

NORTHERN TIOGA SCHOOL DISTRICT
110 Ellison Road
Elkland, PA 16920

Minutes – February 13, 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 7:29 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, Jean Kohut, James Moyer, and Kim Strauser. Absent: Greg Cummings, Jolene Meisner, Ben Howe, and Jim Neal.

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

1.5 Student/Staff Recognitions & Presentations

Student of the Month

Williamson High School – Karmin McClain

The Student of the Month for February at Williamson is Karmin McClain of Millerton. Karmin is the daughter of Melinda Gleason and is in her junior year. She was selected by the Business teachers because Karmin is always involved and prepared in her personal finance class. Her hand is one of the first in the air when students are questioned, and she is rarely if ever wrong. Hard work is what Karmin demonstrates in class, and they felt that Karmin deserved some overdue recognition for her efforts as a student and creative force in class. In her spare time Karmin loves painting and drawing and was a member of Williamson's Art Club during her freshman and sophomore years. Her future plans are to

apply her talent, personality, passion, and work ethic to become a tattoo artist. Keep up the good work, Karmin, and congratulations!

Williamson Middle School – Ethan Neal

Williamson Middle School's student of the month is eighth grader Ethan Neal. Ethan is the son of Brad Stone of Lawrenceville and Nicole Mack of Tioga. He is a hard-working student who demonstrates a positive attitude at all times. He enjoys math, especially learning how math is used in real world situations. Ethan plays basketball for the junior high Williamson Warriors. Hunting and fishing are two of his favorite ways to spend time. He is interested in pursuing a career in the gas industry after graduating high school. Congratulations, Ethan!

Cowanesque Valley High School – Carter Hoke

Carter is a freshman at Cowanesque Valley and is the son of Danielle and Ryan Hoke of Knoxville. He is a wonderful young man. He works very hard in his studies and is always prepared for class. He is always actively involved in class, both asking and answering questions. He is polite and helpful with his fellow students. He is member of the cross-country team. He enjoys playing chess and video games. Carter is a huge Buffalo Bills fan. Outside of school he also enjoys hiking and camping.

Cowanesque Valley Middle School – Camden Stahl

The Cowanesque Valley Middle School teachers are pleased to announce Camden Stahl as our middle school Student of the Month. He is in seventh grade and is the son of Scott Stahl of Westfield and Sarah Furman of Port Allegany. Camden is a well-behaved student who listens to teachers and pays attention in class. He always completes his work and is willing to help other students in the class. Outside of the classroom, Cam plays on the football and baseball teams. He's also a member of the chorus. In his free time, he enjoys hunting, playing video games, and spending time with his family. His favorite thing about middle school is the teachers, and his favorite subject is science. Cam, we are pleased to have a student like you in our classes. Thanks for all your hard work.

R.B. Walter Elementary School – Henry Hess

Henry Hess is the son of Luke and Julie Hess of Millerton, PA. He is a fifth-grade student at RB Walter who is consistently on the high honor roll. At school he is in band, advanced band, chorus, newspaper, student council and Battle of the Books. Henry's favorite subject is social studies. He loves and excels in this subject. His outside interests from school are hiking, fishing, hunting and photography. Henry's teachers describe him as a very well-mannered and conscientious student who is considerate and eager to help others. Henry describes himself as trustworthy, hardworking, having a good sense of humor and always willing to help wherever he can. What a delight to honor this quality young man as our Student of the Month!

Clark Wood Elementary School – Emerson Harkenrider

Emersyn Harkenrider is the February Clark Wood student of the month. She is the daughter of Mr. Mike Harkenrider of Elkland. She also credits Mrs. Therese Logan, her aunt, for being a positive influence in her life. Emersyn was recommended by Mr. Jones, her ELA teacher, and this is what he had to say about her.

When I look for a student of the month, I look for a leader. Whether that be a vocal leader or someone like Emersyn who leads by example. I look for someone who is putting in effort and tries to do their best every day. Emersyn has these traits. Emersyn is always putting forth her best. When I am looking for someone to answer a question and I am not getting volunteers, I can always count on Emersyn to raise her hand and give it a shot. Even if she does not know the answer or if she is not sure. She adds great insight and a fresh perspective to our class discussions.

