

NORTHERN TIOGA SCHOOL DISTRICT  
110 Ellison Road  
Elkland, PA 16920

Minutes – Special Meeting  
January 22, 2024

**1.0 SPECIAL MEETING**

**2.0 OPERATIONS**

2.1 Call to Order

The special meeting of the Northern Tioga School District Board of Directors was called to order by Julie Preston at 6:00 PM.

2.2 Pledge of Allegiance

Julie Preston led those present in the Pledge to the Flag.

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

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

2.4 Open Forum- None

**3.0 ACTION ITEMS**

3.1 Approval of Revision to Job Description (Exhibit #1)

A motion was made by Craig Stage, seconded by James Moyer, to approve the revision to the Instructional/Medical Aide Job Description as outlined in Exhibit #1. Roll Call Vote. All votes were affirmative. The motion carried.

3.2 Approval of New Positions-Instructional/Medical Aide.

A motion was made by Glen Hallead, seconded by Craig Stage, to approve the New Position of Instructional/Medical Aide. Roll Call Vote. All votes were affirmative. The motion carried.

**4.0 ADJOURNMENT OF SPECIAL MEETING**

A motion was made by Aaron Smith, seconded by Craig Stage, to adjourn the special meeting. All Votes were affirmative. The motion carried.

Adjournment was at 6:05 PM.

## **5.0 WORK SESSION**

Julie Preston called a board work session to order for discussion items at 6:06 PM.

### **5.1 5 Year Plan- Review for Budgeting**

Daren Bryant reviewed the 2023/2024 project plan and the upcoming 2024/2025 project plans. He discussed the quote to install heating controls for the Clark Wood Elementary School Office came in higher than was originally estimated. Kathy VanSchaick provided options on how to completely fund this project. Kathy also noted four other projects that could be funded with the General Fund. The Board members agreed these projects could be included in the February 12, 2024, Board Agenda for approval.

A discussion was held regarding a Multi-Purpose Sporting Facility. The discussion focused on where would be best to implement this facility. Mr. Kaufman suggested a study be conducted for help in making an informed decision. Discussion will continue at the upcoming February Work Session.

### **5.2 Staffing- New Positions**

Mr. Kaufman discussed the need for more Special Education Teachers across the district, as well as the need to increase the hours of part-time special education teacher aides. Dan Fie presented class size numbers, within the Special Education classrooms, which showed a significant increase since 2018, with the highest numbers at Williamson Area High School in the 7-12 Life Skills Support class.

Mr. Kaufman also spoke about balancing instructional staff with the possibility of transferring a math teacher from Williamson High School to Cowanesque Valley High School which would fill a retirement at the end of the 2023/24 school year. He also discussed the possibility of keeping the class size reduction teaching position at Clark Wood Elementary School to allow for an additional first grade class.

Lastly, Mr. Kaufman touched on making the part-time Custodian position at Williamson Area high School a full-time position as the positions has been open for several months and was never increased although additional square footage was adding during the most recent building renovations.

### **5.3 Reassessment Impact on Act 1**

Kathy VanSchaick discussed the Millage calculations based on the county reassessment performed in 2023. Board members were provided with information on how the equalized millage is determined. She also noted that the Board may only raise taxes by the previous year Act 1 Index of 6.1% and provided the amount of new revenue this generates based on

the November 2023 assessed value provided from the County. This amount could increase, or decrease based on future assessed values received from the County.

#### 5.4 Website Redesign and App

Mr. Kaufman discussed the top website redesign and app candidates from the meetings that he and Todd conducted over the last few months. His recommendation for website redesign and hosting would be with BLaST IU. There would be a one-time \$7,000.00 development fee, and an annual fee of \$1,000.00, as we currently have. As BLaST IU does not have an app component, Mr. Kaufman recommends we utilize Parent Square for our Communication App. Using Parent Square will eliminate the need for the multiple various apps currently being used within the district. This app would require a one-time fee of \$1,500.00, as well as a \$10,886.00 annual fee for the next 3 years. The Board members agreed these topics could be included in the February 12, 2024, Board Agenda for approval.

### 6.0 ADJOURNMENT

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

Adjournment was at 7:41 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.