

NORTHERN TIOGA SCHOOL DISTRICT  
110 Ellison Road  
Elkland, PA 16920

Minutes – August 9, 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 7:08 PM.

Executive Session – An executive session was held during the June 14, 2021 regular meeting for the purpose of personnel issues.

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 Member Ian McLaughlin resigned effective August 1, 2021.

1.5 Board Attendance: Board Members Present: Julie Preston, Ed Bonham, Greg Cummings, Jean Kohut, Jolene Meisner, James Moyer, Jim Neal, and Kim Strauser.

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

Absent: Amy Coots.

1.6 Student/Staff Recognitions & Presentations

Girl Scout Silver Award

The board and Mr. Sottolano recognized Chelsea Wattles, a student at Cowanesque Valley High School, for earning the Girl Scout Silver Award. Chelsea earned this award for her project titled “Keeping Arts in the Schools” that benefited the Westfield Area Elementary School. This award is the highest honor a Girl Scout Cadette can earn. The board commended Chelsea for her hard work.

1.7 Open Forum

Bob Goodrich, Osceola, PA

Mr. Goodrich offered words of encouragement and a prayer.

1.8 Approval of Minutes

A motion was made by Jean Kohut, seconded by Jim Neal, to approve the monthly meeting minutes from the June 14, 2021 regular meeting. All votes were affirmative. The motion carried.

1.9 Budget Transfers (Exhibit #2) - None

1.10 Approval of Bills (Exhibit #3)

A motion was made by Kim Strauser, seconded by Greg Cummings, to approve bills as outlined in Exhibit #3. Roll Call Vote. All votes were affirmative. The motion carried.

1.11 Facility Use Permits & Conferences (Exhibits #4 & #5)

1.12 Information & Correspondence

PlanCon Part G for RBW/WHS

Approval from the PA Department of Education has been received for Revised PlanCon Part G: Project Accounting Based on Bids for the R.B. Walter Elementary/Williamson High School as outlined in Exhibit #16.

PlanCon Part G for CVHS

Approval from the PA Department of Education has been received for Revised PlanCon Part G: Project Accounting Based on Bids for the Cowanesque Valley Junior/Senior High School as outlined in Exhibit #17.

Teacher Transfers

Stephanie Young, Elementary Teacher at Westfield Area Elementary School, to Elementary Teacher at R.B. Walter Elementary School.

Karen Vasco, Title I Teacher at Westfield Area Elementary School, to Elementary Teacher at R.B. Walter Elementary School.

Korianne McManus, Learning Support Teacher at Williamson High School, to Autistic Support Teacher at Clark Wood Elementary School.

Carol Correll, Title I Teacher at R.B. Walter Elementary School, to Title I Teacher at Clark Wood Elementary School.

Amber Hepfer, Learning Support Teacher at Clark Wood Elementary School, to Learning Support Teacher at Williamson High School.

## 2.0 REPORTS

### 2.1 Superintendent's Report

#### Primary Care and Counseling Programs

Dr. Barnes shared that Jim Nobles would like to come and speak to the board about the possibility of offering a new program in our district. Mr. Nobles recently coordinated the mental health and physician assistant programs in our district. He is now looking to see if the district would be interested in offering a dental program. The dental program would be in addition to the dental program the district already offers. Mr. Nobles hopes to come to present the idea to the board soon.

#### Special Education Compliance Monitoring

Dr. Barnes shared that the district has received a letter from the Pennsylvania Department of Education (PDE) stating that the areas of noncompliance cited as a result of their recent special education compliance monitoring visit have been corrected. PDE commended the district for our efforts.

#### Summer

Dr. Barnes shared that APL training for teachers who needed it took place in July. The teachers enjoyed the training and were grateful for the opportunity to receive it. Dr. Barnes also stated that summer school went well. The district had the largest group we have ever had. She thanked the teachers who helped to provide summer school.

