

NORTHERN TIOGA SCHOOL DISTRICT
110 Ellison Road
Elkland, PA 16920

Minutes – June 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 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, Ed Bonham, Greg Cummings, James Moyer, Kim Strauser. Absent: Craig Stage, Glen Hallead, 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

Retirements

Susan Messemer, Cafeteria Aide, Williamson High School, 1 Year of Service

Debra Torok, Teacher's Aide, Cowanesque Valley High School, 5 Years of Service

Victoria Roosa, Teacher's Aide, Westfield Area Elementary School, 12 Years of Service

Kimberly Bonham, Teacher, Cowanesque Valley High School, 21 Years of Service

Stephan Flynn, Custodian, Williamson High School, 22 Years of Service

Mary Rudinski, Teacher, R.B. Walter Elementary School, 22 Years of Service

Lisa Kreisler, Teacher, Cowanesque Valley High School, 22 Years of Service

Denice Fitzwater-Williams, Teacher, Cowanesque Valley High School, 23 Years of Service

Pamela Pickup, Teacher's Aide, Westfield Area Elementary School. 30 Years of Service

Cindy Kendrick, Secretary, Williamson High School, 31 Years of Service

Roderick Butler, Head Custodian, Administration Building, 31 Years of Service

Joseph Dinan, Title 1 Teacher, R.B. Walter Elementary School, 32 Years of Service

1.6 Open Forum

Bob Goodrich, Osceola, PA

Mr. Goodrich shared the importance of taking care of ourselves. As managing stress is the key to living longer. He also shared a prayer.

1.7 Approval of Minutes

A motion was made by James Moyer, seconded by Greg Cummings, to approve the meeting minutes from the May 9, 2024, Building & Grounds Meeting, and the May 13, 2024, Regular 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 Ed Bonham, 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

Tammy Stilts, previously appointed to ESY Speech & Language Teacher, has rescinded her interest.

2.0 REPORTS

2.1 Superintendent's Report

Mr. Kaufman took the opportunity to thank the faculty, staff, administration, and school board for a great school year. He also presented the board with the NTSD MTSS Framework that was developed throughout the past year.

Mr. Kaufman also presented the School Safety & Security Report, as required by law, during the Executive Session on June 12, 2024.

2.2 Business Manager's Report

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

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

A motion was made by Kim Strauser, seconded by James Moyer, to approve 2024/2025 Milk & Bread Bids as outlined in Exhibit #15, 2024/2025 Integrated Pest Management Bids as outlined in Exhibit #16, 2024/2025 Preventive Maintenance Heating Equip as outlined in Exhibit #17, 2024/2025 Preventive Maintenance Cooling Equip as outlined in Exhibit #18, 2023/2024 Scholarships as outlined in Exhibit #19, 2024/2025 School Physician as outlined in Exhibit #20, Student Accident Insurance 2024/2025 as outlined in Exhibit #21, Extended School Year Route Bids 2023/2024 as outlined in Exhibit #22, 2024/2025 Paper and Small Ware Bids as outlined in Exhibit #23, General, Art, Medical, Phys Ed, Industrial Art Bids 2024/2025 as outlined in Exhibit #24, Custodial Bids for 2024/2025 as outlined in Exhibit #25, and Athletic Bids 2024/2025 as outlined in Exhibit #26. 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 work orders that have been recently completed. He also let us know that the roof and bathroom projects have started at Westfield Area Elementary School.

2.4 Grant Update - None

3.0 ACTION ITEMS

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

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

3.2 2024/2025 Co-Curricular Appointments (Exhibit #51)

A motion was made by James Moyer, seconded by Ed Bonham, to approve 2024/2025 co-curricular appointments as outlined in Exhibit #51. All votes were affirmative. The motion carried.

