

NORTHERN TIOGA SCHOOL DISTRICT  
110 Ellison Road  
Elkland, PA 16920

Minutes – August 12, 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 Vice President, Ed Bonham 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 Ed Bonham.

1.3 Pledge of Allegiance

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

1.4 Board Attendance: Board Members Present: Ed Bonham, Greg Cummings, James Moyer, Kim Strauser, Craig Stage, and Glen Hallead. Absent: Julie Preston and Aaron Smith

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

1.5 Student/Staff Recognitions & Presentations

FBLA National Qualifiers

Mr. Antonie recognized the two students who attended the National FBLA conference.

1.6 Open Forum - None

1.7 Approval of Minutes

A motion was made by Greg Cummings, seconded by James Moyer, to approve the meeting minutes from the June 12, 2024, Regular Meeting and the July 3, 2024, Building & Grounds Meeting. All votes were affirmative. The motion carried.

1.8 Budget Transfers (Exhibit #2) - None

### 1.9 Approval of Bills (Exhibit #3)

A motion was made by Kim Strauser, seconded by Glen Hallead, to approve the June and July 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 noted that the recent administrative retreat was a success and gave a review of the activities that took place.

Mr. Kaufman took the opportunity to provide an update on the progress and work done since the flooding at Westfield Area Elementary School on Friday, August 9, 2024. He thanked all staff that came to the school to assist with the cleanup

Mr. Kaufman also provided an update on the budget and the state addressing the inadequate funding of public education.

Mr. Kaufman also discussed that the district's new website and communication app launched throughout the summer months. He also announced that The District Update will now be strictly digital going forward, and that the district will mail a paper copy if requested.

Lastly Mr. Kaufman, recognized James Moyer on behalf of PSBA for his 5 years of service to the school district as a Region 2 Representative.

### 2.2 Business Manager's Report

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

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

A motion was made by Glen Hallead, seconded by James Moyer, to approve 2024/2025 Athletic Transportation Bids as outlined in Exhibit #15. Roll Call Vote. All votes were affirmative. The motion carried.

### 2.3 Buildings and Grounds Report

Daren Bryant provided the Board with a summary of the jobs completed throughout the summer to have our schools ready for the new school year.

#### 2.4 Grant Update

Becky Koehler provided and updated that we were awarded the Highmark Foundations' Basic Needs Grant to provide basic needs to our students.

### 3.0 ACTION ITEMS

#### 3.1 2024/2025 Co-Curricular Appointments (Exhibit #13)

A motion was made by Greg Cummings, seconded by Craig Stage, to approve 2024/2025 co-curricular appointments as outlined in Exhibit #13. All votes were affirmative. The motion carried.

#### 3.2 2023/2024 Co-Curricular Appointments (Exhibit #17)

A motion was made by Glen Hallead, seconded by Kim Strauser, to approve 2023/2024 co-curricular appointments as outlined in Exhibit #17. All votes were affirmative. The motion carried.

#### 3.3 Substitutes (Exhibit #14)

A motion was made by Craig Stage, seconded by Glen Hallead, to approve the 2024/2025 substitute list as outlined in Exhibit #14. All votes were affirmative. The motion carried.

#### 3.4 Resignations

A motion was made by Craig Stage, seconded by James Moyer, to accept the following resignations: Michelle Watkins, Library Aide, Clark Wood Elementary School, effective August 16, 2024; Jonothan Daley, Teacher's Aide, Williamson High School, effective August 21, 2024; Jamie Jo Sickler, Special Education Teacher, Cowanesque Valley High School, effective August 1, 2024; Harley Ruef, Cook, Cowanesque Valley High School, effective August 16, 2024; Ashley McKee, Art Teacher, Westfield Area Elementary School, effective August 19, 2024. Roll Call Vote. All votes were affirmative. The motion carried.

#### 3.5 NTSD Health & Safety Plan (Exhibit #18)

A motion was made by Craig Stage, seconded by Glen Hallead, to approve the district's Health and Safety Plan as outlined in Exhibit #18. Roll Call Vote. All votes were affirmative. The motion carried.

