

**NORTH EAST SCHOOL DISTRICT**

**REGULAR MEETING OF THE BOARD OF SCHOOL DIRECTORS**

**THURSDAY, APRIL 24, 2025**

**NORTH EAST ELEMENTARY SCHOOL**

**6:30 PM**

**AGENDA**

- I. PLEDGE OF ALLEGIANCE
- II. ROLL CALL OF THE MEMBERS OF THE BOARD OF SCHOOL DIRECTORS
- III. AGENDA REVISIONS
- IV. RECOGNITION OF STUDENTS and STAFF
  - A. Road to Gold – NEHS Honorees for the month of March – Anyia Gates, Harmony Lindemuth, Brooke Nollinger, Jazmyne Luke
  - B. Road to Gold – NEES Honorees for the month of March – Elouise Stolar, Liam Larson, Micah Geraci, Brielle Zielinski, Ellianna Merry, Charlotte Boyd, Madison Pohl, Harley Lloyd, Hadley Smith, Bentley Steele, Stella Lines, Aleksandr Fisher
- V. REPORTS & PRESENTATIONS
  - A. Proposed Final Budget Presentation – Mr. Jeffrey Fox
- VI. SUPERINTENDENT’S REPORT: District News and Initiatives – Dr. Michele Hartzell
- VII. BOARD REPORTS
  - A. Northwest Tri-County Intermediate Unit – Dr. Jane Blystone
  - B. Erie County Technical School – Mr. Corrie Boyd
  - C. School Health Council – Mrs. Katie Phillips
- VIII. PUBLIC PARTICIPATION – AGENDA ITEMS ONLY
- IX. ITEMS FOR ACTION
  - A. MINUTES
    - 1. It is recommended that the Board approve the minutes of the Regular Meeting of April 3, 2025.
  - B. BUSINESS
    - 1. It is recommended that the Board approve the General Fund Invoices:
      - a. Invoices Paid Prior to Board Meeting
      - b. Invoices for Approval

2. It is recommended that the Board approve the Food Service Operating Bill Listings for approval.
3. It is recommended that the Board approve the Capital Projects Invoices for approval in the amount of \$355,740.49.
4. It is recommended that the Board approve the Capital Projects Report dated March 31, 2025.
5. It is recommended that the Board approve the Treasurer's Report dated March 31, 2025.
6. It is recommended that the Board approve the Food Service Report for the period ending March 31, 2025.
7. It is recommended that the Board approve the Activity Fund Report for the period ending March 31, 2025.
8. It is recommended that the Board approve HRI Supply & Design, Inc., for purchase of a serving line for the North East Middle School kitchen by participation in the HRI COSTARS contract number COSTARS-036-E22-042 at a cost of \$97,118.00 from the food service fund.
9. It is recommended that the Board approve HRI Supply & Design, Inc., for purchase of a pass-through refrigerator for the North East Elementary School kitchen by participation in the HRI COSTARS contract number COSTARS-036-E22-042 at a total cost of \$20,572.00 from the food service fund.
10. It is recommended that the Board approve W.B. Mason, Inc. for purchase of tables for the North East Elementary School cafeteria by participation in the COSTARS joint purchasing contract number 035-E22-157 at a cost of \$43,472.67 from the food service fund.
11. It is recommended that the Board approve Scobell Company, Inc. for purchase of a glycol-based heating system for the North East High School by participation in the COSTARS joint purchasing contract number 008-E25-1453 at a cost of \$29,170.00 from the capital projects fund.
12. It is recommended that the Board approve budget transfers totaling \$25,579.00 to adjust Title I and Title II federal program budgets and building level budgets as per the attached document.
13. It is recommended that the Board approve the transfer of \$1,000,000 from the General Fund to the Capital Projects Fund for expenses related to the North East High School GESA HVAC project.

14. It is recommended that the Board accept the following bids for athletic supplies for the 2025-2026 school year:

BSN Sports	\$ 11,859.54
Collins	\$ 570.46
Demans	\$ 2,628.88
Henry Schein Medical	\$ 501.29
Howies Athletic Tape	\$ 416.64
Medco Sports Medicine	\$ 1,015.11
M-F Athletic Company, Inc.	\$ 3,842.00
Pyramid	\$ 5,531.32
Riddell	\$ 5,012.25
Sportsmans Supply Co.	\$ 21,454.32
Three-B Enterprises	\$ 1,740.00
Varsity Spirit	\$ 1,071.15

TOTAL FOR APPROVAL \$55,642.96

15. It is recommended that the Board approve the 2025-2026 Proposed Final Budget for the North East School District in the amount of \$31,121,303. Be it further resolved that the North East School District proposes levying a tax of 16.73 mills per dollar of market value on real estate (3.98% increase from 2024-25), and under Act 511 of 1965, a one percent earned income tax (school district share .5%), and a one percent real estate transfer tax (school district share .5%) under the same Act 511.

