

NORTHERN TIOGA SCHOOL DISTRICT  
110 Ellison Road  
Elkland, PA 16920

Minutes – October 9, 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 Ed Bonham at 7:02 PM.

Executive Session – An executive session preceded the meeting for the purpose of legal and personnel issues.

1.2 Moment of Silence

Ed Bonham led a moment of silence.

1.3 Pledge of Allegiance

Ed Bonham led those present in the Pledge to the Flag.

1.4 Board Attendance: Board Members Present: Julie Preston, via zoom, Greg Cummings, Jean Kohut, Ben Howe, James Moyer, Jolene Meisner, Kim Strauser, Glen Hallead, and Ed Bonham

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

1.5 Student/Staff Recognitions & Presentations

Student of the Month:

*Williamson High School* – Treonna Seeley

The Math department at Williamson has named Treonna Seeley as the October Student of the Month. She is the daughter of Jessica and Christopher Seeley of Elkland. Treonna, a junior, loves her science classes, especially Anatomy this year. Her love of science and her diligence in all her classes will help her pursue her dream of becoming a doctor. Treonna plays softball and is a member of the yearbook committee. She is also a member of National Honor Society. Besides being an active participant in their meetings and activities, she has expressed interest in becoming the NHS Vice President. Her ambition to excel will take her far, and we're proud to call her a Warrior! Congratulations, Treonna!

*Williamson Middle School – Ellie Allen*

Ellie Allen, daughter of Robert and Arietta Allen of Elkland is Williamson Middle School's student of the month. Ellie enjoys science and world cultures. She works hard and has an extremely positive attitude. She's been a member of the gaming club. Her hobbies include cooking and spending time outdoors. In the future Ellie plans to be a radio host. She would like it to be broadcast throughout our listening area. Congratulations, Ellie!

*Cowanesque Valley High School – Noah Mattison*

Noah is a ninth grader at CVHS. He is the son of Tarea and Brandon Mattison of Osceola. His teachers describe Noah as a wonderful, polite young man and that is incredibly respectful. He works hard in class and completes all his assignments. He can be counted on to participate and ask questions that help facilitate meaningful discussions. Noah is also helpful to his peers and always a joy to have in class.

*Cowanesque Valley Middle School – Braelynn Balada*

The middle school team has chosen Braelynn Balada as their student of the month. Braelynn is the daughter of Martin and Savannah Balada of Elkland. Braelynn is hardworking, creative, and helpful to her classmates. She competes on a travel softball team, CV's volleyball team, and plans to play basketball this year. She is very proud of her sports accomplishments! Braelynn is also involved in FFA. When she's not in school, Braelynn enjoys spending time with her family (especially going to get ice cream), her friends, and playing with her dogs. Her favorite school subjects are reading and study skills. Braelynn's favorite thing about middle school is lunch because she gets to talk with her friends and go outside. When she's an adult, Braelynn would like to be a teacher.

*R.B. Walter Elementary School – Calen Perry*

Sixth grade is proud to have Calen Perry represent us as our Student of the Month. Calen is an outstanding young man in all areas of his life. He is a member of the Elmira Corning Ice Wings Hockey team and has received the MVP award for his skill and hard work. When the team is in season, he travels with his family all over New York State. In addition, Calen also plays soccer here at RB Walter twice a week. In school, he enjoys the subject of science the most. They are currently studying ecosystems and he enjoys testing theories in class as well as learning with his friends and discussing different topics. When he grows up his goal is to become a mechanical engineer. One, he likes the money they make, but more importantly he enjoys building electronic equipment and figuring out how it works. When asked about who his role model is, he stated that family is very important to him, but his mom is always pushing him to try new and different things. He admits that when she pushes him out of his comfort zone it ends up being a good thing and he usually finds success. Lastly, Calen was asked what he feels is his strongest character trait and why he was chosen for this recognition. He feels his kindness and respect towards not only teachers, but also his friends and classmates make him stand out. We could not agree more. Calen shows all the SPARK characteristics on a daily basis, and we are incredibly lucky to have him represent our RB Walter sixth grade as Student of the Month.

*Clark Wood Elementary School – Mirabella Collins*

Mirabella Collins is the daughter of Rachel and Riley Collins of Knoxville. In Mira's short, 3rd grade career t she has already demonstrated the qualities of a strong Clark Wood RAM.

In just the first few weeks of school, she has already earned 37 AR points. Mirabella works extremely hard in class, always volunteers, and always gets her job done. In her spare time, Mira enjoys reading books, spending time with her family, playing with her friends, and going shopping with her parents. She also loves her cat, Ila! Her favorite subject in school is science because "it's interesting and there are fun experiments". One day, Mira would like to become a veterinarian. We are so proud of Mira because of her hard work, her kindness and compassion towards her peers and teachers, and her drive to succeed. Great job, Mira! We have no doubt you will do big things!