Emersyn likes to socialize and have fun. However, when it is time to get serious and pay attention, she always does her job. One of the traits that impresses me the most about Emersyn is her capacity for empathy. She checks on fellow students when they are having a bad day, she takes notes for people that are absent, and she treats others with kindness. In her free time Emersyn likes to draw, spend time playing with her dog, and getting her guinea pigs out of the cage to play. She also enjoys making dinner. Emersyn, we are proud of you.

Westfield Area Elementary School – Ella Reed

The Westfield Area Elementary School Student of the Month is Ella Reed! Ella is a 6th grade student who is the daughter of Matt and Bridget Reed of Westfield. Ella is a member of chorus and she plays softball for the Knoxville Tigers. Ella enjoys drawing, playing guitar, listening to music, and playing video games. She is hoping to get into Camp Cadet this summer! Her favorite subject is math and she would like to study astronomy and outer space when she is older. Ella's teachers describe her as a very thoughtful and hardworking student. She excels in reading and ELA! She is always willing to help others, especially those who may be having a rough day. She is a creative, organized, quiet leader who stands up for what she thinks is right, but also respects the opinions of others. We are proud to have Ella Reed as our February Student of the Month!

1.6 Open Forum

Bob Goodrich, Osceola, PA

Mr. Goodrich offered words of encouragement and a prayer. He also mentioned planning is starting for the next budget cycle and asked the Board to do their best to not raise taxes. He also stated that Kathy VanSchaick, Business Manager, has a very hard job and has to wait to receive information from the state.

1.7 Approval of Minutes

A motion was made by Jean Kohut, seconded by James Moyer, to approve the monthly meeting minutes from the January 23, 2023 regular meeting. All votes were affirmative. The motion carried.

1.8 Budget Transfers (Exhibit #2) – Removed from agenda.

1.9 Approval of Bills (Exhibit #3)

A motion was made by Kim Strauser, seconded by Ed Bonham, 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

Ethics Statements

As required by law, the Commonwealth of Pennsylvania “Statements of Financial Interest” have been distributed to all Board members, administrators, and the superintendent. These must be completed and returned to the Board Secretary prior to the May 1st deadline.

Professional Appointment Corrections:

Candy Lewis, special education teacher at Cowanesque Valley High School, was appointed as a Master’s and should have been appointed as Master’s +15.

David Benjamin, English teacher at Williamson High School was appointed as a Bachelor’s and should have been appointed as Bachelor’s +30.

2.0 REPORTS

2.1 Superintendent’s Report

Student Services Report

Dan Fie, Coordinator of Student Services, provided an update and handout detailing the functions of the Student Services Office and the different types of support offered throughout the district. He gave information on students receiving support through Student Services over the years, and noted there are currently 385 (19.3%) students with IEPs in the 2022/23 school year. Mr. Fie also noted that the numbers are increasing in all districts, not just Northern Tioga School District. The department is currently well-staffed and focusing on their scheduling requirements carefully.

Food Service Report

Judy Quick, Food Service Director, provided an update to the Board members on the School to Work program in district cafeterias. This program works well around the students’ schedules and the communication is great. There are more students showing interest in this program.

Mrs. Quick also stated the CEP is working well so far this school year, and based on her calculations there has been an increase in participation. She said there have been 8,500 more breakfasts and 12,000 more lunches in the 22/23 school year vs. the 21/22 school year.

January 17, 2023 was the first day of providing a snack at the after school program. Thirty students at each elementary school in the district are currently participating in this grant funded program.

NTSD Comprehensive Plan Committee Board Member

A motion was made by Kim Strauser, seconded by Ed Bonham, to nominate Jean Kohut to the Northern Tioga School District Comprehensive Plan Committee. Roll Call Vote. All votes were affirmative. The motion carried.

Textbook Adoption

A motion was made by Kim Strauser, seconded by Ed Bonham, to approve the Superintendent's recommendation of Textbook Adoption of "Into Math" for grades Kindergarten – Fifth. Publisher: Houghton Mifflin Harcourt. Authors: Edward B. Burger, PhD, Juli K. Dixon, PhD, Timothy D. Kanold, PhD, Matthew R. Larson, PhD, Steven J. Leinwand, Jennifer Lempp, Copyright 2020. Roll Call Vote. All votes were affirmative. The motion carried.

