

NORTHERN TIOGA SCHOOL DISTRICT
110 Ellison Road
Elkland, PA 16920

Minutes – September 12, 2022

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 7:29 PM.

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

Executive Session – An executive session followed 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, Jean Kohut, Jolene Meisner, James Moyer, Jim Neal, and Kim Strauser. Absent: Greg Cummings and Ben Howe

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

1.5 Student/Staff Recognitions & Presentations - None

1.6 Open Forum

Bob Goodrich, Osceola, PA

Mr. Goodrich started with acknowledging it was good to be back in school and advised while it is good to do important things, nothing is as important to do worth having a heart attack over. He suggested we all make the best decisions possible throughout the school days. He also offered a prayer.

1.7 Approval of Minutes

A motion was made by Jean Kohut, seconded by Ed Bonham, to approve the monthly meeting minutes from the August 08, 2022 Buildings and Grounds Committee 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 Jean Kohut, 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

9/11 Reminder:

Dr. Barnes stated yesterday was 9/11 and thanked all First Responders and volunteers and asked to remember all the sacrifices that were made.

Alicia Kozak

Dr. Barnes made everyone aware Alicia Kozak was on the cover of People magazine and thanked the Laurel Health Foundation for paying for her to come and share her story and give instruction on internet safety.

August 22, 2022 First Day back to school for Teachers and Staff:

Dr. Barnes expressed her thanks to the Board Members for providing the luncheon for the first day back to school for the teachers and staff.

2.2 Business Manager's Report

Monthly Reports – (Exhibits #6 (None), #7, #8, #9, #10, #11, #12, and #15)

A motion was made by Jean Kohut, seconded by Jolene Meisner, to approve the Payroll Rate Changes (None), 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.

A motion was made by Jim Neal, seconded by Kim Strauser, to approve the 2022-23 Lift Van Transportation Bids as outlined in Exhibit #15. Roll Call Vote. All votes were affirmative. The motion carried.

2.3 Buildings and Grounds Report

CVHS Gang Bathroom Project:

This project is planning to be re-bid this fall.

McClure HVAC Project:

Currently reviewing equipment and making sure everything is ready. Construction is scheduled to start in 2023.

Safety Grant:

Entry Door Badge Readers: Cowanesque Valley High School will have 6 additional readers; Westfield Area Elementary School will receive 1 additional reader; Clark Wood Elementary School and Admin. Building will receive 4 additional readers; Williamson High School and R.B. Walter Elementary School will receive 8 additional readers, for a total of 19 doors. Total project cost is approximately \$141,000.00, Grant funding is approximately \$131,000.00, leaving approximately \$10,000.00 funding from District funds. Jean Kohut asked Kathy VanSchaick, Business Manager, if it has been decided where the school district is going to get the remainder of the funds. Kathy VanSchaick recommended using the General Fund. This will be added to the agenda for the next meeting for approval.

Building Automation:

Jean Kohut expressed that some of the building automation is not working properly and asked if Siemens has been contacted to repair the issues. Todd Terpstra, IT Coordinator, stated the system is armed at night and is reset every evening at midnight.

Security Monitors in Elementary Schools:

Jean Kohut inquired about the status of the security monitors being installed in the Elementary Schools, which were to be added during the renovation of the new secure entrances. Jeremy Freeman stated this project was added into the list of proposed plans for the year but did not get moved forward in the Buildings and Grounds Committee Meetings. Jean requested Jeremy review the last Buildings and Grounds Committee meeting minutes and what was quoted and decided on. If it is only \$2,500.00 to install all 3 monitors (1 at each elementary school), she believes it is important enough to move forward and get the monitors installed.

2.4 Grant Update (Exhibit #16)

Mr. Kaufman gave an update and presented the Summer School 2022 Report as outlined in Exhibit #16. He stated the staff was phenomenal with the students. 80 courses were purchased; 72 passed. Keystone National School only ships out of West Virginia. Northern Tioga School District used VLN instead which provided 50 supported logins. He

pointed out transportation more than doubled and 2 more summers will be funded, which will be discussed later down the road.

