

NORTHERN TIOGA SCHOOL DISTRICT  
110 Ellison Road  
Elkland, PA 16920

Minutes – September 9, 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 7:00 PM.

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, Denise Mack, and 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

Tenure and Professional Contract

The Superintendent, Mr. Millard, Mrs. Slavinski, and Mr. Butterfield recommend that the following teachers, be granted tenure and issued a professional contract: Kathy Harlacker, Elementary Teacher, Brittnee Warren, Elementary Teacher, and Mary Reigh, Special Education Teacher.

Retirement Recognition

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

1.6 Open Forum

Bob Goodrich, Osceola, PA

Mr. Goodrich shared the importance of Veterans organizations having interactions with our schools. He also let the board know that the VFW essay topics are now available.

### 1.7 Approval of Minutes

A motion was made by James Moyer, seconded by Greg Cummings, to approve the meeting minutes from the August 12, 2024, Regular Meeting, the August 19, 2024, Building & Grounds Meeting, and the August 26, 2024, Special Meeting Minutes, with the correction of the estimated project cost in item 5.1 to \$14.7 million. 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 Ed Bonham, 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 reported on the progress at WAES. BluSky has completed their mitigation work, however there are still several reconstruction projects to be completed, including cabinetry and casework, lobby and hallway tilework, library carpet replacement, and fixing the fitness trails.

Mr. Kaufman reported on Governor Shapiro's visit to Westfield.

Mr. Kaufman also provided Judy Quicks report on the Summer Lunch Program. This year's program included 6 distribution sites and 8126 lunches served (average of 208 lunches per day).

Lastly, Mr. Kaufman reminded the Board that The District Update will now be delivered digitally through ParentSquare, and that the district will mail a paper copy if requested.

### 2.2 Business Manager's Report

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

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

### 2.3 Buildings and Grounds Report

Daren Bryant provided the Board with a summary of the jobs completed throughout the month, including 14 work orders.

### 2.4 Grant Update

Becky Koehler provided and updated that we were awarded the Ready to Learn Grant.

## 3.0 ACTION ITEMS

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

A motion was made by Kim Strauser, seconded by Ed Bonham, to approve 2024/2025 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 James Moyer, seconded by Greg Cummings, to approve the 2024/2025 substitute list as outlined in Exhibit #14. All votes were affirmative. The motion carried.

### 3.3 Resignations

A motion was made by James Moyer, seconded by Ed Bonham, to accept the following resignations: Melinda Fry, School Nurse, Westfield Area Elementary School/Cowanessque Valley High School, effective October 4, 2024; Kara Lockwood, Special Education Teacher's Aide, Williamson High School, effective August 19, 2024; Jamie VanZile, Library Aide, Clark Wood Elementary School, effective August 19, 2024. Roll Call Vote. All votes were affirmative. The motion carried.

### 3.4 Long Term Substitute Appointment

A motion was made by Kim Strauser, seconded by James Moyer, to hire Amy Adams as long-term substitute Elementary Teacher, Clark Wood Elementary School, Step 1 Bachelor's Degree, for the remainder of the 2024/2025 school year, retroactive to August 30, 2024, in accordance with the contractual agreement between the Northern Tioga School District and the Northern Tioga Education Association. Roll Call Vote. All votes were affirmative. The motion carried.

### 3.5 Emergency Certified Teacher Appointments

A motion was made by Kim Strauser, seconded by Ed Bonham, to hire the following individuals on Emergency Permits, pending PDE approval, for the 2024-2025 School Year: Kara Galeassi, Art Teacher, currently assigned to Westfield Area Elementary

School, Step 1 Bachelor's Degree, retroactive August 19, 2024. Roll Call Vote. All votes were affirmative. The motion carried.

### 3.6 Temporary Professional Contract

A motion was made by Ed Bonham, seconded by Greg Cummings, 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, Micaiah Welch, Middle Level Science Teacher, Williamson High School; Certification: Earth and Space Science 7-12, Instructional I; Issued: August 1, 2024. Roll Call Vote. All votes were affirmative. The motion carried.

