

NORTHERN TIOGA SCHOOL DISTRICT  
110 Ellison Road  
Elkland, PA 16920

Minutes – September 11, 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, Jean Kohut, Ben Howe, James Moyer, Jolene Meisner, and Kim Strauser. Absent: Glenn Hallead and Ed Bonham

Administrators Present: Superintendent Kaufman, Daren Bryant, Bill Butterfield, Dan Fie, Jess Millard, Kathryn Slavinski, Matt Sottolano, Rebecca Koehler, and Cheryl Sottolano.  
Absent: None

1.5 Student/Staff Recognitions & Presentations

Principals from across the district recognized students that participated in the Tioga County Fair. Several students were in attendance.

1.6 Open Forum

Bob Goodrich, Osceola, PA

Mr. Goodrich spoke about taking the school year in stride and reminded us that the school year is a marathon, not a sprint. Mr. Goodrich asked us to think ahead regarding Veteran's Day. He also offered a prayer.

1.7 Approval of Minutes

A motion was made by James Moyer, seconded by Jean Kohut, to approve the monthly meeting minutes from the August 14, 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 Jolene Meisner, 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 (None)

## 2.0 REPORTS

2.1 Superintendent's Report

### Superintendent's Entry Plan:

Mr. Kaufman updated the Board that through his stakeholder meetings he noticed a common theme that could be improved, communication. Mr. Kaufman offered some ideas on how the district could improve communication with the community: by offering an increase in social media presence, redesigning the district website, weekly board updates, board meeting highlights, live streaming the board meeting, utilizing the website calendar, visibility in the community, committees, and community meetings.

2.2 Business Manager's Report

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

A motion was made by Greg Cummings, seconded by Jolene Misner, 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

Daren Bryant gave an update on buildings and grounds throughout the district that included various projects that have been completed or are in progress. He also noted that all contractors should be out of Cowanesque by September 12<sup>th</sup>, 2023.

2.4 Grant Update

Becky Koehler provided an update on a few grants she has recently applied for. She also provided information on a grant provided by PDE, that we have been identified as having first consideration for. Invitations to apply will be available on or near September 30<sup>th</sup>, 2023.

### **3.0 ACTION ITEMS**

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

A motion was made by Jean Kohut, seconded by Greg Cummings, to approve the 2023/2024 co-curricular appointments as outlined in Exhibits #13. All votes were affirmative. The motion carried.

#### **3.2 Substitutes (Exhibit #14)**

A motion was made by James Moyer, seconded by Jean Kohut, 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: Gregory Perry, Williamson High School Teacher, effective August 15, 2023; Jessy Newberry, Williamson High School Teacher Aide, effective August 21, 2023. All votes were affirmative. The motion carried.

#### **3.4 Retirements**

A motion was made by Jean Kohut, seconded by Kim Strauser, to accept the retirement of Denice Fitzwater-Williams from her position of Learning Support Teacher at Cowanesque Valley High School, effective October 16, 2023, and thank her for her dedicated service. All votes were affirmative. The motion carried.

#### **3.5 Professional Appointment**

A motion was made by James Moyer, seconded by Greg Cummings, to hire the following individual as a Professional Employee: Heidi Butler, Middle Level Social Studies Teacher, Williamson High School, Step 11 Master's Degree. Roll Call Vote. All votes were affirmative. The motion carried.

#### **3.6 Emergency Certified Teacher Appointments**

A motion was made by Kim Strauser, seconded by Ben Howe, to hire the following individuals on Emergency Permits, pending PDE approval, for the 2023-2024 School Year: Danielle Tracy, Special Education Teacher, Cowanesque Valley High School, Step 1 Bachelor's Degree; David Wilcox, Middle Level ELA Teacher, Williamson High School,

Step 1 Bachelor's Degree. Roll Call Vote. The motion carried with Jolene Meisner casting a negative vote.

3.7 Classified Appointments (Exhibit #21)

A motion was made by Jean Kohut, seconded by Greg Cummings to appoint Penny Russell to the position of 6.5 hours per day, Special Education Teacher Aide, Williamson High School, \$17.46 per hour, pro-active August 23, 2023. Jennifer Stratton to the position of Teacher Aide/ Cashier, Westfield Area Elementary School, \$16.54 per hour, effective September 12, 2023, in accordance with the contractual agreement between the Northern Tioga School District and the Northern Tioga Education Support Professionals, as outlined in Exhibit #21. Roll Call Vote. All votes were affirmative. The motion carried.

