

NORTH EAST SCHOOL DISTRICT

REGULAR MEETING OF THE BOARD OF SCHOOL DIRECTORS

THURSDAY, AUGUST 7, 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 – None
- V. REPORTS & PRESENTATIONS – None
- 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 June 19, 2025.
 - B. BUSINESS
 1. It is recommended that the Board approve the General Fund Invoices Paid Prior to Board Meeting.
 2. It is recommended that the Board approve the Food Service Fund Invoices Paid Prior to Board Meeting.
 3. It is recommended that the Board approve the Capital Projects Fund Invoices Paid Prior to Board Meeting.
 4. It is recommended that the Board approve the Capital Projects Report dated June 30, 2025.
 5. It is recommended that the Board approve the Treasurer’s Report dated June 30, 2025.
 6. It is recommended that the Board approve the Food Service Report for the period ending June 30, 2025.

7. It is recommended that the Board approve the Activity Fund Report for the period ending June 30, 2025.
8. It is recommended that the Board approve the Investment Plan for the upcoming fiscal year 2025-2026 as required by Board Policy 609.
9. It is recommended that the Board approve the transfer of \$2,500,000 from the General Fund to the Capital Projects Fund for expenses related to the HVAC Renovation Project at North East High School.
10. It is recommended that the Board approve the attached change order to Joseph McCormick Construction in the amount of \$21,635.52 for asphalt repairs on campus.

C. PERSONNEL

1. It is recommended that the Board accept the resignation of Ms. Bridget Jacob as a Full-time Grade One Teacher for North East Elementary School, effective August 14, 2025.
2. It is recommended that the Board accept the resignation of Ms. Jacqueline Piazza as an Instructional Aide for North East Elementary School, effective September 26, 2025.
3. It is recommended that the Board approve the transfer of Ms. Hillori Haskins from the position of Non-CDL Van Driver to the position of CDL certified Bus Driver with individual benefits following successful completion of a 30-working-day probationary period with an effective start date of July 8, 2025.
4. It is recommended that the Board employ Ms. Kelly Erickson as an Instructional Aide (7.5 hours per day at \$18.25 per hour) for the North East Middle School Autistic Support classroom with individual benefits for a 60-working-day probationary period as per contract effective August 18, 2025. Following the probationary period, the rate will remain the same.
5. It is recommended that the Board approve a leave of absence for the individual(s) listed below.

	Staff Member	Position/Location	Duration
1	Employee A	Support Staff – NEMS	Unpaid Medical Leave of Absence 8/18/25 – 6/5/26
2	Employee B	Instructional Staff – NEHS	Intermittent FMLA 8/18/25 – 6/5/26
3	Employee C	Instructional Staff – NEES	FMLA approx. 10/30/25 – 12/11/25 followed by Unpaid Leave through approx. 2/1/26

6. It is recommended that the Board accept the retirement of Mrs. Lee Burch as a Full-time Grade Three Teacher for North East Elementary School, effective July 10, 2025.
7. It is recommended that the Board employ Ms. Hannah Levine as a Full-time Grade Three Teacher – North East Elementary School, Professional Employee Status at a salary of \$57,560 (Step M-4) with respective benefits pending any remaining pre-employment requirements and effective August 18, 2025.