### 3.7 Classified Appointments (Exhibit #31)

A motion was made by James Moyer, seconded by Ed Bonham, to appoint the following classified employees: Samantha Cary, 6 hours per day Cook, Cowanesque Valley High School, \$18.94 per hour, retroactive August 19, 2024; Victoria Stalter, 5.5 hours per day Cook, Cowanesque Valley High School, \$16.10 per hour, retroactive September 3, 2024; Stacy Mosher, Library Aide, Clark Wood Elementary School, \$19.63 per hour, retroactive September 4, 2024, in accordance with the contractual agreement between the Northern Tioga School District and the Northern Tioga Education Support Professionals, as outlined in Exhibit # 31. Roll Call Vote. All votes were affirmative. The motion carried.

### 3.8 Approval of 24/25 Title I Parent and Family Engagement Plans (Exhibits #15, #16, #17, #18, #19, & #20)

A motion was made by Kim Strauser, seconded by Denise Mack, to approve the 24/25 Title I Parent and Family Engagement Plans, as outlined in Exhibits #15, #16, #17, #18, #19, & #20. Roll Call Vote. All votes were affirmative. The motion carried.

### 3.9 Approval of 2024/2025 Bell Schedules (Exhibit #21)

A motion was made by Greg Cummings, seconded by James Moyer, to approve the 2024/2025 bell schedules for all schools, as outlined in Exhibit #21. All votes were affirmative. The motion carried.

### 3.10 Request to Attend Out-of-State Conference (Exhibit #22)

A motion was made by Ed Bonham, seconded by Greg Cummings, to approve the request for Karin Knaus to attend the NCTE Conference in Boston, MA from November 21-24, 2024, at an approximate cost of \$690.00, as outlined in Exhibit #22. All votes were affirmative. The motion carried.

### 3.11 Approval of Auditorium Repairs (Exhibit #23)

A motion was made by Greg Cummings, seconded by Kim Strauser, to approve the Williamson High School Auditorium divider door repairs at a total cost of \$16,750.00, as outlined in Exhibit #23. All votes were affirmative. The motion carried.

3.12 Assistant Coordinator of Student Services Job Description (Exhibit #24)

A motion was made by Greg Cummings, seconded by James Moyer, to approve the Assistant Coordinator of Student Services Job Description, as outlined in Exhibit #24. All votes were affirmative. The motion carried.

3.13 Approval for Act 93 Group 2 Addition

A motion was made by Ed Bonham, seconded by James Moyer, to approve the addition of the Assistant Coordinator of Student Services position to the Act 93, Group 2, Compensation Plan. All votes were affirmative. The motion carried.

3.14 Resolution for Coates Avenue Sales (Exhibit #25)

A motion was made by Ed Bonham, seconded by Greg Cummings, to approve the signing of the resolution authorizing the officers to execute the sales agreement and addendum for the sale of the Coates Avenue property for \$120,000.00, as outlined in Exhibit #25. All votes were affirmative. The motion carried.

3.15 Discussion and Voting for 2025 PSBA Officers (Exhibit #26)

A motion was made by Kim Strauser, seconded by Ed Bonham, to vote for the following candidates for the 2025 PSBA Officers: President Elect: Sabrina Backer, Vice President: Matt Vannoy, PSBA Insurance Trustees: Nathan Mains, Richard Frerichs, and William LaCoff, as outlined in Exhibit #26. All votes were affirmative. The motion carried.

3.16 Policy First Readings (Exhibit #27 & #28)

A motion was made by James Moyer, seconded by Kim Strauser, to approve the First Reading of proposed changes to the following policies: #103- Discrimination/Harassment Affecting Students, and #104- Discrimination/Harassment Affecting Staff, as outlined in Exhibits #27 & #28. Roll Call Vote. All votes were affirmative. The motion carried.

3.17 Policy Second Readings & Final Adoption (Exhibits #29 and #30)

A motion was made by Ed Bonham, seconded by Kim Strauser, to approve the Second Reading and Final Adoption of the following policies: #805- Emergency Preparedness and Response and #805.2 – School Security Personnel as outlined in Exhibit #29 and #30. Roll Call Vote. All votes were affirmative. The motion carried.

3.18 Additional Vacancies During September

A motion was made by James Moyer, seconded by Ed Bonham, 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 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 23, 2024, 6:00 PM

Regular Board Meeting – October 14, 2024, 7:00 PM

5.2 Committee Meetings- None

**6.0 ADJOURNMENT**

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

Adjournment was at 7:44 PM.

Executive Session- An executive session followed the meeting for the purpose of legal and personnel issues.

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.