#### Professional Development Day Lunch

Dr. Barnes stated that, in the past, the district has provided lunch for teachers on one of the professional development days at the beginning of the year. Both professional development days will take place in the buildings this year. Dr. Barnes asked the board if they are okay with principals providing lunch to staff from a local restaurant on one of the days. The board agreed that they are okay with this.

### 2.2 Business Manager's Report

#### Monthly Reports – (Exhibits #6, #7, #8, #9, #10, #11, #12, #15)

A motion was made by Jim Neal, seconded by Jolene Meisner, to approve the Payroll Rate Changes, Capital Reserve Report (June & July 2021 Unaudited), Financial Report (June 2021 Unaudited), Cash Investment Report (June 2021 Unaudited), Student Activity Report (May 2021 & June 2021 Unaudited), Cafeteria Bills & Report (June & July 2021 Bills and June 2021 Report Unaudited), Transportation Changes, and Capital Projects Report (June 2021) as outlined in the Exhibits. All votes were affirmative. The motion carried.

A motion was made by Greg Cummings, seconded by Jean Kohut, to approve Athletic Transportation Bids as outlined in Exhibit #18 and Scranton School Transportation Bids as outlined in Exhibit #19. Roll Call Vote. All votes were affirmative. The motion carried.

Ed Bonham asked if the district has ever considered owning our own van for athletics. He asked that the district look into the cost benefits of owning our own van.

### 2.3 Buildings and Grounds Report

Jeremy Freeman, Supervisor of Buildings and Grounds, stated that the district is underway with the building access and automation projects. NRG is currently working on punch lists. The paint booth at Williamson High School is up and running. The district is looking into working on parking lot lights. He shared that repeaters have been installed in the buildings as part of the bus radio project. Weed control and work around the buildings took place over the summer. Custodians and maintenance have done an excellent job getting the buildings ready for school to start.

Jean Kohut asked how repairs to the Cowanesque Valley High School art room are coming and whether the sealcoating has been completed. Jeremy said the repairs are complete and he is still getting quotes and comparing costs for the sealcoating. Kim Strauser asked if the home ec room at Williamson High School has been completely repaired. Kris Kaufman, Principal of Williamson High School, said the room is in good shape.

Ed Bonham asked how the battery operated mist guns used in some buildings to sanitize last year worked. Jeremy Freeman stated that they worked but that some were better quality than others. They need to be careful what chemicals they use in the sprayers because some created a build up and resulted in stains. Jeremy said that use of the sprayers can be helpful depending on what they are trying to accomplish in the room.

## 3.0 ACTION ITEMS

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

A motion was made by Jean Kohut, seconded by James Moyer, to approve 2021/2022 co-curricular appointments as outlined in Exhibit #13. All votes were affirmative. The motion carried.

### 3.2 2021/2022 Substitutes (Exhibit #14)

A motion was made by James Moyer, seconded by Jean Kohut, to approve 2021/2022 substitutes 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 Jolene Meisner, to accept the intent of retirement of Keith Robbins from his position of teacher at the Williamson High School, effective July 2, 2022, and thank him for his dedicated service. All votes were affirmative. The motion carried.

### 3.4 Resignations

A motion was made by James Moyer, seconded by Jim Neal, to accept the resignations of: Jeanne Jones, cafeteria aide at R.B. Walter Elementary/Williamson High School, effective June 15, 2021;  
Megan Button, teacher at Williamson High School, effective August 1, 2021;  
Amy Coots, Principal of Academic Affairs;  
Sophia Sprunger, teacher at R.B. Walter Elementary School, effective August 9, 2021, and thank them for their dedicated service. All votes were affirmative. The motion carried.

### 3.5 Classified Appointments (Exhibit #20)

A motion was made by Jean Kohut, seconded by Jolene Meisner, to appoint: Frances Leach, Custodian, Cowanesque Valley High School, \$15.98 per hour, effective June 21, 2021. (Previously a 5.0 hour per day custodian at Williamson High School.);

Amanda Kerr, 6.75 hour per day Special Education Teacher Aide, Clark Wood Elementary School, \$16.23 per hour, effective August 23, 2021. (Previously a 5.5 hour per day Teacher Aide at Clark Wood Elementary School.)