8. It is recommended that the Board employ Ms. Emily Woomer as a Full-time Speech Pathologist, Temporary Professional Employee Status at salary of \$56,560 (Step M-3) with respective benefits pending any remaining pre-employment requirements and effective August 18, 2025.
9. It is recommended that the Board employ Mrs. Erin VanDyke as a Full-time Grade Five Teacher – North East Elementary School, Temporary Professional Employee Status at salary of \$53,460 (Step B-1) with respective benefits pending any remaining pre-employment requirements and effective August 18, 2025.
10. It is recommended that the Board employ the following individuals as pool lifeguards at a salary of \$16.00 per hour pending any remaining pre-employment requirements, effective August 8, 2025:
 - Devin McGaughey
 - Elijah Meyer
 - Layton Ricketts
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	Aquatics Director	Jonathan Currier	-	\$7,500.00
2	Boys Basketball 1 st Assistant Coach	Thomas Pyle*	D	\$5,248.00
3	Cross Country Assistant Coach	Matt Puskar	D	\$3,374.00
4	Football Assistant Coach	Christopher Carlstrom*	A	\$3,599.00
5	Football Assistant Coach	Richard Lines*	-	Volunteer
6	Football Assistant Coach	Andrew Montefiori*	B	\$3,828.00
7	Boys Golf Assistant Coach	Carter Hassenplug*	-	Volunteer
ADVISORY POSITIONS – HIGH SCHOOL		Recommendation	Step	Stipend
	None recommended for this meeting			
ADVISORY POSITIONS – MIDDLE SCHOOL		Recommendation	Step	Stipend
8	Middle School Science Olympics Advisor	Jonathan Currier	D	\$1,499.00
INTRAMURAL COACHES & ADVISORS		Recommendation	Step	Stipend
9	Boys Basketball Coach Gr. 5 - Max. 50 hrs.	Steve Mazur*	D	\$19.64/Hr.
DEPARTMENT CHAIR POSITIONS		Recommendation	Step	Stipend
10	Social Studies Department Chair	Jennifer Wilson	D	\$900.00

*Non-employee pending remaining paperwork

12. It is recommended that the Board accept the resignation of Ms. Kalynne Ziegler as a full-time Health & Physical Education Teacher for North East Middle School, effective July 31, 2025.
13. It is recommended that the Board employ Ms. Reece Enochs as a Full-time Health & Physical Education Teacher – North East Middle School, Temporary Professional Employee Status at salary of \$53,460 (Step B-1) with respective benefits pending any remaining pre-employment requirements and effective August 18, 2025.
14. It is recommended that the Board rescind the resignation of Ms. Rinnah Honey as a full-time Custodian at North East Elementary School until further notice.
15. It is recommended that the Board accept the resignation of Ms. Brooke Snyder as an Instructional Aide, effective August 4, 2025.

16. It is recommended that the Board approve the 2025-2026 North East School District Aides Roster as follows:

2025-2026 AIDE ROSTER				
	POSITION	EMPLOYEE	HOURS	RATE
HIGH SCHOOL				
1	Dining Hall Aide	Gail Wadding	3.0	\$17.00
2	Instructional Aide – Learning Sppt.	Christina Ayers	7.5	\$17.25
3	Instructional Aide – Learning Sppt.	<i>Vacant</i>	7.5	\$16.50
MIDDLE SCHOOL				
4	Dining Hall Aide	Nichole Smith	2.5	\$15.00
5	Instructional Aide – Autistic Rm.	Kelly Erickson	7.5	\$18.25
6	Instructional Aide – Autistic Rm.	Stacy Pondo	7.5	\$19.00
7	Instructional Aide – Emotional Sppt.	<i>Vacant</i>	7.5	\$18.25
8	Instructional Aide – Life Skills Rm.	Coreen Dunn	7.5	\$18.25
9	Instructional Aide – Life Skills Rm.	Jeanette Horton	7.5	\$19.00
10	Instructional Aide	Diane Heaton	7.5	\$18.50
ELEMENTARY SCHOOL				
11	Instructional Aide – Autistic K-2	Amanda Monroe	7.5	\$19.00
12	Instructional Aide – Autistic K-2	Sarah Monroe	7.5	\$19.00
13	Instructional Aide – Autistic K-2	Brooke Richardson	7.5	\$19.00
14	Instructional Aide – Autistic 3-5	<i>Vacant</i>	7.5	\$18.25
15	Instructional Aide – Autistic 3-5	Hannah Walker	7.5	\$18.25
16	Instructional Aide – Emotional Sppt.	Kristen Cozzens	7.5	\$19.00
17	Instructional Aide – Emotional Sppt.	Amanda Higby	7.5	\$19.00
18	Instructional Aide – Emotional Sppt.	Justine Newara	7.5	\$19.00
19	Instructional Aide – Learn Sppt.	Paula Kraft	7.5	\$18.50
20	Instructional Aide – Learn Sppt.	Jacqueline Piazza	7.5	\$17.25
21	Instructional Aide – Learn Sppt.	Gracie Victory	7.5	\$15.75
22	Instructional Aide – Life Skills Rm.	Allison Burch	7.5	\$19.00
23	Instructional Aide – Grade K	Tracey Lewis	7.5	\$18.50
24	Instructional Aide – Grade K	Yvonne Taylor	7.5	\$17.25
25	Instructional Aide – Grade 1	Janet Caron	7.5	\$17.25
26	Instructional Aide – Grades 1&2	Tonya Craig	7.5	\$17.25
27	Instructional Aide – Grade 2	Sara Bentley	7.5	\$17.25
28	Instructional Aide – Grade 3	Tammy Aldrich	7.5	\$18.50
29	Instructional Aide – Grade 4	Sarah Spencer	7.5	\$18.50
30	Instructional Aide – Grade 5	Danielle Hofmann	4.0	\$18.50
31	Instructional Aide – Grade 5 & Pool	Terri Jeppson	7.5	\$18.50

