

## UNOFFICIAL MINUTES

Port Allegany School District

### BOARD OF SCHOOL DIRECTORS

#### *Regular Board Meeting*

August 11, 2025  
High School Library  
7:00 p.m.

### MINUTES

President Ink Young called the meeting to order at 7:00 p.m. in the high school library with a moment of silence and the flag salute. Ms. Plumstead called the roll.

Board Present: Mr. Nathan Burgett, Mr. Christopher Ernst, Mrs. Erica Petruzzi, Mr. Jason Stake, Mrs. Elizabeth Stauffer, Mr. Donald Tanner, Mr. Nicholas Valentine, Mrs. Ink Young and Mrs. Paula Newell.

Board Absent: Mr. Eric Button

Others Present: Business Manager Adam Moate, Katy Klepfer, Nick Klepfer, Erica Babcock, Crystal Drew, Barbara Delacour, Kristi Freeman, Bethany Mealy, Tabatha Dart, Philip Causer, Andrew Krellner and Alisha Bachman

#### Superintendent Remarks

Mrs. Newell covered several updates and recognitions. The sealing and pavement work is complete at both the high school and elementary school, adding eight to nine additional parking spots. The second step curriculum was discussed, with no major concerns. A new fence at the elementary school by the cafeteria is expected by October. Mr. Jason Stake and Mrs. Erica Petruzzi were both recognized for their 10 years of service with the PSBA. PAES will participate in the 2026 NAEP. CTC students' schedules were discussed with options for their engagement during the first two school days.

#### Public Comment

Barbara Delacour spoke on the PreK Counts openings. She explained her concern on offering these slots to our community first versus teachers within the district. She also suggested doing a lottery drawing to decide seats.

Erica Babcock spoke next, asking for some clarity on what the next steps would be going forward to work on a new gator logo. She also asked if the letter from the University of Florida was going to be shared. Mrs. Newell stated she was to have a call with our school solicitor the following day to discuss the letter.

We encourage and welcome public comment at planning meetings and at our regular monthly board meetings. The following guidelines will permit meetings to move smoothly and allow sufficient time for all comments to be heard: <https://www.pasdedu.org/Board-of-Directors>

### Minutes of Preceding Meetings

Approved the Minutes of the June 9, 2025 Committee of the Whole Meeting and June 16, 2025 Regular Meeting. Motion: E.Petruzzi; Second: J.Stake. The motion was carried unanimously.

### Treasurer's Report

Approved the Treasurer's Report for the period ending June 30, 2025 and July 31, 2025 as presented by Mr. Tanner. Motion: J. Stake; Second: N. Burgett. The motion was carried unanimously.

### Bill Lists and Payrolls

General Fund investments on June 30, 2025 were as follows: Juniata Valley Bank (JVB) Investment Savings - \$7,730,352.64 and JVB Now Account - \$259,908.35. Motion: J. Stake; Second: N.Burgett. The motion was carried unanimously.

General Fund investments on July 31, 2025 were as follows: Juniata Valley Bank (JVB) Investment Savings - \$6,243,420.83 and JVB Now Account - \$214,828.63. Motion: J. Stake; Second: N.Burgett. The motion was carried unanimously.

June 30, 2025 balance for various accounts were reported as follows: Capital Reserve Fund - \$1,667,559.14; Student Activities Account - \$109,928.60; Student Athletics Account - \$144,388.30; Cafeteria Account - \$286,759.12; PLGIT Class Amount: \$789.13; and PLGIT Prime Amount: \$5,623,120.99. Motion: J. Stake; Second: N.Burgett. The motion was carried unanimously.

July 31, 2025 balance for various accounts were reported as follows: Capital Reserve Fund - \$1,673,224.27; Student Activities Account - \$110,041.16; Student Athletics Account - \$144,535.46; Cafeteria Account - \$329,362.47; PLGIT Class Amount: \$791.90; and PLGIT Prime Amount: \$5,644,018.36. Motion: J. Stake; Second: N.Burgett. The motion was carried unanimously.

