

NORTHERN TIOGA SCHOOL DISTRICT  
110 Ellison Road  
Elkland, PA 16920

Minutes – May 8, 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 7:05 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, Greg Cummings, Jolene Meisner, James Moyer, and Kim Strauser. Absent: Jean Kohut, Ben Howe, and Jim Neal.

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

### 1.5 Student/Staff Recognitions & Presentations

#### Student of the Month

##### Williamson High School – Emily Weir

The Student of the Month for May is Emily “Lee” Weir, daughter of Stephen and Andrea Weir of Millerton. Lee loves to create and has recently had artwork displayed at the Gmeiner in Wellsboro as well as submitted two pieces for the Endless Mountains Music Festival Nature in Art Show. Mrs. Kies, Lee’s art teacher, said that it has been a joy watching Lee’s personal style and artistic voice develop and that Lee is a conscientious, creative, talented, attentive, responsible, and disciplined student. Besides art, Lee is involved in being a member of the prom committee, playing the flute in concert and marching band, acting as secretary of the FBLA, and representing Williamson at their regional competition. Lee desires a Pre-Med degree in pursuit of a career as a Physician’s Assistant. This challenging career is a viable choice for such an active participant, diligent worker, and detailed thinker as Lee. Congratulations, Lee. Williamson is proud of you!

Williamson Middle School – Abigail Vietzen

Abby is a pleasant and hard-working 7<sup>th</sup> grader, and is the daughter of Carrie and Charles (Scott) Vietzen. She is kind to everyone and is helpful around the classroom. Abby works hard to be successful and enjoys when she does well. She strives to show Warrior PRIDE and has earned many PRIDE cards through the course of the school year. Congratulations Abby!

Cowanesque Valley High School – Victoria Carvajal

Victoria is a sophomore at Cowanesque Valley and the daughter of Dulce Maria Rosete Ortiz and Victor Manuel Carvajal Ramirez of Knoxville. Victoria transferred from Chicago and her teachers' comments say it all! "What an amazingly (and quietly) brave young woman to come to our school with limited English language skills and dive right into the deep end of the academic pool and take on the challenges of learning in a non-native language environment! I am very impressed with her diligence and perseverance and from this, her successes I see in the classroom". Victoria enjoys listening to music, reading, and creating paintings in her spare time. She is a welcome member to our CV family and an asset to our student body in every sense of the word.

Cowanesque Valley Middle School – Lundin Pierce

The Cowanesque Valley Middle School teachers are pleased to announce Lundin Pierce as our middle school Student of the Month for May. She is in eighth grade and is the daughter of Brittnee McCallum and Bryan Pierce of Westfield. Lundin is a dedicated and hardworking student. She is responsible, and she always puts forth a strong effort. Outside of the classroom, she is a member of both the volleyball team and softball team. In her free time, she enjoys hanging out with her friends and playing the sports she loves. Her favorite thing about middle school is earning reward time outside. Lundin's favorite subject in school is science and she plans to be a lawyer. When asked what she is most proud of this year, Lundin responded, "I am most proud of my grades." Lundin, we are proud of all you have accomplished this year, and we wish you the best of luck in all you wish to accomplish later in life!

R.B. Walter Elementary School – Kameron Monroe

RB Walter is pleased to announce Kameron Monroe as our May student of the month. Kameron is the son of Keith Monroe Jr. and Tenieka Gardner of Lawrenceville, PA. He is a fifth-grade student with an infectious smile who has shown tremendous growth both socially and academically this year. At school he is in basketball and book club. Kameron's favorite subject is math. His outside interests are baseball and off-road riding dirt bike and 4-wheeler. Kameron has many appealing character traits. His teachers describe him as a well-mannered, kind, funny and conscientious student who is considerate and eager to help others. Kameron describes himself as trustworthy, hardworking, having a good sense of humor and willing to help wherever he can. We are proud to honor Kameron as RB Walter's May Student of the Month. Congratulations!

Clark Wood Elementary School – Kyla Hakes

The Clark Wood Elementary School would like to congratulate Kyla Hakes for earning the distinction of "Student of the Month" for the month of May. Kyla is a fifth-grade student in Mrs. Harlacker's homeroom class. She is the daughter of Kevin and Karla Hakes of

Farmington Township. Kyla was chosen as student of the month because she consistently demonstrates the RAMS positive behavior expectations. She is a hardworking gal who never backs down from a challenge. She is respectful to her peers as well as any of the adults with whom she has contact. Kyla attends the Community Care Initiative after-school program at Clark Wood and is recognized as being a strong role model for others who participate in the program. She is an active member of the Student Council and frequently volunteers to help out around the classroom and the school building.