2.2 Business Manager's Report

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

A motion was made by Kim Strauser, seconded by James Moyer, to approve the Payroll Rate Changes, Capital Reserve Report, Financial Report, Cash Investment Report, Student Activity Report, Cafeteria Bills & Report, and Transportation Changes as outlined in Exhibit #6, #7, #8, #9, #10, #11, and #12. All votes were affirmative. The motion carried.

2.3 Buildings and Grounds Report

Daren Bryant, Supervisor of Buildings and Grounds, provided the Board with an update as outlined in the Buildings and Grounds Report.

2.4 Grant Update - None

3.0 ACTION ITEMS

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

A motion was made by Jean Kohut, seconded by James Moyer, 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 Kim Strauser, to approve 2022/2023 substitutes as outlined in Exhibit #14. Four votes were affirmative, with Julie Preston abstaining. The motion failed because the majority of the whole Board did not vote in the affirmative.

3.3 Intent of Retirement

A motion was made by James Moyer, seconded by Ed Bonham, to accept the intent of retirement of Sheila Guinn, elementary teacher the R.B. Walter Elementary School, effective June 30, 2023 and thank her for her dedicated service. All votes were affirmative. The motion carried.

3.4 Resignations

A motion was made by James Moyer, seconded by Jean Kohut, to accept the resignations of Michael Merloe, elementary teacher at R.B. Walter Elementary School, effective March 03, 2023, Elizabeth Schoonover, teacher aide at Williamson High School, effective February 21, 2023, Erynn Taft, cafeteria aide at the R.B. Walter Elementary/Williamson High School, effective January 03, 2023, and Kendra Orchowski, custodian at the Williamson High School, effective February 03, 2023 and thank them for their dedicated service. All votes were affirmative. The motion carried.

3.5 Classified Appointments (Exhibit #15)

A motion was made by Jean Kohut, seconded by Kim Strauser, to appoint Penny Russell to the position of 5.50 hours per day special education teacher aide, currently assigned at the Clark Wood Elementary School, effective January 17, 2023 as outlined in Exhibit #15. Roll Call Vote. The motion carried.

3.6 NTSD Health & Safety Plan (Exhibit #16)

A motion was made by Kim Strauser, seconded by James Moyer, to approve the Northern Tioga School District Health and Safety Plan as outlined in Exhibit #16. Roll Call Vote. All votes were affirmative. The motion carried.

3.7 Approval of IU 17 General Operations Budget (Exhibit #17)

A motion was made by Jean Kohut, seconded by Kim Strauser, to approve the 2023/24 IU 17 General operations Budget as outlined in Exhibit #17. Roll Call Vote. All votes were affirmative. The motion carried.

3.8 Approval of BCT 109 Framing Principles Penn College Dual Enrollment Course (Exhibit #18)

A motion was made by Ed Bonham, seconded by Kim Strauser, to approve the BCT 109 Framing Principles Penn College Dual Enrollment Course as outlined in Exhibit #18. Voice Vote. All votes were affirmative. The motion carried.

3.9 Approval to Purchase New File Server

A motion was made by Jean Kohut, seconded by James Moyer, to approve the purchase of a new file server for the district. The cost of the new server is approximately \$8,000.00, which would be funded from the tech reserve. Roll Call Vote. All votes were affirmative. The motion carried.

3.10 Approval of NTSD Comprehensive Plan Committee (Exhibit #19)

A motion was made by Kim Strauser, seconded by James Moyer, to approve the NTSD Comprehensive Plan Committee as outlined in Exhibit #19. Voice Vote. All votes were affirmative. The motion carried.

3.11 Principal's Special Request Funds

A motion was made by Kim Strauser, seconded by Ed Bonham, to approve Mr. Millard, Principal of Clark Wood Elementary School to use \$500.00 of his principal's special request account to have two assemblies (Mega Bubble Man and Mario the Magician). The remaining \$500.00 will be used for student rewards and end of the year activities; Mrs. Sottolano, Principal of Westfield Area Elementary School, to use up to \$700.00 to assist in funding PBIS rewards, fieldtrips, and other end of year expenses. The remaining \$800.00 will be used to fund an assembly in March; and Mrs. Fry, Principal of R.B. Walter Elementary School, to use up to \$1,500.00 to support PBIS school-wide incentives and rewards. Roll Call Vote. All votes were affirmative. The motion carried.

