

NORTHERN TIOGA SCHOOL DISTRICT
110 Ellison Road
Elkland, PA 16920

Minutes – December 1, 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 7:01 PM.

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

Executive Session – An executive session followed the November 8, 2021 regular 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, James Moyer, Jim Neal, and Kim Strauser.

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

1.5 Approval of Resolution (Exhibit #15)

A motion was made by Jean Kohut, seconded by Kim Strauser, to approve the Resolution as outlined in Exhibit #15. Roll Call Vote. All votes were affirmative. The motion carried.

1.6 Appointment of New Board Member

A motion was made by Jean Kohut, seconded by Greg Cummings, to appoint Benjamin Howe as a Board Member for Region 3. The motion carried with James Moyer casting a negative vote and Ben Howe abstaining. Mr. Howe will be filling a two year term for Ian McLaughlin who declined his newly elected seat.

1.7 Election of Temporary President

A motion was made by Greg Cummings, seconded by Jim Neal, to nominate Kim Strauser as Temporary President. A motion was made by Jean Kohut, seconded by Ed Bonham, to close nominations. Nominations were closed. The floor was opened up for discussion. All votes were affirmative and Kim Strauser assumed the role of President.

1.8 Election of President and Vice President

A motion was made by Jean Kohut to nominate Kim Strauser as President. Kim Strauser declined the nomination.

A motion was made by Jean Kohut, seconded by Greg Cummings, to nominate Julie Preston as President. A motion was made by Greg Cummings, seconded by Ed Bonham, to close nominations. Nominations were closed. The floor was opened up for discussion. All votes were affirmative to elect Julie Preston as President. Kim Strauser relinquished the Presidency seat and Julie Preston assumed the President's chair.

A motion was made by Jim Neal, seconded by Kim Strauser, to nominate Ed Bonham as Vice President. A motion was made by James Moyer, seconded by Jean Kohut, to close nominations. Nominations were closed. The floor was opened up for discussion. All votes were affirmative to elect Ed Bonham as Vice President.

1.9 Jolene Meisner remained as the district PSBA Liaison.

1.10 Dr. Barnes remained as the district Employee Relations Contact.

1.11 Jean Kohut remained as the School Board Sick Bank Representative.

1.12 Julie Preston remained as the I.U. Board Representative.

1.13 Student/Staff Recognitions & Presentations

Student of the Month

Williamson High School – Cameron Reese

Cameron Reese, son of Dennis Reese of Millerton, PA and Jeannine Reese of Horseheads NY, and a Senior at Williamson Jr./Sr. High School, has been selected as the high school Student of the Month for the month of December. Cameron was selected by teachers from the Industrial Arts Department. There was no shortage of praise for Cameron and his efforts in their classes. One teacher stated, "Cameron is an outstanding shop student in class. He plans and executes projects very well, and he thinks about what he will do before starting a project. His projects show that he is motivated and pays attention to detail." The teachers in the Industrial Arts Department were all in agreement that Cameron is very gifted with his hands, and a leader in all their classes.

While Cameron has proven he has the effort and talent to excel in his Industrial Arts classes, much of his knowledge has come from outside the classroom. It is not uncommon to find Cameron fixing a piece of equipment or building something when driving past his house. Cameron has even been hired out to do excavation and mechanic work for others. Not surprisingly, in his free time Cameron enjoys working on his truck. Upon graduating, Cameron plans to expand his business. Cameron, the faculty and staff of Williamson High School would like to congratulate you and let you know that we are very proud of you.

Williamson Middle School – Thomas Bomba

Williamson Middle School is proud to honor Thomas Bomba, 7th grader, as the December Student of the Month. Thomas is the son of Angela and the late Thomas Bomba, who served as a police officer in the state of Maryland. Thomas is an excellent student and classmate. He is a member of the WHS Marching and Concert Bands, the WHS Chorus, and WHS soccer. In his spare time Thomas enjoys biking and playing video games.

Thomas is a good citizen and cares about other people. He enjoys volunteering at the Tioga Roller Rink. He is always happy to help in whatever capacity needed to help the rink run smoothly. Thomas aspires to become a police officer like his father. Williamson is proud to honor Thomas Bomba as the Williamson Middle School Student of the Month.