3.8 Approval of a New Course (Exhibit #15)

A motion was made by Ben Howe, seconded by James Moyer, to approve the request of a new course, Becoming a Successful Coach/Official, to begin in the 2023/2024 school year. All votes were affirmative. The motion carried.

3.9 Approval of Impact Statement (Exhibit #16)

A motion was made by Greg Cummings, seconded by Jean Kohut, to approve the increase in daily hours of Karla Hakes, Special Education Teacher Aide, Clarkwood Elementary School, to 6hours 55minutes, effective immediately. As outlined in Exhibit #16. Roll Call Vote. All votes were affirmative. The motion carried.

3.10 Approval of 2023/2024 Bell Schedules (Exhibit #17)

A motion was made by Jean Kohut, seconded by James Moyer, to approve the 2023/2024 bell schedules as outlined in exhibit #17. All votes were affirmative. The motion carried.

3.11 Approval of Volunteers

A motion was made by Kim Strauser, seconded by Jolene Misner, to approve the following volunteers: Aaron Webster, Williamson High School; Benjamin Heyler, Westfield Area Elementary School. All votes were affirmative. The motion carried.

3.12 Approval of Increase of Hours

A motion was made by Kim Strauser, seconded by Jolene Misner, to approve the increase in hours of the following: Tina Nevius, Special Education Teacher Aide, Williamson High School, to 6 hours 40 minutes, retroactive to August 24,2023; Amber Heyler, Special Education Teacher Aide, R.B. Walter Elementary School, to 5 hours 30 minutes, retroactive to August 23, 2023. Roll Call Vote. All votes were affirmative. The motion carried.

### 3.13 Approval of MOU- Penny's Daycare Center (Exhibit #18)

A motion was made by Jean Kohut, seconded by Greg Cummings, to approve the Memorandum of Understanding between Penny's Daycare Center and the district for the 2023/2024 school year, as outlined in Exhibit #18. Roll Call Vote. All votes were affirmative. The motion carried.

### 3.14 Approval of MOU- Service Access & Management, Inc. (Exhibit #19)

A motion was made by Jean Kohut, seconded by Ben Howe, to approve the Memorandum of Understanding between Service Access & Management, Inc. and the district, effective August 28, 2023, through August 28, 2025, as outlined in Exhibit #19. Roll Call Vote. All votes were affirmative. The motion carried.

### 3.15 Approval of Title I Parent and Family Engagement Plans (Exhibit #20)

A motion was made by Jean Kohut, seconded by James Moyer, to approve the Title I Parent and Family Engagement plans, for Clark Wood Elementary School, R.B. Walter Elementary School, and Westfield Area Elementary School. Roll Call Vote. All votes were affirmative. The motion carried.

### 3.16 Discussion of Voting for 2024 PSBA Officers

A motion was made by Jean Kohut, and seconded by Kim Strauser, to vote for the following candidates for the 2024 PSBA Officers: President Elect: Allison Mathis, Vice President: Sabrina Backer, 2024-2026 PSBA Treasurer: Karen Beck Pooley, 2024-2026 Western Zone Representative: Marsha Pleta, 2024-2026 Section W3 Advisor: Erik Meredith, PSBA insurance Trust Trustees: Marianne Neel and Michael Faccinetto, Forum Steering Committee: Bethanne Zeigler, Betsy Gates, and JamieLynn Zimerofsky. All votes were affirmative. The motion carried.

### 3.17 Additional Vacancies During August

A motion was made by Jean Kohut, seconded by Ben howe, to approve the Superintendent to interview and offer positions to top ranking candidates for any teacher or classified vacancies that may occur between the September and October Board meetings. Those recommendations will be made to the Board at the regular October 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 – September 25, 2023, 6:00 PM

Regular Board Meeting – October 9, 2023, 7:00 PM

5.2 Committee Meetings - None

## **6.0 ADJOURNMENT**

6.1 Adjourn

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

Adjournment was at 7:56 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.