

NORTHERN TIOGA SCHOOL DISTRICT
110 Ellison Road
Elkland, PA 16920

Minutes – February 12, 2024

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 Ed Bonham at 7:01 PM.

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

1.2 Moment of Silence

Ed Bonham led a moment of silence.

1.3 Pledge of Allegiance

Ed Bonham led those present in the Pledge to the Flag.

1.4 Board Attendance: Board Members Present: Ed Bonham, Greg Cummings, Glen Hallead, Craig Stage, Aaron Smith, Kim Strauser, and Julie Preston via zoom. Absent: Daniel Costley and James Moyer.

Administrators Present: Superintendent Kaufman, Bill Butterfield, Dan Fie, Kathryn Slavinski, Matt Sottolano, Rebecca Koehler, Cheryl Sottolano, Jess Milliard, Kathy VanSchaick, and Daren Bryant.

1.5 Student/Staff Recognitions & Presentations

Student of the Month:

Williamson High School – Chandler Southard

Chandler Southard has been selected as Williamson's student of the month by the Business, Technology, and Culinary Arts department. This junior is the son of Mike and Gina Southard of Elkland. He works at the Big M and is an avid gamer in his free time. At school, he enjoys history courses such as MU Government and African American studies. This makes sense as his future plans are to either become a history teacher or a historian. His instructors say that Chandler is an extremely conscientious and dedicated student who is quiet, focused, and is always prepared for class. His behavior is exceptional. Chandler is a teacher's student—one who is present, organized, and accomplishes tasks independently and as assigned. Keep up the great work and congratulations, Chandler!

Williamson Middle School – Landen Hurd

Williamson Middle School's student of the month for January is eighth grader Landen Hurd. Landen is the son of Stephanie Lower of Elkland. Landen is an outstanding student who is dependable and hard working. Landen is a member of the Williamson Warrior Chorus. He enjoys spending time with family and playing video games. In the future he hopes to become employed in the food industry. Congratulations Landen!

Cowanesque Valley High School – Vladislav Chuiko

Vladislav Chuiko is the Cowanesque Valley Senior High Student of the Month. Vlad is the son of Mr. Dmytro Chuiko and Mrs. Galina Karpinskaia of Westfield. Vlad is a wonderful young man who is kind, hardworking, and helpful to others. Vlad is curious, reaches out to learn new things, and asks for help when he needs it. Vlad is in the band and participated in District Band in January as a trombone player. He will be attending the Susquehanna University Honors Band Festival in February as well. He has learned 3D modeling and printing using Tinker CAD and other CAD programs. He enjoys coding and hopes to take computer science classes next year. Outside of school he enjoys biking, hiking, fishing, and boating. His future career will involve some type of engineering or computer science.

Cowanesque Valley Middle School – Parker Tarbox

The CV middle school chose Parker Tarbox as their February Student of the Month. Parker is the daughter of Megan Carson and Scott Tarbox of Middlebury Center. Parker was chosen as the student of the month because she answers questions with thoughtful responses, comes to class prepared, works hard, and is always polite. When Parker is not in school, she loves to draw, write, and decorate things. She enjoys decorating her room. Parker also loves spending time with her family, including her two brothers. She also enjoys going shopping with her friends and hanging out with her friends in general. Parker's favorite subject in school is English, and her favorite thing about the middle school is the rotating schedule. Parker is most proud of her grades and has been on the high honor roll for the first two marking periods of this school year. When Parker is an adult, she wants to move to the city and plans on becoming a cosmetologist.

R.B. Walter Elementary School – Jenna Colegrove

RB Walter would like to congratulate Jenna Colegrove as our 5th grade student of the month for February. Jenna is the daughter of Josh and Helene Colegrove of Lawrenceville, PA. Jenna is a friendly, well-mannered, and hardworking student that is consistently on the honor roll. This transfers to her academic excellence and love for math and science. Jenna loves to learn about numbers and study the natural world. At school she is active in chorus, volleyball, and basketball. Jenna has many appealing character traits. Jenna's teachers describe her as a conscientious student who is helpful and a great friend to her peers. She is always eager to help others and goes above and beyond to show her kindness. Jenna's outside interests from school are spending time with her family and softball. We are very proud of you! Congratulations Jenna.