Kyla keeps herself very busy by participating in a variety of activities. She is in her third year of playing softball for the Elkland team. Over the years, she has stayed active and fit by playing other sports, such as soccer and intramural volleyball. For the past two years, Kyla has taken part in Clark Wood's Art & Talent Showcase, performing skits and playing "unusual" instruments. Her love of the arts extends to her home life where she enjoys sketching, drawing, and painting. Kyla is also a compulsive reader who has already earned over 120 AR points for this school year. Currently, her favorite author is Sharon Draper who has written the book, "Blended", which was named one of TIME Magazine's 100 Most Influential Books of All Time.

When Kyla doesn't have a book in her hands, she's taking care of her responsibilities on the family's hobby farm. She has gained a deep understanding and appreciation for the circle of life while looking after the goats, meat chickens, and other farm animals.

Presently, she is (not-so) patiently awaiting the arrival of some ducks. Her work on the homestead has sparked an interest in pursuing a career as a veterinarian or a zoologist.

Kyla dreams of being able to travel to Africa to study lions.

Above all else, Kyla is very appreciative of the friends that she has made here at Clark Wood. She values those friendships and expresses great gratitude for their support of her and her recreational endeavors. Likewise, the staff at Clark Wood is very proud, grateful, and honored to have her represent our school. Congratulations, Kyla!

#### Westfield Area Elementary School – Emma Carl

The Westfield Area Elementary School Student of the Month is Emma Carl. Emma, a 6<sup>th</sup> grade student, is the daughter of Marlo and Aaron Carl. Emma is involved in Student Council, chorus, and she is a 1<sup>st</sup> grade helper. Emma plays softball for the Knoxville Tigers 12U and the Blizzard travel team. In her free time, Emma enjoys hunting, fishing, and riding her side by side. Her favorite subject in school is math. Emma's future plans include playing softball in college and becoming either something involving sports medicine or a lawyer! Emma's teachers describe her as helpful to others, honest, and a hard worker. She has done a great job helping as a morning tutor! She makes the students feel very special and goes out of her way to cheer them up when they are having a bad day. Emma is the president of our student council and has taken her job very seriously. She has created bulletin boards for our school, chose spirit days, and was in charge of morning announcements in November and December. In the classroom Emma is outgoing and creative. She volunteers in class daily and works well with others. We are proud to have Emma Carl as our WAES Student of the Month!

1.6 Open Forum

Bob Goodrich, Osceola, PA

Mr. Goodrich reminded the Board members he is a strong supporter of a no-tax increase but is aware some funding will end after next year and is accepting of the fact there will be a tax increase for the 2024/2025 budget. He gave recognition to the students listed in the Student of the Month for May and thanked them for their hard work. He also offered a prayer.

1.7 Approval of Minutes

A motion was made by Kim Strauser, seconded by Jolene Meisner, to approve the monthly meeting minutes from the January 9, 2023 Regular Meeting, the April 11, 2023 Regular Meeting and the April 24, 2023 Work Session. All votes were affirmative. The motion carried.

1.8 Budget Transfers (Exhibit #2)

A motion was made by Jolene Meisner, seconded by Jim Neal, to approve budget transfers as outlined in Exhibit #2. Roll Call Vote. All votes were affirmative, however, six affirmative votes were needed. The motion did not carry.

1.9 Approval of Bills (Exhibit #3)

A motion was made by Greg Cummings, seconded by Kim Strauser, 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

PARSS Conference:

Dr. Barnes stated there has been a School Funding Case going on for years and gave recognition to the Superintendent of Otto-Eldred School District for working diligently on this to help judges and legislature understand the issues of Pennsylvania not funding appropriately. Two men from the House have recognized something needs to be done.

## 2.2 Business Manager's Report

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

A motion was made by Kim Strauser, seconded by Jolene Meisner, 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, #11, and #12. All votes were affirmative. The motion carried.

## 2.3 Buildings and Grounds Report

Dr. Barnes let the Board know there was a Kubota which needed repair, and stated Daren spoke with her and asked if it would be possible to have one of the small engine classes repair it as part of a school assignment. The students enjoyed this project, and Dr. Barnes expressed how pleased she was that Daren suggested this.

## 2.4 Grant Update

Kris Kaufman, Principal of Academic Affairs, provided an update to the board on where things stand with the ESSER grant, stating the District has funding available to maintain the MTSS tutors for the 2023/24 school year.

Mr. Kaufman also updated the Board on PCCD-School Mental Health/Physical Safety and Security, stating a Tier 1 criteria for this grant was the completion of a school climate assessment, and given the social-skill work with Amy Moritz, she was contracted to complete the assessments in each of the five schools. This data will be presented to the principals soon and will guide future planning regarding social-skill development and Comprehensive Planning.

## 3.0 ACTION ITEMS

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

A motion was made by Greg Cummings, 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 2023/2024 Co-Curricular Appointments (Exhibit #15)

A motion was made by Greg Cummings, seconded by James Moyer, to approve 2023/2024 co-curricular appointments as outlined in Exhibit #15. All votes were affirmative. The motion carried.

