roll Call Vote. The motion carried with Jean Kohut casting a negative vote. Jean Kohut asked that she be noted as stating, “I don’t feel moving this individual, her salary up \$8,545.00, since we voted in May on the Act 93 Contract it was made part of the budget when we had just hired tonight teachers at Step 1 with a Bachelor’s degree are only making \$48,262.00. I don’t know how we can justify that, and it’s kind of discriminating to a new teacher walking in to the building.”

3.18 Approval of Revised PT & OT Contract 2022/2023 (Exhibit #29)

A motion was made by Jim Neal, seconded by Jolene Meisner, to approve the revised Physical Therapy and Occupational Therapy Contract with UPMC Wellsboro for the 2022/2023 school year. Roll Call Vote. All votes were affirmative. Motion carried.

3.19 Approval of Contract with Momentum Music Services (Exhibit #30)

A motion was made by Kim Strauser, seconded by Jim Neal, to approve the contract between Momentum Music Services and Northern Tioga School District for music therapy



services effective August 24, 2022 – July 31, 2023 as outlined in Exhibit #30. Roll Call Vote. All votes were affirmative. Motion carried.

3.20 Approval of MTSS Elementary Tutor Job Description (Exhibit #31)

A motion was made by Greg Cummings, seconded by Jolene Meisner, to approve the MTSS elementary Tutor (5 hours per day) job description as outlined in Exhibit #31. Roll Call Vote. All votes were affirmative. The motion carried.

3.21 Approval of SAM 2022-2023 Drug & Alcohol Student Assistance Program Agreement (Exhibit #32)

A motion was made by Kim Strauser, seconded by Jolene Meisner, to approve the agreement between County of Tioga and Northern Tioga School District for the 2022-2023 Drug & Alcohol Student Assistance Program (SAP) effective July 1, 2022 – June 30, 2023 as outlined in Exhibit #32. Roll Call Vote. All votes were affirmative. The motion carried.

3.22 Approval of Updated Building Use form Guidelines: Item removed from Agenda.

3.23 Transfer of Bus Contract (Exhibit #34)

A motion was made by Kim Strauser, seconded by Ed Bonham, to approve the transfer Bob Stiles' busing contract to Debra Melko as outlined in Exhibit #34. All votes were affirmative. The motion carried.

3.24 Request to Close Student Activity Account (Exhibit #35, #36, and #37)

A motion was made by Jean Kohut, seconded by Jolene Meisner, to approve the requests to close the following student activity accounts for Cowanesque Valley High School as outlined in Exhibit #35, #36, and #37:

Newspaper Activity Account with residual funds of approximately \$681.57 being transferred to the School Pride Account.

FBLA Activity Account with residual funds of approximately \$50.90 being transferred to the School Pride Account.

Letterman Club Activity Account with residual funds of approximately \$605.45 being transferred to the School Pride Account.

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

3.25 Approval of Community Eligibility Provision (Exhibit #38)

A motion was made by Jim Neal, seconded by Ben Howe, to approve the District to participate in the Community Eligibility Provision (CEP) so all students, K-12, can receive free breakfast and lunch as outlined in Exhibit #38. Judy Quick spoke with the Board and explained Exhibit #38 and said the program is dependent upon student participation and will be reviewed annually. Roll Call Vote. All votes were affirmative. The motion carried.

#### **4.0 NEW BUSINESS**

##### **4.1 Motion to Approve the Letter and Fees Proposal from Owlett & Lewis regarding the Keuhn Foundation**

The Keuhn Foundation was a donation to the Westfield Area Elementary School to benefit the students in the school. The money that is left, and how it is invested is what was addressed in the letter. Due to COVID, interest rates went to zero, and the funds were earning almost nothing. Then inflation started up, and everything is costing more. The Keuhn Foundation committee members would like to investigate moving the funds from the authority of the school district to their own foundation so that they can invest the funds in hopes to generate more investment earnings, as school districts are limited on how they can place funds. Dr. Barnes and Ben Howe discussed the information with Chris Lantz. Chris expressed this is not his area of expertise and suggested this be discussed with Owlett & Lewis. The letter received from Owlett and Lewis is the result of the discussion.

Based on the decisions made from the letter, Northern Tioga School District will be required to create some form of a group to oversee the funds. The letter suggests appointing someone to work and meet with Owlett and Lewis to figure out the details and report the information to the Board for approval.

Cheryl Sottolano asked the Board what the Keuhn Foundation Board needs to do to assist with this. Ben Howe explained there needs to be an independent Board, separate from the School Board, who will decide how the funds are spent, but this will all need to be discussed and figured out.

A motion was made by Jolene Meisner, seconded by Ed Bonham to explore the contents within the letter from Owlett & Lewis regarding the Keuhn Foundation and obtain clarification on “Southern Tioga School District” wording. 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 22, 2022, 6:00 PM  
Regular Board Meeting – September 12, 2022, 7:00 PM

5.2 Committee Meetings - None

**6.0 ADJOURNMENT**

6.1 Adjourn

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

Adjournment was at 8:46 PM.

Kelly Sherman  
Board Secretary

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