Cowanesque Valley High School – Michael Sipp

Mikey is a senior at Cowanesque Valley and the son of Deb Sipp of Westfield. His teachers describe him as very polite and friendly. Michael is a highly involved student at CV. On the athletic front he excels at football, wrestling, and baseball. He is also a member of the Student Council, National Honor Society, FFA, and Ski Club. Mikey was recognized as an Everyday Hero last year by WENY TV and First Heritage Credit Union and was recently recognized with the NASP Student Power Award. Michael also enjoys weight training, fishing, hunting, and can often be found volunteering in the community. He is always a willing and helpful volunteer when someone needs an extra hand. After graduation, he plans to attend college.

Cowanesque Valley Middle School – Hunter Simonds

The Cowanesque Valley Middle School teachers are pleased to announce Hunter Simonds as our middle school student of the month. He is in eighth grade and is the son of Shawn and Nicole Simonds of Little Marsh. Hunter's teachers appreciate his positive attitude and work ethic. In the classroom, he is willing to do whatever is asked of him, and he takes pride in his work. Hunter is a member of student council and National Junior Honor Society. He is also on the wrestling, cross country, track, and baseball teams. In addition to all of his extra-curricular activities, Hunter loves to hunt (he has the perfect name!). His greatest achievement so far was getting a 10-point buck in archery season several years ago. Hunter's favorite subject is math, and he plans to be an electrical engineer someday. We have no doubt that Hunter will go on to do great things!

R.B. Walter Elementary School – Lela Lundy

RB Walter Elementary School is proud to honor Lela Lundy as our Student of the Month! Lela is the daughter of Ashley Bellows and Michael Lundy. Lela is a high honor roll 4th grade student who is a hard worker and seeks a good challenge. Lela serves as a

good role model for her peers by coming to school every day with a positive attitude, a smile, and a kind heart. Lela also has a great sense of humor, and likely a good joke and riddle to share with us.

Lela loves everything about school, especially science. She enjoys learning about the mysteries of the world. She also enjoys art class. Drawing, painting, and generally being artistic rank high on her “favorite” list. In her free time, Lela’s creativity stretches to cooking and baking. In the future, Lela thinks she might want to become a baker. Congratulations, Lela. We are proud of you!

Clark Wood Elementary School – Genevieve Fleming

The Clark Wood Elementary School would like to congratulate Genevieve Fleming for being our December “Student of the Month”. Gena is a fifth-grade student in Mrs. Harlacker’s class. She is the daughter of Mandy and Todd Fleming of Elkland. Gena was chosen as student of the month because she consistently demonstrates the RAMS positive behavior expectations. She shows respect by always coming to class prepared, with her assignments done – and done well. She makes responsible choices by staying organized, working diligently, and frequently contributing to classroom discussions. And she shows pride by participating in Student Council and helping out in the kindergarten classrooms.

Gena also has many other qualities that made her an excellent candidate for this award. She is a voracious reader! Gena is the only fifth grader to have reached over 100 AR points so far for the school year. Some of her favorite book series include “Wings of Fire”, “Warrior Cats”, and the war stories of Alan Gratz. Her love of reading reflects in her academic achievements. Just recently, Gena was nominated to join a select group of students to compete in the 2022 STEM Design Challenge hosted by ThermoFisher Scientific. Outside of school, Gena enjoys playing softball and hunting. In the future, she hopes to become a dentist. Gena is a truly remarkable young woman who, undoubtedly, will go on to do amazing things for her community. We are very proud of you.

Westfield Area Elementary School – Owen Buck

The Westfield Area Elementary School Student of the Month for December is Owen Buck. Owen, the son of Megan and Eric Buck, resides in Knoxville. He is a 6th grade, honor roll student. Owen plays indoor and outdoor soccer. He likes to hunt deer and squirrel. He also enjoys fishing and playing with his sisters. Owen is described by his teachers as hard-working, polite, and respectful. He is always on task and completes class and homework assignments efficiently. He excels in reading and can often be caught with a book in his hand. Owen is also a great friend and is willing to help with any task. He has a healthy sense of humor and an infectious smile. Owen is an awesome choice for this award. WAES is proud to have Owen Buck as our December Student of the Month!