#### 3.6 Approval of Local Advisory Committee, Occupational Advisory Committee, and Perkins Advisory Committee Meeting Minutes (Exhibit #19)

A motion was made by Glen Hallead, seconded by Craig Stage, to approve the May 6, 2024, minutes from the Local Advisory Committee, Occupational Advisory Committee, and Perkins Advisory Committee as outlined in Exhibit #19. The minutes provide documentation that annual meetings provide advice to the Board and the administration concerning the program of the school, including its general philosophy, academic and other standards, strategic plans, course offerings, support services, safety requirements, and the skill needs of employers. Roll Call Vote. All votes were affirmative. The motion carried.

3.7 Approval of Revision to Job Description (Exhibit #20)

A motion was made by Greg Cummings, seconded by Craig Stage, to approve the revisions made to the Library Aide job description, as outlined in Exhibit #20. Roll Call Vote. All votes were affirmative. The motion carried.

3.8 MS/HS Interventionists Job Description (Exhibit #21)

A motion was made by Craig Stage, seconded by James Moyer, to approve the MS/HS Interventionist job description, as outlined in Exhibit #21. Roll Call Vote. All votes were affirmative. The motion carried.

3.9 Appointment of New Board Member

A motion was made by Craig Stage, seconded by Kim Strauser, to approve the appointment of Denise Mack as Region 3 Board member for a term that ends in 2025. All votes were affirmative. The motion carried.

3.10 Professional Appointments

A motion was made by James Moyer, seconded by Glen Hallead, to hire the following individuals as Professional Employees: Abby Boka, Music Teacher, Westfield Area Elementary School, Step 5 Master's Degree, effective August 19, 2024; Megan Button, Learning Support Teacher, Cowanesque Valley High School, Step 10 Master's Degree, effective August 19, 2024. Roll Call Vote. All votes were affirmative. The motion carried.

3.11 Approval of One Year Appointment

A motion was made by James Moyer, seconded by Craig Stage, to hire Breanne Roe for a one-year position as an Elementary Teacher, Clark Wood Elementary School, Step 2 Bachelor's Degree. It was understood that this is a one-year position and will end after the 2024/2025 school year. Roll Call Vote. All votes were affirmative. The motion carried.

3.12 Classified Appointments (Exhibit #22)

A motion was made by Glen Hallead, seconded by James Moyer, to appoint the following classified employees: Jason Reynolds, Fulltime Custodian, Williamson High School,

\$17.51 per hour, effective August 5, 2024; Brittany Riley, 3.0 hours per day Cafeteria Aide, Cowanesque Valley High School, \$15.04 per hour, effective August 19, 2024; Candice Aldrich, 5.75 hours per day Special Education Teacher's Aide, R.B. Walter Elementary School, \$16.69 per hour, effective August 19, 2024; Kayla Lane, 5.75 hours per day Special Education Teacher's Aide, Cowanesque Valley High School, \$16.69 per hour, effective August 19, 2024; Courtney Watkins, 6.5 hours per day Special Education Teacher's Aide, Williamson High School, \$16.69 per hour, effective August 19, 2024; Rebecca Morgan, 6.5 hours per day Special Education Teacher's Aide, Williamson High School, \$16.69 per hour, effective August 19, 2024; Jamie VanZile, Library Aide, Clark Wood Elementary School, \$16.69 per hour, effective August 19, 2024, in accordance with the contractual agreement between the Northern Tioga School District and the Northern Tioga Education Support Professionals, as outlined in Exhibit # 22. Roll Call Vote. All votes were affirmative. The motion carried.

3.13 Revision of 2024/2025 School Calendar (Exhibit #24)

A motion was made by Craig Stage, seconded by Greg Cummings, to approve a revision to the 2024/2025 school calendar to move Prent Conferences into March instead of April, as outlined in Exhibit #24. Roll Call Vote. All votes were affirmative. The motion carried.