17. It is recommended that the Board approve the 2025-2026 North East School District Cafeteria work schedule which is a result of the annual bidding process with the exception of the head cooks who are not a part of the bidding process:

2025-2026 SCHOOL ROSTER					
	POSITION	TIME	EMPLOYEE	HOURS	RATE
HIGH SCHOOL					
1	Head Cook	6:30 – 2:00	Emily Taylor	7.50	\$21.25
2	Cook’s Help/Breakfast	8:15 – 1:45	Christina Natcher	5.50	\$16.50
3	Cook’s Help/Cashier	8:45 – 1:45	Melissa Newman	5.00	\$16.50
4	Cook’s Helper	9:45 – 1:45	Sherry Bailey	4.00	\$17.75
5	Cook’s Help/Dish Rm	10:15 – 1:45	Pam Schultz	3.50	\$16.50
6	Cook’s Help/Cashier	10:45 – 1:45	Lois Wilkinson	3.00	\$16.50
8	Cook’s Helper	10:45 – 1:45	Evan Warr	3.00	\$15.75
MIDDLE SCHOOL					
9	Head Cook	6:15 – 1:45	Pam Feath	7.50	\$21.25
10	Cook’s Helper	7:15 – 7:45; 8:45 – 1:45	Kathy Hainley	5.50	\$17.75
11	Cook’s Help/Cashier	10:00 – 1:45	Laura Lloyd	3.75	\$16.50
12	Cook’s Helper	10:15 – 1:30	Marti Dickson	3.25	\$16.50
13	Cooks Help/Dish Rm	10:45 – 1:45	Annette Kloss	3.00	\$15.75
ELEMENTARY CENTER					
14	Head Cook	6:15 – 1:45	Debbie Meehl	7.50	\$21.25
15	Cook’s Help/Breakfast	8:00 – 1:30	Tonya Jones	5.50	\$17.75
16	Cook’s Helper	10:00 – 1:15	Maria McClelland	3.25	\$16.50
17	Cook’s Helper	10:15 – 1:15	Melissa Gorske	3.00	\$16.50
18	Cook’s Helper	10:15 – 1:15	Beth Rotunda	3.00	\$16.50
19	Cook’s Help/Cashier	10:15 – 1:15	Cindy Hetrick	3.00	\$16.50
20	Cooks’ Help/Dish Rm	9:30 – 1:30	Leann Sheehan	4.25	\$17.75
21	Cooks’ Helper	10:15 – 1:15	<i>Vacant</i>	3:00	\$15.75

