

NORTHERN TIOGA SCHOOL DISTRICT  
110 Ellison Road  
Elkland, PA 16920

Minutes – May 10, 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 and followed the April 26, 2021 work session for the purpose of legal and personnel issues.

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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, Jolene Meisner, James Moyer, and Jim Neal. Via Zoom: Kim Strauser.  
Absent: Ian McLaughlin

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

1.5 Student/Staff Recognitions & Presentations

Student of the Month

Williamson High School – Brianna Burrell

Brianna Burrell, a Sophomore at Williamson Jr./Sr. High School, has been selected as the high school Student of the Month for the month of May. Brianna was selected by the Art, Music and Physical Education Departments. When thinking about reasons to select Brianna for Student of the Month there was no shortage of responses from those that selected her. One teacher noted that “Brianna comes in with a positive attitude and willingness to help her classmates in a way that rubs off on her peers and makes the class so much more enjoyable.” Another teacher had this to say about Brianna: “What separates Brianna from most students is her ability to persevere through adversity, and her

willingness to take constructive criticism and improve her work.” These are all attributes that really make Brianna stand out during this chaotic school year.

Brianna is not only a great student, but she is also taking on various responsibilities outside of school. Brianna is an active member of her youth group and works part-time at Zack’s in Pine City, NY. Brianna has proven that she is a well-rounded student and is well-deserving of recognition as our May Student of the Month. Brianna, 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 – Hayden Plunkert

Williamson Middle School is proud to honor Hayden Plunkert as the May Student of the Month. Hayden is the son of Amy and Ryan Plunkert. He has a younger sister, Sadie, who attends R.B. Walter Elementary School.

Hayden is a young man who enjoys a variety of things in life. One of his hobbies is hunting. Deer and turkeys are his preferred targets. Hayden continues to expand his hunting skills with the rifle, cross bow, and the bow. Hayden plays percussion and is in marching, jazz and concert bands. He also represents WHS as a member of the Track and Field team. Hayden has enjoyed his participation with the ski club for the past 4 years. He is a member of the National Junior Honor Society.

Hayden enjoys helping people by doing odds and ends types of jobs for them. He especially loves to help his grandparents and neighbors.

Hayden’s future aspiration is to become a technological engineer or coder. With Hayden’s commitment to education, he will certainly achieve success as a professional. He is also a person who is respectful to his family, friends, teachers, and community members. Hayden is in all aspects a good citizen. It is with great pleasure that we honor this special young man as the Williamson Middle School Student of the Month!

Cowanesque Valley High School – Kara Watterson

Kara is a junior at Cowanesque Valley and is the daughter of Julia and Kurtis Watterson of Little Marsh. Kara is a very conscientious student who does excellent work and is always willing to help others. She is very strong academically and a hard-working student who is kind to everyone, as well as being respectful and polite. She is vice-president of student council, co-drum major in band, secretary of her class, and a member of the drama club, tennis team, and track team. Kara is active in her church where she is a worship leader and went on a mission trip to Nepal last year. She enjoys working with her family’s sheep in her spare time

Cowanesque Valley Middle School – Megan Mead

The Cowanesque Valley Middle School teachers are pleased to announce Megan Mead as our middle school student of the month. Megan is in seventh grade and is the daughter of Maria Wescott of Westfield and Johnathan Mead. She is an absolute pleasure in the classroom. She is kind, responsible, and works very hard in all her classes. She works well both independently and with others. This year she played volleyball and is in band. In the past, she has been in Girl Scouts, Drama Club, and Battle of the Books. Megan has many interests, including cleaning litter up in nature, helping animals, donating to people

in need, swimming, camping, playing tennis, reading, writing stories, and drawing, just to name a few!! She has some great plans for her future, as well. She would like to go to college in New York City and start a small business that she will grow into a franchise business. She would also like to become a children's author and do philanthropy work. She is a young lady with many aspirations, and we have no doubt she will accomplish great things in her future!! We are proud of you Megan!

R.B. Walter Elementary School – Jocelyn Colegrove

R.B. Walter Elementary School's May Student of the Month is Jocelyn Colegrove. Jocelyn is the daughter of Joshua and Helene Colegrove of Lawrenceville, PA. She is a fifth-grade student at R.B. Walter and is consistently on the high honor roll. Jocelyn is involved in chorus and she loves art class. She also loves to problem solve in math class. Jocelyn's interests outside of school are spending time with her family and participating in softball or volleyball. Jocelyn has many appealing character traits. She is a kind, caring and hardworking young lady. Jocelyn's teachers describe her as a well-mannered, conscientious student who is helpful and caring to her peers. She describes herself as trustworthy, hardworking and always willing to help out wherever she can. Congratulations, Jocelyn!