3.14 Approval of Engagement Letter (Exhibit #26)

A motion was made by Craig Stage, seconded by Glen Hallead, to approve the Engagement Letter with Eckert Seamans Cherin & Mellott, LLC, as outlined in Exhibit #26. Roll Call Vote. All votes were affirmative. The motion carried.

3.15 Approval of Additional Special Education Positions (Exhibit #27)

A motion was made by Craig Stage, seconded by James Moyer, to approve creating two special education teacher positions, as outlined in Exhibit #23. These positions were identified as staffing needs, but were not included in the 2024/2025 budget. Roll Call Vote. All votes were affirmative. The motion carried.

3.16 MTSS Tutor & MS/HS Interventionist Appointments (Exhibit #23)

A motion was made by Greg Cummings, seconded by James Moyer, to approve the following MTSS Tutor and MS/HS Interventionist appointments: Lillianna Hepfer, 5 hour per day, Middle/High School Interventionist, Williamson High School, \$25.00 per hour, effective August 21, 2024; Abrionna Ackley, 5 hour per day, MTSS Tutor, Westfield Area Elementary School, \$25.00 per hour, effective August 21, 2024; Amy Adams, 5 hour per day, MTSS Tutor, Clark Wood Elementary School, \$25.00 per hour, effective August 21, 2024; Ashlee Burrell, 5 hour per day, MTSS Tutor, R.B. Walter Elementary School, \$25.00 per hour, effective August 21, 2024; Lynann Cary, 5 hour per day, MTSS Tutor, Clark Wood Elementary School, \$25.00 per hour, effective August 21, 2024; Jessica Glenn, 5 hour per day, MTSS Tutor, R.B. Walter Elementary School, \$25.00 per hour, effective August 21, 2024; Aimee Stone, 5 hour per day, MTSS Tutor, Westfield Area Elementary School, \$25.00 per hour, effective August 21, 2024; Elizabeth Tracy, 5 hour

per day, MTSS Tutor, R.B. Walter Elementary School, \$25.00 per hour, effective August 21, 2024 as outlined in Exhibit #23. Roll Call Vote. All votes were affirmative. The motion carried.

3.17 Impact Statement – Assistant Coordinator of Student Services (Exhibit #27)

A motion was made by Glen Hallead, seconded by Kim Strauser, to approve the creation of an Assistant Coordinator of Student Services positions, as outline in Exhibit #27. Roll Call Vote. All votes were affirmative. The motion carried.

3.18 Impact Statement - School Security Personnel (Exhibit #28)

A motion was made by Glen Hallead, seconded by Craig Stage to approve the request to contract with Clearview Asset Protection for three School Security Personnel positions, as outlined in Exhibit #28. Roll Call Vote. All votes were affirmative. The motion carried.

3.19 Instructional Aide Increase of Hours

A motion was made by Craig Stage, seconded by James Moyer, to approve the request to increase Instructional Aides from 4 hours per day to 5.75 hours per day. Roll Call Vote. All votes were affirmative. The motion carried.

3.20 Approval of Boiler Repairs (Exhibits #29 and #30)

A motion was made by Glen Hallead, seconded by Greg Cummings, to approve the request to complete boiler repairs at Clark Wood Elementary/Administration Building for \$65,575.98, as outlined in Exhibit #29 and Exhibit #30. Roll Call Vote. All votes were affirmative. The motion carried.

3.21 Sabbatical Leave Request (Exhibit #31)

A motion was made by Craig Stage, seconded by James Moyer, to approve the Sabbatical Leave Request from Brenda Love, for the 2024/2025 school year, as outline in Exhibit #31. Roll Call Vote. All votes were affirmative. The motion carried.

3.22 2024/2025 Meal Prices (Exhibit #32)

A motion was made by Glen Hallead, seconded by James Moyer, to set the following meal prices based on operating 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 this minimum pricing requirement, adult prices will be as follows: Breakfast \$2.85; Lunch \$4.75. All student meals will be free this school year. The price set for a second meal purchase will be as follows: Elementary Breakfast \$1.50; Lunch \$2.85; High School Breakfast \$1.60; High School Lunch \$3.05, as outlined in Exhibit #32. Roll Call Vote. All votes were affirmative. The motion carried.

