

Port Allegany School District  
BOARD OF SCHOOL DIRECTORS

Reorganization Meeting  
December 7, 2020

**MINUTES**

Call to Order

Superintendent Buchsen brought 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.

Roll Call

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

Board Absent: Mr. Justin Fillhart and Mr. Sean Lathrop.

Others Present: High School Principal Marc Budd, Elementary School Principal Tracy Kio, Assistant Principal Erika Emerick, Rachel Vargeson of The Nutrition Group, Lisa VanGorden, Trisha Kallenborn, Daniel Finn, and Ink Young.

Election of Temporary President

Mr. Buchsen opened the floor to receive nominations for a temporary president. Mrs. Petruzzi nominated Kerry Hawver and Mr. Tanner seconded. Hearing no further nominations, Mr. Buchsen declared Kerry Hawver duly elected to serve as temporary president. Mr. Hawver assumed the Chair.

Election of President

Mr. Hawver then opened the floor to receive nominations for President of the Board. Mr. Tanner nominated Doctor Mark Carlson and Mrs. Petruzzi seconded. Mr. Stake moved to close nominations and Mrs. Petruzzi seconded. The motion carried with Doctor Carlson abstaining. Mr. Hawver declared Doctor Mark Carlson duly elected President and he assumed the Chair.

Election of Vice-president

Doctor Carlson opened the floor to receive nominations for Vice-president. Mr. Hawver nominated Erica Petruzzi and Mr. Stehle seconded. Mr. Tanner moved to close nominations and Mr. Hawver seconded. The motion carried with Mrs. Petruzzi abstaining. Doctor Carlson declared Erica Petruzzi duly elected Vice-president of the Board of School Directors.

Committee Appointments

Doctor Carlson announced he will make committee appointments in January following review with Board members. Members who would like to make changes should contact Doctor Carlson prior to the January meeting.

Appointed Adam Moate Primary Delegate and the Port Allegany Borough Manager First Alternate Delegate to serve as district representatives to the Tax Collection Committee (TCC) in accordance with Act 32. Motion: J. Sthele; Second: D. Tanner. The motion was unanimously carried.

Mrs. Valerie Archer's term is up for the Port Allegany Area Recreational Authority Board. Brief discussion was held and Mr. Stehle volunteered to look into filling the spot.

Adopted the 2021 Schedule of Meetings. The meetings will be held the first and second Mondays of each month except April 6 and September 7 which are Tuesdays. Brief discussion was held. Motion: J. Stehle; Second: D. Tanner. The motion was unanimously carried.

Designated The Bradford Era as the newspaper of general circulation in accordance with Policy 005 following brief discussion. Motion: E. Petruzzi; Second: K. Hawver. The motion carried unanimously.

Accepted Mr. Adam Moate's resignation as Secretary to the Board of School Directors effective December 8, 2020. Motion: D. Tanner; Second: J. Stehle. The motion passed unanimously.

Appointed Mrs. Melissa Veilleux to fill the unexpired term of Secretary to the Board of School Directors through June 30, 2021. Motion: K. Hawver; Second: J. Stake. The motion was unanimously carried.

### Communications

A letter received from the Port Allegany Moose Lodge requesting a donation to offset taxes was reviewed. The District uses their fields for baseball, softball and soccer games. Consensus of the Board was to include this on the January agenda.

### Public Comment

There were no comments relating to agenda items or Title I and II.

Mrs. Lisa VanGorden, High School teacher made comment relating to transparency of the coronavirus and the mask policy being changed, and notification of such changes. Folks are wondering why, when and the justification for changes that were made. Mr. Buchsen said he will reserve comment until the item under the Superintendent's Report.

### Superintendent's Report

Mr. David DiTanna of Buffamante, Buttafaro & Whipple P.C. (BWB) joined the meeting via Zoom meeting and presented the 2019-2020 audit. He thanked Mr. Moate, his staff and the district for efforts in completing the audit which was done remotely. The District received a clean, unmodified opinion with no exceptions which is the highest level of assurance and congratulated the Board for receiving that honor again this year. He then reviewed the graphic analysis in detail which included internal controls and compliance as the district as a whole, and the single audit relating to federal programs. The one finding is due to the fact that BWB provides assistance in the Annual Financial Report – this has been reported in prior years. He said last year there was an issue in reconciling internal accounts which was greatly improved this year and was removed – great job.

