

Port Allegany School District  
BOARD OF SCHOOL DIRECTORS  
Committee-of-the-Whole Meeting  
June 8, 2020

**MINUTES**

Call to Order

President Carlson brought the meeting to order at 7:05 p.m. in the high school library with a moment of silence and the flag salute. Mr. Moate called the roll. Doctor Carlson announced the Board met in executive session at 5:45 p.m. for teacher interviews.

Roll Call

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. Adam Moate, and Mr. Gary Buchsen.

Board Absent: Mrs. Erica Petruzzi.

Others Present: High School Principal Marc Budd, Elementary Principal Tracy Kio, Assistant Principal Erika Emerick, Larry Myers of Schneider Electric, Lisa VanGorden, Kim Ball, Barbara Delacour, Joyce Stehle, Kristin Hawver, and Ink Young.

Public Comment

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

Committee Reports

The May 18, 2020 draft minutes of the Intermediate Unit Nine Board of Directors was presented with Mrs. Johns noting that the elementary classrooms rental were approved.

Mr. Fillhart reported that the state budget is expected to be level-funded this year. He said that 250 schools have signed the resolution for charter school change with hope it gains traction and we will see some kind of reform.

Superintendent's Report

Mr. Larry Myers shared a potential timeframe for the work in the energy savings project. He expects to have data available to the board the second week of July and possible contract language to consider in October, with work beginning by January.

Mr. Buchsen addressed the water line replacement at the high school stating the Board could have Schneider do the leg work rather than the district doing it. Mr. Myers has offered to take this on and make it a change order to the audit contract. If the Board does not move forward with the project, it would pay for the work; however, if the Board moves forward with the project it could be included in the project cost. The Board would also have the option of paying for the water project separately. Mr. Myers said the Board will get expertise in developing bid specs, bid analysis, construction management, and installation before school starts in the fall. Mr. Buchsen is looking for Board direction in this matter. Discussion was held with Mr. Myers giving a brief overview of a Guaranteed Energy Savings Project. Consensus of the Board was to have something to consider next week.

Mr. Buchsen discussed Smethport School District's request to have students participate in the Junior High Coed Soccer program. He said the current coop relationship with Smethport has gone very well. Some discussion was held with concerns relating to student numbers.

Mr. Buchsen reported that last Wednesday the state came out with guidelines relating to the opening of school concerning COVID-19. He reviewed a PowerPoint presentation showing what has been done and concerns with social distancing issues, transportation concerns, and food service issues related to staffing. State guidelines require having a Pandemic Coordinator, steps in place to protect students and staff, having an isolation/quarantine space, signs must be posted for cleaning, use of cafeterias, and procedures for sports, recess and physical education, schedule for training (how students and staff will be prepared for implementation of the plan), and posted publicly. He reported that school districts must approve a district health and safety plan which is a local decision (PDE will not be approving these plans). Administration would like to have the health and safety plan approved by the Board next week so we can run our summer programs and open gyms and the weight room. He feels this will help to alleviate some of the concern of parents/students/staff having folks in our buildings for the 2020-2021 opening. He emphasized that schools must do all they can to get buildings open and students back. Mr. Stake and Doctor Carlson volunteered to be on the panel in developing the District's Health and Safety Plan. Lengthy discussion was held.

### Personnel

Accepted the resignation for retirement purposes of Mrs. Jennifer Miller, Instructional Aide effective May 29, 2020. Motion: J. Stake; Second: B. Johns. The motion was unanimously carried.

Hired Ms. Lexi Callander as a temporary professional employee assigned as an elementary teacher beginning the 2020-2021 school year at a salary of \$43,636 (BS, Step 1) and fringe benefits set in accordance with the Professional Agreement and district policy. Motion: K. Hawver; Second: J. Stake. The motion carried unanimously.

Hired Ms. Crystal Sams, as a temporary professional employee assigned as an elementary teacher beginning the 2020-2021 school year at a salary of \$43,636 (BS, Step 1) and fringe benefits set in accordance with the Professional Agreement and district policy. Motion: D. Tanner; Second: J. Stake. The motion passed unanimously.

Hired Mr. Joshua Wolf as a professional employee assigned as an elementary teacher effective the 2020-2021 school year at a salary of \$57,934 (BS, Step 13) and fringe benefits set in accordance with the Professional Agreement and district policy. Motion: J. Stehle; Second: J. Fillhart. The motion was unanimously carried.

Hired Mr. Benjamin Palmer as a temporary professional employee assigned as a high school social studies/English teacher effective the 2020-2021 school year at a salary of \$43,636 (BS, Step 1) and fringe benefits set in accordance with the Professional Agreement and district policy. Motion: J. Stake; Second: S. Lathrop. The motion carried unanimously.

Hired Mrs. Mary Filjones as a professional employee assigned as a gifted/business education teacher beginning the 2020-2021 school year at a salary of \$54,892 (MS, Step 8) and fringe benefits set in accordance with the Professional Agreement and district policy. Motion: B. Johns; Second: J. Stake. The motion was passed unanimously.

