

Port Allegany School District  
BOARD OF SCHOOL DIRECTORS

Regular Meeting  
August 10, 2020

**MINUTES**

Call to Order

President Carlson called the meeting to order at 7:00 p.m. in the high school library with a moment of silence and the flag salute. Mr. Moate called the roll.

Board Present: Dr. Mark Carlson, Mr. Justin Fillhart, Mr. Kerry Hawver, Mrs. Bonna Johns, Mr. Sean Lathrop, Mr. Jason Stake, Mr. Jonathan Stehle, Mr. Donald Tanner, Mr. Gary Buchsen, and Mr. Adam Moate.

Board Absent: Mrs. Erica Petruzzi.

Others Present: High School Principal Marc Budd, Elementary Principal Tracy Kio, Assistant Principal Erika Emerick, Larry Myers and Kirby Slear of Schneider Electric, Rachel Vargeson of The Nutrition Group, Adam Grant, Rick Sparx, Brenda Sawyer, Lisa VanGorden, Nicole Parish, Barbara Delacour, Kim Ball, Ink Young, Jeanette M. Burleson, Ashley Carlson, Kate Hildebrandt, Aaron Clark, Brad Stewart, and Bob Tarbox.

Public Comment

Mr. Adam Grant, Richard Sparx, and Brenda Sawyer addressed the board as advocates for the preservation of historical landmarks, specifically in Port Allegany. Mr. Grant spoke about mid-century modern architecture noting that glass block was a critical part Ray Viner Hall's design. He addressed economic opportunities relating to architecture in our area which he feels is cross-generationally appealing. They are working on rebranding Port Allegany and establishing a tourism economy. Mr. Grant asked the board to consider it worthwhile to preserve the architecture of the high school building which he believes provides a payoff greater than monetary energy savings. He then provided an overview of the handout asking the Board to look for alternatives to replacing glass blocks in the building. Mr. Grant invited the Board to visit Lind Hall which he and Mr. Sparx are restoring. Mrs. Sawyer briefly explained the folder contents which included recognition of Mr. Hall, local buildings he designed, and the use of glass blocks.

Mrs. Burleson commented relating to the school district's health and safety plan noting the district literally holds the health of the community in its hands. She had concerns relating to the document and Mr. Buchsen responded to her concerns reviewing changes since the June plan was established and noted that he will be providing a presentation later this evening. As discussion continued Mr. Budd and Mr. Kio contributed to responses as well. Doctor Carlson made comment stating there have been no children diagnosed and the district will continue to do the best we can with what we have to ensure the health and safety of students and the community.

Mrs. Ink Young, parent of two teen boys, recognized the Board and administration for all the work they are doing. She feels they are doing a good job protecting the children and providing options for students stating she really appreciates their work and offered assistance wherever needed. Mrs. Young said she would like to see more proactive conversation about things that really are in our control, not just in our schools but in our families and the community.

There were no comments relating to federal programs or in general.

Mr. Buchsen reviewed the Addendum.

#### Minutes of Preceding Meetings

Approved the Minutes of the June 8, 2020 Committee-of-the-Whole meeting and the June 15, 2020 regular meeting. Motion: J. Stake; Second: J. Fillhart. The motion was passed unanimously.

#### Treasurer's Report

Approved the Treasurer's Reports for the periods ended June 30, 2020 and July 31, 2020 as presented by Mr. Donald Tanner, District Treasurer. Motion: S. Lathrop; Second: J. Stake. The motion was unanimously carried.

General Fund account balances on July 31, 2020 were as follows: Juniata Valley Bank (JVB) Investment Savings - \$7,023,724.73 and JVB Now Account - (\$3,209.02). Receipts since August 1 were \$22,505.06 and expenditures were \$5,699.44 bringing the balance in the general fund to \$7,037,916.33.

July 31, 2020 balances for various accounts were reported as follows: Capital Reserve Investment Fund - \$2,744,637.64; Student Activities Account - \$84,300.78; Student Athletics Account - \$75,875.66; and Cafeteria Account - \$11,733.75.

#### Bill Listings and Payrolls

Approved the General Fund Bill Lists of August 10, 2020 - \$2,341,937.07, July 13, 2020 - \$909,444.84, and June 30, 2020 - \$22,985.40, and payrolls of July 30, 2020 - \$193,721.78; July 16, 2020 - \$193,383.83; July 2, 2020 - \$199,649.99; and June 18, 2020 - \$299,480.07. Motion: K. Hawver; Second: J. Fillhart. Clarification was provided for various bill list items. The motion was carried unanimously.