Alicia Sherman, 6.5 hour per day Special Education Teacher Aide, Williamson High School, \$14.61 per hour, effective August 23, 2021. (Previously a 5.5 hour per day Teacher Aide at Williamson School.);

Jennifer Barley, 5.5 hour per day Special Education Teacher Aide, Clark Wood Elementary School, \$13.80 per hour, effective August 23, 2021. (Previously a 2.75 hour per day Cafeteria Aide at R.B. Walter Elementary/Williamson School.);

Patricia Lambert, 2.75 hour per day Cafeteria Aide, R.B. Walter Elementary/Williamson High School, \$13.00 per hour, effective August 25, 2021;

Patrick Power, 5.0 hour per day Custodian, Williamson High School, \$14.66 per hour, effective August 23, 2021;

Karla Hakes, 5.5 hour per day Special Education Teacher Aide, Clark Wood Elementary School, \$13.80 per hour, effective August 23, 2021;

Penny Russell, 4.0 hour per day Special Education Teacher Aide, Clark Wood Elementary School, \$13.80 per hour, effective August 23, 2021 in accordance with the contractual agreement between the Northern Tioga School District and the Northern Tioga Education Support Professionals as outlined in Exhibit #20. Roll Call Vote. All votes were affirmative. The motion carried.

3.6 Professional Appointments (Exhibit #21)

A motion was made by Kim Strauser, seconded by Greg Cummings, to appoint: Rachel Howe, Elementary Teacher, R.B. Walter Elementary School, Step 1, Master's Degree, effective August 23, 2021;

Brittnee Warren, Elementary Teacher, R.B. Walter Elementary School, Step 1, Master's Degree, effective August 23, 2021;

Michael Schmitt, Mathematics/Physical Education Teacher, Cowanesque Valley High School, Step 7, Master's Degree, effective August 23, 2021;

David Wert, Music Teacher, Cowanesque Valley High School, Step 7, Master's Degree (pending settlement of new contract), effective August 23, 2021;

Mary Reigh, Learning Support Teacher, Williamson High School, Step 7, Master's, effective August 23, 2021) in accordance with the contractual agreement between the Northern Tioga School District and the Northern Tioga Education Association as outlined in Exhibit #21. Roll Call Vote. All votes were affirmative. The motion carried.

3.7 ESSER Tutor Appointments (Exhibit #22)

A motion was made by Jim Neal, seconded by Ed Bonham, to appoint: Joesetta Stahli, 5.0 hour per day ESSER Tutor, Westfield Area Elementary School, \$25.00 per hour, effective August 25, 2021 for the 2021/2022 school year only;

Lauren Johnson, 5.0 hour per day ESSER Tutor, Clark Wood Elementary School, \$25.00 per hour, effective August 25, 2021 for the 2021/2022 school year only;

Chase Austin, 5.0 hour per day ESSER Tutor, R.B. Walter Elementary School, \$25.00 per hour, effective August 25, 2021 for the 2021/2022 school year only;

Mary Rock, 5.0 hour per day ESSER Tutor, R.B. Walter Elementary School, \$25.00 per hour, effective August 25, 2021 for the 2021/2022 school year only;

Laura Sauder, ESSER Tutor (MU Student – Up to 10 hours per week), R.B. Walter Elementary School, \$25.00 per hour, effective August 25, 2021 for the 2021/2022 school year only as outlined in Exhibit #22. Roll Call Vote. All votes were affirmative. The motion carried.

3.8 Resolution – Minimum Number of Days and Hours (Exhibit #23)

A motion was made by Jean Kohut, seconded by Greg Cummings, to approve the Resolution to develop a Health and Safety Plan as prescribed by the Pennsylvania Department of Education to ensure the minimum number of days and allowing for the minimum number of hours as required as outlined in Exhibit #23. Roll Call Vote. All votes were affirmative. The motion carried.