Clark Wood Elementary School – Dalton Mosher

We are very proud to recognize Dalton Mosher as Clark Wood's May Student of the Month. Dalton is the son of Dustin and Stacey Mosher who reside in Tioga, PA. He is a well-respected 2<sup>nd</sup> grade student in Mr. Johnson's class.

Dalton works very hard in school. He aims to please and uses his experiences outside of the classroom to make connections in his academics. He is thoughtful and is always willing to lend a helping hand. His mannerly approach makes him stand out amongst his peers. He takes responsibility and leads by example.

Outside of school Dalton likes to ride four-wheeler, go fishing and enjoys all types of water sports. I hear he swims like a fish. He is a true outdoorsman. If it's light out then he's outside doing something like building forts. Being a mechanic is a possible future occupation.

Dalton, we are very proud of you.

Westfield Area Elementary School – Jacob Whitsell

The Westfield Area Elementary School Student of the Month is Jacob Whitsell. Jacob, a 4<sup>th</sup> grade student, is the son of Andrea and Brad Whitsell of Knoxville. Jacob is a high honor roll student that is involved in the WAES soccer program. His favorite subjects in school are gym and math. Jacob plays for the Knoxville Tigers baseball team. In his free time, Jacob enjoys helping on a farm, playing outside and playing baseball with his uncle. His teachers describe him as hardworking, a great listener, and a ready and willing helper whenever the need arises! Jacob is kind, thoughtful, and a joy to have in class! Westfield Area Elementary School is proud to have Jacob Whitsell as our Student of the Month!

1.6 Open Forum

Bob Goodrich, Osceola, PA

Mr. Goodrich offered words of encouragement to the Board.

1.7 Approval of Minutes

A motion was made by Jim Neal, seconded by Jean Kohut, to approve the monthly meeting minutes from the April 12, 2021 regular meeting and the April 26, 2021 work session. All votes were affirmative. The motion carried.

1.8 Budget Transfers (Exhibit #2)

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

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

1.11 Information & Correspondence

**2.0 REPORTS**

2.1 Superintendent's Report

Textbook Adoption

A motion was made by Jolene Meisner, seconded by Ed Bonham, to approve the adoption of the following textbook: Grades 6-8, "enVision Mathematics Common Core," Pearson, Authors: Robert Q. Berry, III, Zachary Champagne, Eric Milou, Jane F. Schielack, Jonathan A. Wray, Randall I. Charles and Francis Fennell, Copyright 2021. Roll Call Vote. All votes were affirmative. The motion carried.

Food Service Report

Dr. Barnes thanked the cafeteria staff for the work they have done this school year. She noted the efforts they have taken to accommodate COVID guidelines. She thanked Judy Quick for a job well done in her first year as Food Service Director. She asked Judy to share what food service has looked like this school year. Judy stated that the district has good food service employees. Staff have stepped up to help cover for vacancies and to adapt to new processes due to COVID. On September 8, 2020, USDA announced that there would be free school meals for all students. Our schools have offered online meal ordering for remote students, grab-and-go breakfasts in all schools as well as lunches in some schools, and have expanded dining spaces where needed. Judy shared a handout showing how many breakfasts and lunches have been served this year. Judy also noted that the district will be offering the Summer Food Program this summer. Judy stated that it is

still unclear what next school year will bring. Her goals for next school year are to increase high school participation in lunch, to visit the food service sites at least once per month, and to try to eliminate waste in the cafeterias by implementing a “try day” for new menu options.

#### Bureau of Special Education (BSE) Compliance Monitoring Review

Dan Fie shared that the district participated in BSE Compliance Monitoring this school year. This monitoring occurs every 6 years and looks at whether the district is in compliance with state and federal regulations. The monitoring was done remotely this year due to COVID. There are several components to the monitoring including self-assessment, file review, teacher and parent interviews, classroom observations, and educational benefit review. The district received a very good review. Minimal corrective actions were received. Dr. Barnes commended Mr. Fie and his staff for their hard work.