#### Communications

Accepted the letter of resignation for retirement purposes of Mrs. Mary DeGolier, Elementary Title I reading teacher effective at the start of the 2020-2021 school year. Motion: D. Tanner; Second: J. Stake. The motion was unanimously passed. Mr. Kio commended Mrs. DeGolier stating she knew her students well and their academic needs, was a team player, and she will be greatly missed. Doctor Carlson thanked her for her 45 years of dedicated service.

#### Superintendent's Report

Mr. Buchsen reported that he met with Mr. Larry Myers and Mr. Kirby Slear of Schneider Electric last Thursday and they will provide a condensed summary of that meeting. Mr. Myers provided an overview of the energy project handout for the Board. He reviewed the Conceptual Design Review document in detail containing charts that show items identified for a project and items addressed; use of the balanced project approach under the Guaranteed Energy Savings Act which in essence is using savings to fund additional district needs; the opportunities for savings which are largely in the high school; and itemized list of proposed items to be included in a project. Discussion was held. Mr. Myers explained the solar energy option and how it works. The next step in the process is to have the Board endorse the conceptual design. This is where the Board determines exactly what should be included, the detailed design effort which will reflect the fixed price, exactly what savings will be, how long it will take to complete, and financing numbers. Brief discussion was held.

Mr. Buchsen used Google slides to review the updated health and safety plans for the high school. He reported that of the 905 students in the district 757 survey responses have been received indicating if they plan to return to the building. Currently, there are about 142 students who will stay home. The district has developed virtual options for educating students including real time streaming and on-line learning through Warren County School District. Students in

grades 3-12 will have a Chromebook. He said our plan is based on the State's model and believes if we got back to the yellow phase, the district would go to virtual learning like it was in March. The district has purchased 400 pounds of hand sanitizer; purchased hand aerosolized cleaning systems which include wipes, sprayers, hand sanitizer; strongly encourage opening up physical spaces meaning windows and doors bringing in as much ventilation as possible; encourage outside instruction as much as possible; keeping windows open on buses when applicable; new touchless water systems will replace water fountains; social distancing highly encouraged where feasible; family members sit together, fill from back to front, windows open, etc. for bussing; separation of students in cafeteria and implementing use of HS library and ES Gator Den to further separate kids; signage, personal hygiene, restriction of non-essential visitors significantly more restrictive of outside visitors in the building, and visitors will be temperature checked upon entering the buildings; staggering of lockers; plexiglass installed in some areas such as the cafeteria and attendance office (Mr. Budd and Mr. Kio explained how accommodating lunch space is being accomplished in each building); symptom screening tools are new to the plan and include parents screening kids before sending to school and encourage keeping them home; since masks are required, asymptomatic infections and concern for bottlenecks/congregating no temperature checking is included for students; cancelling non-essential travel; consideration of higher risk students and face coverings – a couple are staying home, many parents have indicated that their kids have anxiety issues; lengthy discussion ensued. Once approved Mr. Buchsen plans to do a Facebook video walk through of the document for parents, students and will be phoning/contacting parents we haven't heard from to find out what their students will be doing. Mr. Buchsen reviewed two guidance documents received from the Department of Education and the Department of Health relating to when a district should consider closing school. Lengthy Board discussion was held.

Governor Wolf last week recommended delaying athletic programs until January 1, 2021. This is still a local decision. The district has been moving forward with off season workouts, but has delayed the heat acclimation and the first legal practice until August 24. Board consensus was to continue to move forward with the athletics programs. Some discussion was held relating to whether to modify schedules. The Board indicated its support.

Mr. Buchsen reported that he has not received a response from Securrranty for Chromebook insurance. He will provide information at a later date. Mr. Budd said this is a valuable service for parents.

### Personnel

Approved personnel items A-E and H and tabling Item F. Motion: J. Stake; Second: B. Johns. The motion passed unanimously. Hired Mrs. Erica Babcock as a 4.5-hour cafeteria cook/server/attendant effective August 13, 2020 at an hourly rate of \$17.75 and fringe benefits in accordance with the Support Staff Agreement and district policy. Hired Mr. Timothy Morris as a 5.5-hour custodian effective August 11, 2020 at \$19.93 per hour and fringe benefits in accordance with the Support Staff Agreement. Hired Mrs. Carla Gigliotti as a 4.5-hour life skills aide in the elementary school, depending upon necessity in consideration of COVID-19 mitigation at \$16.75 per hour and fringe benefits in accordance with the Support Staff Agreement and district policy. Accepted the resignation of Mrs. Elizabeth Valentine as an instructional aide effective August 12, 2020. Appointed Mrs. Laura Strawderman as Student Council Advisor for the 2020-2021 school year at a supplemental salary of \$1,345 according to Schedule B of the Professional Agreement. Approved Tyler Burr, Kayla Pesock, and Mackenzie Burr as volunteer volleyball coaches for the 2020-2021 school year.