1.14 Open Forum

Bob Goodrich, Osceola, PA

Mr. Goodrich thanked the board for their efforts and offered a prayer.

1.15 Approval of Minutes

A motion was made by Jim Neal, seconded by Ed Bonham, to approve the monthly meeting minutes from the November 8, 2021 regular meeting and the November 22, 2021 work session. All votes were affirmative. The motion carried.

1.16 Budget Transfers (Exhibit #2) - None

1.17 Approval of Bills (Exhibit #3)

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

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

1.19 Information & Correspondence

2.0 REPORTS

2.1 Superintendent's Report

Masking

Dr. Barnes shared that the Superior Court heard the legislative appeal on the masking mandate and the mandate was originally set to potentially end on December 4, 2021. Districts have received notice that the Supreme Court will now hear the case and, as a result, the mandated has been extended through December 8, 2021. The district's Health & Safety Plan states that we will follow any mandates of the state. The district will continue to enforce masking as long as the mandate is in place. If the mandate is overturned, our Health & Safety Plan states that masking is based on parental choice.

Act 35

Dr. Barnes shared that under Act 35, the district is required to administer a locally developed assessment of U.S. history, government and civics to students in grades 7-12. The district must then submit a report to the Pennsylvania Department of Education. That report has been submitted.

SAS Conference

Dr. Barnes shared that her and Kris Kaufman, Principal of Academic Affairs, will be attending the SAS Conference put on by the Pennsylvania Department of Education next week in Hershey, PA.

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)

A motion was made by James Moyer, seconded by Jim Neal, to approve the Payroll Rate Changes (None), Capital Reserve Report (None), Financial Report (None), Cash Investment Report (None), Student Activity Report, Cafeteria Bills & Report (Bills Register Only), and Transportation Changes as outlined in the Exhibits. All votes were affirmative. The motion carried.

Due to the timing of the meeting, the November reports were not available and will be considered in January as has been done in the past.

2.3 Buildings and Grounds Report

Jeremy Freeman, Supervisor of Buildings and Grounds, stated that the building access project is pending punch lists, change orders, and additional card readers and the building automation project is complete pending final integration. Equipment has been installed for the radio project. We are just waiting on the final radios to be installed. Jeremy stated that the Buildings & Grounds Committee will meet on December 9 to discuss the potential air quality improvement project. He is also working on gathering details for Phase II building upgrades.

Jeremy shared that one of the district's plow trucks is in need of repair. Due to the cost of the repairs, Jeremy recommends that the district purchase a new salt spreader rather than repair the truck. The district did not receive any snow plow bids for the Elkland complex creating a need for more equipment so that maintenance can handle the plowing themselves. Jean Kohut stated that she was told a bid was submitted for the plowing. Kathy VanSchaick, Business Manager, said she will confirm with her staff in the business office whether any bids were received.

A motion was made by James Moyer, seconded by Jim Neal, to approve the purchase of the salt spreader at a cost of \$1,900.00. Roll Call Vote. The motion carried with Jean Kohut casting a negative vote.

2.4 Grant Update

Kris Kaufman, Principal of Academic Affairs, provided the board with a handout giving updates on where things stand with the ESSER I, ESSER II, and ARP/ESSER grants. He stated that the district continues to receive payments on the ESSER II grant. The district is continuing to plan for the ARP/ESSER grant. A hard deadline for the application has not been given yet, however, a deadline in January or February has been discussed. All set-asides have been submitted. He also noted that the board will be reviewing the district's Health & Safety Plan tonight. This plan is required to be reviewed every 6 months under the ARP/ESSER grant.

3.0 ACTION ITEMS

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

A motion was made by Jim Neal, seconded by Ed Bonham, 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 Greg Cummings, seconded by Jean Kohut, to approve 2021/2022 substitutes as outlined in Exhibit #14. All votes were affirmative. The motion carried.

