

NORTHERN TIOGA SCHOOL DISTRICT  
110 Ellison Road  
Elkland, PA 16920

Minutes – May 13, 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 President, Julie Preston at 7:03 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, Greg Cummings, James Moyer, Kim Strauser, Glen Hallead, and Aaron Smith. Absent: Craig Stage

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

1.5 Student/Staff Recognitions & Presentations

Student of the Month

Williamson High School – Alexia Bryant

Alexia Bryant of Lawrenceville is Williamson's Student of the Month. She is the daughter of Brandon and Jennifer Bryant. She was nominated by the Phys. Ed. Department, a class Alexia values because it helps people be active, and when the weather is nice, it sometimes takes place outside. Her teachers say that Alexia is a very respectful, hardworking, and insightful young lady to have in class. She is extremely kind and also patient with others. Alexia thinks that school is great because it gives you something productive to do with your time and allows you to feel connected to people. Alexia's favorite classes are Science 9 and Chorus. When Alexia is not in school, she loves to be outside when it's warm. She enjoys taking walks and drawing. As a freshman, her future is somewhat undecided, but science, singing, and acting are definitely on her list of possibilities. Williamson congratulates this unique and kind-hearted young lady. We are proud of you, Alexia!

Williamson Middle School – Natalie Yonker

Natalie Yonker is Williamson Middle School's student of the month for May. Natalie is the daughter of Greg and Samantha Yonker of Nelson. Natalie is involved in volleyball, cross country, track, National Junior Honor Society and is the president of middle school student council. Natalie's teachers would describe her as being actively engaged in her school community. She is responsible, driven, easy going, and a pleasure to have in class. Her classmates know that Natalie is always willing to lend a helping hand with any assignment or a problem they are facing. Her fellow student council members would say that Natalie is a great leader who gives everyone the opportunity to show off their individual skills and talents. In high school, Natalie plans to continue playing sports and participating in student council. She is planning to apply to present at next year's state PASC conference in Pittsburgh on leadership styles. Congratulations Natalie!

Cowanesque Valley High School – Alexis Shenk

Alexis Shenk is the daughter of Michael and Christina Shenk of Knoxville. In school Lexi serves as the President of FFA, Class Treasurer, Student Council Secretary, Band Treasurer and is a member of History Club. She is also a member of the volleyball, cheer, and track teams. Out of school she serves as the President of her 4-H club and enjoys showing cattle. She has been very successful in the show ring, showing multiple Grand Champion Steers. Lexi also has extensive training in clipping and fitting of show cattle. Lexi volunteers her time to help in so many arenas. She presents cattle clipping and fitting to her peers and can be seen volunteering at most events at school. After graduation she plans on attending college for business administration.

Cowanesque Valley Middle School – Lexi Brown

Lexi Brown is the May student of the month for the CV middle school. Lexi is the daughter of Neal and Mindy Brown of Westfield, PA. Lexi is kind, well-spoken, thoughtful with her responses, and a lover of reading. Lexi is the Jr. High Student Council President. She plans to continue with student council in high school. She plays piano and pickleball. Her family recently installed a pickleball court in their driveway. Lexi plans to join the tennis team next year. When she's not in school, Lexi loves reading, watching the NHL (Go Mapleleafs!), and baking/cooking for her family. She recently made homemade pizza dough that her family found delicious! The things that make Lexi the most happy are her family, friends, books, and music.

Lexi's favorite school subjects are ELA and history. Her favorite thing about middle school is her teachers. Lexi is most proud of her 394 AR points for this school year. When she's an adult, Lexi wants to be a neurosurgeon or a doctor. She dreams of going to college in Charleston, SC or Washington, D.C. Lexi believes she was chosen for student of the month because she has good grades and she tries to be respectful. Way to go, Lexi!

R.B. Walter Elementary School – Delilah Hopper

RB Walter would like to congratulate Delilah Hopper as our 5th grade student of the month for May. Delilah is the daughter of Corey and Kayla Hopper of Tioga, PA. Delilah is a friendly, well-mannered, and hardworking student that is consistently on the high

honor roll. This transfers to her academic excellence and love for Ela and social studies. Delilah loves to read about history. At school she is active in chorus, battle of the books, volleyball and basketball and helps with kindergarten. Delilah has many appealing character traits. Delilah's teachers describe her as a conscientious student who is kind, intelligent, athletic and a great friend to her peers. She is always eager to help others and goes above and beyond to show her kindness. Delilah's outside interests from school are spending time with her family, reading and softball. We are very proud of you! Congratulations Delilah.