### 3.3 2022/2023 Substitutes (Exhibit #14)

A motion was made by James Moyer, seconded by Jolene Meisner, to approve the list of names be added to the 2022/2023 substitute list as outlined in Exhibit #14. Voice Vote.

All votes were affirmative, with Julie Preston abstaining for only David Wilcox. He will be listed for approval at the June 12, 2023 meeting. The motion carried for all others listed.

#### 3.4 Retirement

A motion was made by James Moyer, seconded by Greg Cummings, to accept the retirement of Daniel Robbins from his position of custodian at Cowanesque Valley High School, effective June 1, 2023, and thanked him for his dedicated service. All votes were affirmative. The motion carried.

#### 3.5 Resignations

A motion was made by James Moyer, seconded by Jolene Meisner, to accept the resignation of Joe Callahan, English teacher at Williamson High School, effective April 14, 2023, and thanked him for his dedicated service. All votes were affirmative. The motion carried.

#### 3.6 Principal of Academic Affairs Appointment (Exhibit #16)

A motion was made by Kim Strauser, seconded James Moyer, to appoint Rebecca Koehler to the position of Principal of Academic Affairs effective July 1, 2023 at a salary of Level 1 of the current Act 93 agreement as outlined in Exhibit #16. For days worked prior to July 1, 2023, payment will be issued at a per diem rate of Level 1 of the current Act 93 agreement for the 2022/2023 school year. Roll Call Vote. All votes were affirmative. The motion carried.

#### 3.7 Classified Appointments (Exhibit #17)

A motion was made by Greg Cummings, seconded by Jolene Meisner, to appoint Melissa Cody to the position of 6.5 hours per day special education teacher aide, currently assigned at the Williamson High School, effective May 9, 2023; Amber Heyler to the position of 4.0 hours per day special education teacher aide, currently assigned at the R.B. Walter Elementary School, effective August 21, 2023, and Jennifer Stratton to the position of 3.0 hours per day cafeteria aide, currently assigned at the Cowanesque Valley High School, effective May 8, 2023 as outlined in Exhibit #17. Roll Call Vote. All votes were affirmative. The motion carried.

#### 3.8 Approval of Volunteers

A motion was made by Kim Strauser, seconded by James Moyer, to approve the following volunteers: Kade Sottolano, Cowanesque Valley High School and Williamson High School; Michael Sipps, Cowanesque Valley High School and Williamson High School; Michael Bower, Williamson High School; Rebecca Kelly, Williamson High School, and Michael Lewis, Williamson High School. Voice Vote. All votes were affirmative. The motion carried.

3.9 Extended School Year Appointments (Exhibit #18)

A motion was made by Jolene Meisner, seconded by Greg Cummings to approve the Extended School Year appointments as follows: Special Education Teachers: Mary Carman and Madelen Brunner. Special Education Teacher Aides: Debra Ricci, Amanda Kerr, Crystal Dorn, Kristy Parslow, and Penny Russell. Social Worker: Kevin Wilson. School Nurse: Sally Gee. All as outlined in Exhibit #18. Roll Call Vote. All votes were affirmative. The motion carried.

3.10 Summer Lawn Care (Exhibit #19)

A motion was made by Greg Cummings, seconded by Jolene Meisner, to approve the hiring of summer lawn care at \$10.00 per hour from June 12, 2023 through August 18, 2023. Roll Call Vote. All votes were affirmative. The motion carried.

3.11 Proposed Final Budget Adoption – 2.0%, .3839 mills (Exhibit #19)

A motion was made by James Moyer, seconded by Greg Cummings, to approve the proposed final budget for the 2023/2024 school year in the amount of \$41,515,334.00 as outlined in Exhibit #19. This reflects an increase of .3839 mills or 2.0% in real estate millage. The budget will be on display for public inspection on the PDE 2028 form beginning May 9, 2023 and the public will have the opportunity under Open Forum at the June 12, 2023 Board Meeting to comment prior to the final adoption of the budget. Roll Call Vote. The motion did not carry, with Jolene Meisner, Kim Strauser, and Julie Preston casting negative votes.

3.12 Proposed Final Budget Adoption – 3.211%, .6164 mills (Exhibit #20)

A motion was made by Kim Strauser, seconded by Jolene Meisner, to approve the proposed final budget for the 2023/2024 school year in the amount of \$41,515,334.00 as outlined in Exhibit #20. This reflects an increase of .6164 mills or 3.211% in real estate millage. The budget will be on display for public inspection on the PDE 2028 form beginning May 9, 2023 and the public will have the opportunity under Open Forum at the June 12, 2023 Board Meeting to comment prior to the final adoption of the budget. Roll Call Vote. All votes were affirmative. The motion carried.