3.3 Substitutes (Exhibit #14) - None

3.4 Resignations

A motion was made by James Moyer, seconded by Greg Cummings, to accept the following resignations: Rachel Sherman, MTSS Tutor at Clark Wood Elementary School, effective May 31, 2024; Samantha Ordway, Cafeteria Aide at Cowanesque Valley High School, effective May 16, 2024; Laura Abel, Autism Support Teacher, Williamson High School, effective July 31, 2024; and Susan Webster, Special Education Teacher's Aide, R.B. Walter Elementary School, effective June 7, 2024. Roll Call Vote. All votes were affirmative. The motion carried.

3.5 Classified Appointments

A motion was made by Ed Bonham, seconded by Kim Strauser, to appoint Alan Hurler, Maintenance, currently assigned to Williamson High/R.B. Walter Elementary School, \$19.13, retroactive June 3, 2024, in accordance with the contractual agreement between the Northern Tioga School District and the Northern Tioga Education Support Professionals. Roll Call Vote. All votes were affirmative. The motion carried.

3.6 Emergency Certified Teacher Appointments

A motion was made by James Moyer, seconded by Ed Bonham, to hire the following individuals on Emergency Permits, pending PDE approval, for the 2024-2025 School Year: Ashleigh Southard, Family & Consumer Science Teacher, currently assigned to Cowanesque Valley High School, Step 1 Bachelor's Degree, effective August 19, 2024; pending the signing and approval of the MOU for Emergency Permit and the MOU for Credit Reimbursement; Heidi Zuchowski, Life Skills Support Teacher, currently assigned to Williamson High School, Step 1 Bachelor's Degree, effective August 19, 2024; pending the signing and approval of the MOU for Emergency Permit and the MOU for Credit Reimbursement; Kara Lockwood, Autism Support Teacher, currently assigned to Williamson High School, Step 1 Bachelor's Degree, effective September 3, 2024; pending conferral of her Bachelor's Degree, and pending the signing and approval of the MOU for Emergency Permit and the MOU for Credit Reimbursement. Roll Call Vote. All votes were affirmative. The motion carried.

3.7 Temporary Professional Contracts

A motion was made by Kim Strauser, seconded by James Moyer, to approve the following Temporary Professional appointment in accordance with the contractual agreement between the Northern Tioga School District and the Northern Tioga Education Association as they now hold their Pennsylvania Teaching Certificates Jade Bedient, 6th Grade Elementary Teacher, Clark Wood Elementary School; Certification: Grades 5-6, Instructional I; Issued: May 1, 2024. Roll Call Vote. All votes were affirmative. The motion carried.

3.8 Appointment of Solicitor

A motion was made by Ed Bonham, seconded by James Moyer, to appoint Christopher Lantz as solicitor for the 2024/2025 school year at a rate of \$175.00 per hour plus costs effective July 1, 2024. Roll Call Vote. All votes were affirmative. The motion carried.

3.9 Approval of Additional Days (Exhibit #27)

A motion was made by Greg Cummings, seconded by Kim Strauser, to approve the social workers and the elementary counselor to work up to an additional five days during the summer as outlined in Exhibit #27. Roll Call Vote. All votes were affirmative. The motion carried.

3.10 Approval of Technology Services Agreement (Exhibit #28)

A motion was made by James Moyer, seconded by Greg Cummings, to approve the Technology Services Agreement for the 2024/2025 school year as outlined in Exhibit #28. All votes were affirmative. The motion carried.

3.11 Approval of Inter-Governmental Agreement for Special Education Services (Exhibit #29)

A motion was made by Kim Strauser, seconded by Greg Cummings, to approve the Inter-Governmental Agreement for Special Education Services between the Northern Tioga School District and Blast IU #17 for the 2024/2025 school year as outlined in Exhibit #29. Roll Call Vote. All votes were affirmative. The motion carried.

3.12 Approval of the Blended Learning Services Agreement with VLN (Exhibit #30)

A motion was made by Kim Strauser, seconded by James Moyer to approve the addendum to the Blended Learning Services Agreement with VLN of new offerings and lower rates as of July 1, 2024, as outlined in Exhibit #30. Roll Call Vote. All votes were affirmative. The motion carried.