3.3 Resignations

A motion was made by Jean Kohut, seconded by Ben Howe, to accept the resignations of: Liz Tracy, instructional aide at R.B. Walter Elementary School, effective November 9, 2021;

Yvonne Matincheck, cafeteria aide at R.B. Walter Elementary/Williamson High School, effective November 18, 2021;

Jean Reigel, cafeteria aide at Clark Wood Elementary School, effective November 19, 2021;

and Lisa West, teacher at Williamson High School, effective December 10, 2021 and thank them for their dedicated service. All votes were affirmative. The motion carried.

3.4 Classified Appointments (Exhibit #16)

A motion was made by James Moyer, seconded by Jolene Meisner, to appoint: Jason Vahey, Custodian, Clark Wood Elementary School, \$15.47 per hour, effective November 22, 2021;

Brittany Riley, 6.5 hour per day Special Education Teacher Aide, Cowanesque Valley High School, \$15.42 per hour, effective November 23, 2021. (Currently a 4.0 hour per day Special Education Teacher Aide.);

Melissa Thomas, 6.5 hour per day Discipline Study Hall Monitor, Williamson High School, \$14.33 per hour, effective December 6, 2021;

Margo Thompson, 2.5 hour per day Cafeteria Aide, R.B. Walter Elementary/Williamson High School, \$13.00 per hour, effective December 13, 2021 in accordance with the contractual agreement between the Northern Tioga School District and the Northern Tioga Education Support Professionals as outlined in Exhibit #16. Roll Call Vote. All votes were affirmative. The motion carried.

3.5 2022/2023 Budget Resolution (Exhibit #17)

A motion was made by Kim Strauser, seconded by James Moyer, to approve the resolution certifying that the 2022/2023 tax rate will be increased at a rate at or below the adjusted Act 1 Index for our district of 5.0% which equates to a maximum increase of 0.9230 mills as outlined in Exhibit #17. Roll Call Vote. All votes were affirmative. The motion carried.

3.6 First Reading of Policy (Exhibit #18)

A motion was made by Ed Bonham, seconded by Jolene Meisner, to approve the first reading of proposed changes to Policy #337 – Vacation as outlined in Exhibit #18. Roll Call Vote. All votes were affirmative. The motion carried.

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

A motion was made by James Moyer, seconded by Jean Kohut, to approve the second reading and final adoption of proposed changes to Policy #236.1 – Threat Assessment as outlined in Exhibit #19. Roll Call Vote. All votes were affirmative. The motion carried.

3.8 Request to Attend Out-of-State Conference (Exhibit #20)

A motion was made by Jolene Meisner, seconded by Ed Bonham, to approve Nancy Rosario to travel to New York City, NY from March 3-5, 2022 to attend the National Art Education Association (NAEA) National Convention at a total cost of approximately \$1,395.12 to the District as outlined in Exhibit #20. Roll Call Vote. All votes were affirmative. The motion carried.

3.9 Principal's Special Request

A motion was made by Jim Neal, seconded by Jolene Meisner, to approve Ms. Fry, Principal of R.B. Walter Elementary School, to use up to \$1,500.00 from her Principal's Special Request Fund to fund PBIS school-wide incentives and rewards, including local field trips, to be used throughout the year. Roll Call Vote. All votes were affirmative. The motion carried.

3.10 Approval of PlanCon Part J

A motion was made by James Moyer, seconded by Kim Strauser, to approve the submission of PlanCon Part J for R.B. Walter Elementary/Williamson High School and Cowanesque Valley High School upon completion by local auditors. Roll Call Vote. All votes were affirmative. The motion carried.

3.11 ESS Contract

This item was removed from the agenda. No action was taken.

3.12 Approval of Act 93 Compensation Plan (Exhibit #21)

A motion was made by Kim Strauser, seconded by Jolene Meisner, to approve the Act 93 Compensation Plan for Group 2 as outlined in Exhibit #21. Roll Call Vote. The motion carried with Jean Kohut casting a negative vote.

3.13 Student Discipline Matters

A motion was made by Kim Strauser, seconded by Jolene Meisner, to approve Student Discipline Matter #2021-22-02, Student Discipline Matter #2021-22-03, Student Discipline Matter #2021-22-04, and Student Discipline Matter #2021-22-05. Roll Call Vote. All votes were affirmative. The motion carried.