3.13 Election of Treasurer – One Year Appointment

A motion was made by Jolene Meisner, seconded by Kim Strauser, 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.

3.14 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 2023/24 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.

3.15 Summer Lump Sum Payment Requests (Exhibit #21)

A motion was made by Greg Cummings, seconded by Jolene Meisner, to approve summer lump sum payment requests as outlined in Exhibit #21. All votes were affirmative. The motion carried.

3.16 Approval to Advertise for Proposals

A motion was made by Kim Strauser, seconded by James Moyer, to advertise for any transportation proposals that may be necessary during the 2023/24 school year. All votes were affirmative. The motion carried.

3.17 Approval to Apply for Grants

A motion was made by Greg Cummings, seconded by Jolene Meisner, to approve the Superintendent's request to apply for any grants available, including federal funds applications, for the 2023/24 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.

3.18 Approval to Participate in State Bids

A motion was made by James Moyer, seconded by Jolene Meisner, to approve the Business Manager 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 2023/24 school year. All votes were affirmative. The motion carried.

3.19 Approval of Pennsylvania Industry Recognized Credentials (Exhibit #22)

A motion was made by Kim Strauser, seconded by Greg Cummings, to approve the Pennsylvania industry Recognized Credentials along with the additional credentials of Civil Service Exam, Junior Firefighter, Ever-Fi, and Smart Futures as outlined in Exhibit #22. PDE recommends that the School Boards approve the credentials, which can be applied to the Alternate Pathway to graduation under Act 158. Roll Call Vote. All votes were affirmative. The motion carried.



## 3.20 Approval of NTIEC 2023/24 – 2024/25 Service Agreement (Exhibit # 23)

A motion was made by Greg Cummings, seconded by Jolene Meisner, to approve the service agreement between Northern Tier Industry & Education Consortium and Northern Tioga School District for the 2023/2024 through 2024/2025 school years for School-To-Work Services as outlined in Exhibit #23. Roll Call Vote. All votes were affirmative. The motion carried.

## 3.21 Approval of NTIEC Additional Services – Career Coaching (Exhibit #24)

A motion was made by Kim Strauser, seconded by James Moyer, to approve to enhance the current service agreement between Northern Tioga School District and Northern Tier Industry & Education Consortium to include career coaching services in addition to the school-to-work program for the 2023/24 school year at an additional cost of \$15,000.00 as outlined in Exhibit #24. Roll Call Vote. All votes were affirmative. The motion carried.

## 3.22 Approval of SAM, Inc. 2023-2024 Mental Health Student Assistance Program Agreement (Exhibit #25)

A motion was made by Jolene Meisner, seconded by Greg Cummings, to approve the agreement between Service Access & Management, Inc. and Northern Tioga School District for the 2023-2024 Mental Health Student Assistance Program effective July 1, 2023 through June 30, 2024 as outlined in Exhibit #25. Roll Call Vote. All votes were affirmative. The motion carried.

## 3.23 Approval of FID Application (Exhibit #26)

A motion was made by James Moyer, seconded by Greg Cummings, to approve the 2023-2024 Flexible Instructional Days Application as outlined in Exhibit #26. Roll Call Vote. All votes were affirmative. The motion carried.

## 3.24 Approval of Agreement Between NTSD and NTESPA (Exhibit #27)

A motion was made by Greg Cummings, seconded by Jolene Meisner, to approve the agreement between Northern Tioga School District and the Northern Tioga Education Support Professionals Association to adjust the work week from June 19, 2023 – August 11, 2023 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 #27. All votes were affirmative. The motion carried.

## 3.25 Approval of 2023/24 Board Meeting &amp; Work Session Dates

A motion was made by James Moyer, seconded by Jolene Meisner, to approve to approve the following 2023/24 Board Meeting & Work Session Dates:

August 14, 2023

August 28, 2023 (work session)

September 11, 2023

September 25, 2023 (work session)

October 09, 2023	October 23, 2023 (work session)
November 13, 2023	November 28, 2023 (work session)
December 04, 2023	
January 08, 2024	January 22, 2024 (work session)
February 12, 2024	February 26, 2024 (work session)
March 11, 2024	March 25, 2024 (work session)
April 08, 2024	April 22, 2024 (work session)
May 13, 2024	
June 12, 2024	

Voice Vote. All votes were affirmative. The motion carried.

### 3.26 Additional Vacancies During May

A motion was made by Jolene Meisner, 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, 2023, 7:00 PM

### 5.2 Cell Phone Policy Discussion

Greg Cummings requested there be a discussion topic of Cell Phone Policy for Students added to the agenda for the June 12, 2023 Board Meeting.

### 5.3 Committee Meetings

There will be a Buildings & Grounds Committee Meeting on May 11, 2023, beginning at 6:00 PM.

**6.0 ADJOURNMENT**

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

Adjournment was at 8:02 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.