#### 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, #15)

A motion was made by Jean Kohut, seconded by Jolene Meisner, to approve the Payroll Rate Changes, Capital Reserve Report, Financial Report, Cash Investment Report, Student Activity Report, Cafeteria Bills & Report, Transportation Changes, and Capital Projects Report as outlined in the Exhibits. All votes were affirmative. The motion carried.

## 2.3 Buildings and Grounds Report

Jeremy Freeman, Supervisor of Buildings and Grounds, provided the following updates to the Board for ongoing projects in the district:

**Building Project:** All warranty work has been completed. At Cowanesque Valley High School, the grass on the side of the office needs topsoil and to be reseeded. Downspouts at the office entrances at Cowanesque Valley High School and Williamson High School will be completed in May. They also plan to start the rekeying process that was previously put on hold.

**Secure Entrances:** Most of the work has been completed. At R.B. Walter Elementary, there is still some paint work to be completed. Punch lists need completed and cameras need installed.

**Williamson High School Roof Replacement:** The roof replacement is complete and repairs to the home ec room countertop are finished. The warranty on the roof will run from 11/25/2020 – 11/25/2050.

**Cowanesque Valley High School Roof Replacement:** The roof membrane, lightning protection, and trim detail are complete. Mike Jones, of Hunt, has provided his recommendations for fixing the roof leak damage. Budget Roofing, Inc. has agreed to replace damaged ceiling tiles and spray all areas with a mold control product. The project is currently on budget. Jean Kohut asked if Mike provided an estimated cost for the repairs

he has recommended. Jeremy said he did not. Greg Cummings asked if the damage is believed to have been pre-existing before the roof replacement. Jeremy said some of the damage occurred over several years. Jean noted that while this may be the case, there was additional damage caused by the leaks that occurred during the roof replacement. Greg and Jean noted that the contractor should be given a quote for the damage. Ed Bonham asked if the contractor realizes we will be holding payment for the amount of the repairs. Jeremy said they are aware.

**Building Automation:** All buildings have been integrated and are running on NRG graphics. They continue to upgrade our systems with leftover parts from the project. The project is currently on budget.

**Building Access:** The secure entrances at the elementary schools are complete. Door access at Cowanesque Valley High School, R.B. Walter Elementary School, and Williamson High School is planned to start this week. The project is currently on budget.

**Storm Damage:** Williamson High School and R.B. Walter Elementary School sustained some damage from a storm on April 28. The soccer dugouts and pole vault pit were damaged from the wind. Debris has been cleaned up. Kathy noted that the district's insurance adjuster is looking into the damage and the district is currently getting quotes as instructed by the insurance company.

### **3.0 ACTION ITEMS**

#### **3.1 2020/2021 Co-Curricular Appointments (Exhibit #13)**

A motion was made by Jean Kohut, seconded by Jim Neal, to approve 2020/2021 co-curricular appointments as outlined in Exhibit #13. All votes were affirmative. The motion carried.

#### **3.2 2020/2021 Substitutes (Exhibit #14)**

A motion was made by James Moyer, seconded by Jean Kohut, to approve 2020/2021 substitutes as outlined in Exhibit #14. All votes were affirmative. The motion carried.

#### **3.3 Retirement**

A motion was made by Greg Cummings, seconded by Jean Kohut, to accept the retirement of Cheryl Bonham, teacher aide at Williamson High School, effective June 10, 2021, and thank her for her dedicated service. All votes were affirmative. The motion carried.

#### **3.4 Resignation**

A motion was made by Jean Kohut, seconded by James Moyer, to accept the resignation of Alicia Graham, teacher at Cowanesque Valley High School, effective at the end of the 2020/2021 school year, and thank her for her dedicated service. All votes were affirmative. The motion carried.

3.5 Election of Board Secretary – Four Year Appointment

A motion was made Jean Kohut, seconded by Ed Bonham, to elect Alyson Yerrick as Board Secretary for a four year term. All votes were affirmative. The motion carried.

3.6 Election of Treasurer – One Year Appointment

A motion to nominate Greg Cummings as treasurer for a one year appointment was made by Jean Kohut, seconded by James Moyer. No other nominations were made. Nominations were closed. Roll Call Vote. All votes were affirmative. The motion carried.

3.7 Extended School Year Appointments (Exhibit #16)

A motion was made by Jim Neal, seconded by Ed Bonham, to approve the extended school year appointments as outlined in Exhibit #16. Roll Call Vote. All votes were affirmative. The motion carried.

