

Port Allegany School District  
BOARD OF SCHOOL DIRECTORS

Regular Meeting  
May 11, 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, 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.

Others Present: High School Principal Marc Budd, Elementary Principal Tracy Kio, Assistant Principal Erika Emerick, Mary Lashway, Lisa VanGorden, Trisha Kallenborn, Jenna Switzer, and Larry Myers of Schneider Electric.

Public Comment

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

Minutes of Preceding Meetings

Approved the Minutes of the March 2, 2020 Committee-of-the-Whole meeting; the March 9, 2020 regular meeting; and the March 30, 2020 Committee-of-the-Whole meeting with corrections as follows: March 2 Minutes, page 2, paragraph 3 under finance – change “Mrs. Vinici” to “Mrs. Vicini” and March 30 Minutes, 1<sup>st</sup> paragraph, 1<sup>st</sup> line should read ...a physical **quorum** of the.... Motion: E. Petruzzi; Second: J. Stake. The motion was passed unanimously.

Treasurer’s Report

Approved the Treasurer’s Reports for the periods ended March 31 and April 30, 2020 as presented by Mr. Daniel Lane, District Treasurer. Motion: J. Stake; Second: S. Lathrop. Brief comment was made. The motion was unanimously carried.

General Fund account balances on April 30, 2020 were as follows: Juniata Valley Bank (JVB) Investment Savings - \$7,194,431.33 and JVB Now Account – \$3,913.85. Receipts since May 1 were \$6,001.11 and expenditures were \$243,081.41 bringing the balance in the general fund to \$6,961,814.88.

April 30, 2020 balances for various accounts were reported as follows: Capital Reserve Investment Fund - \$2,743,080.69; Student Activities Account - \$88,719.27; Student Athletics Account - \$75,656.59; and Cafeteria Account - \$23,789.71.

Bill Listings and Payrolls

Approved the General Fund Bill Lists of May 11, 2020 - \$902,027.13 and April 6, 2020 - \$821,615.97; and payrolls of March 12, 2020 - \$235,056.30, March 26, 2020 - \$245,940.59, April 9, 2020 - \$243,182.09, April 23, 2020 - \$238,650.29, and May 7, 2020 - \$226,362.35. Motion: E. Petruzzi; Second: J. Fillhart. Clarification was provided for various bill list items. Discussion was held relating to the high school lobby wheelchair lift. The motion was carried unanimously.

Superintendent’s Report

Mr. Buchsen introduced Mr. Larry Myers of Schneider Electric to share potential options and timelines for board consideration relating to the district's Energy Project Audit. Mr. Myers joined via a Zoom meeting. Mr. Myers provided follow up information indicating the next steps would include selecting Schneider Electric. Two options to do this: 1) a request for proposal and qualifications which takes 6-8 weeks; or 2) using a procurement network – they recommend using the Interlocal Procurement System, TIPS USA. Membership avails the district to thousands of vendors who have already been vetted through an open procurement system which meets all the procurement codes of Pennsylvania. Using TIPS districts can go directly into the investment period audit contract. He reviewed a two stage audit. The first stage is a conceptual development audit where they take a deeper dive and put together a conceptual design project with an estimate of cost and estimate of savings at no cost to the district. At the end of this stage the district will have a good idea of what the project can potentially look like. Here is where the Board can determine items to pursue or drop. The second stage is full design development that will focus on the items the Board wants to focus when it gets the final numbers. In order to proceed with stage 2, a financial commitment would be needed. If the district does not move forward with a construction contract, the cost would be 2% of the installation value of the final scope or a maximum of \$30,000. GESA is designed to guarantee savings so no payments are made until savings are realized. This would be done after the project is completed. The item will be discussed in executive session this evening.

The General Fund Budget Summary Quarterly Report was presented for review. Mr. Moate highlighted overdrawn areas with explanation and noted that about 65% of the budget has been used which is in line with this time last year.

Mr. Moate reviewed the Cafeteria Fund Quarterly Report showing a loss of \$58,000. The district has transferred \$38,000 and with the year-end transfer for state share social security and retirement of around \$45,000, net loss for March 31, 2020 is \$52,000 in the cafeteria.

The Student Activities/ Athletics Quarterly report was provided for review. The district is merely custodian of these student activities accounts. Brief discussion was held.

### Personnel

Accepted, with regret the resignation of Shannon Gelnett effective May 30, 2020. Motion: J. Stake; Second: K. Hawver. The motion passed unanimously.

Filled 2020-2021 Supplemental Positions listed below with supplemental salaries set in accordance with Schedule B1 of the Professional Agreement.