Clark Wood Elementary School – Michael Steinruck

Michael Steinruck is a first-grade student at Clark Wood Elementary School and is the son of Kayla Small of Elkland. He exemplifies the RAMS expectations on a daily basis. He is very kind to his peers and adults throughout the school building. He has made great academic progress throughout this school year. Michael works diligently to complete his work with pride. He is always happy to lend a hand with errands or jobs within the classroom or around the school. He has an infectious personality and always has a smile on his face. Michael is truly a joy to be around. Congratulations to Michael for being our first-grade student of the month. We are very proud of you.

Westfield Area Elementary School – Kayleigh Whitsell

The Westfield Area Elementary School Student of the Month is Kayleigh Whitsell. Kayleigh is the daughter of Brad and Andrea Whitsell of Knoxville. She is a 4th grade, honor roll student. Kayleigh participates in band, drama club (she was just in our musical!), and basketball at WAES. She also plays softball for the Knoxville Tigers 10U and she takes dance classes in Westfield. In her free time, she enjoys playing school, playing outside, going to the farm, and spending time with family. When she grows up, she would like to have a farm, complete with cows, horses, pigs, and a dog to herd the cows! Kayleigh's teachers describe her as cooperative, kind, helpful, and responsible. She volunteers her morning time to help students in 1st grade. Her grades are a reflection of her hard work and determination. Kayleigh is a positive leader and a great role model! We are proud to have Kayleigh Whitsell as our May Student of the Month!

FBLA Recognition- The Williamson High School FBLA members were recognized for their achievements in making it to the state competition. Robin Weir and Danika Gardner were successful in making it to the national competition being held in Orlando, FL this summer.

PMEA State Orchestra- Robin Weir was also successful in making it to the state orchestra festival held in Erie on April 20th.

1.6 Open Forum

Bob Goodrich, Osceola, PA

Mr. Goodrich shared that the youth of Tioga County is our greatest asset, and it is great to show them our appreciation with Student of the Month recognition. Bob also held a moment of silence in memory of Daniel Costley. He also shared a prayer.

### 1.7 Approval of Minutes

A motion was made by Kim Strauser, seconded by James Moyer, to approve the monthly meeting minutes from the April 8, 2024, Regular Meeting. All votes were affirmative. The motion carried.

### 1.8 Budget Transfers (Exhibit #2)

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

## 2.0 REPORTS

### 2.1 Superintendent's Report

AED Presentation- The Northern Tioga Lions Club presented the District with a check for \$8000 for the purchase of additional AEDs. The board had approved matching funds earlier in the school year and we were able to purchase 7 additional AED which are already installed in the schools.

### 2.2 Business Manager's Report

Monthly Reports – (Exhibits #6 (None), #7, #8, #9, #10, #11, #12(None))

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

A motion was made by Aaron Smith, seconded by Greg Cummings, to approve the 2024/2025 Copier Paper Bids as outlined in Exhibit #15. Roll Call Vote. All votes were affirmative. The motion carried.

### 2.3 Buildings and Grounds Report

Daren Bryant let the Board know that there were 17 work orders completed over the last month. He also noted his appreciation for the preparation and upkeep that has been done on the sports fields across the district.

#### 2.4 Grant Update

Rebecca Koehler mentioned that we did not receive the PCCD Grant and informed the Board we would be discussing the Public-School Facility Improvement Grant Program within 3.18.

### 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 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 Glen Hallead, seconded by Ed Bonham, to approve the list of names be added to the 2023/2024 substitute list as outlined in Exhibit #14. All votes were affirmative. The motion carried.

#### 3.3 Retirement

A motion was made by Kim Strauser, seconded by Aaron Smith, to accept the retirement of Kimberly Bonham, from her position of Family Consumer Science Teacher at Cowanesque Valley High School, effective June 7, 2024, and thanked her for her dedicated service. All votes were affirmative. The motion carried.

#### 3.4 Resignations

A motion was made by Glen Hallead, seconded by Ed Bonham, to accept the resignation of Badley Bailey, Maintenance Worker at Williamson High School, effective April 30, 2024. All votes were affirmative. The motion carried.