3.8 First Reading of Policies (Exhibits #17, #18, & #19)

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

#137.1 - Extracurricular Participation by Home Education Students (Exhibit #17)

#150 - Title I - Comparability of Services (Exhibit #18)

#800.1 - Electronic Signatures/Records (Exhibit #19)

Roll Call Vote. The motion carried with Ed Bonham casting a negative vote.

3.9 Approval of Final Payment to J.C. Orr

A motion was made by Greg Cummings, seconded by Ed Bonham, to release the final payment of \$10,000.00 to J.C. Orr. All punch list items for the building project have been completed. Roll Call Vote. All votes were affirmative. The motion carried.

3.10 Approval of Certificates of Substantial Completion (Exhibits #20, #21, & #22)

A motion was made by Jean Kohut, seconded by Jolene Meisner, to approve the Certificate of Substantial Completion for general construction by Lobar Associates Inc. for the Clark Wood Elementary Security Vestibule: March 23, 2021 as outlined in Exhibit #20, the R.B. Walter Elementary Security Vestibule: March 23, 2021 as outlined in Exhibit #21, and the Westfield Area Elementary Security Vestibule: March 23, 2021 as outlined in Exhibit #22. Roll Call Vote. All votes were affirmative. The motion carried.

Greg Cummings encouraged Jeremy Freeman to work with principals to ensure that all punch list items are completed. Ed Bonham asked if the Certificates of Substantial Completion initiate the warranty period. Greg said they will initiate the warranty period.

3.11 Approval of Revised PlanCon Part G (Exhibits #23 & #24)

A motion was made by Ed Bonham, seconded by Greg Cummings, to approve the revised PlanCon Part G forms for the R.B. Walter Elementary/Williamson High School as outlined in Exhibit #23 and the Cowanesque Valley High School as outlined in Exhibit #24 to include the additional projects as approved by the Board. Roll Call Vote. All votes were affirmative. The motion carried.

3.12 Approval to Continue Extra Bus Runs

A motion was made by Jean Kohut, seconded by Jolene Meisner, to approve continuing to run the two extra bus routes for Williamson High School and Cowanesque Valley High School during the 2021/22 school year pending social distancing guidelines. If needed, this could be funded with ESSERS III funds. Roll Call Vote. All votes were affirmative. The motion carried.

3.13 Approval of Agreement with IU #17 (Exhibit #25)

A motion was made by James Moyer, seconded by Jean Kohut, to approve the Special Education Agreement with Blast IU #17 for the 2021/22 school year as outlined in Exhibit #25. Roll Call Vote. All votes were affirmative. The motion carried.

3.14 Approval of Therapy/School Dog Agreement (Exhibit #26)

A motion was made by Jim Neal, seconded by Greg Cummings, to approve the therapy/school dog agreement between the district and Kevin and Charrisse Wilson as outlined in Exhibit #26. Roll Call Vote. The motion carried with Jean Kohut casting a negative vote.

3.15 Approval of Scholarship (Exhibit #27)

A motion was made by Jolene Meisner, seconded by Jean Kohut, to approve setting up the Frank J. Golden Scholarship. When funds diminish all monies not spent regress back to the district. The Business Manager also requests approval of three people as signatories (principal, superintendent, and business manager), any two of whom may sign the checks as outlined in Exhibit #27. Roll Call Vote. All votes were affirmative. The motion carried.

3.16 Principal's Special Request

A motion was made by Jean Kohut, seconded by Jim Neal, to approve Mr. Millard, Principal of Clark Wood Elementary School, to use up to \$1,500.00 from his Principal's Special Request Fund to be divided between supporting field trips and student rewards. Due to the pandemic, they have not participated in any fundraisers this year. Grade levels have limited funds to take students on field trips. Roll Call Vote. All votes were affirmative. The motion carried.



3.17 Proposed Final Budget Adoption (Exhibit #28)

A motion was made by Ed Bonham, seconded by Jim Neal, to approve the proposed final budget for the 2021/2022 school year in the amount of \$38,332,951.00 as outlined in Exhibit #28. This reflects no tax increase. The budget will be on display for public inspection on the PDE 2028 form beginning May 11, 2021 and the public will have the opportunity under Open Forum at the June 14, 2021 Board Meeting to comment prior to the final adoption of the budget. Roll Call Vote. All votes were affirmative. The motion carried.

