

## **Port Allegany School District**

### **BOARD OF SCHOOL DIRECTORS *Regular Board Meeting***

November 17, 2025  
High School Library  
7:00 p.m.

### **MINUTES**

President Mrs. 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. Eric Button, Mr. Christopher Ernst, Mrs. Erica Petruzzi, Mr. Jason Stake, Mrs. Elizabeth Stauffer, Mr. Donald Tanner (Via call in/telephone), Mr. Nicholas Valentine, Mrs. Ink Young and Mrs. Paula Newell.

#### **Board Absent:**

**Others Present:** Business Manager Adam Moate, Laura Alfieri, Barb Bockoras, Chelsea Caden, Renee Johnson, Crystal Drew, Mackenzie Veilleux, Amanda Priest, Bethany Mealy, Toncha Barber, Andrew Krellner, Jennifer Funk, Erica Babcock, Nancy Osani, Kaci Daniels, Kiley Wojewoda, Brandon Dearborn and Dawna Vanderpool

#### **Superintendent Remarks**

Mrs. Newell opened the meeting by providing an update on the Pennsylvania budget, highlighting the importance of implementing an evidence-based reading curriculum and screening students three times a year. She also discussed the creation of reading intervention planners and the new paraprofessionals program for literacy training. As well as mentioning the significant changes in cyber charter school reform, including the need for truant students to be visibly seen online and the restriction on cyber school attendance for truant students. Mrs. Newell thanked Mr. Tanner, Mrs. Stauffer, Mr. Button and Mr. Burgett for their years of service on the school board.

#### **Public Comment**

Kaci Daniels took the podium to discuss the SHRIT-VEBA insurance trust, emphasizing the need for more representation on the insurance advisory group. She encouraged the board to open the second representative spot to support professionals.

#### **Minutes of Preceding Meetings**

Approved the Minutes of the November 3, 2025 Committee-of-the-Whole Meeting. Motion: E.Button; Second: N. Burgett. The motion was carried unanimously.

#### **Treasurer's Report**

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

#### \*Bill Lists and Payrolls (gold attachments)

General Fund investments on October 31, 2025 were as follows: Juniata Valley Bank (JVB) Investment Savings - \$5,081,850.78 and JVB Now Account - \$49,397.32. Motion: J. Stake; Second: N. Burgett. The motion was carried unanimously.

October 31, 2025 balance for various accounts were reported as follows: Capital Reserve Fund - \$1,652,179.66; Student Activities Account - \$136,073.96; Student Athletics Account - \$156,790.01; Cafeteria Account - \$247,585.06; PLGIT Class Amount: \$800.01; and PLGIT Prime Amount: \$5,705,456.49. Motion: J. Stake; Second: N. Burgett. The motion was carried unanimously.

Approved the General Fund Bill List of November 17, 2025 - \$587,506.80 and payrolls of October 9, 2025 - \$301,538.43 and October 23, 2025 - \$300,457.84. Motion: J. Stake; Second: E. Button. The motion was carried unanimously.

#### Communication

Mrs. Newell presented a brief overview of the October food service report noting it contained a lot of great information about the menu and also some special events they are holding. Mrs. Newell thanked TNG for always doing a fantastic job. Mrs. Young confirmed that the school will be able to continue to offer free breakfasts.

#### Superintendent's Report

Mrs. Newell provided a brief overview of the Pennsylvania state budget, noting increases in basic education, special education, and Ready to Learn funding. Mr. Burgett inquired about the mental health and security budget, and Mrs. Newell and Mr. Moate confirmed a \$100,000.00 base with an increase based on enrollment.

#### NEW BUSINESS

##### Personnel

Approved the Personnel Action Report (PAR). Motion: N. Burgett; Second: J. Stake. The motion passed with Mrs. Stauffer abstaining.

##### Buildings & Grounds

Mrs. Newell briefly discussed the next steps with EI Associates. She stated that the grant for this is now going to be funded and more money is being put in at the state level. She also mentioned the PCCD grant and how windows could possibly come out of one of the energy saving initiatives.

## Board

Approved SchoolWebmasters one year renewal with website redesign. Motion: J. Stake; Second: E. Button. The motion was carried unanimously.

Approved the request to bring in Cindy Lasher at \$50/hour, not to exceed 3 days (21 hours) to provide some training to our new superintendent secretary. Motion: J. Stake; Second: N. Burgett. The motion was carried unanimously.

Approved the technology agreement with the IU9. Mrs. Petruzzi questioned whether or not we would lose any coverage. Mrs. Newell reassured the board that we would not lose any coverage and that In-Shore was willing to work with us through the transition. Motion: J. Stake; Second: N. Burgett. The motion passed with Mrs. Stauffer abstaining.

Mr. Stake made a motion to change item D. SHRIT-VEBA from a discussion topic to a recommendation. Second: N. Burgett. The motion passed. After discussing the professional and support associations and the MOU's, Mrs. Newell mentioned she thinks it is a good idea to make sure that both are moved to adopt. Mr. Stake then made a motion to adopt this resolution to authorize participation in the voluntary employee beneficiary association. Mrs. Stauffer seconded. The motion was carried unanimously.

Approved the Edulink Comply add-on volunteer module for the price of \$1,900.00. Motion: J. Stake; N. Valentine. The motion passed unanimously.

The PASD school emergency operations plan was discussed. Mrs. Young started off by thanking Mr. Burgett for his professional feedback on this matter. After a brief discussion regarding committees and the timeline of this plan, the board decided to table this for discussion in December.

Mr. Moate briefly discussed the situation regarding the Homestead Farmstead appeal decision that was presented to the board. He stated this person will have to reapply next year regardless of the board's decision. Mr. Stake made a motion to deny the appeal. Mr. Button seconded the motion. The motion to deny the appeal was passed unanimously.

Approved both McKean County tax refund requests 1 and 2. Motion: J. Stake; Second: N. Burgett. The motion passed.

## Executive Session

The PASD Board of Directors entered into executive session at 7:42 pm. Motion: E. Button; Second: N. Valentine. The motion was carried unanimously.

## Adjournment

PASD Board of Directors exited the executive session and adjourned the meeting at 9:23 pm. Motion: J. Stake; Second: E. Petruzzi. The motion passed.

Respectfully submitted,

Tiffany Plumstead  
Secretary to the Board of School Directors

Next Scheduled Meeting

*December 8, 2025 - Committee of the Whole Meeting*