

Port Allegany School District  
BOARD OF SCHOOL DIRECTORS  
*Regular Meeting*

January 17, 2024  
High School Library  
7:00 p.m.

**AGENDA**

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. Nathan Burgett, Mr. Eric Button, Mr. Christopher Ernst, Mrs. Erica Petruzzi, Mr. Jason Stake, Mrs. Elizabeth Stauffer, Mr. Nicholas Valentine and Mr. Gary Buchsen

Board Absent: Mr. Donald Tanner and Mrs. Ink Young

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

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 August 14, 2023.

Minutes of Preceding Meetings

Approved the Minutes of the December 5, 2023 Reorganization Meeting. Motion: J. Stake  
Second: E. Button. The motion was unanimously carried.

Treasurer's Report

Approved the Treasurer's Report for the periods ending November 30, 2023 and December 31, 2023 as presented by Mr. Moate. Motion: J. Stake; Second: N. Burgett. The motion was carried unanimously.

Bill Lists and Payrolls

General Fund investments on November 30, 2023 were as follows: Juniata Valley Bank (JVB) Investment Savings - \$6,375,896.19 and JVB Now Account - \$66,791.86. Motion: J. Stake; Second: E. Button. The motion was carried unanimously.

General Fund investments on December 31, 2022 were as follows: Juniata Valley Bank (JVB) Investment Savings - \$7,020,569.18 and JVB Now Account - \$234,231.86. Motion: J. Stake; Second: E. Button. The motion was carried unanimously.

November 30, 2023 balance for various accounts were reported as follows: Capital Reserve Fund - \$1,382,713.75; Student Activities Account - \$127,440.97; Student Athletics Account - \$112,900.20; and Cafeteria Account - \$309,595.21. Motion: J. Stake; Second: E. Button. The motion was carried unanimously.

December 31, 2023 balance for various accounts were reported as follows: Capital Reserve Fund - \$1,388,475.06; Student Activities Account - \$115,777.29; Student Athletics Account - \$131,921.04; and Cafeteria Account - \$360,605.21. Motion: J. Stake; Second: E. Button. The motion was carried unanimously.

Approved the General Fund Bill List of December 11, 2023 - \$691,238.89 and payrolls of November 9, 2023 - \$269,834.82 and November 22, 2023 - \$266,220.83. Motion: J. Stake; Second: E. Button. The motion was carried unanimously.

Approved the General Fund Bill List of January 17, 2024 - \$504,866.30 and payrolls of December 7, 2023 - \$311,862.60 and December 21, 2023 - \$257,557.41. Motion: J. Stake; Second: E. Button. The motion was carried unanimously.

### Superintendent's Report

Mr. Buchsen handed the floor over to Mr. Moate to speak on the terms of the fund balance investment recommendation. Mr. Moate gave rates from both JBV and PLGIT. The board stated that JVB has always been good to us for our financing options and so has PLGIT.

Johnson Controls wrote up invoices for fire alarm deficiencies repairs at the elementary and high schools totaling \$1,534.40.

### Finance

Accepted the updated quote of \$110,872.45 from Singer Equipment for replacement of cafeteria dishwashers at the elementary school and high school. Motion: J. Stake; Second: N. Burgett. The motion was carried unanimously.

Approved the E-rate funding contract with EPIC communications as presented at the committee of the whole meeting. Motion: J. Stake; Second: N. Burgett. The motion was carried unanimously.

Approved a professional services agreement in the amount of \$9,500.00 with Lonesome Prairie Publications, LLC to provide USDA distance learning grant writing services to the district. Motion: J. Stake; Second: N. Burgett. The motion was carried unanimously.

Approved the proposal from Mazza Mechanical Services in the amount of \$16,881.00 for network communication work on the elementary school roof. Motion: N. Burgett; Second: E. Stauffer. The motion was carried unanimously.

Approved the proposal from Johnson Controls in the amount of \$1,534.40 for repairs to the high school and elementary school fire alarm systems. Motion: C. Ernst; Second: I. Young. The motion was carried unanimously.

Authorized the superintendent and the business manager to reinvest the maturing CD's as reviewed at the committee of the whole meeting. Motion: C. Ernst; Second: I. Young. The motion was carried unanimously.

### Board

Approved the 2024-2025 school calendar as presented at the committee of the whole meeting. Motion: J. Stake; Second: E. Button. The motion was carried unanimously.

Reauthorizing the current district health and safety plan. Motion: J. Stake; Second: E. Stauffer. The motion was carried unanimously.

Approved the Pennsylvania Schools Boards Association Principles of Governance and Leadership resolution. Motion: J. Stake; Second: E. Stauffer. The motion was carried unanimously.

Approved the following new policy and policy updates: Policy 200 - Enrollment of Students. (Mandated to comply with state law and regulations.), Policy 202 - Eligibility of Nonresident Students. (Mandated to comply with state law and regulations.), Policy 217 - Graduation. (Recommended for legal liability purposes.), Policy 254 - Educational Opportunity for Military Children. This is a new policy. (Mandated to comply with state law.), Policy 610 - Purchases Subject to Bid/Quotation. (Recommended for audit purposes.), Policy 611 - Purchases Budgeted. (Recommended for audit purposes.), Policy 626 - Federal Fiscal Compliance. (Recommended for audit purposes.) and Policy 810 - Transportation. (Mandated to comply with state regulations.) Motion: J. Stake; Second: N. Burgett. The motion was carried unanimously.

Approved the addition of Ms. Lorinda Smith as a jr. high basketball volunteer. Motion: C. Ernst; Second: E. Stauffer. The motion was carried unanimously.

Hired Mrs. Jenna Greenman as a 4.5 hour kindergarten aide at the elementary school, at an hourly rate of \$18.55 and fringe benefits in accordance with the Support Staff Agreement and district policy. Motion: N. Burgett; Second: E. Stauffer. The motion was carried unanimously.

### Executive Session

The board met in executive session for personnel matters at 7:21 pm..

## Adjournment

Motion: J. Stake; Second: C. Ernst. The motion was carried unanimously. Mrs. Petruzzi adjourned the meeting at 8:40 pm.

Respectfully submitted,

MELISSA VEILLEUX  
Secretary to the Board of School Directors