

Port Allegany School District  
BOARD OF SCHOOL DIRECTORS  
*Committee of the Whole Meeting*

February 6, 2023  
High School Library  
7:00 p.m.

**Minutes**

President Erica Petruzzi 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. Eric Button (arrived at 8:15pm), Mr. Nathan Burgett, Mrs. Erica Petruzzi, Mr. Jason Stake, Mrs. Elizabeth Stauffer, Mr. Donald Tanner, and Mr. Gary Buchsen.

Board Absent: Mr. Justin Fillhart, Mr. Sean Lathrop and Mrs. Ink Young

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

Public Comment

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.

Mr. Lathrop thanked the board and administration for the opportunity to live stream sporting events for the school district. The public has been very appreciative of the district's efforts to showcase events at Port Allegany.

Committee Reports

Mr. Eric Button, Intermediate Unit Nine Board of Directors stated that there was not a January meeting.

Mr. Nathan Burgett from the CTC General Advisory Board reported that his contact is currently out of the office until the 9th of February.

Mr. Justin Fillhart, the PSBA Legislative Representative was not present at the meeting.

Communication

Mr. Koehler submitted his intent to retire letter to the board. Mr. Kio stated that Mr. Koehler is going to be hard to replace.

## Superintendent's Report

Health and Safety Plan Review. "The ARP Act requires LEAs to review their Health & Safety Plans at least every six months during the period of the LEA's ARP ESSER grant." It is posted on our website and has to be in clear language. The administration has no recommended changes for board consideration. Mr. Buchsen requested permission to distribute the 5,000 COVID tests for any interested district employee. Mrs. Young suggested that on page 6 the last three paragraphs could possibly be eliminated because it states on the first page that we have to abide by the CDC guidelines which covers those paragraphs. Brief discussion held.

Mr. Buchsen stated that the 570 East Mill Street property deed is in process. They are hoping that we will have the deed on February 14th. The recommendation is that we have 5 contractors that we contacted in regards to tearing the property down and there has to be at least 3 in order to apply for the county grant. Assuming we get the grant, we will submit the grant in February, we will submit the grant at the beginning of March. If that timeline doesn't work we can apply and amend it later on. In a perfect world, we will have the deed by the middle of February, the grant application at the end of the month and some time in March we will find out if we get the grant and it can be torn down mid summer and ready for school to start.

Houghton Mifflin Harcourt will honor their original quote set to expire December 31, 2022 for the elementary reading series.

The administration is recommending establishing a procurement card with PLGIT. Mr. Moate stated that Amazon is no longer accepting purchase orders so we need to have new payment options. We need approval and a credit limit which he suggests to be \$50,000.

Mr. Buchsen provided the board an update on the submitted USDA distance learning grant application.

The administration has also submitted a United States Department of Energy weatherization and solar grant application in the amount of \$4.8 million. Successful applications will be notified in late spring or early summer 2023. This is a competitive national grant.

## Curriculum

Accepted the quote of \$248,287.55 from Houghton Mifflin Harcourt 'Into Reading and Waggle' as presented and reviewed at the January Committee of the Whole meeting. (ARP ESSERs III funds) Motion: J. Stake; Second: N. Burgett. The motion was carried unanimously.

## Personnel

Approved the transfer of Mrs. Christina Fessenden from a 4.5 hour paraprofessional at the elementary school to a 5.5 hour paraprofessional at the elementary school effective Tuesday, February 7, 2023. Motion: J. Stake; Second: N. Burgett. The motion was carried unanimously.

Approved the addition of Mr. Brandon Neefe to the substitute teaching list. Motion: J. Stake; Second: N. Burgett. The motion was carried unanimously.

Added Ms. Teresa French to the approved bus driver list. Motion: S. Lathrop; Second: J. Stake. The motion was carried unanimously.

## Finance

Updated grant funding spending review. The administration will provide the board with an updated spending review for all current grant funds at next week's meeting.

### Board

Mrs. Amanda Priest, Mr. Cole Ramsey, Mrs. Samantha Perry, and Mr. Samuel Kysor have been employed by the Port Allegany School District for three years and have been rated satisfactory during the last four months of the third year; therefore, this sixth rating made to comply with Section 1108 of the Pennsylvania School Code results in professional employee status (tenure).

Policy Update - First Reading of Policy 233 Suspension and Expulsion. (Recommended for legal liability.)

### Executive Session

The board met in executive session for personnel matters at 8:00pm.

### Adjournment

Motion: J. Stake; Second: D. Tanner. The motion was unanimously carried. Mrs. Petruzzi adjourned the meeting at 9:21 p.m.

Respectfully submitted,

MELISSA VEILLEUX  
Secretary to the Board of School Directors