

Port Allegany School District  
BOARD OF SCHOOL DIRECTORS

Regular Meeting  
June 15, 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. Kerry Hawver, Mr. Sean Lathrop, Mrs. Erica Petruzzi, Mr. Jason Stake, Mr. Jonathan Stehle, Mr. Donald Tanner, Mr. Gary Buchsen, Mr. Adam Moate, and Board Treasurer Mr. Daniel F. Lane, III.

Board Absent: Mr. Justin Fillhart and Mrs. Bonna Johns.

Others Present: High School Principal Marc Budd, Assistant Principal Erika Emerick, Rachael Vargeson and Kari Stake of The Nutrition Group, Larry Myers of Schneider Electric, Lisa VanGorden, Nicole Line, Kristin Hawver, Barbara Delacour, Kim Ball, Ink Young, Steve Woodruff, and Bob Tarbox.

Public Comment

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

Minutes of Preceding Meetings

Approved the Minutes of the May 4, 2020 Committee-of-the-Whole meeting and the May 11, 2020 regular meeting. Motion: S. Lathrop; Second: J. Stake. The motion was passed unanimously.

Treasurer's Report

Approved the Treasurer's Report for the period ended May 31, 2020 as presented by Mr. Daniel Lane, District Treasurer. Motion: D. Tanner; Second: K. Hawver. The motion was unanimously carried. Doctor Carlson on behalf of the Board thanked Mr. Lane for his 27 years of service to the district.

General Fund account balances on May 31, 2020 were as follows: Juniata Valley Bank (JVB) Investment Savings - \$6,411,068.94 and JVB Now Account - \$53,969.70. Receipts since June 1 were \$45,998.69 and expenditures were \$385,284.93 bringing the balance in the general fund to \$6,126,302.40.

May 31, 2020 balances for various accounts were reported as follows: Capital Reserve Investment Fund - \$2,743,564.85; Student Activities Account - \$89,189.42; Student Athletics Account - \$75,666.20; and Cafeteria Account - \$23,865.96.

Bill Listings and Payrolls

Approved the General Fund Bill List of June 15, 2020 - \$841,189.15 and payrolls of May 21, 2020 - \$292,532.38 and June 4, 2020 - \$239,519.80. Motion: J. Stake; Second: K. Hawver. Clarification was provided for two bill list items. The motion was carried unanimously.

### Superintendent's Report

Mr. Buchsen presented the working document for the District's Health and Safety Plan as well as an Athletics Health and Safety Plan which the state is requiring for next year's opening for in-person instruction. Talking points included: state guidelines, school boards have 100% approval (no state approval required), working closely with area districts, once approved the plans must be posted and made public, and both plans are designed to be fluid. Plans were developed with the approach that the best thing for kids is to be in school and determine how to accomplish this as safely as possible. He reviewed the timeline of meetings held and participants included in the process. Highlights include temperature screenings upon building entry and masks will not be required per recommendation of school physician. Survey results of area schools indicate that 60% of students are less likely to attend if they are required to wear masks. This triggers a concern for exodus to cyber schools. The district will offer students options to continue education from home. Temperature screening will be done with non-contact infrared thermometers. Discussion continued during the presentation. Mr. Buchsen said the district is taking a proactive approach by looking at separating desks, modifying schedules, looking to pull numbers out of cafeterias by using the Gator Den and the high school library and establishing an elementary food service Grab & Go Cart, adjusting transportation runs, attendance – emphasize stay home if symptomatic, sanitation procedures, and quarantine areas. Lengthy discussion was held relating to on-line learning and ensuring students access to the teacher and learning environment. Mr. Buchsen will be doing a parent survey as to what their level of concern is for coming back to school. The Athletics Plan is designed to get to mid-August, particularly since there is no concrete plan for the sports programs at this point. The theme is very similar to the Health and Safety Plan. Lengthy discussion ensued.