#### 3.5 Classified Appointments

A motion was made by James Moyer, seconded by Greg Cummings, to appoint Nariah Stephens to the position of 4 hours per day special education teacher aide, currently assigned at Clark Wood Elementary School, \$15.62 per hour, effective April 29, 2024, in accordance with the contractual agreement between the Northern Tioga School District and the Northern Tioga Education Support Professionals. Roll Call Vote. All votes were affirmative. The motion carried.

#### 3.6 Professional Appointment

A motion was made by Greg Cummings, seconded by James Moyer, to hire the following individual as a Professional Employee: Amy Beard, ELA Teacher, currently assigned to Williamson High School, Step 15 master's degree, effective August 19, 2024, pending receipt of her official transcripts from Mansfield University. Roll Call Vote. All votes were affirmative. The motion carried.

### 3.7 Emergency Certified Teacher Appointments

A motion was made by Glen Hallead, seconded by Ed Bonham, to approve the following individuals on Emergency Permits, pending PDE approval, for the 2024-2025 school year: Kyle Adriance, Debra Bigley, Emily Mitchell, Briana Padgett, Breanna Schnoke, Danielle Tracy, and David Wilcox. Roll Call Vote. All votes were affirmative. The motion carried.

### 3.8 Approval of Volunteers

A motion was made by Greg Cummings, seconded by James Moyer, to approve the following volunteer: Krista Bower, Williamson High School. All votes were affirmative. The motion carried.

### 3.9 Approval of Summer Worker Pay Rate Increase

A motion was made by Kim Strauser, seconded by Glen Hallead, to approve the hourly rate of \$13.00/hourly for the administrative office summer worker. Roll Call Vote. All votes were affirmative. The motion carried.

### 3.10 Approval of Settlement Agreement and Release (Exhibit #16)

A motion was made by Kim Strauser, seconded by Aaron Smith, to approve the settlement agreement and release as outlined in Exhibit #16. Roll Call Vote. All votes were affirmative. The motion carried.

### 3.11 Extended School Year Appointments (Exhibit #17)

A motion was made by Kim Strauser, seconded by Aaron Smith to approve the Extended School Year appointments as follows: Special Education Teachers: Mary Carman, Katherine Kulish, and Madelen Brunner. Special Education Teacher Aides: Debra Ricci, Amanda Kerr, Kristy Parslow, Virginia Gee, and Penny Russell. Social Worker: Kevin Wilson. School Nurse: Sally Gee. Speech and Language Teacher: Tammy Stilts, as outlined in Exhibit #17. Roll Call Vote. All votes were affirmative. The motion carried.

### 3.12 Approval of Collective Bargaining Agreement (Exhibit #18)

A motion was made by Greg Cummings, seconded by James Moyer, to approve the following resolution: BE IT RESOLVED by the Northern Tioga Board of School Directors that the Collective Bargaining Agreement with the Northern Tioga Education Association covering the period from July 1, 2024 to June 30, 2028 presented to the Board this evening

is approved and the officers of the Board are authorized to execute the Collective Bargaining. Roll Call Vote. All votes were affirmative. The motion carried.

3.13 2024/25 Proposed Final Budget Adoption (Exhibit #19)

A motion was made by Kim Strauser, seconded by James Moyer, to approve the proposed final budget for the 2024/25 school year in the amount of \$43,513,738.00 as outlined in exhibit #19. This reflects no tax increase. The budget will be on display for public inspection on the PDE 2028 form beginning May 14, 2024, and the public will have the opportunity under Open Forum at the June 12, 2024, Board Meeting to comment prior to the final adoption of the budget. Roll Call Vote. All votes were affirmative. The motion carried.

3.14 Election of Treasurer – One Year Appointment

A motion was made by Kim Strauser, seconded by Glen Hallead, to appoint Greg Cummings as treasurer for a one-year appointment. No other nominations were made. Nominations were closed. Roll Call Vote. All votes were affirmative. The motion carried.

3.15 Appointment of General Fund Depository

A motion was made by Kim Strauser, 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 2024/25 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.

3.16 Summer Lump Sum Payment Requests (Exhibit #20)

A motion was made by Glen Hallead, seconded by Kim Strauser, to approve summer lump sum payment requests as outlined in Exhibit #20. All votes were affirmative. The motion carried.

3.17 Approval to Advertise for Proposals

A motion was made by Aaron Smith, seconded by James Moyer, to advertise for any transportation proposals that may be necessary during the 2024/25 school year. All votes were affirmative. The motion carried.