3.18 Appointment of General Fund Depository

A motion was made by Jolene Meisner, seconded by Greg Cummings, to continue with PSDLAF (PA School District Liquid Asset Fund) as school district depository for local, state, and federal monies for the 2021/22 school year, continuing to utilize Citizens & Northern Bank of Elkland, PA as the primary checking institute. Roll Call Vote. All votes were affirmative. The motion carried.

3.19 Impact Statement (Exhibit #29)

A motion was made by Jean Kohut, seconded by Ed Bonham, to approve an additional school psychologist position to be funded with ESSER III funds as outlined in Exhibit #29. Roll Call Vote. All votes were affirmative. The motion carried.

3.20 Summer Lump Sum Payment Requests (Exhibit #30)

A motion was made by Jean Kohut, seconded by Jolene Meisner, to approve summer lump sum payment requests as outlined in Exhibit #30. All votes were affirmative. The motion carried.

3.21 Approval to Advertise for Proposals

A motion was made by Ed Bonham, seconded by Jean Kohut, to approve advertising for any transportation proposals that may be necessary during the 2021/22 school year. All votes were affirmative. The motion carried.

3.22 Approval to Apply for Grants

A motion was made by Jean Kohut, seconded by Greg Cummings, to approve applying for any grants available for the 2021/22 school year, as long as those grants are not contingent upon a commitment of local funds by the school district. All grant applications will be pre-approved through the central administration offices according to the Board's motion in May 1997. All votes were affirmative. The motion carried.

### 3.23 Approval to Participate in State Bids

A motion was made by James Moyer, seconded by Jim Neal, to approve participating in the following state bid programs: PEPPM, L3P3, PA State Contract, U.S. Communities, COSTARS, Pittsburgh Regional Food Service Directors Bid, KPN Bids, BLaST IU Bids, AEPA Bid, National Purchasing Partners (NPP) Cooperative Purchasing Program, BLaST IU Purchasing Consortium, National IPA, and Central Westmoreland Council of Governments during the 2021/22 school year. All votes were affirmative. The motion carried.

### 3.24 Approval of Agreement Between NTSD and NTESPA (Exhibit #31)

A motion was made by Jolene Meisner, seconded by Jim Neal, to approve the agreement between Northern Tioga School District and the Northern Tioga Education Support Professionals Association to adjust the work week from June 21, 2021 – August 13, 2021 to reflect 4 ten hour days with Fridays being an off day and the work day starting at 6:00 AM and ending at 4:30 PM as outlined in Exhibit #31. All votes were affirmative. The motion carried.

### 3.25 Appointment of PSBA Voting Delegates

Julie Preston was appointed to be a voting delegate for the PSBA Delegate Assembly Meeting being held on October 23, 2021.

### 3.26 Approval of 2021/22 Board Meeting & Work Session Dates

A motion was made by Jim Neal, seconded by Jean Kohut, to approve the following 2021/22 Board Meeting & Work Session Dates:

August 9, 2021	August 23, 2021 (work session)
September 13, 2021	September 27, 2021 (work session)
October 11, 2021	October 25, 2021 (work session)
November 8, 2021	November 22, 2021 (work session)
December 1, 2021	
January 10, 2022	January 24, 2022 (work session)
February 14, 2022	February 28, 2022 (work session)
March 14, 2022	March 28, 2022 (work session)
April 11, 2022	April 25, 2022 (work session)
May 9, 2022	
June 13, 2022	

All votes were affirmative. The motion carried.

## 4.0 NEW BUSINESS

### Damaged Stair Treads at Cowanesque Valley High School

Jean Kohut asked if the district has received payment for the stair treads that were damaged by another district's cross country team. Dr. Barnes said our athletic director spoke to the other district's athletic director but we have not received anything. Dr. Barnes will contact the other district's superintendent.

Coates Field

Jean Kohut asked if the land at Coates Avenue is used and whether it is maintained by the district. She said she has been asked by members of the public if the district would be interested in selling it. Jess Millard said the field is used for Little League and that Little League maintains the dirt area of the field. Kathy VanSchaick said the district mows the land. Mr. Millard said that the field does need some work. Kathy VanSchaick noted that the district does have paperwork from when the land was subdivided. Dr. Barnes said the district has looked into selling the land in the past but did not want to take away from the community's use of the land. She said we can look into it again.

**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 – June 14, 2021, 7:00 PM

5.2 Committee Meetings

**6.0 ADJOURNMENT**

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

Adjournment was at 8:55 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.