*Westfield Area Elementary School – Lileigh Stahli*

The Westfield Area Elementary School Student of the Month is Lileigh Stahli! Lileigh is the daughter of Joretta and Marty Stahli and resides in Little Marsh. She is a 6th grade student. Lileigh is a member of the WAES chorus and band, where she plays percussion. She is also involved in volleyball and Student Council. Outside of school, Lileigh plays softball for the Knoxville Tigers and basketball. In her free time, she likes to play outside with her brother and her dogs. Her favorite subject in school is math. Lileigh's teachers describe her as a very hard-working student. She is a creative problem-solver and a good friend to her classmates. Lileigh is always willing to volunteer to help her teachers and her peers. She is a joy to be around! We are proud to have Lileigh Stahli as our WAES Student of the Month!

1.6 Open Forum

Bob Goodrich, Osceola, PA

Mr. Goodrich applauded Students of the Month, as well as all students of the district. He also offered a prayer.

1.7 Approval of Minutes

A motion was made by Jean Kohut, seconded by Jolene Meisner, to approve the monthly meeting minutes from the September 11, 2023, Regular Meeting. All votes were affirmative. The motion carried.

1.8 Budget Transfers - None

1.9 Approval of Bills (Exhibit #3)

A motion was made by Kim Strauser, seconded by Greg Cummings, 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 (None)

**2.0 REPORTS**

## 2.1 Superintendent's Report

Mr. Kaufman thanked Marwin Cummings and George Campbell for their contribution of the new Board Room sign. He also provided an update on the BSCA SCG Opportunity. The grant application is delayed in opening for districts to apply. He noted that the district may consider using this funding for exterior doors throughout the district.

## 2.2 Business Manager's Report

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

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

## 2.3 Buildings and Grounds Report

Superintendent Kaufman gave an update on the HVAC project and confirmed that the list of items to work on at Cowanesque Valley High School is complete.

## 2.4 Grant Update- None

# 3.0 ACTION ITEMS

## 3.1 2023/2024 Co-Curricular Appointments (Exhibit #13)

A motion was made by Greg Cummings, seconded by Ben Howe, to approve the 2023/2024 co-curricular appointments as outlined in Exhibit #13. The motion carried with Jolene Meisner casting a negative vote.

## 3.2 Substitutes (Exhibit #14)

A motion was made by Jean Kohut, seconded by Kim Strauser, to approve the additional substitutes be added to the 2023/2024 substitute list as outlined in Exhibit #14. All votes were affirmative. The motion carried.

## 3.3 Resignations

A motion was made by Jean Kohut, seconded by James Moyer, to accept the following resignations and thank them for their dedicated service: Christina Sheeley, R.B. Walter Assistant Principal, retroactive September 29, 2023, and Darla Cramer Eyster, Clark Wood Elementary School Gifted Teacher, effective November 7, 2023. All votes were affirmative. The motion carried.

## 3.4 Appointment of Assistant Principal (Exhibit #15)

A motion was made by Greg Cummings, seconded by Jolene Meisner, to appoint Amy Wood to the position of Assistant Principal, currently assigned at the R.B. Walter Elementary School, retroactive to October 2, 2023, at a salary of Level 6 of the current Act 93 agreement as outlined in Exhibit #15. Roll Call Vote. All votes were affirmative. The motion carried.

### 3.5 Professional Appointment

A motion was made by Jean Kohut, seconded by James Moyer, to hire the following individual as a Professional Employee: Breanne Roe, Elementary Teacher, Clark Wood Elementary School, Step 1 Bachelor's Degree. It was understood that this is a one-year position, and at the end of the 2023/2024 school year, will be reevaluated to determine whether it should become a permanent position. Roll Call Vote. All votes were affirmative. The motion carried.

### 3.6 Classified Appointments (Exhibit #16)

A motion was made by Jean Kohut, seconded by Jolene Meisner to appoint the following classified appointments; Jonothan Daley to the position of 6.5 hours per day, Special Education Teacher Aide, Williamson High School, \$15.62 per hour, retroactive to September 20, 2023; Vicky Wiles to the position of 5.5 hours per day, Special Education Teacher Aide, Clark Wood Elementary School, \$15.62 per hour, retroactive to September 20, 2023; Sara LaPoint to the position of 5.5 hours per day, Special Education Teacher Aide, Williamson High School, \$15.62 per hour, retroactive to September 25, 2023; Laurie Wood to the position of 4 hours per day, Special Education Teacher Aide, Cowanesque Valley High School, \$15.62 per hour, retroactive to September 25, 2023; Susan Webster to the position of 4 hours per day, Special Education Teacher Aide, R.B. Walter Elementary School, \$15.62 per hour, retroactive to September 25, 2023, in accordance with the contractual agreement between the Northern Tioga School District and the Northern Tioga Education Support Professionals, as outlined in Exhibit #16. Roll Call Vote. All votes were affirmative. The motion carried.