3.0 ACTION ITEMS

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

A motion was made by James Moyer, seconded by Jean Kohut, to approve 2022/2023 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 Jean Kohut, seconded by James Moyer, to approve the additional substitutes be added to the 2022/2023 substitute list as outlined in Exhibit #14. All votes were affirmative. The motion carried.

3.3 Retirement

A motion was made by Jean Kohut, seconded by Jim Neal, to accept the retirement of Teresa Cutaiar from her position of Teacher Aide at the Clark Wood Elementary School, effective October 31, 2022, and thank her for her service. All votes were affirmative. The motion carried.

3.4 Resignations

A motion was made by Jean Kohut, seconded by James Moyer, to accept the following resignations and thank them for their dedicated service: Margo Thompson, cafeteria aide at R.B. Walter Elementary School, effective August 04, 2022; Erynn Taft, cafeteria aide at R.B. Walter Elementary School, Effective August 17, 2022; Jennifer Butler, teacher at Clark Wood Elementary School, effective August 10, 2022; Pamela Romaneo, teacher aide at Westfield Area Elementary School, effective September 19, 2022. All votes were affirmative. The motion carried.

3.5 Professional Appointments (Exhibit #17)

A motion was made by Kim Strauser, seconded by Jolene Meisner, to approve the Professional Appointments as outlined in Exhibit #17. Roll Call Vote. All votes were affirmative. The motion carried.

3.6 Classified Appointments (Exhibit #18)

A motion was made by Jean Kohut, seconded by Ed Bonham, to approve the Classified Appointments as outlined in Exhibit #18. Roll Call Vote. All votes were affirmative. The motion carried.

3.7 Second Reading and Final Adoption of Policies (Exhibit #19 and Exhibit #20)

A motion was made by Jolene Meisner, seconded by Jim Neal, to approve the second reading and final adoption of proposed changes to Policy #305 Employment of Substitutes and Policy #808 Food Services as outlined in Exhibit #19 and Exhibit #20.. Roll Call Vote. All votes were affirmative. The motion carried.

3.8 Title I Parent and Family Engagement Plans (Exhibit #21)

A motion was made by Ed Bonham, seconded by Jean Kohut, 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 as outlined in Exhibit #21. Roll Call Vote. All votes were affirmative. The motion carried.

3.9 Approval of YMCA Agreement (Exhibit #22)

A motion was made by Jolene Meisner, seconded by Jean Kohut, to approve the YMCA Agreement as outlined in Exhibit #22. Roll Call Vote. All votes were affirmative. The motion carried.

3.10 Discussion and Voting for 2023 PSBA Officers (PSBA Officer Information)

A motion was made by Jean Kohut, seconded by Kim Strauser, to vote for the following candidates for 2023 PSBA officers: President Elect: Michael Gosser, Vice President: Allison Mathis, 2023-2025 Central Zone Representative: Julie Preston (Thank you, Julie!), 2023-2024 Section C1 Advisor: Thomas Kerek, 2023-2024 Section E2 Advisor: Karen Beck Pooley, 2023-2024 Section E4 Advisor: Amy Goldman, PSBA Insurance Trust Trustees: Kathy K. Swope and Roberta M. Marcus, Forum Steering Committee: Tracy Long and Steve Skrocki. All votes were affirmative. The motion carried.

3.11 Approval of Revised Adult Meal Prices

A motion was made by Ed Bonham, seconded by James Moyer, to set the following meal prices based on operating under CEP (Community Eligibility Provision). Under the CEP program, per PDE Division of Food and Nutrition, there is a minimum price that needs to be set for adult meals. Based on that, this minimum pricing requirement, adult prices will be as follows: Breakfast: \$2.10; Lunch: \$4.05. Roll Call Vote. All votes were affirmative. The motion carried.

3.12 Additional Vacancies During September

A motion was made by Jim Neal, 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 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 - 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.

Board Work Session – September 26, 2022, 6:00 PM
Regular Board Meeting – October 10, 2022, 7:00 PM

5.2 Committee Meetings - None

6.0 ADJOURNMENT

6.1 Adjourn

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

Adjournment was at 8:12 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.