

Port Allegany School District
BOARD OF SCHOOL DIRECTORS
Reorganization Meeting

December 5, 2022
High School Library
7:00 o'clock p.m.

AGENDA

Superintendent Buchsen called the meeting to order at 7:00 p.m. in the high school library with a moment of silence and the flag salute. Mrs. Veilleux called the roll.

Board Present: Mr. Nathan Burgett, Mr. Justin Fillhart, Mr. Sean Lathrop, Mrs. Erica Petruzzi, Mr. Jason Stake, Mr. Donald Tanner, Mrs. Ink Young and Mr. Gary Buchsen.

Board Absent: Mr. Eric Button and Mrs. Elizabeth Stauffer

Others Present: Business Manager Mr. Adam Moate, High School Principal Marc Budd, Elementary School Principal Tracy Kio, Assistant, Principal Greg Oliver and Brad Stewart.

Election of Temporary President

Mr. Buchsen opened the floor to receive nominations for a temporary president. Mr. Stake nominated Mr. Tanner and Mr. Lathrop seconded. Hearing no further nominations, Mr. Buchsen declared Mr. Tanner elected to serve as temporary president.

Election of President

Mr. Tanner then opened the floor to receive nominations for President of the Board. Mr. Stake nominated Mrs. Erica Petruzzi and Mr. Fillhart seconded. Mr. Stake moved to close nominations and Mr. Fillhart seconded. The motion was carried with Mrs. Petruzzi abstaining. Mr. Tanner declared Mrs. Erica Petruzzi duly elected President and she assumed the Chair.

Election of Vice President

Mrs. Petruzzi opened the floor to receive nominations for Vice President. Mrs. Petruzzi nominated Jason Stake to be reelected and Mrs. Young seconded. Mrs. Petruzzi asked if there were any other nominations, there were none. Mrs. Petruzzi moved to close nominations and Mr. Lathrop seconded. The vote was then brought forward to the board with 6 votes for Mr. Stake with Mr. Stake abstaining. Mrs. Petruzzi declared Jason Stake duly elected Vice President of the Board of School Directors.

There were no comments related to agenda items, no comments relating to Title I and Title II and no comments relating to the District Health and Safety Plan approved by the board on July 26, 2021 and most recently amended on September 12, 2022.

Superintendent's Report

Mr. David DiTanna of Buffamante, Whipple, Buttafaro, PC presented the 2021-2022 independent auditor's report. Mr. DiTanna provided individual paper copies for the board for review while he presented the report.

The board will need to approve a 2023 board meeting calendar and have it posted publicly. A discussion was held with the board at the November meeting. The calendar included in the board packets includes all dates recommended.

Mr. Buchsen stated that the board will need to determine if it intends to stay within the taxing limitations of Act I and Resolution 2023-1. Tax limitations are set by the state. Mr. Moate stated that this upcoming year's cap is 6.3% which is an increase from last year which was 5.2%. The administration recommends staying within the Act I limits for the 2023-2024 budget.

The board previously received an energy audit contract proposal from Schneider Electric for a potential phase III energy project. Mr. Tanner asked what the maximum cost will be and not to exceed. Minimum cost to the district to complete this audit would be \$20,000.

The district has received correspondence from the Port Allegany Borough Manager regarding the LERTA ordinance. A copy will be provided to the board in January.

Food Service Management Request for Proposal. Mr. Moate said that if the district continues to use FSMC as a manager for the cafeteria, the board is required to do a request for proposal every 5 years. The process, if approved, would begin in January and the administration would have a recommendation to the board by May. All proposals would be shared with the board as part of the review.

Treasurer's report October 31 balances for the listed accounts are as follows: Student Athletics - \$104,718.94 and Student Activities - \$96,227.19.

Minutes of the Preceding Meetings for November 7, 2022 Committee of the Whole Meeting and November 14, 2022 Regular Meeting will be discussed and approved later on in the board meeting.