3.23 Approval of CV Dugout Fence (Exhibit #33)

A motion was made by Kim Strauser, seconded by Glen Hallead, to approve the purchase and installation of a fence around the CV High School Dugouts for a cost of \$4,500.00 each, as outlined in Exhibit #33. Roll Call Vote. All votes were affirmative. The motion carried.

3.24 Approval of Smokeless Saturday Program (Exhibit #34)

A motion was made by Craig Stage, seconded by James Moyer, to approve the Smokeless Saturday- Smoking Vaping Cessation Program, as outline in Exhibit #34. All votes were affirmative. The motion carried.

3.25 Approval of Secure Entrance Upgrades (Exhibit #35)

A motion was made by Craig Stage, seconded by Greg Cummings, to approve the purchase and installation of secure entrances for a cost of \$22,500.00, as outline in exhibit #35. Roll Call Vote. All votes were affirmative. The motion carried.

3.26 Approval to Purchase Laminator

A motion was made by Greg Cummings, seconded by Glen Hallead, to approve the purchase of a new laminator for Westfield Area Elementary School. Roll Call Vote. All votes were affirmative. The motion carried.

3.27 Skylight WAES (Exhibit #36)

A motion was made by Craig Stage, seconded by Glen Hallead, to approve the payment of \$18,950.00 to replace the skylight at Westfield Area Elementary School, as a change order in the roof replacement project, as outlined in Exhibit #36. Roll Call Vote. All votes were affirmative. The motion carried.

3.28 Emergency Certified Reimbursement Agreements (Exhibits #37 and #38)

A motion was made by Craig Stage, seconded by Greg Cummings, to approve the Credit Reimbursement Agreement and the Tuition Reimbursement Guarantee's between the district and the Emergency Certified Teachers. Tuition Reimbursement Guarantee: Kyle Adriance, Debra Bigley, Danielle Tracy, Kara Lockwood. Credit Reimbursement Agreement: Kyle Adriance, Debra Bigley, Danielle Tracy, Emily Mitchell, Kara Lockwood, Ashleigh Southard, Heidi Zuchowski. Roll Call Vote. All votes were affirmative. The motion carried.

3.29 Policy First Readings (Exhibit #39)

A motion was made by Craig Stage, seconded by Greg Cummings, to approve the First Readings of proposed changes to the following policies: #805- Emergency Preparedness and Response as outlined in Exhibits #39. Roll Call Vote. All votes were affirmative. The motion carried.

3.30 Policy Second Readings & Adoption (Exhibits # 40 and #41)

A motion was made by Craig Stage, seconded by Glen Hallead, to approve the Second Reading and Final Adoption of the following policies: Policy 810- Transportation, as outlined in Exhibit #40 and Policy 819- Suicide Awareness, Prevention and Response, as outlined in Exhibit #41. Roll Call Vote. All votes were affirmative. The motion carried.

3.31 Additional Vacancies During August

A motion was made by Glen Hallead, seconded by Craig Stage, to approve the Superintendent to interview and offer positions to top ranking candidates for any teacher, classified, or Act 93 vacancies that may occur between the August and September Board meetings. Those recommendations will be made to the Board at the regular September meeting. (This will eliminate the need to convene a special meeting.). All votes were affirmative. The motion carried.

**4.0 NEW BUSINESS**

4.1 Navigate360 App Login- Jess Millard/Discussion – Removed

4.2 Smokeless Saturday Discussion

Principals will report back to the board in May with an update on the program’s success.

**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 – September 9, 2024, 7:00 PM

A Building and Grounds Committee meeting was scheduled for August 19, 2024, beginning at 6:00 PM.

Board Work Session – August 26, 2024, 6:00 PM

5.2 Committee Meetings- None

**6.0 ADJOURNMENT**

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



Adjournment was at 8:58 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.