3.13 Approval of MOU – Curriculum Contracted Services with BLaST IU 17 (Exhibit #31)

A motion was made by Greg Cummings, seconded by Ed Bonham, to approve the Memorandum of Understanding between Northern Tioga School District and BLaST IU 17 for contracted services of Curriculum and MTSS Audit and Collaborative Action Planning effective July 1, 2024 through June 30, 2025 at a cost of \$7,500.00 as outlined in Exhibit #31. Roll Call Vote. All votes were affirmative. The motion carried.

3.14 Approval of MOU – Bradford-Tioga Head Start, Inc. (Exhibit #32)

A motion was made by Kim Strauser, seconded by Greg Cummings, to approve the Memorandum of Understanding between Northern Tioga School District and Bradford-Tioga Head Start, Inc., as outlined in Exhibit #32. Roll Call Vote. All votes were affirmative. The motion carried.

3.15 Approval of Agreement for Pediatric Therapy Services (Exhibit #33)

A motion was made by Ed Bonham, seconded by James Moyer, to approve the agreement between Northern Tioga School District and UPMC Wellsboro for Pediatric Therapy Services, as outlined in Exhibit #33. Roll Call Vote. All votes were affirmative. The motion carried.

3.16 Approval of IDEA Agreement with IU #17 (Exhibit #34)

A motion was made by Greg Cummings, seconded by Kim Strauser, to approve the IDEA Agreement with IU #17 for the 2024/2025 school year, as outlined in Exhibit #34. All votes were affirmative. The motion carried.

3.17 Approval of NTIEC Additional Services- Career Coaching (Exhibit #35)

A motion was made by Ed Bonham, seconded by James Moyer, to approve the enhancement of the current service agreements 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 2024/2025 school year at an additional cost of \$10,000.00 as outlined in Exhibit #35. Roll Call Vote. All votes were affirmative. The motion carried.

3.18 Final Budget Adoption & Tax Resolution (Exhibits #36, #37, and #38)

A motion was made by James Moyer, seconded by Greg Cummings, to approve the final budget adoption for the 2024/25 school year in the amount of \$43,513,373.80 with a real estate millage rate of 9.4551 mills as outlined in Exhibit #36 NTSD Budget, Exhibit #37 PDE2028, and Exhibit #38 Tax Resolution. Roll Call Vote. All votes were affirmative. The motion carried.

3.19 Homestead/Farmstead Exclusion Resolution (Exhibit #39)

A motion was made by James Moyer, seconded by Kim Strauser, to approve the homestead/farmstead resolution for an assessed exclusion amount of \$23,344 or approximately \$220.72 per each approved homestead/farmstead approved property for tax year 2024 as outlined in Exhibit #39. Northern Tioga will have approximately 84 homestead owners who will receive a “zero” dollar tax notice with an additional 76 farmstead properties who will have “zero” dollars on the farmstead portion. Roll Call Vote. All votes were affirmative. The motion carried.

3.20 Approval of 2024-2025 Salaries

A motion was made by Kim Strauser, seconded by Greg Cummings, to approve 2024/2025 salaries for administrators, professionals, Act 93 employees, and support staff (as listed in the budget). Roll Call Vote. All votes were affirmative. The motion carried.

3.21 Approval of 2024/2025 Equipment Lists

A motion was made by Ed Bonham, seconded by James Moyer, to approve 2024/2025 equipment purchases as listed in the 2024/2025 budget and also approval to advertise and award equipment bids to the low bidder providing the specifications are met and the total amount awarded does not exceed the total budgeted amount and/or to order equipment items that are on any of the approved state bid contracts. As in the past, equipment purchases will be funded with carryover funds. If there are not enough carryover funds, equipment will not be purchased. Roll Call Vote. All votes were affirmative. The motion carried.