Mr. Buchsen has been approached by PIAA District IX Committee members to apply as a superintendent's representative on the committee. The board indicated its support for his application.

Discussion regarding committee appointments - current listing attached. President Petruzzi will appoint these positions in January. Mrs. Petruzzi stated that if anyone has any interest in being added or being removed from a committee, please email her.

Personnel

Approved Mrs. Kari Johnson as a first year mentor for Ms. Makenzie Burr. Compensation per Schedule B of the professional agreement set at \$1,588.00. Motion: J. Stake; Second: N. Burgett. The motion was carried unanimously.

Approved Mrs. Toncha Barber as the elementary yearbook advisor. Compensation per Schedule B of the professional agreement set at \$520.00. Motion: J. Stake; Second: N. Burgett. The motion was carried unanimously.

Hired Mrs. Holly Schena as a 4.5-hour cook/server/attendant at an hourly rate of \$17.30 and fringe benefits in accordance with the Support Staff Agreement and district policy. Motion: S. Lathrop; Second: N. Burgett. The motion was carried unanimously.

Accepted the letter of resignation from Ms. Erin Stauffer as a paraprofessional effective November 23, 2022. Motion: S. Lathrop; Second: J. Fillhart. The motion was carried unanimously.

Finance

Amended the board resolutions on September 13, 2021, November 8, 2021, December 6, 2021 and January 10, 2022 related to transfers from the general fund in the amounts of \$405,636.45, \$533,032, \$932,126.48 and \$208,163.80, respectively. The previous resolutions stated "to transfer funds from the general fund to the capital reserve fund" and are amended "to transfers from the general fund to the capital projects fund". Motion: J. Stake; Second: J. Fillhart. The motion was carried unanimously.

Rescinded board resolutions on September 13, 2021 to "approve transfer of \$3,058,558.62 from capital reserve fund to the Juniata Valley Bank escrow account for Phase II energy project costs" and replace with "Phase II energy project costs not paid for through installment purchase debt through Juniata Valley Bank (\$7,031,000) or through ESSER I (\$260,546), ESSER II (\$1,613,650) and the PEDDA grant (\$204,763) will paid for from funds in the capital reserve fund". Motion: J. Stake; Second: J. Fillhart. The motion was carried unanimously.

Accepted the independent Auditor's Report for the year ended June 30, 2022 as prepared by Buffamante, Whipple, Buttafaro, PC. Motion: S. Lathrop; Second: J. Fillhart. The motion was carried unanimously.

Accepted the Phase III Energy Audit proposal from Schneider Electric. Motion: J. Stake; Second: N. Burgett. The motion was carried unanimously.

Adopted Resolution 2023-1 electing not to increase the tax rate above the index of 6.3% to support the 2023-2024 budget. Motion: N. Burgett; Second: J. Stake. The motion was carried unanimously.

Appointed G.H. Harris Associates, Inc. as the 2022 delinquent per capita tax collector at no cost to the district. Motion: S. Lathrop; Second: J. Fillhart. The motion was carried unanimously.

Board

Adopted the 2023 Schedule of Meetings. Motion: J. Stake; Second: N. Burgett. The motion was carried unanimously.

Approved the Minutes of the November 4, 2022 Committee of the Whole Meeting and the November 14, 2022 Regular Meeting. Motion: S. Lathrop; Second: E. Button. The motion was carried unanimously.

Designated The Bradford Era as the newspaper of general circulation in accordance with Policy 005. Motion: N. Burgett; Second: I. Young. The motion was carried unanimously.

Authorized the administration to complete a request for proposal for food service management services beginning with the 2023-2024 school year. Proposals will be shared with the board of directors for

consideration later this school year. Motion: D. Tanner; Second: J. Stake. The motion was carried unanimously.

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

Adjournment

Motion: J. Stake; Second: J. Fillhart. The motion was carried unanimously. Mrs. Petruzzi adjourned the meeting at 7:55 p.m.

Respectfully submitted,

MELISSA VEILLEUX
Secretary to the Board of School Directors