Clark Wood Elementary School – Emersyn Harkenrider

Emersyn Harkenrider is a 6th Grade student at Clark Wood Elementary. She is the daughter of Mike Harkenrider and Stepmom Stephanie Harkenrider of Nelson. During school Emersyn participates in Chorus, Art Helpers, Student Council and helps the Kindergarteners with breakfast. She is a joy to have in class. Emersyn exemplifies all of our RAMS expectations! Outside of school, Emersyn enjoys hanging out with friends and family and listening to audio books. Most of all she enjoys playing with her dog, Lucy. Keep up the great work and congratulations Emersyn. We are very proud of her.

Westfield Area Elementary School – Avery Mead

The Westfield Area Elementary School Student of the Month is Avery Mead! Avery is a 4th grade student that is the daughter of Cale and Theresa Mead of Westfield. She is a member of the WAES band, where she plays the flute, and a member of the basketball team. Outside of school, Avery is member of the Muddy Buddies 4H Club. She shows her pigs and goats at the Tioga County Fair and her pigs at the Harrisburg Farm Show. In her free time, she enjoys baking, running, walking her goats and pigs, and playing basketball! Her favorite subject is social studies. When she grows up, she is considering becoming a teacher, and she would like to have a hobby farm, too! Avery's teachers state that she always demonstrates BRAVE behaviors at school. She is safe, responsible, kind, and engaged. Avery is prompt and precise when it comes to her work. She is willing to help others and uses her time wisely. She takes pride in all that she does and is a great role model for fellow students! We are proud to have Avery Mead as our WAES Student of the Month!

1.6 Open Forum

Bob Goodrich, Osceola, PA

Mr. Goodrich started by commending our teachers for investing in the lives of our students. He also asked for the district to try and hold the budget without having to raise taxes or with minimal increase. Lastly, he offered a prayer.

1.7 Approval of Minutes

A motion was made by Aaron Smith, seconded by Glen Hallead, to approve the January 8, 2024, Regular Meeting Minutes and January 22, 2024, Special Meeting Minutes. All votes were affirmative. The motion carried.

1.8 Budget Transfers (Exhibit #2)

A motion was made by Kim Strauser, seconded by Greg Cummings, to approve the budget transfers as outlined in Exhibit #2. Roll Call Vote. All votes were affirmative. The motion carried.

1.9 Approval of Bills (Exhibit #3)

A motion was made by Glen Hallead, seconded by Aaron Smith, 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

A correction from the January 8, 2024, meeting: Katherine, Autistic Teacher, Clark Wood Elementary School, Bachelor's Degree, Retroactive January 2, 2024.

As well, PlanCon Part J for RBW/WHS and CVHS was approved by the PA Department of Education, based on final costs.

2.0 REPORTS

2.1 Superintendent's Report

Mr. Kaufman spoke about the 180 days vs 900/990 hours-legislation that was passed with the budget this year that allows school districts to meet either the 180-day requirement OR a 900/990-hour requirement. He stated that the school calendar for 24/25 meets both of those requirements for NTSD.

He also discussed HB 1908-this House Bill will require all school districts to hire an armed security guard if it passes. He informed everyone that we are identifying potential grant funding to support expenses with this type of position.

Lastly, Mr. Kaufman discussed the Governor's proposed budget, as it invests heavily in K-12 education. The Governor proposed \$1.1 billion in response to the Commonwealth Court's funding decision.

2.2 Business Manager's Report

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

A motion was made by Greg Cummings, seconded by Kim Strauser, to approve the Payroll Rate Changes, Capital Reserve Report, Financial Report, Cash Investment Report, Student Activity Report, Cafeteria Bills and Report, and Transportation Changes as outlined in Exhibits #6, #7, #9, #10, #11, and #12. All votes were affirmative. The motion carried.

2.3 Buildings and Grounds Report

Daren Bryant provided an update on various projects that have been completed or are in progress throughout the district by the buildings and grounds team, which included eighteen completed work orders. He mentioned that the Guardian boiler water inspections have been completed.