### 3.7 Approval of Volunteers

A motion was made by Jean Kohut, seconded by Jolene Misner, to approve Jared Vamvakias as a volunteer at Williamson High School. All votes were affirmative. The motion carried.

### 3.8 Request to Attend Out-of-State Conference (Exhibit #17)

A motion was made by Greg Cummings, seconded by Jolene Meisner, to approve the request for Kelly Taylor to attend the National Conference on Student Activities in San Francisco, CA on December 1-3, 2023, at an approximate cost of \$495.00, as outlined in Exhibit #17. Roll Call Vote. All votes were affirmative. The motion carried.

### 3.9 Request to Attend Out-of-State Conference (Exhibit #18)

A motion was made by Jean Kohut, seconded by Jolene Meisner, to approve the request for Karin Knaus to attend the National Council of Teacher of English Conference in Columbus, OH on November 17-19, 2023, at an approximate cost of \$515.00, as outlined in Exhibit #18. Roll Call Vote. All votes were affirmative. The motion carried.

3.10 Approval of Scholarship (Exhibit #19)

A motion was made by Greg Cummings, seconded by Jean Kohut, to approve The Hymes Family Memorial Scholarship; when funds have diminished all monies not spent will regress back to the district. The Business Manager also requested approval of three signatories, any two of whom may sign the checks, as outlined in exhibit #19. Roll Call Vote. All votes were affirmative. The motion carried.

3.11 Approval of Procurement Card Users

A motion was made by Greg Cummings, seconded by Jolene Meisner, to approve the following list of authorized users of procurement cards in accordance with Board Policy. All users will be required to sign an Employee Procurement Card Usage Agreement and will be required to review the procedures and guidelines for use; Kristopher Kaufman, Kathy VanSchaick, Daren Bryant, Matthew Sottolano, William Butterfield, Daniel Fie, Rebecca Koehler, Mark Everett, Curtis Brown, Bradley Bailey, and Jon McElwain. Roll Call Vote. All votes were affirmative. The motion carried.

3.12 Out of Country Field Trip Request (Exhibit # 20)

A motion was made by Jean Kohut, seconded by Jolene Meisner, to approve the Cowanesque Valley High School Travel Club's request to travel to France and England in July 2025, as outlined in Exhibit #20. All votes were affirmative. The motion carried.

3.13 Approval for Matching Grant

A motion was made by Jolene Meisner, seconded by Jean Kohut, to approve the Superintendent's request for a matching grant to purchase AED machines across the district. With the Northern Tioga Lions Club matching the districts contribution. Roll Call Vote. All votes were affirmative. The motion carried.

3.14 Approval of MOU- Commonwealth University of Pennsylvania. (Exhibit #21)

A motion was made by Jean Kohut, seconded by Kim Strauser, to approve the Memorandum of Understanding between Commonwealth University of Pennsylvania and the district, for three years as outlined in Exhibit #21. Roll Call Vote. All votes were affirmative. The motion carried.

3.15 Approval of NPRC Location Agreement and Addendum (Exhibit #22)

A motion was made by Greg Cummings, seconded by Kim Strauser, to approve the location agreement and addendum between the Northern Pennsylvania Regional College and the district as outlined in Exhibit #22. Roll Call Vote. All votes were affirmative. The motion carried.

3.16 Impact Statement (Exhibit #23)

A motion was made by Jean Kohut, seconded by Kim Strauser, to approve the Impact Statement requesting a Nurse Aide for Westfield Area Elementary School and Cowanesque Valley High School, as outlined in Exhibit #23. Roll Call Vote. All votes were affirmative. The motion carried.

3.17 Request for Leave of Absence

A motion was made by Greg Cummings, seconded by Jolene Meisner, to approve Scott Eldridge, Head Custodian, currently assigned to R.B. Walter Elementary School and Williamson High School; request for an unpaid leave of absence, retroactive September 20, 2023, through September 20, 2024. All votes were affirmative. The motion carried.

3.18 Additional Vacancies During October

A motion was made by Ben Howe, seconded by Kim Strauser, to approve the Superintendent to interview and offer positions to top ranking candidates for any teacher or classified vacancies that may occur between the October and November Board meetings. Those recommendations will be made to the Board at the regular November meeting. (This will eliminate the need to convene a special meeting.) 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 – October 23, 2023, 6:00 PM- changed to a Buildings and Grounds Committee Meeting

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

5.2 Committee Meetings - None

**6.0 ADJOURNMENT**

6.1 Adjourn

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

Adjournment was at 7:56 PM.

Kathy VanSchaick  
Acting Board Secretary

All documents as attachments to the minutes not contained herein are maintained in a separate file located in the Superintendent's Office.