Michael Bodamer	Athletic Director	\$6,336
Matthew Lawton	English Department Chairman	\$2,364
Christian Sevinsky	Mathematics Department Chairman	\$2,364
Wallace Finn	Science Department Chairman	\$2,364
George Riley	Social Studies Department Chairman	\$2,364
Loren Ferguson	National Honor Society Director	\$ 958
Daniel Lawton	Peer Helper Co-Advisor	\$ 268
Penny Amacher	Peer Helper Co-Advisor	\$ 263
Penny Amacher	Senior Class Advisor	\$ 573
Seth Lowery	Senior Class Advisor	\$ 573
Cole Ramsey	Show Choir Director	\$2,848
George Riley	Varsity Club Advisor	\$ 958
Cole Ramsey	Vocal Director for Dramatics	\$1,923
Brad Stewart	Band Director	\$3,902
Penny Amacher	Dramatics Director - Play	\$ 991
Chad Saltsman	Assistant Football Coach	\$4,201
Clifford Fillhart	Assistant Football Coach	\$3,408

Kyle Bachman	Assistant Football Coach	\$3,408
Seth Lowery	Assistant Football Coach	\$4,201
Justin Bienkowski	Head Football Coach	\$5,962
George Riley	Magazine Campaign Advisor	\$ 762
Sarah Lindsay	Majorette/Color Guard Advisor	\$1,798
Aaron Clark	Boys' Head Soccer Coach	\$3,588
Matthew Lawton	Boys' Assistant Soccer Coach	\$2,318
Anthony Edgell	Girls' Head Soccer Coach	\$3,588
Justin Osani	Girls' Assistant Soccer Coach	\$2,318
Kera Hendershot	Head Volleyball Coach	\$2,838
Nathan Zitnik	Head Baseball Coach	\$3,596
Cole Ramsey	Dramatics Director - Musical	\$1,923
William Daniels	Head Softball Coach	\$3,596
Hunter Conway	Assistant Track Coach	\$3,076
Matthew Lawton	Assistant Track Coach	\$3,076
Aaron Clark	Head Track Coach	\$4,803
Jeffery Stuckey	Boys' J.V. Basketball Coach	\$3,969
Kyle Babcock	Boys' Varsity Basketball Coach	\$5,962
Jamie Evens	Girls' Varsity Basketball Coach	\$5,962
B.J. Greenman	Head Wrestling Coach	\$5,962
Chad Saltsman	Assistant Wrestling Coach	\$3,969
Douglas Triplett	Assistant Wrestling Coach	\$3,969

Motion: J. Stake; Second: J. Stehle. The motion was unanimously carried. Discussion was held concerning preparation, physicals, and opening of next fall's sports season.

Appointed Mr. Christian Mattie of Mattie Alfieri-Causar as School District Solicitor for the 2020-2021 school year at a retainer of \$4,500 and an hourly rate of \$140 for items above the usual customary services. Motion: S. Lathrop; Second: K. Hawver. The motion carried unanimously.

Approved the continuation of volunteers for the 2020-2021 school year as follows: Mr. John T. Madison - marching band; and Nick Budd, Brandon Raymo, Joshua Saltsman, and Brian Neal – football. Motion: K. Hawver; Second: S. Lathrop. The motion was unanimously passed.

Approved Joshua McNeil and Alan Lovell as volunteer football coaches for the 2020-2021 season pending completion of appropriate paperwork. Motion: J. Stake; Second: S. Lathrop. The motion carried unanimously.

### Finance

Authorized the Business Manager to enroll the Port Allegany School District in The Interlocal Purchasing System (TIPS) Program. This is at no cost to the district. Motion: S. Lathrop; Second: J. Stake. The motion passed unanimously.

Authorized School Webmasters to complete a redesign of the district website by July 1, 2020 at a cost of \$6,088. The district's current website template will no longer be supported due to security risks. Motion: J. Stake; Second: J. Fillhart. The motion was unanimously carried.

Adopted Resolution 2020-3 approving the 2020-2021 Seneca Highlands Intermediate Unit 9 General Operating Budget in the amount of \$1,065,042. Board members should complete their individual ballots and return to Mr. Moate as soon as possible. Motion: J. Stake; Second: E. Petruzzi. Roll call vote. The motion carried 8-1-0 with Doctor Carlson opposed. The Resolution reads as follows:

“Whereas, a General Operating Budget for the Intermediate Unit Nine has been prepared by the Executive Director and staff following consultation with the

Superintendents' Advisory Council and the Intermediate Unit Board of Directors;  
and

Whereas, the General Operating Budget of the Intermediate Unit requires approval by at least a majority of the school districts comprising the Intermediate Unit; and

Whereas, copies of the proposed budget have been provided to all of the school directors of this district for their consideration; now

Be It Resolved, that the proposed 2020-2021 General Operating Budget of the Seneca Highlands Intermediate Unit, as approved by the Intermediate Unit Board of Directors Monday, March 16, 2020, showing expenditures of \$1,065,042 be approved."