3.14 Approval of Job Descriptions (Exhibits #22, #23, & #24)

A motion was made by Jim Neal, seconded by Kim Strauser, to approve the following job descriptions:

- New - Assistant Principal (Exhibit #22)
- Revised – Principal (Exhibit #23)
- Revised – Custodian (Exhibit #24)

All votes were affirmative. The motion carried.

3.15 Approval of New Courses

A motion was made by Kim Strauser, seconded by Jolene Meisner, to approve the following courses for students in 11th and 12th grades. These are dual enrollment courses offered through Penn College's Penn NOW program. Students enrolled in the FHD118: Sanitation course can earn a ServeSafe certification which is an industry credential that can be used as one piece of evidence through one of the state's Pathways to Graduation.

FHD118: Sanitation

Food safety standards, practices and strategies of implementation for the prevention of foodborne illness in the hospitality industry. Hazard analysis and allergens. Completion of a national certification exam with a 75% or higher as a graduation requirement. 1 Credit (1 Lecture) **Enrollment requirement: (C) minimum overall GPA.**

FHD137: Introductory Baking

Fundamental principles and procedures used to prepare a variety of bakery products and desserts. A study of ingredients and mixing methods for producing various baked goods. 3 Credits (1 Lecture - 6 Lab) **Corequisite(s): FHD118 (waiver not available) Enrollment requirement: (C) minimum overall GPA.**

All votes were affirmative. The motion carried.

3.16 Approval of Resolution (Exhibit #25)

A motion was made by Ed Bonham, seconded by Jim Neal, to approve the Resolution in support of the PA School Funding Litigation for Fair Funding with updated state senator and state representative names as outlined in Exhibit #25. All votes were affirmative. The motion carried.

3.17 Appointment of Tioga TCC Delegates (Exhibit #26)

A motion was made by Greg Cummings, seconded by James Moyer, to approve the Tioga TCC Voting Delegate Appointment Resolution appointing Kathy VanSchaick as the primary voting delegate with Diana Barnes and Alyson Yerrick as the first and second alternates as outlined in Exhibit #26. All votes were affirmative. The motion carried.

3.18 Additional Vacancies During December

A motion was made by James Moyer, seconded by Ben Howe, to approve the Superintendent to interview and offer positions to top ranking candidates for any teacher, classified, or Act 93 vacancies that may occur between the December and January Board meetings. Those recommendations will be made to the Board at the regular January meeting. (This will eliminate the need to convene a special meeting.) All votes were affirmative. The motion carried.

3.19 Occupational Advisory Committee Minutes (Exhibit #27)

A motion was made by Kim Strauser, seconded by Jolene Meisner, to approve the November 11, 2021 minutes from the Occupational Advisory Committee. The minutes provide documentation that annual meetings of the occupational advisory committee (OAC) 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 #27. All votes were affirmative. The motion carried.

3.20 Review NTSD Health & Safety Plan (Exhibit #28)

A motion was made by James Moyer, seconded by Ben Howe, to continue with the district's Health & Safety Plan as is without any changes as outlined in Exhibit #28. All votes were affirmative. The motion carried.

4.0 NEW BUSINESS

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.

Regular Board Meeting – January 10, 2022, 7:00 PM

Board Work Session – January 24, 2022, 6:00 PM

5.2 Committee Meetings

Buildings & Grounds Committee – December 9, 2021, 6:00 PM

6.0 ADJOURNMENT

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

Adjournment was at 8:20 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.

**ABSTENTION FOR CONFLICT OF INTEREST
MEMORANDUM**

TO: Board Secretary, Northern Tioga School District
School District

FROM: Ben Howe Board member

DATE: 12/1/2021

Pursuant to Pennsylvania's "Public Official and Employee Ethics Law" I hereby declare that I am required to abstain regarding the following issue/motion:

I.e Appointment of New Board Member

My conflict/reason for abstaining is as follows:

A motion was made to appoint me to fill the
vacant board seat. My appointment to my
current seat was set to expire.


Signature of Board Member