### Personnel

Accepted the resignation of Samantha Fiebig effective June 30, 2020. Motion: J. Stake; Second: E. Petruzzi. The motion passed unanimously.

Approved staffing the Extended School Year program as follows: Alicia Davis, Vicky Kio, and Olivia Wolf, instructors at \$31.65 per hour; and Sheila Miller, Melissa Causer, Heather Albney, and Patrisha Dowell at \$16.75 per hour. This is a four-week program, four days per week, 4 hours per day. Motion: J. Stake; Second: D. Tanner. The motion was unanimously carried.

Appointed Dr. Jason Tronetti as school physician through an agreement with UPMC Cole for the 2020-2021 school year. Motion: J. Stehle; Second: K. Hawver. The motion carried unanimously.

Renewed the Athletic Trainer Agreement with UPMC Cole to provide athletic trainer services for the 2020-2021 school year at a cost of \$30,000 for 1,000 hours. Motion: S. Lathrop; Second: J. Stake. The motion passed unanimously.

Filled 2020-2021 supplemental positions as follows with supplemental salaries set in accordance with Schedule B of the Professional Agreement: Kyle Babcock, JH Boys' Basketball Coach - \$3,969; Terri Austin, Cheerleader Advisor - \$2,297; Rebecca Schwab, JV Girls' Basketball Coach - \$3,969; Jill Stuckey, JH Girls' Basketball Coach - \$3,595; Lexi Callander, Volleyball Assistant Coach - \$1,818; Anna Stewart, Elementary Yearbook Advisor - \$536; Daniel Funk, JH Coed Soccer Coach - \$1,876; and Mary Filjones, High School Yearbook Advisor - \$2,556. Motion: E. Petruzzi; Second: D. Tanner. The motion carried 6-0-1 with Mr. Lathrop abstaining.

Approved the following volunteer coaches for the 2020-2021 school year - JH boys' basketball, Bob Guilds and Kerry Hawver, pending completion of paperwork; JH girls' basketball, Anthony Edgell and Barbara Beeman, pending completion of paperwork; and Soccer, Dr. Dan Schott, pending completion of paperwork. Motion: S. Lathrop; Second: J. Stake. The motion carried 6-0-1 with Mr. Hawver abstaining.

Approved the Act 93 and superintendent's compensation as presented for the 2020-2021 school year. Motion: J. Stake; Second: D. Tanner. The motion was unanimously carried.

Approved the bonus as presented for Mr. Adam Moate, Business Manager for payroll and benefits work completed during the 2019-2020 fiscal year. Motion: S. Lathrop; Second: J. Stake. The motion passed unanimously.

### Finance

Appointing a District Treasurer for the 2020-2021 fiscal year. Mr. Lathrop nominated Mr. Donald Tanner and Mr. Stake provided a second. The motion was unanimously carried. Mr. Tanner was duly elected District Treasurer.

Authorized the superintendent to submit the consolidated federal programs (Title I, II, IV), CARES Act, and Safe Schools applications for the 2020-2021 school year. Motion: K. Hawver, Second: J. Stake. The motion passed unanimously.

Adopted Resolution 2020-5 establishing the 2020 homestead/ farmstead exclusion real estate tax assessment reduction in the amount of \$213.81. Motion: S. Lathrop; Second: J. Stake. The motion carried unanimously. The resolution is attached hereto and made a part of these minutes.

Adopted the 2020-2021 General Fund Budget, Form PDE-2028 in the amount of \$16,899,218 (\$1,395,618 deficit). Motion: J. Stake; Second: K. Hawver. Brief discussion was held. Roll call vote. The motion was carried unanimously.

Adopted Resolution 2020-6 setting taxes and the millage rates in McKean County at 16.11 and 43.42 in Potter County to support the 2020-2021 General Operating Budget. Motion: K. Hawver; Second: J. Stake. Roll call vote. The motion was unanimously passed.