Adopted Resolution 2020-4 approving the 2020-2021 Seneca Highlands Career and Technical Center 2020-2021 General Operating Budget in the amount of \$2,267,654. Motion: K. Hawver; Second: J. Stake. Roll call vote. The motion was passed unanimously. The resolution reads as follows:

"Be It Resolved that the Board of School Directors of the Port Allegany School District approves the 2020-2021 Seneca Highlands Career and Technical Center Operating Budget which includes proposed expenditures and revenues of \$2,267,654; and

Be It Further Resolved that the Board Secretary be authorized to forward a certified copy of the Resolution and record of Directors present and voting to the Executive Director of the Intermediate Unit."

Approved the District's Special Education support services provided by the Seneca Highlands Intermediate Unit Nine for the 2020-2021 school year at a cost of \$529,545. Motion: J. Stake; Second: E. Petruzzi. The motion carried 8-0-1 with Mr. Fillhart abstaining.

Renewed the Technology Pool Contract with the Intermediate Unit Nine and area school districts at a cost of about \$400, based on approval of all member schools in IU9. Motion: S. Lathrop; Second: J. Fillhart. Roll call vote. The motion carried unanimously.

Renewed of the agreement with Pediatric Services of America for nursing services, if required during the 2020-2021 school year. Motion: E. Petruzzi; Second: J. Stake. Roll call vote. The motion was unanimously passed.

Appointed Juniata Valley Bank as depository for the 2020-2021 fiscal year. Motion: J. Stake; Second: S. Lathrop. The motion was carried unanimously.

Appointed Buffamante Whipple Buttafaro, PC as auditors for the 2019-2020 fiscal year at a cost not to exceed \$19,200. Motion: K. Hawver; Second: J. Fillhart. The motion was unanimously carried.

Adopted the proposed 2020-2021 general fund budget, PDE-2028 in the amount of \$16,437,144 which reflects a deficit of \$1,656,674. Motion: K. Hawver; Second: J. Stake. Roll call vote. The motion passed unanimously.

Renewed the service agreement with MCIU23 to provide Level Data Validation Suite - State Data for PowerSchool during the 2020-2021 school year at a cost of \$888. Motion: J. Fillhart; Second: J. Stake. The motion carried unanimously.

Renewed the agreement with Care for Children to provide occupational and physical therapy services for the 2020-2021 school year with no rate increase. Motion: S. Lathrop; Second: J. Stake. The motion passed 8-0-1 with Doctor Carlson abstaining.

Approved the renewal agreement with the Nutrition Group for food service management services for the 2020-2021 school year. This includes a loss guarantee of \$72,614.92 for the year. Motion: K. Hawver; Second: S. Lathrop. Roll call vote. The motion was carried unanimously.

Approved the proposal from All-American Athletics to complete the annual resurfacing work for the high school gymnasium at a cost of \$3,400.00. Motion: J. Stehle; Second: J. Stake. The motion passed unanimously.

### Curriculum & Instruction

Approved the 2020 Graduation List of 78 seniors, contingent upon completion of graduation requirements. Motion: S. Lathrop; Second: K. Hawver. The motion carried unanimously.

### Transportation

Approved the Memorandum of Understanding with Joseph Muccio Transportation, LLC that includes revision of transportation costs during the COVID-19 mandated school closure period and an extension of the current transportation contract with Muccio's for one year. Motion: J. Fillhart; Second: K. Hawver. Roll call vote. The motion was unanimously carried.

### Board

Adopted revised policies as follows: Policy 006.1 – Attendance at Meetings Via Electronic Communications and Policy 626 – Federal Fiscal Compliance. Motion: S. Lathrop; Second: J. Fillhart. The motion passed unanimously.

Estimated costs to hold a summer meal program was provided per request by the Board last week. Mr. Buchsen reviewed the document noting that the break-even point would require about 343 participants over 12 weeks which is not a realistic goal. Serving 200 meals per day over 12 weeks would result in a \$32,214 loss. Lengthy discussion was held and consensus of the Board was not to move forward with a summer meal program.

The Board went to executive session at 9:16 p.m. to receive the annual school safety and security report and discuss personnel matters.

The regular session reconvened at 9:18 p.m.

Approved the Investment Grade Audit Agreement with Schneider Electric. Motion: J. Stake; Second: S. Lathrop. The motion carried unanimously.

### Adjournment

Motion: J. Stake; Second: E. Petruzzi. The motion was unanimously carried. Doctor Carlson adjourned the meeting at 9:18 p.m.

Respectfully submitted,

ADAM C. MOATE  
Secretary to the Board of School Directors