C. PERSONNEL

1. It is recommended that the Board accept the resignation of Mr. Robert Garner as a Bus Driver for North East School District effective April 10, 2025.
2. It is recommended that the Board approve the following individual(s) to the 2024-2025 District Substitute List pending any pre-employment requirements:

<b>INSTRUCTIONAL STAFF</b>	
1	Katlynn Kyle – Elementary Student Teacher
<b>SUPPORT STAFF</b>	
2	Allison Austin – Instructional Aides
3	Michelle Rassie – Instructional Aides

3. It is recommended that the Board accept the resignation of Ms. Karen Kubasik as a full-time Custodian at North East Elementary School, effective April 25, 2025.
4. It is recommended that the Board approve a leave of absence for the individual listed below.

	<b>Staff Member</b>	<b>Position/Location</b>	<b>Duration</b>
1	Employee A	Instructional Staff – NEMS	Intermittent FMLA 4/3/25 – 6/30/25

5. It is recommended that the Board approve Mrs. Laura Lloyd as Head Cook for the 2025 ESY and Summer Learning Programs for an estimated 5.5 hours per day at a salary of \$18.17 per hour. Summer programs are anticipated to run four days per week from June 16 through July 18, 2025, with no hours the week of June 30, 2025. Total hours contingent upon the final schedules and needs for the summer programs.
6. It is recommended that the Board approve the use of current instructional staff, non-instructional employees and/or substitute employees to staff the following Summer Learning Lab for K-12 students:

Program	Dates	Staffing Details
Grade Level Programs to be determined based upon student needs/enrollment	<p>Mondays - Thursdays June 16 – 27, 2025 and July 7 – 17, 2025 (No SLL week of 6/30/25)</p> <p>Students 8:30 – 12:30 Staff 8:00 – 1:00</p>	<ul style="list-style-type: none"> <li>• Instructional Staff to be paid at \$31/hour – Total staffing hours to be determined based upon need/enrollment</li> <li>• Instructional Aides to be paid at \$15.56/hour – Total hours to be determined based upon need/enrollment</li> <li>• Bus Drivers to be paid 3 hours per day at \$17.25/Hour – Up to 4 drivers, to be determined based upon need/enrollment</li> </ul>

7. It is recommended that the Board approve Mr. Ryan Mitchell and Mr. Tim Skelly as the Summer 2025 Learning Lab Co-Administrators at a salary of \$45.00 per hours for a combined total maximum of 140 hours from May 9 through July 18, 2025.
8. It is recommended that the Board accept the resignation of Ms. JoAnn Machuga as an Instructional Aide at North East Elementary School effective May 4, 2025.
9. It is recommended that the Board amend the Academic Letter advisory stipend for Ms. Samantha Jones from Co-Advisor at Half Step B - \$311.00, to full Advisor at full Step B - \$622.00 for the 2024-2025 school year.
10. It is recommended that the Board approve the following individual(s) for the position of coach(es)/advisor(s) and intramural(s) for the 2024-2025 school year at the steps listed below, pending any remaining pre-employment requirements:

COACHING POSITIONS		Recommendation	Step	Stipend
	None recommended for this meeting			
ADVISORY POSITIONS – HIGH SCHOOL		Recommendation	Step	Stipend
1	LifeSmarts Assistant Advisor	Richard Winschel*	-	Volunteer
2	Musical Set Design	Brian Bowersox*	A	\$995.00
ADVISORY POSITIONS – MIDDLE SCHOOL		Recommendation	Step	Stipend
	None recommended for this meeting			
INTRAMURAL COACHES & ADVISORS		Recommendation	Step	Stipend
	None recommended for this meeting			

\*Non-employee pending remaining paperwork

11. It is recommended that the Board approve the following individual(s) for the position of coach(es)/advisor(s) and intramural(s) for the 2025-2026 school year at the steps listed below, pending any remaining pre-employment requirements:

COACHING POSITIONS		Recommendation	Step	Stipend
1	Football Head Coach	Chris Grychowski*	B	\$6,372.00
2	Volleyball Assistant Coach – Gr. 7&8	Tina Williams	D	\$2,999.00
ADVISORY POSITIONS – HIGH SCHOOL		Recommendation	Step	Stipend
	None recommended for this meeting			
ADVISORY POSITIONS – MIDDLE SCHOOL		Recommendation	Step	Stipend
	None recommended for this meeting			
INTRAMURAL COACHES & ADVISORS		Recommendation	Step	Stipend
	None recommended for this meeting			