3.12 Approval of MOU Between NTSD and NTEA and Employee #2917 (Exhibit #20)

A motion was made by Kim Strauser, seconded by Jean Kohut, to approve the Memorandum of Understanding between the Northern Tioga School District and the Northern Tioga Education Association and Employee #2917 as outlined in Exhibit #20. Roll Call Vote. Four votes were affirmative, with Jean Kohut casting a negative vote. The motion failed because the majority of the whole Board did not vote in the affirmative.

3.13 Approval of eRate Bidding Process

A motion was made by Kim Strauser, seconded by Jean Kohut, to approve the use of the eRate bidding process to replace our wireless controller. The estimated cost before the eRate discount will be \$42,000.00. The typical eRate discount is approximately 80%. Roll Call Vote. All votes were affirmative. The motion carried.

3.14 Approval of 22/23 Equipment Request Change

A motion was made by Jean Kohut, seconded by James Moyer, to approve Mr. Sottolano's Principal of Cowanesque Valley High School, request to purchase (2) wireless microphones and (1) head set for a total of \$1,889.00. The approved budget was for (2) alto saxophones for a total of \$3,772.00. One alto saxophone was purchased at a cost of \$1,680.00, leaving a balance of \$2,092.00. Roll Call Vote. All votes were affirmative. The motion carried.

3.15 Approval of Maintenance & Custodial Equipment Changes (Exhibit #21)

A motion was made by Jean Kohut, seconded by Ed Bonham, to approve the changes to the 2022/23 maintenance and custodial budgeted equipment as outlined in Exhibit #21. Roll Call Vote. All votes were affirmative. The motion carried.

3.16 Approval of Student Activity Account (Exhibit #22)

A motion was made by Jean Kohut, seconded by Kim Strauser, to approve the establishment of the Inclusion Warriors Student Activity Account as outlined in Exhibit #22. Roll Call Vote. All votes were affirmative. The motion carried.

3.17 Approval of Separation Agreement (Exhibit #23)

A motion was made by Jean Kohut, seconded by James Moyer, to approve the separation agreement with employee #1102 as outlined in Exhibit #23. Roll Call Vote. All votes were affirmative. The motion carried.

3.18 Approval of Repairs

A motion was made by Ed Bonham, seconded by Kim Strauser, to approve the following repairs to avoid a potential safety risk: Installation of 2 rows of 30' long 2 bar snow rail systems on the roof at the gym entrance of the Williamson High School at a cost of \$11,951.00. Work will be completed by Budget Renovations and Roofing, Inc.; and Repair damaged handrails at Clark Wood Elementary Schools and Cowanesque Valley High Schools at a cost of \$11,400.00. Work will be completed by Stickbuilt Welding, LLC. Roll Call Vote. All votes were affirmative. The motion carried.

3.19 Approval of MOU – Bad Weather January 2023 (Exhibit #24)

A motion was made by Jean Kohut, seconded by Kim Strauser, to approve the Memorandum of Understanding between Northern Tioga School District and Northern Tioga Education Support Personnel Association as outlined in Exhibit #24. Roll Call Vote. All votes were affirmative. The motion carried.

3.20 WAES Domestic Hot Water Project (Exhibit #26 and Exhibit A)

A motion was made by Ed Bonham, seconded by Kim Strauser, to approve McClure's January 19, 2023 proposal for Domestic Water Heater Replacement for the Westfield Area Elementary School in the amount of \$92,275.00 and the scope of work as outlined in Exhibit #26 and Exhibit A. This will be included as an Add-on or Change Order to the Energy Savings Contract entered into between the District and McClure dated June 30, 2022. The administration and Officers of the Board are directed and authorized to sign any

documents necessary to effectuate the purpose of the Motion. Roll Call Vote. 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 27, 2023, 6:00 PM

Regular Board Meeting – March 13, 2023, 7:00 PM

5.2 Committee Meetings

6.0 ADJOURNMENT

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

Adjournment was at 8:36 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.