2.4 Grant Update

Becky Koehler announced that the state released several grants within this year's budget and those are intended to address a variety of grant projects, from mental health to school safety to professional development.

3.0 ACTION ITEMS

3.1 2023/2024 Co-Curricular Appointments (Exhibit #13)

A motion was made by Glen Hallead, seconded by Aaron Smith, to approve the 2023/2024 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 Greg Cummings, seconded by Kim Strauser, 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.

3.3 Resignations

A motion was made by Aaron Smith, seconded by Kim Strauser to accept the following resignations: Christopher Medycki, Westfield Area Elementary School, Music Teacher, effective January 9, 2024. All votes were affirmative. The motion carried.

3.4 Retirements

A motion was made by Kim Strauser, seconded by Aaron Smith, to accept the following retirements and thank them for their dedicated service: Victoria Roosa, Westfield Area Elementary School, Special Education Teacher's Aide, effective February 23, 2024, and Debra Torok, Cowanesque Valley High School, Special Education Teacher's Aide, effective June 7, 2024. All votes were affirmative. The motion carried.

3.5 Classified Appointments (Exhibit #15)

A motion was made by Kim Strauser, seconded by Greg Cummings, to appoint the following classified appointments; Alan Hurler, 8 hours per day Custodian, currently assigned to Williamson High School, \$16.87 per hour, retroactive January 9, 2023. Samantha Ordway, 2.75 hours per day Cafeteria Aide, currently assigned to Cowanesque Valley High School, \$14.40 per hour, retroactive January 2, 2024. Sara LaPoint, 6.5 hours per day Special Education Teacher's Aide, currently assigned to Williamson High School, \$15.62 per hour, effective February 12, 2024. Jessica Glenn, 5 hour per day MTSS Tutor, currently assigned to R.B. Walter Elementary School, \$25.00 per hour, effective February 26, 2024. Tamala Wheaton, 5 hour per day Custodian, currently assigned to Williamson High School, \$16.87 per hour, effective February 26, 2024, in accordance with the

contractual agreement between the Northern Tioga School District and the Northern Tioga Education Support Professionals, as outlined in Exhibit #15. Roll Call Vote. All votes were affirmative. The motion carried.

3.6 Approval of Increase of Hours (Exhibit #16)

A motion was made by Glen Hallead, seconded by Aaron Smith, to approve the increase of hours of Vicky Wiles, Clark Wood Elementary School, Special Education Teacher's Aide, from 5.5 hours to 6.5 hours per day, for the remainder of the 2023/2024 school year, effective February 13, 2024. All votes were affirmative. The motion carried.

3.7 Approval of Volunteers

A motion was made by Craig Stage, seconded by Kim Strauser, to approve Edward Presor Jr as a volunteer for Westfield Area Elementary School. All votes were affirmative. The motion carried.

3.8 Approval of Website Redesign

A motion was made by Craig Stage, seconded by Glen Hallead, to approve the redesign of the district website by BLaST IU 17, for a cost of \$7,000.00. Roll Call Vote. All votes were affirmative. The motion carried.

3.9 Approval of Parent Square App

A motion was made by Craig Stage, seconded by Aaron Smith, to approve purchasing the Parent Square App for an annual cost of \$10,866.00 for each of the next three years and a onetime fee of \$1,500.00. Roll Call Vote. All votes were affirmative. The motion carried.

3.10 Approval to Fund Projects

A motion was made by Aaron Smith, seconded by Craig Stage, to approve to fund the following projects: Install reheat VAV in TRU over Clark Wood Main Offices - \$120,000.00 (\$50,000.00 previously included in the 2023/24 budget); Replace gang bathroom sinks and mirror at Westfield Area Elementary School \$58,000.00; Upgrade district clock system - \$19,284.00; Replace carpet in music room at Westfield Area Elementary School - \$10,845.00; Repair playground fence and install gates at Clark Wood Elementary School - \$5,000.00. These projects will be completed during the 2023/24 school year and funded by the General Fund. Total additional cost to the 2023/24 budget will be \$163,129.00 due to \$50,000.00 previously budgeted for the Clark Wood Offices. Roll Call Vote. All votes were affirmative. The motion carried.