Approved the District's Insurance Package as recommended by Sundahl & Company, Inc., District Broker of Records, for the 2020-2021 school year effective July 1, 2020 at a cost of \$90,569 which is comprised of Worker's Compensation - \$30,516; Property and General Liability Package - \$38,625; Umbrella and Auto Package - \$9,071; and Student Accident - \$12,357. Motion: S. Lathrop; Second: E. Petruzzi. The motion passed unanimously.

Authorized administration to make transfers in the 2019-2020 budget to comply with actual expenditures. A listing will be provided for Board approval at a later date. Motion: K. Hawver; Second: S. Lathrop. The motion carried unanimously.

Adopted the 2020-2021 Schedule of Paydays. Motion: K. Hawver; Second: D. Tanner. The motion was unanimously passed.

Approved paying Mrs. Pamela Fischer a stipend of \$500.00 for photography services during the 2020 virtual graduation ceremony and related activities. Motion: J. Stake; Second: K. Hawver. The motion carried unanimously.

Approved Change Order 1 (CO#01) to the Investment Grade Audit Agreement with Schneider Electric for the high school water line replacement project. Motion: J. Stake; Second: S. Lathrop. The motion was unanimously carried.

Curriculum & Instruction

Approved a Title I Kindergarten Readiness Summer Program for incoming kindergarten students. The program will run from July 6 – July 23, 4 days per week Monday - Thursday with two instructors and two aides. Instructors will receive \$31.65 per hour for approximately 36 hours and aides will work for 30 hours at \$16.75 per hour. Total program cost not to exceed \$5,500.00. Motion: D. Tanner; Second: S. Lathrop. The motion was passed unanimously.

Approved the 3-day Title I Kindergarten Camp in August with four teachers and four aides. Teachers will receive \$31.65 per hour and instructional aides will receive \$16.75 per hour. Total program cost not to exceed \$3,750.00. Motion: D. Tanner; Second: E. Petruzzi. The motion carried unanimously.

Approved the Memorandum of Understanding with St. Bonaventure University for student teacher placement in the district. Motion: K. Hawver; Second: S. Lathrop. The motion passed unanimously.

Transportation

Approved Muccio's Transportation, LLC to provide transportation services for the Extended School Year Summer Program at a cost not to exceed \$7,350.00. Motion: J. Stake; Second: S. Lathrop. The motion was carried unanimously.

Approved Muccio's Transportation, LLC to provide transportation services for the Title I Kindergarten Readiness Program at a cost not to exceed \$5,500.00. Motion: J. Stehle; Second: S. Lathrop. The motion passed unanimously.

Board

Approved the Port Allegany School District Health and Safety Plan and further Authorized the Superintendent to revise the plan as needed based on additional guidance, with the understanding that any such revisions will be presented to the Board for approval at the next scheduled Board meeting. Motion: S. Lathrop; Second: J. Stake. The motion carried 6-1 with Mr. Stehle opposed.

Approved the Port Allegany School District Athletics Health and Safety Plan and further authorizes the Superintendent to revise the plan as needed based on additional guidance, with the understanding that any such revisions will be presented to the Board for approval at the next scheduled Board meeting. Motion: J. Stake; Second: S. Lathrop. The motion passed 6-1 with Mr. Stehle opposed.

Granted permission for the Smethport Area School District to participate in the Port Allegany School District's Junior High Coed Soccer Program beginning with the 2020-2021 school year. Motion: J. Stake; Second: S. Lathrop. The motion carried unanimously.

Mr. Buchsen reminded board members to turn in the Act 141 evaluation document as soon as possible. He will summarize the data and share with the Board.

Mr. Buchsen told board members that the email addresses for the Board will be done this week. Members should look for an email from In-Shore to their personal email to log in and establish their pasdedu.org email address.

Adjournment

Motion: J. Stake; Second: E. Petruzzi. The motion was unanimously carried. Doctor Carlson adjourned the meeting at 8:20 p.m. Doctor Carlson thanked the public for attending.

Respectfully submitted,

ADAM C. MOATE  
Secretary to the Board of School Directors