\*Non-employee pending remaining paperwork

**D. STUDENT TRAVEL REQUESTS**

(1) NAME/PARTICIPANT	DATE/TIME/PLACE	ITEMIZED CATEGORIES	EXPENSES PAID BY GRANTS, PARTICIPANTS, CLUBS, FUNDRAISERS, DONATIONS	EXPENSES PAID BY DISTRICT
Grade Two approx. 107 students Classroom teachers and aides Cleared parent chaperones	May 23, 2025 9:15 a.m. to 2:15 p.m. Erie Zoo 423 W. 38 <sup>th</sup> St. Erie, PA 16508	Transportation (buses) Admission	*\$124.87 *\$642.00	\$268.42
<b>TOTALS</b>			*\$766.87	\$268.42
*Expenses paid by Little Picker Parents				
<b>PURPOSE:</b> Students will learn about various animals and their habitats				

(2) NAME/PARTICIPANT	DATE/TIME/PLACE	ITEMIZED CATEGORIES	EXPENSES PAID BY GRANTS, PARTICIPANTS, CLUBS, FUNDRAISERS, DONATIONS	EXPENSES PAID BY DISTRICT
Grade Four approx. 104 students Classroom teachers, aides and nurse	May 23, 2025 9:00 a.m. to 12:30 p.m. Cinemark Tinseltown 1910 Rotunda Dr. Erie, PA 16509	Transportation (buses) Admission Meals	*\$339.44 *\$720.00 *\$630.00	-0-
<b>TOTALS</b>			*\$1,689.44	-0-
*Expenses paid by Student Activities fund				
<b>PURPOSE:</b> Work on social skills in the community / Reward for a job well done				

E. STAFF TRAVEL REQUESTS

(1) NAME/PARTICIPANT	DATE/TIME/PLACE	ITEMIZED CATEGORIES	EXPENSES PAID BY GRANTS, PARTICIPANTS, CLUBS, FUNDRAISERS, DONATIONS	EXPENSES PAID BY DISTRICT
Sgt. Jeremy Markham	July 23 – 25, 2025 Best Western Premier 800 E. Park Dr. Harrisburg, PA 17111	Transportation (car) Registration Lodging Meals	-0-	\$373.80 \$325.00 \$466.02 \$110.00
<b>TOTALS</b>			-0-	\$1,274.82
<b>PURPOSE:</b> Safety and Security seminars and training				

F. CURRICULUM

1. Frisbee/Disc Golf presentation – Nicole Fitch, Colby Howe, and Morgan Gulley
2. It is recommended that the Board approve the attached North East School District Special Education Strategic Plan to be submitted to the Pennsylvania Department of Education as presented at the regular board meeting of March 20, 2025.

G. ADDITIONAL EDUCATIONAL/OPERATIONAL FUNCTIONS

1. It is recommended that the Board approve adoption of the Northwest Tri-County Intermediate Unit’s policies and procedures under the federal requirements of 34 CFR PART 300, implemented to fulfill the requirements of 22 PA Code Chapter 14 and the regulatory requirements under the Individuals with Disabilities Education Act- Part B.

H. ITEMS FOR FUTURE PRESENTATION, DISCUSSION, AND/OR BOARD ACTION

- Budget Process Timeline:
  - Budget Discussions/Updates – May 8 and May 22, 2025
  - Final Budget Adoption – June 5, 2025

I. UPCOMING DISTRICT EVENTS

- Community Agri-Fun Day – Saturday, April 26
- Autism Walk – Saturday, April 26
- PSSA Testing – April 21 – May 8
- Title I Spring Dinner – Thursday, May 1 by invitation only
- NEHS Musical “*Nice Work If You Can Get It*” – Friday – Sunday, May 2, 3 and 4
- National Honor Society Induction Ceremony – Tuesday, May 6 – 6:00 p.m.
- Elementary Science Fair – Wednesday, May 7 from 6:00 to 8:00 p.m.
- NEHS Spring Band Concert – Friday, May 9
- NEES Loved Ones Dance – Friday, May 9
- NEHS Junior/Senior Prom – Saturday, May 10
- Keystone Testing May 12 – 23
- NEMS/NEHS Spring Choral Concert – Friday, May 16 – 7:00 p.m.
- Hybrid Days at NEHS Only May 19 – 21 – Only Seniors taking Keystones or presenting Portfolios will attend in person on these dates
- Mental Health Fair at NEMS – Thursday, May 15 from 5:00 to 8:00 p.m.

- Spring Band Concert for Grades 5 – 8 – Tuesday, May 20
- Memorial Day – Monday, May 26 – Schools Closed
- NEES Field Day – Tuesday, May 27
- Baccalaureate – Tuesday, May 27
- ECTS Graduation – Wednesday, May 28
- NEHS Scholarship Night – Thursday, May 29
- Grade 8 Sendoff – Friday, May 30
- NEHS GRADUATION – Saturday, May 31
- NEMS Olympic Days – Monday & Tuesday, June 2 & 3
- District Giving Back Day- Wednesday, June 4
- Last Day of School for Students – Friday, June 6

## X. PUBLIC PARTICIPATION

## XI. ADJOURNMENT