3.11 Approval of E-Rate Bidding

A motion was made by Glen Hallead, seconded by Greg Cummings, to approve the use of the E-Rate bidding process to upgrade our core network switches. The estimated cost

before the E-Rate discount will be \$70,000. Our typical rate discount is around 80%. Roll E-Call Vote. All votes were affirmative. The motion carried.

3.12 Approval of Student Activity Account (Exhibit #16)

A motion was made by Craig Stage, seconded by Julie Preston, to approve the request to establish an CV Sportsmen Club Student Activity Account, as outlined in Exhibit #16. Roll Call Vote. All votes were affirmative. The motion carried.

3.13 Approval of 2024/2025 School Calendar (Exhibit #17)

A motion was made by Glen Hallead, seconded by Aaron Smith, to approve the 2024/2025 school calendar with Labor Day, December 30, December 31, Good Friday, and Easter Monday as official local school district holidays per BEC 24PS15-1502 as outlined in Exhibit #17. All votes were affirmative. The motion carried.

3.14 NTSD Health and Safety Plan (Exhibit #18)

A motion was made by Greg Cummings, seconded by Craig Stage, to approve the district's Health and Safety Plan as outlined in Exhibit #18. Roll Call Vote. All votes were affirmative. The motion carried.

3.15 Pupil Transportation Cost Index Adjustment (Exhibit #19)

A motion was made by Kim Strauser, seconded by Glen Hallead, to approve the PDE pupil transportation cost index adjustment and the base fuel rate increase of 3.4% over the previous year for the 2024/2025 school year. This cost adjustment factor is set by PDE and is utilized by the state for the transportation reimbursement formula and by the district for fuel adjustment allowances and athletic contract rate per mile adjustments. Voice Vote. All votes were affirmative. The motion carried.

3.16 Approval of MOU- Northern Pennsylvania Regional College (Exhibit #20)

A motion was made by Greg Cummings, seconded by Aaron Smith, to approve the Memorandum of Understanding between Northern Pennsylvania Regional College and the district, as outlined in Exhibit #20. Roll Call Vote. All votes were affirmative. The motion carried.

3.17 First Reading of Policies (Exhibit #21 & 22)

A motion was made by Craig Stage, seconded by Kim Strauser, to approve the First Readings of proposed changes to the following policies: #204 - Attendance and #218 - Student Discipline, as outlined in Exhibits #21 and #22. Roll Call Vote. All votes were affirmative. The motion carried.

3.18 204/2025 Yearbook Quote CV (Exhibit #23)

A motion was made by Kim Strauser, seconded by Aaron Smith, to approve the 2024-25 yearbook quote for Cowanesque Valley High School, Jostens, in the amount of \$68.00 per book as outlined in Exhibit #23. Roll Call Vote.

3.19 Approval of the NTSD Comprehensive Plan 2024-2027(Exhibit #24)

A motion was made by Aaron Smith, seconded by Greg Cummings, to accept the NTSD 2024-27 Comprehensive Plan, as outlined in Exhibit #24. This plan was published on the district's website for its 28-day public review prior to this meeting. All votes were affirmative. The motion carried.

3.20 Additional Vacancies During February

A motion was made by Aaron Smith, seconded by Craig Stage to approve the Superintendent to interview and offer positions to top ranking candidates for any teacher or classified vacancies that may occur between the February and March Board meetings. Those recommendations will be made to the Board at the regular March meeting. (This will eliminate the need to convene a special meeting.) 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.

Board Work Session – February 26, 2024, 6:00 PM
Regular Board Meeting – March 11, 2024, 7:00 PM

5.2 Committee Meetings

Buildings and Grounds Committee Meeting – February 19, 2024, 6:00 PM

6.0 ADJOURNMENT

6.1 Adjourn

A motion was made by Craig Stage, seconded by Aaron Smith to adjourn. All votes were affirmative. The motion carried.

Adjournment was at 7:56 PM.

Brittany Mondock
Board Secretary

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