3.9 NTSD Health & Safety Plan (Exhibit #24)

A motion was made by Kim Strauser, seconded by Jim Neal, to approve the Northern Tioga School District Health and Safety Plan as outlined in Exhibit #24. Roll Call Vote. All votes were affirmative. The motion carried.

3.10 First Reading of Policies (Exhibits #25, #26, & #27)

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

#218.1 - Weapons (Exhibit #25)

#218.2 - Terroristic Threats (Exhibit #26)

#218.3 - Discipline of Student Convicted/Adjudicated of Sexual Assault (Exhibit #27)

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

3.11 Approval of Contract with Momentum Music Services (Exhibit #28)

A motion was made by Jean Kohut, seconded by Jim Neal, to approve the contract between Momentum Music Services and Northern Tioga School District for music therapy services effective July 1, 2021 – June 30, 2022 as outlined in Exhibit #28. Roll Call Vote. All votes were affirmative. The motion carried.

3.12 2021/2022 Meal Prices

A motion was made by Jim Neal, seconded by Ed Bonham, to set the following meal prices for 2021/22: The Pennsylvania Department of Education through United States Department of Agriculture (USDA) has approved FREE meals for all enrolled students from kindergarten to 12th grade. All students in the Northern Tioga School District will receive free meals (breakfast and lunch) this school year (2021/2022) under a program called Seamless Summer Option (SSO) and no application is necessary to receive this benefit. The business manager and food service director recommend the price of the adult breakfast remain the same as last year at \$1.85 and the adult lunch be increased to \$3.65. Roll Call Vote. All votes were affirmative. The motion carried.

3.13 Approval of 2021/2022 Bell Schedules (Exhibit #29)

A motion was made by Ed Bonham, seconded by Jean Kohut, to approve the 2021/2022 bell schedules for all schools as outlined in Exhibit #29. All votes were affirmative. The motion carried.

3.14 Close Scholarship

A motion was made by Jean Kohut, seconded by Greg Cummings, to close the Frank Golden Scholarship. The family wishes to maintain the scholarship. All votes were affirmative. The motion carried.

### 3.15 Approval of Perkins/Vocational Minutes (Exhibit #30)

A motion was made by Ed Bonham, seconded by Jolene Meisner, to approve the June 1, 2021 minutes from the Perkins V Stakeholders Meetings. The minutes provide documentation that biannual meetings of the stakeholders 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 as outlined in Exhibit #30. All votes were affirmative. The motion carried.

### 3.16 Approval of Volunteers

A motion was made by Jean Kohut, seconded by James Moyer, to approve the following volunteers: Suzanne Bish - Cowanesque Valley High School and Lillianna Hepfer - Williamson High School. All votes were affirmative. The motion carried.

### 3.17 Additional Vacancies During August

A motion was made by Jean Kohut, seconded by Jim Neal, 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 Approval to Purchase Steamers

A motion was made by Jolene Meisner, seconded by Jean Kohut, to approve the purchase of two AccuTemp Steamers for the R.B. Walter/Williamson kitchen. Four quotes have been obtained and the lowest quote is \$33,988.76 for two steamers. The steamers will be paid for out of the Food Service fund and installation will be handled by district maintenance employees. These steamers would replace the Blodgett Combi-ovens (purchased in January 2011). The combi-ovens currently are not operational and have had operational issues since 2017. Repair costs have been \$5,838.57 in the last four years. A grant was applied for in the Fall of 2020 but the grant was not successful. All other kitchens in the district are using the AccuTemp steamers since 2017 and have had no operational issues or repairs. 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 23, 2021, 6:00 PM

Regular Board Meeting – September 13, 2021, 7:00 PM

### **5.2 Committee Meetings**

## **6.0 ADJOURNMENT**

A motion was made by James Moyer, seconded by Jim Neal, to adjourn. All votes were affirmative. The motion carried.

Adjournment was at 8:23 PM.

The board convened for an executive session at this time for legal and personnel issues.

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.