3.22 Approval of June Bills

A motion was made by Greg Cummings, seconded by Kim Strauser, to grant the Business Manager permission to pay the June Cafeteria, General, and Capital Reserve, that would normally be approved at a July meeting as has been done in the past, and also to pay any bills received for bid supplies as they are received during the month of July. These bills will appear for retroactive approval at the August meeting. Roll Call Vote. All votes were affirmative. The motion carried.

3.23 Charles H. Miller Jr. Estate Request

A motion was made by James Moyer, seconded by Greg Cummings, to approve the request from the executor of the Charles H. Miller Jr. Estate to forgive the roll back tax penalty on the 6-acre parcel adjacent to the East Lawrence Baptist Church, parcel #19/04.00/025. //000. Roll Call Vote. All votes were affirmative. The motion carried.

3.24 Approval of Dennis Smith Scholarship CD (Exhibit #40)

A motion was made by James Moyer, seconded by Greg Cummings, to approve a 60-month CD for Madeline-Ann Knapp, the recipient of the Dennis Smith Scholarship as outlined in Exhibit #40. Roll Call Vote. All votes were affirmative. The motion carried.

3.25 Approval of New Scholarship Account (Exhibit #41)

A motion was made by Ed Bonham, seconded by Greg Cummings, to approve the opening of a municipal checking account to accompany the existing Robert Schoonover Scholarship. As the funds are currently held in a CD, recipients must wait for the CD to mature before the funds can be released. The checking account will allow the recipient to receive their award once the criteria has been met, as outlined in Exhibit #41. Roll Call Vote. All votes were affirmative. The motion carried.

3.26 Approval of Principal's Special Request (Exhibit #42)

A motion was made by Ed Bonham, seconded by Greg Cummings, to approve Mr. Butterfield, Principal of Williamson High School, requests to use the remaining \$1,200.00 from his Principal's Special Request Fund to help fund the FBLA trip to their National

competition in Orlando, Florida, as outlined in Exhibit #42. Roll Call Vote. All votes were affirmative. The motion carried.

3.27 Approval of Updated Resolution (Exhibit #43)

A motion was made by Ed Bonham, seconded by Kim Strauser, to approve the revised resolution for the Public-School Facility Improvement Grant Program due to the addition of asbestos and environmental testing and cleanup costs, as outlined in Exhibit #43. Roll Call Vote. All votes were affirmative. The motion carried.

3.28 Board Member Workshops

A motion was made by Greg Cummings, seconded by James Moyer, to approve the Board members to attend any PSBA sponsored workshops during the 2024/2025 school year. All votes were affirmative. The motion carried.

3.29 First Reading of Policies (Exhibits #44 & #45)

A motion was made by Kim Strauser, seconded by Ed Bonham, to approve the First Readings of proposed changes to the following policies: #Policy 810- Transportation and #Policy 819- Suicide Awareness, Prevention and Response, as outlined in Exhibits #44 & #45. Roll Call Vote. All votes were affirmative. The motion carried.

3.30 Second Reading and Final Adoption of Policies (Exhibits #46, #47, #48, #29, & #50)

A motion was made by Kim Strauser, seconded by Greg Cummings, to approve the Second Reading and Final Adoption of the following policies: #Policy 200- Enrollment of Students, #Policy 221- Dress and Grooming, #Policy 254- Educational Opportunity for Military Children, #Policy 305- Employment of Substitutes, and #Policy 808- Food Services, as outlined in Exhibits #46, #47, #48, #49, and #50. Roll Call Vote. All votes were affirmative. The motion carried.

3.31 Additional Vacancies During Summer

A motion was made by Kim Strauser, seconded by James Moyer, to approve the Superintendent to interview and offer positions to top ranking candidates for any teacher, classified, or Act 93 vacancies that may occur during the months of June, July, and August. Those recommendations will be made to the Board at the regular August 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.

Regular Board Meeting – August 12, 2024, 7:00 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 8:13 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.