

**NORTH EAST SCHOOL DISTRICT**

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

**THURSDAY, MAY 22, 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 months of April and May – Hannah Kobusinski, Olivia Elwell, Trever Swabik, Emma Ferruggia, Alexa Lutz, Aalysha George, Chloe Nagle, Abby Russell
  - B. Road to Gold – NEES Honorees for the month of April – Elijah Preuett, Mariana Moore, Ezekiel Beale, Saya Waiter, Harper Conn, Andrea Zuber, Olivia Payne, Exzavier Figueroa, Ryder Boyd, Tesa Williams, Hailey Conroe, Lucas Fisher
  - C. ECTS Students of the Month for Second Semester 2024-25 – Jayden Thomas, Jade Duncan, Alexzander Hubbard, Lia Henderson, Makinly Hanson, Bryson Hammond, Megan Bailey, Colin Heaton, Nylee Mowers
- V. REPORTS & PRESENTATIONS
  - A. Homestead & Farmstead Exclusions Report – Mr. Jeffrey Fox
  - B. Budget Update and Discussion – 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 May 8, 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 \$156,232.50.
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 firm of Buffamante, Whipple and Buttafaro, P.C., as auditors for the current fiscal year beginning July 1, 2024 through June 30, 2025.
8. It is recommended that the Board approve the First National Bank and First National Bank Wealth Management as 2025-2026 North East School District Depository Agents for the General Fund, Cafeteria Fund, Dental Fund, Student Activities Accounts, and the Capital Reserve Fund.
9. It is recommended that the Board approve the Northwest Savings Bank as the 2025-2026 North East School District Depository Agent for the General Fund and the HRA Fund.
10. It is recommended that the Board approve Pennsylvania School District Liquid Asset Fund (PSDLAF) as the 2025-2026 North East School District Depository Agent for the General Fund and the Capital Reserve Fund.
11. It is recommended that the Board approve PNC Bank as the 2025-2026 North East School District Depository Agent for the General Fund Procurement Card Program.
12. It is recommended that the Board approve the law firm of Knox McLaughlin Gornall & Sennett, P.C., as the 2025-2026 North East School District Solicitor of Record per the attached rates.
13. It is recommended that the Board approve an implementation and software subscription for time tracking with Red Rover Technologies, LLC, at an annual cost of \$6,000 and for a one-time setup, configuration and implementation fee of \$2,500.00 for the 2025-2026 school year.

C. PERSONNEL

1. It is recommended that the Board employ Ms. Kalynne Ziegler as a Full-time Health & Physical Education Teacher – North East Middle School, Temporary Professional Employee Status at a salary of Step B-1 - \$53,460 with respective benefits pending any remaining pre-employment requirements and effective August 18, 2025.
2. It is recommended that the Board employ Mrs. Kimberly Timer as a Full-time Family & Consumer Science Teacher – North East Middle and High Schools, Temporary Professional Employee Status at a salary of Step D-3 – \$60,160 with respective benefits pending any remaining pre-employment requirements and effective August 18, 2025.
3. It is recommended that the Board approve Mrs. Colleen Bahm and Mrs. Amy Skrelka as Elementary STEM Co-Advisors for the 2024-2025 school year at a salary of Half Step A - \$292.50 each.
4. 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                                  | Girls Basketball Head Coach             | Bob North*       | D    | \$7,497.00 |
| 2                                  | Fall Cheerleading Assistant Coach       | Samantha See*    | D    | \$750.00   |
| 3                                  | Football Assistant Coach                | Gregg McIntosh*  | B    | \$3,823.00 |
| 4                                  | Football Assistant Coach                | Ethan Schmidt*   | B    | \$3,823.00 |
| 5                                  | Swimming Head Coach                     | Paul Becker      | D    | \$6,747.00 |
| 6                                  | Winter Weightlifting Coach              | Erik Rizzo       | D    | \$1,249.00 |
| ADVISORY POSITIONS – HIGH SCHOOL   |   | Recommendation   | Step | Stipend    |
| 7                                  | Academic Letter Advisor                 | Samantha Jones   | C    | \$675.00   |
| 8                                  | Marching Band 1 <sup>st</sup> Assistant | Kayla Quick      | D    | \$4,648.00 |
| 9                                  | Marching Band Assistant                 | Corey Hansen*    | A    | \$2,819.00 |
| 10                                 | Marching Band Assistant                 | Kayla Sandieson* | B    | \$2,995.00 |
| 11                                 | Marching Band Volunteer                 | Katie Gallagher  | -    | Volunteer  |
| 12                                 | Marching Band Volunteer                 | Jennifer Ritter* | -    | Volunteer  |
| 13                                 | Marching Band Volunteer                 | Brady Servis*    | -    | Volunteer  |
| 14                                 | Junior Class Co-Advisor                 | Samantha Jones   | ½ A  | \$1,139.50 |
| 15                                 | Life Smarts Co-Advisor                  | Greg Henning     | ½ D  | \$562.50   |
| 16                                 | Model United Nations Advisor            | Greg Henning     | D    | \$750.00   |
| 17                                 | Musical – Instrumental Director         | Tim Skelly       | A    | \$2,039.00 |
| 18                                 | Musical – Stage Manager                 | Jessica Stetson  | D    | \$2,549.00 |
| 19                                 | Senior Play – Stage Manager             | Jessica Stetson  | D    | \$1,499.00 |
| 20                                 | Student Council Advisor                 | Nicole Fitch     | D    | \$2,249.00 |
| ADVISORY POSITIONS – MIDDLE SCHOOL |   | Recommendation   | Step | Stipend    |
| 21                                 | Dance Team Advisor                      | Kristin Righi    | D    | \$1,125.00 |
| 22                                 | Dance Team Advisor                      | Jessica Stetson  | D    | \$1,125.00 |
| 23                                 | Elementary Music Advisor                | Heather Yeager   | A    | \$300.00   |
| 24                                 | Elementary STEM Co-Advisor              | Colleen Baum     | ½ B  | \$318.50   |
| 25                                 | Elementary STEM Co-Advisor              | Amy Skrekla      | ½ B  | \$318.50   |
| 26                                 | Yearbook Advisor                        | Cassidy Wyman    | D    | \$1,499.00 |
| INTRAMURAL COACHES & ADVISORS      |   | Recommendation   | Step | Stipend    |
| 27                                 | Civil Air Patrol Advisor                | Greg Henning     | -    | Volunteer  |