D. STUDENT TRAVEL REQUESTS – None

E. STAFF TRAVEL REQUESTS

(1) NAME/PARTICIPANT	DATE/TIME/PLACE	ITEMIZED CATEGORIES	EXPENSES PAID BY GRANTS, PARTICIPANTS, CLUBS, FUNDRAISERS, DONATIONS	EXPENSES PAID BY DISTRICT
John Abel	July 29, 2025 9:00 a.m. to 12:00 p.m. Myers Equipment 2000 Brittain Road Akron, OH 44310	Transportation (car)	-0-	\$189.00
TOTALS			-0-	\$189.00
PURPOSE: Training on Myers buses and tour of the facility				

(2) NAME/PARTICIPANT	DATE/TIME/PLACE	ITEMIZED CATEGORIES	EXPENSES PAID BY GRANTS, PARTICIPANTS, CLUBS, FUNDRAISERS, DONATIONS	EXPENSES PAID BY DISTRICT
Jonathan Frye Samantha Szoszorek	September 8-11, 2025 IU5 252 Waterford Street Edinboro, PA 16412	Transportation (car) Registration Substitutes Meals	-0-	\$197.25 \$2,050.00 \$700.00 \$143.00
TOTALS			-0-	\$3,090.25
PURPOSE: Handle With Care Training / Recertification				

(3) NAME/PARTICIPANT	DATE/TIME/PLACE	ITEMIZED CATEGORIES	EXPENSES PAID BY GRANTS, PARTICIPANTS, CLUBS, FUNDRAISERS, DONATIONS	EXPENSES PAID BY DISTRICT
Christina Luke	November 4 – 7, 2025 Hotel Hershey 100 Hotel Road Hershey, PA 17033	Transportation (car) Registration Lodging Meals	-0-	\$394.80 \$380.00 \$881.35 \$154.00
TOTALS			-0-	\$1,810.15
PURPOSE: 2025 A/CAPA Fall Child Accounting Conference				

F. CURRICULUM

1. It is recommended that the Board approve North East School District’s athletic participation in the attached PIAA sports schedule for the fall 2025 season.

G. ADDITIONAL EDUCATIONAL/OPERATIONAL FUNCTIONS

1. It is recommended that the Board approve the attached third-party contractor agreement between the North East School District and the Northwest Tri-County Intermediate Unit for Title I services for the 2025-2026 school year.
2. It is recommended that the Board approve the Waiver and Stipulation agreement for the expulsion of Student A.
3. It is recommended that the Board approve the attached Continuum of Placement Options Agreement between the North East School District and the Community Country Day School for the 2025-2026 school year.
4. Presentation Only: Student Cell Phone Data – Dr. William Renne and Mr. Asa McCullum

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

- August 21, 2025 - Transportation Department Schedules 2025-26
- District Substitute List for 2025-26

I. UPCOMING DISTRICT EVENTS

- Chromebook Distribution for Grades 9-12 Only at NE Middle School – Wednesday, August 13, 8:00 a.m. to 3:00 p.m.
- Parent Picker Orientation presentation for 6th Grade and New Students at NE Middle School – Thursday, August 14 at 6:00 p.m.
- New Teacher Orientation – Thursday, August 14 – NE Middle School Library
- Kindergarten Bus Orientation – Friday, August 15 in the NEES LGI
- County-wide Presentation – A Family’s Inspirational Journey with Autism – Monday, August 18 at 6:30 p.m. – NE High School Auditorium
- Open House/Meet the Teacher Nights – 4:30 p.m. to 6:00 p.m.
 - Tuesday, August 19 - NEES
 - Wednesday, August 20 – NEMS
 - Monday, August 25 - NEHS
- Next Scheduled Board Meeting – Thursday, August 21
- Freshman & New Student Orientation at NE High School – Monday, August 25 – 8:00 a.m. to 10:45 a.m.
- First Day of School for Students – Tuesday, August 26
- Homecoming: Football Game – Friday, September 19 / Dance – Saturday, September 20
- K-12 Hybrid/Virtual Learning Day – Friday, September 26
- School Picture Dates:
 - North East Middle and North East High School – Tuesday, September 16
 - North East Elementary School – Thursday, September 18
 - All District Makeups and Retakes – Thursday, October 30

X. PUBLIC PARTICIPATION

XI. ADJOURNMENT