Approved the following volunteer wrestling coaches for the 2020-2021 school year: Brian Spencer, Brian Neal, Joshua Saltsman, Nicholas Budd, Adam Greenman, Nate Schwab, Karl Lightner, and Eli Petruzzi. Motion: D. Tanner; Second: J. Stake. The motion carried 7-0-1 with Mr. Lathrop abstaining.

Finance

Approved property assessment changes as recommended by the Assessment Offices resulting in a decrease of \$1,870.30 in 2020 real estate taxes. Motion: S. Lathrop; Second: K. Hawver. The motion carried unanimously.

Approved the sale from the McKean County Repository of a mobile home in Liberty Township, 26-004-306.01D located at 581 Upper Grimes Road to Chris Chilson at a bid of \$50.00. Motion: K. Hawver; Second: S. Lathrop. The motion was unanimously carried.

Authorized McKean County to recapture 2019 real estate taxes totaling \$580.28 from Portage Industrial Properties, LLC as the Keystone Opportunity Zone (KOZ) applications were not in compliance for the 2019 tax year. Motion: J. Stake; Second: K. Hawver. The motion passed unanimously.

Approved no increase in the price for student breakfast and lunches (elementary breakfast/lunch: \$1.15/\$2.10 and High School breakfast/lunch: \$1.25/\$2.15). Motion: K. Hawver; Second: J. Stake. The motion carried unanimously.

Curriculum & Instruction

Approved the cooperative and cyber services agreement with the Warren County School District to provide cyber school options to the district for the 2020-2021 school year. Motion: S. Lathrop; Second: J. Stake. The motion was passed unanimously.

Approved changes to the elementary and secondary student handbooks. Motion: J. Stake; Second: J. Stehle. The motion carried unanimously.

Transportation

Approved the 2020-2021 Bus Routes as developed by Joseph Muccio, LLC, pupil transportation contractor. Motion: S. Lathrop; Second: K. Hawver. The motion was carried unanimously.

Approved the 2020-2021 bus/van driver list as recommended by Joseph Muccio, LLC, pupil transportation contractor. Motion: J. Stehle; Second: S. Lathrop. The motion passed unanimously.

Board

Approved the Port Allegany School District Health and Safety Plan for the 2020-2021 school year. Motion: S. Lathrop; Second: J. Stake. The motion carried unanimously.

Accepted the enrollment of non-resident employee students in accordance with Policy 202 for the 2020-2021 school year. Motion: D. Tanner; Second: K. Hawver. The motion passed unanimously.

Approved the PDE Flexible Instructional Days application for the 2020-2021 school year. Approval by the Department of Education would allow the district to use flexible instructional days through the 2020-2023 school year. Motion: J. Stake; Second: S. Lathrop. Mr. Buchsen provided an overview. The motion carried unanimously.

Adopted Policy 800.1 – Streaming. Motion: S. Lathrop; Second: J. Stake. The motion passed unanimously.

The Board reviewed and discussed the following policies updates which are triggered by Title IX changes: Policy 103-Discrimination/Title IX Sexual Harassment Affecting Students (This is a required policy). Policy 104-Discrimination/Title IX Sexual Harassment Affecting Staff (This is a required policy). Policy 247-Hazing (This is a required policy). Policy 249-Bullying/

Cyberbullying (This is a required policy). Policy 252-Dating Violence (This is a new and optional policy). Policy 317.1-Educator Misconduct (Recommended for legal liability purposes). Policy 824-Maintaining Professional Adult/Student Boundaries (This is a recommended policy).

Adopted a resolution addressing the minimum 180 days of school, 900 hours of instruction at the elementary level, and 990 hours of instruction at the secondary level. Approval would allow the district to employ a combination of in-person, virtual, and distance learning instruction during the school year as the Superintendent deems appropriate. Motion: J. Stake; Second: K. Hawver. Mr. Buchsen reviewed the document with the Board. The motion was unanimously carried.

Doctor Carlson thanked the public for their attendance and announced the Board would enter into executive session to discuss personnel matters (10:46 p.m.). The regular meeting reconvened at 11:00 p.m. for adjournment.

#### Adjournment

Motion: D. Tanner; Second: S. Lathrop. The motion was unanimously carried. Doctor Carlson adjourned the meeting at 11:01 p.m.

Respectfully submitted,

ADAM C. MOATE  
Secretary to the Board of School Directors