\*Non-employee pending remaining paperwork

5. It is recommended that the Board approve a leave of absence for the individual(s) listed below.

|   | <b>Staff Member</b> | <b>Position/Location</b>             | <b>Duration</b>   |
|---|---------------------|--------------------------------------|---|
| 1 | Employee A          | Instructional Staff – NEHS           | Intermittent FMLA April 30 – July 15, 2025  |
| 2 | Employee B          | Instructional Staff – NEES           | FMLA Approx. Sept. 21 – Dec. 14, 2025 followed by additional Unpaid Leave through Dec. 31, 2025 |
| 3 | Employee C          | Support Staff – Transportation Dept. | Medical Leave May 13 – June 6, 2025   |

6. It is recommended that the Board employ the following individuals as summer maintenance help for 8 hours per day at a salary of \$15.50 per hour, effective June 9 through approximately August 15, 2025.

|   |                   |
|---|-------------------|
| 1 | Christina Natcher |
| 2 | Emily Taylor      |
| 3 | Jon Vanderweele   |

7. 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                          | Madison Culver – Mid-Level Mathematics |
| 2                          | Brianna Rollinger – Elementary PK-4    |
| <b>SUPPORT STAFF</b>       |  |
|                            | None recommended for this meeting      |

8. It is recommended that the Board accept the retirement of Mrs. Carmen Opperman as an Instructional Aide at North East Elementary School effective June 6, 2025. Mrs. Opperman would like to remain on the district’s substitute lists for instructional aides.

**D. STUDENT TRAVEL REQUESTS – None**

**E. STAFF TRAVEL REQUESTS**

| <b>(1)<br/>NAME/PARTICIPANT</b>                              | <b>DATE/TIME/PLACE</b>   | <b>ITEMIZED<br/>CATEGORIES</b>           | <b>EXPENSES PAID BY<br/>GRANTS,<br/>PARTICIPANTS,<br/>CLUBS,<br/>FUNDRAISERS,<br/>DONATIONS</b> | <b>EXPENSES<br/>PAID BY<br/>DISTRICT</b> |
|--|--|--|---|--|
| Randy Fedei  | July 7 – 8, 2025<br>Omni Bedford Springs<br>2198 Sweet Root Rd.<br>Bedford, PA 15522 | Transportation (car)<br>Lodging<br>Meals | *\$365.00<br>*\$66.00   | \$302.40                                 |
| <b>TOTALS</b>  |  |  | *431.00   | \$302.40                                 |
| *Expenses paid by PA Association of School Business Officers |  |  |   |  |
| <b>PURPOSE:</b> PASBO Leadership Training                    |  |  |   |  |

**F. CURRICULUM – None**

**G. ADDITIONAL EDUCATIONAL/OPERATIONAL FUNCTIONS**

1. It is recommended that the Board approve the attached nonexclusive referral affiliation agreement between the North East School District and Safe Harbor Behavioral Health of UPMC for the 2025-2026 school year.

2. It is recommended that the Board approve the attached non-financial cooperative agreement between the North East School District and Pyramid Healthcare, Inc. for Student Assistance Program services for the 2025-2026 school year.
3. It is recommended that the Board approve the attached Memorandum of Understanding and Lease Agreements between the North East School District and Early Connections, Inc. for the 2025-2026 school year.
4. It is recommended that the Board approve North East Dental Arts to provide dental exams for Grades K-3 and 7, new students and non-public school students for the 2025-2026 school year at a cost of \$5.00 per student for the dentist and \$1.00 per student for the assistant.
5. It is recommended that the Board approve physicians as assigned by Vineyard Primary Care to provide physical exams for Grades K, 6 & 11, new and transferred students, non-public students and athletic physicals at a cost of \$15.00 per exam for the physician and \$1.00 per student for the clerk, for the 2025-2026 school year.

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

- June 5, 2025:
  - Final Budget Adoption
  - Homestead & Farmstead Resolution
  - Staff Retirement Recognitions
  - Approval of the Graduating Class of 2025
- June 19, 2025:
  - Instructional Staff Tenures and Contract Extensions
  - Final board meeting for 2024-2025

#### I. UPCOMING DISTRICT EVENTS

- Memorial Day – Monday, May 26 – Schools Closed
- NEES Field Day – Tuesday, May 27
- Baccalaureate – Tuesday, May 27
- ECTS Awards Night Ceremony – Wednesday, May 28
- NEHS Scholarship Night – Thursday, May 29
- Grade 8 Sendoff – Friday, May 30
- NEHS GRADUATION – Saturday, May 31
- NEMS Olympic Day – Monday, June 2 (Rain date Tuesday, June 3)
- District Giving Back Day- Wednesday, June 4
- Chasing Lincoln’s Killer at NEMS – Thursday, June 5
- Last Day of School for Students – Friday, June 6

#### X. PUBLIC PARTICIPATION

#### XI. ADJOURNMENT