The following personnel items were discussed and will be considered for approval next week. 1) Appointment of a School Physician. Doctor Tronetti has agreed to continue serving as the district physician. His services are contracted through UPMC Cole. If agreeable, a formal contract will be presented for approval. 2) Renewal of the Athletic Trainer Contract with UPMC Cole for services during the 2020-2021 school year. Terms remain the same as last year. Mr. Buchsen noted that the district received a credit for this year due to the corona virus closing.

3) Staffing the Extended School Year Program. Ms. Emerick is planning an extended school year program this summer. Staffing will consist of three special education teachers and four instructional aides, contingent upon a face-to-face program this year. The program will run July 6-30, 2020, Monday - Thursday. Teacher compensation is \$31.65 per hour and teacher aide compensation is \$16.75 per hour. Program is contingent upon the Board approving a Health and Safety Plan. 4) 2020-2021 Supplemental Positions. The following persons will be recommended to fill outstanding supplemental positions. Returning: Kyle Babcock, JH Boys' Basketball Coach; Terri Austin, Cheerleader Advisor; Rebecca Schwab, JV Girls' Basketball Coach; Jill Stuckey, JH Girls' Basketball Coach; and Anna Stewart, Elementary Yearbook Advisor. New: Daniel Funk, JH Coed Soccer Coach and Mary Filjones, High School Yearbook Advisor. 5) Volunteer Coaches. Mr. Babcock has requested approval of Bob Guilds (returning) and Kerry Hawver (new, pending paperwork) as volunteer JH basketball coaches for the 2020-2021 season.

### Finance

The following items were discussed and will be on Monday's agenda. 1) Election of District Treasurer. The Board must appoint a District Treasurer at next week's meeting. Mr. Buchsen said that most area districts have a board member serving in this capacity. 2) 2020-2021 General Fund Budget. Mr. Buchsen reviewed revenue changes noting that school districts are being level-funded. The district will receive an additional \$180,000 in safe schools funding for COVID relief and \$112,000 more in CARES funds. Mr. Buchsen reported there are no changes in the proposed expenditures. Brief discussion was held. 3) 2020-2021 Federal Programs. Mr. Buchsen discussed the consolidated application for federal programs which includes Title I, II, and IV funds. Mr. Buchsen indicated the administration will look to offset some more salary and benefits costs. The application will need to be submitted to the Pennsylvania Department of Education. 4) The resolution establishing the homestead/farmstead exclusion for real estate tax reduction was discussed. Mr. Moate stated the money comes from gambling revenue, the district will receive \$325,000, and it will provide a reduction of \$213.81. 5) The resolution setting taxes and millage rates to support the 2020-2021 general fund budget was reviewed. Millage rates are 16.11 for McKean County and 43.42 for Potter County. Mr. Moate explained that the slight increase in Potter County (about \$6) is due to the state's stabilization formula for multiple county districts. 6) 2020-2021 Insurance Package. Mr. Moate reviewed the proposed insurance package provide by Sunhdahl & Company, Inc. effective July 1, 2020 which includes Workmen's Compensation, General Property and Liability Package, Umbrella Policy, Educators Legal Liability Policy, and Student Accident. 7) Annually the Board authorizes administration to make transfers in the budget to comply with actual expenditures. The transfers are generally approved when the annual audit is presented. 8) The Board will need to adopt the 2020-2021 Schedule of Paydays which was presented and reviewed. 9) Mr. Buchsen reported the district received an endowment of \$4,108 from the Burgart Foundation this year. Mr. Hawver recommended getting weight room equipment updated (some is from the 1970's). Consensus of the Board was in support of using these funds for that purpose. 10) Mr. Buchsen said the administration is recommending the Board consider paying Mrs. Pamela Fischer for photography services relating to the Class of 2020's virtual graduation ceremony. Brief discussion was held and Board consensus was to place the item on next week's agenda for \$500.

### Curriculum

Title I Kindergarten Readiness Summer Program. The District would again like to offer a needs based summer program for incoming kindergarten students. Costs to be reviewed as part of the consolidated application presentation. Mr. Kio reviewed the process of selecting recommended students noting the program is voluntary. He said the program is well received by everyone and has been a huge success.

Title I Kindergarten Camp. The District would also like to offer the 3-day kindergarten camp for students in August. Costs to be reviewed as part of the consolidated application presentation. Mr. Kio said the program is for all kindergarten students, and that kindergarten teachers and classroom aides are included. This program acclimates children with the building, teachers and peers and has been a great success.

A Memorandum of Understanding from St. Bonaventure University for student teacher placement in the district was reviewed. The item will be placed on next Monday's agenda.

#### Board

Mr. Buchsen spoke about providing a district email address for school board members. He said when members use their personal email for board correspondence it becomes a public record. Therefore, he is recommending Board members use a district email address. Brief discussion was held and the Board consensus was to move this item forward.

The Board convened to an executive session to discuss Act 93 and the Superintendent's evaluation required by Act 141 at 8:53 p.m.

The regular meeting reconvened at 9:25 p.m. for adjournment.

#### Adjournment

Motion: S. Lathrop; Second: D. Tanner. The motion carried unanimously. Doctor Carlson adjourned the meeting at 9:26 p.m.

Respectfully submitted,

ADAM C. MOATE  
Secretary to the Board of School Directors