3.18 Approval of Resolutions

A motion was made by James Moyer, seconded by Ed Bonham, to approve the resolutions to the Public-School Facility Improvement Grant Program, as outlined in Exhibit #21 and Exhibit #22. Roll Call Vote. All votes were affirmative. The motion carried.

3.19 Approval to Apply for Grants

A motion was made by Glen Hallead, seconded by James Moyer, to approve the Superintendent's request to apply for any grants available, including federal funds applications, for the 2024/25 school year, as long as those grants are not contingent upon a commitment of local funds by the school district. All grants will be per-approved through the central administration offices according to the Board's motion in May 1997. All votes were affirmative. The motion carried.

### 3.20 Approval to Participate in State Bids

A motion was made by Glen Hallead, seconded by James Moyer, to approve the district to participate 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 2024/25 school year. All votes were affirmative. The motion carried.

### 3.21 Appointment of PSBA Voting Delegates

A motion was made by Glen Hallead, seconded by Kim Strauser, to appoint Julie Preston and Craig Stage to be voting delegates for the PSBA Delegate Assembly Meeting being held on Saturday, November 2, 2024. All votes were affirmative. The motion carried.

### 3.22 Approval of Principal's Special Requests

A motion was made by Greg Cummings, seconded by Aaron Smith, to approve Mrs. Slavinski, Principal of R.B. Walter Elementary School, requests to use \$1,500.00 from her Principal's Special Request Fund to fund the Buffalo Bills Drumline Assembly on May 17, 2024. Roll Call Vote. All votes were affirmative. The motion carried.

### 3.23 Approval of 2024/25 Board Meeting & Work Session Dates

A motion was made by Kim Strauser, seconded by James Moyer, to approve to approve the following 2024/25 Board Meeting & Work Session Dates:

August 12, 2024	August 26, 2024 (work session)
September 9, 2024	September 23, 2024 (work session)
October 14, 2024	October 28, 2024 (work session)
November 11, 2024	November 25, 2024 (work session)
December 03, 2024	January 27, 2025 (work session)
January 13, 2025	February 24, 2025 (work session)
February 10, 2025	March 24, 2025 (work session)
March 10, 2025	April 28, 2025 (work session)
April 14, 2025	
May 12, 2025	
June 11, 2025	



3.24 Approval of Agreement Between NTSD and NTESPA (Exhibit #23)

A motion was made by Kim Strauser, seconded by Aaron Smith, to approve the agreement between Northern Tioga School District and the Northern Tioga Education Support Professionals Association to adjust the work week from June 17, 2024 – August 9, 2024, 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 #23. All votes were affirmative. The motion carried.

3.25 Summer Lawn Care (Exhibit #19)

A motion was made by Greg Cummings, seconded by Glen Hallead, to approve the hiring of summer lawn care for the Coates Avenue property at \$125.00 per mow, as outlined in Exhibit #24. Roll Call Vote. All votes were affirmative. The motion carried.

3.26 Approval for Financial Discussion on Athletic Facility Improvement Plan

A motion was made by Ed Bonham, seconded by Kim Strauser, to approve the Superintendent, Buildings & Grounds Supervisor, and Business manager to explore possible financial options to support possible updates to the district's athletic facilities. This is only for consultation and will not incur any cost to the district. All votes were affirmative. The motion carried.

3.27 First Reading of Policies (Exhibit #25, #26, #27, #28 & #29)

A motion was made by Kim Strauser, seconded by Aaron Smith, to approve the First Readings of proposed changes to the following policies: #Policy 200- Enrollment of Students, #Policy 221- Dress and Grooming, #Policy 254- Educational Opportunity for Military Children, #Policy 305- Employment of Substitutes, and #Policy 808- Food Services, as outlined in Exhibits #25, #26, #27, #28, and #29. Roll Call Vote. All votes were affirmative. The motion carried.

3.28 Additional Vacancies During May

A motion was made by Glen Hallead, seconded by Kim Strauser, to approve the Superintendent's request to interview and offer positions to top ranking candidates for any teacher, classified, or Act 93 vacancies that may occur between the May and June Board meetings. Those recommendations will be made to the Board at the regular June meeting, which will eliminate the need to convene a special meeting. All votes were affirmative. The motion carried.

**4.0 NEW BUSINESS - None**

**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 12, 2024, 7:00 PM

5.2 Committee Meetings- None

**6.0 ADJOURNMENT**

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

Adjournment was at 8:16 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.