Approved the General Fund Bill List of July 14, 2025 - \$163,074.44 and August 16, 2025 - \$282,439.57 and payrolls of June 5, 2025 - \$351,416.17 and June 18, 2025 - \$328,392.40, July 3, 2025 - \$231,824.21, July 17, 2025 - \$233,144.92, and July 31, 2025 - \$242,939.60. Motion: J. Stake; Second: N.Burgett. The motion was carried unanimously.

## Superintendent's Report

Mrs. Newell's report highlighted a community survey with 84 responses, 39.3% in favor of after-school care until 5 pm. A 21st Century Learning grant is anticipated to fund the program. Healthy Kids will assist with subsidies. The board made a motion to add approving the Healthy Kids after-school program to the board agenda, Section XII, Item I. Motion: J. Stake; Second: N. Burgett. Motion was carried unanimously.

The comprehensive plan meeting dates were discussed and set for August 27, September 23, December 16, and March 4. The discussion included the use of the new Gator Logo and the need for community involvement in the planning process.

Mrs. Newell suggested the option of publishing highlights or unofficial meeting minutes to the public following board meetings. The board agreed this is a good idea. Going forward we will approve minutes from the following meeting at the next scheduled meeting.

## NEW BUSINESS

### Finance

None.

### Personnel

Approved the Personnel Action Report (PAR). Motion: J. Stake; Second: N. Burgett. The motion was carried unanimously.

### Transportation

Approved the 2025-2026 bus/van driver's list and bus routes as developed by Joseph Muccio, LLC, pupil transportation contractor. Motion: J. Stake; Second: E. Petruzzi. The motion was carried unanimously.

### Building & Grounds

Approved the request for the soccer field usage at PAES. Motion: J. Stake; Second: E. Stauffer. The motion was carried unanimously.

### Board

Approved Administrative contract change for vacation days, updated from the vote earlier this year. Motion: J. Stake; Second: N. Burgett. The motion was carried unanimously.

## Board

Approved to open Pre-K Counts enrollment slots to the public, as well as adding this topic to the January board meeting agenda to make sure this opportunity is offered sooner next year. Motion: N.Burgett; Second: E.Stauffer. The motion was carried unanimously.

Approved AASA: The School Superintendents Association membership in the amount of \$485.00. Motion: J.Stake; Second: N.Burgett. The motion was carried unanimously.

Approved changing the regular board meeting date in November, from November 10 to November 17 due to the DALI Conference. Motion: J.Stake; Second: D.Tanner. The motion was carried unanimously.

Approved appointing Tiffany Plumstead as Board Secretary for a four year term. Retroactive to July 1, 2025 through June 30, 2029. Motion: N.Burgett; Second: E.Stauffer. The motion was carried unanimously.

Approved appointing Mr. Chris Lantz as PASD Board of Directors solicitor for a term of one year, retroactive from July 1, 2025 to June 30, 2026. Motion: J.Stake; Second: N.Burgett. The motion was carried unanimously.

Approved the roster of tuition waivers for non-resident students of employees for the 2025-2026 school year. If there are any additional students that need to be added to this list, the board will add them to that next agenda to approve. Motion: J.Stake; Second: D.Tanner. The motion was carried unanimously.

Approved the acceptance of the new Port Allegany Support Staff Contract Agreement. Motion: J.Stake; Second: D.Tanner. The motion was approved unanimously with 5 in favor and 3 board members who abstained due to family conflicts of interests.

Approved the partnership with Healthy Kids After-School Care for all interested families of PAES students. Motion: J.Stake; Second: Valentine. The motion was carried unanimously.

## Executive Session

There was no executive session following the board meeting.

## Adjournment

Motion: J.Stake; Second: E.Petruzzi. The motion was carried unanimously. Mrs.Young adjourned the meeting at 8:52 pm.

Respectfully submitted,

Tiffany Plumstead  
Secretary to the Board of School Directors

Next Scheduled Meeting

September 8, 2025 - Committee of the Whole Meeting