

Port Allegany School District

BOARD OF SCHOOL DIRECTORS  
*Regular Board Meeting*

November 13, 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. Nathan Burgett, Mr. Eric Button, Mr. Justin Fillhart, Mrs. Erica Petruzzi, Mr. Jason Stake, Mrs. Elizabeth Stauffer, Mr. Donald Tanner, and Mr. Gary Buchsen

Board Absent: Mr. Sean Lathrop and Mrs. Ink Young

Others Present: Business Manager Adam Moate, Barb Bockaras, Rachel Vargeson, Nicholas Valentine, Chris Ernst and Matthew 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.

Mr. Lawton wanted to state how much Ms. McElwee will be missed. She is a great asset to the school district.

Minutes of Preceding Meetings

Approved the Minutes of the October 2, 2023 Committee of the Whole Meeting and the October 9, 2023 Regular Meeting. Motion: J. Stake Second: N. Burgett. The motion was unanimously carried.

Treasurer's Report

Approved the Treasurer's Report for the period ending October 31, 2023 as presented by Mr. Tanner. Motion: J. Stake; Second: J. Fillhart. The motion was carried unanimously.

General Fund investments on October 31, 2023 were as follows: Juniata Valley Bank (JVB) Investment Savings - \$6,921,623.25 and JVB Now Account - \$21,258.32. Motion: J. Stake; Second: J. Fillhart. The motion was carried unanimously.

October 31, 2023 balance for various accounts were reported as follows: Capital Reserve Fund - \$1,376,976.35; Student Activities Account - \$108,786.46; Student Athletics Account - \$126,556.38; and Cafeteria Account - \$287,575.42. Motion: J. Stake; Second: J. Fillhart. The motion was carried unanimously.

### Bill Lists and Payrolls

Approved the General Fund Bill List of November 13, 2023 - \$537,744.47 and payrolls of October 12, 2023 - \$273,372.99 and October 26, 2023 - \$269,843.71. Motion: J. Stake; Second: J. Fillhart was carried unanimously.

### Superintendent's Report

Mr. Buchsen gave an update on the USDA distance learning grant. The district has received the budgeted amount and has all of the contracts that need to be signed off on. We will use that grant budget and begin ordering the equipment working with Solutionz.

Mr. Moate provided the board with three different quotes for both the elementary and high school dishwashers. They were from Singer, Hubert and TriMark. The Singer quote was the lowest quote and the recommendation would be Singer equipment with a total cost of \$106,813.86. A capital expenditure request will need to be filed with the state once it is approved by the board. Singer would take out the old equipment. The installment will only take one day and most likely would be done in the new year.

The semi final playoff football game will be on Friday night at 7pm in Brockway. The fall play dates have changed from Friday and Saturday evenings to Saturday evening and Sunday afternoon.

Mr. Buchsen thanked Mr. Fillhart and Mr. Lathrop for their years of service and their commitment to the community for their time serving on the district's board of directors.

### Personnel

Accepted for purposes of retirement, the letter from Ms. Beth McElwee (High School Learning Support Teacher) effective May 30, 2024. Motion: J. Stake; Second: N. Burgett. The motion was carried unanimously.

Approved Ms. Amanda Rudolph to both the paraprofessional and cafeteria substitute list. Motion: Motion: J. Stake; Second: N. Burgett. The motion was carried unanimously.

Approved Levi Howard and Jill Stuckey as volunteers for the district's live streaming program. Motion: Motion: J. Stake; Second: E. Button. The motion was carried unanimously.

### Finance

Approved the repository sale of Port Allegany Borough parcel 14-002-301, 90 Church Street (.210 acre) to the Port Allegany Borough for a bid of \$250.00. Motion: N. Burgett; Second: E.

Button. The motion was carried unanimously.

Approved the repository sale of Port Allegany Borough parcel 14-002-121, 208 N. Main Street (.200 acre) to A Partnership in Housing, Inc. for a bid of \$250.00. Motion: J. Stake; Second: E. Button. The motion was carried unanimously.

Approved the individual transportation contract reviewed at the committee of the whole meeting. Motion: Motion: J. Stake; Second: N. Burgett. The motion was carried unanimously.

Approved the United States Department of Agriculture distance learning grant budget in the amount of \$410,608 including a district match of \$53,789. Motion: J. Stake; Second: E. Button. The motion was carried unanimously.

Accepted the quote of \$106,813.86 from Singer Equipment for replacement of cafeteria dishwashers at the elementary school and high school. Motion: D. Tanner; Second: E. Stauffer. The motion was carried unanimously.

### Board

Approved payment to UTILITAC Equipment & Upfitting for labor costs to install the lights on the school police vehicle in the amount of \$999.70. (Cost will be split with IU9.) Motion: E. Button; Second: D. Tanner. The motion was carried unanimously.

Approved participation in the Seneca Highlands IU9's Associate Degree Paraprofessional Program with the Northern Pennsylvania Regional College. Motion: D. Tanner; Second: J. Stake. The motion was carried unanimously.

Approved memorandum of understanding 2023-2024-001 with the Port Allegany Education Support Professionals Association. Motion: E. Button; Second: J. Stake. The motion was carried unanimously.

Approved the following policy updates: Policy 815 - Acceptable Use of Internet, Computers and Network Resources. (Policy 815 is mandated by state and federal Child/Children's Internet Protection Act and required for E-rate.) and Policy 819 - Suicide Awareness, Prevention and Response. (Policy 819 is mandated by PA School Code 24 P.S. Sec. 15-1526.) Motion: J. Stake; Second: E. Stauffer. The motion was carried unanimously.

### Executive Session

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

### Adjournment

Motion: J. Stake; Second: N. Burgett. The motion was carried unanimously. Mrs. Petruzzi adjourned the meeting at 8:03 pm.

Respectfully submitted,

MELISSA VEILLEUX  
Secretary to the Board of School Directors