Expenses were down about 3% and revenue was up about 1% which placed the district in the positive from a long-term perspective. The total fund balance increased about \$434,000 over the prior year due to timing of when retirement funds were paid. Overall the revenue was up modestly, mostly due to bond refunding while expenditures were decreased by \$250,000 partially due to less health insurance costs. Alexis, Senior Account provided an overview of the food service fund. Revenue decreased significantly due to coronavirus closing while expenditures were down about \$38,000 mainly due to decreased of health care costs and food costs. She noted that the loss is about \$27,000, but without the general fund's help it would be about \$65,000. This is a trend we've seen over the past five years. Mr. DiTanna commented that it has been an extremely unusual year for the cafeterias due to the corona virus. Alexis also reviewed the management letter suggestions. Mr. Stehle asked where to find the audit report and Mr. DiTanna said he will provide the final document next week. The Board thanked Mr. DiTanna.

Mr. Buchsen addressed the updates to the Athletics Health and Safety Plan. He reported that additional guidance from the Department of Health came out just prior to the start of winter sports which recommended masking at all time for all participants for all sports. Mr. Buchsen contacted School Physician Dr. Jason Tronetti about masking. Doctor Tronetti recommended no mask wearing while actively participating in gym or sports; but worn on sidelines and during instruction. Doctor LaVene's guidance includes an exception that if wearing a face covering would cause a medical condition or exacerbate an existing condition that impedes breathing. Once discussed with Doctor Tronetti, information was shared with coaches and physical education teachers since they are directly affected. He further stated that many area schools are going to require masking, but there are some questions with regards to that potentially causing unintended consequences at the participant level. Lengthy discussion was held and included medical exempt, respecting other schools, participant screening, temperature screening, school physician recommendations, and concerns with masking during exertion. Discussion continued and consensus of the Board was to have schools work out details for masking during competitions, and wearing masks during gym class and practices.

#### Minutes of Preceding Meetings

Approved the Minutes of the November 2, 2020 Committee-of-the-Whole meeting and November 9, 2020 regular meeting. Motion: D. Tanner; Second: K. Hawver. The motion carried unanimously.

#### Personnel

Hired Ms. Jennifer Reed as a 4.5-hour cook/server/attendant effective November 19, 2020 at an hourly rate of \$17.75 and fringe benefits in accordance with the Support Staff Agreement and district policy. Motion: J. Stehle; Second: D. Tanner. The motion passed unanimously.

Accepted the resignation of Mrs. Melissa Hamilton as Student Monitor effective December 11, 2020. Motion: E. Petruzzi; Second: D. Tanner. The motion was unanimously carried.

Accepted the resignation of Nathan Zitnik as an elementary school teacher. Mr. Zitnik's position can be held for 60 days. Motion: E. Petruzzi; Second: K. Hawver. The motion passed unanimously.

Approved the addition of Ms. Brittany Freer to the support staff Substitute List, pending completion of paperwork. Motion: K. Hawver; Second: E. Petruzzi. The motion was carried unanimously.

#### Finance

Accepted the independent Auditor's Report for the year ended June 30, 2020 as prepared by Buffamante, Whipple, Buttafaro, PC. Motion: K. Hawver; Second: D. Tanner. The motion was unanimously carried.

Adopted Resolution 2021-1 electing not to increase the tax rate above the index of 4.6% to support the 2021-2022 budget. Motion: D. Tanner; Second: K. Hawver. The motion passed unanimously. The Resolution is attached hereto and made a part of these official minutes.

Appointed G.H. Harris Associates, Inc. as the 2020 delinquent per capita tax collector at no cost to the district. Motion: D. Tanner; Second: E. Petruzzi. The motion was carried unanimously.

Approved the master lease/purchase agreement with Juniata Valley Bank. Motion: J. Stehle; Second: E. Petruzzi. Brief discussion was held. Roll call vote. The motion was carried 6-1 with Mr. Stake opposed.

Approved the tax compliance and non-arbitrage certificate with Juniata Valley Bank.  
Motion: D. Tanner; Second: J. Stehle. The motion passed unanimously.

Doctor Carlson thanked the visitors for their attendance and interest. The Board convened to executive session at 8:36 p.m. to discuss personnel matters.

The regular meeting reconvened for adjournment at 8:50 p.m.

Adjournment

Motion: J. Stake; Second: E. Petruzzi. The motion carried unanimously. Doctor Carlson adjourned the meeting at 8:51 p.m.

Respectfully submitted,

ADAM C. MOATE  
Secretary to the Board of School Directors