

Port Allegany School District

BOARD OF SCHOOL DIRECTORS  
*Regular Meeting*

September 12, 2022  
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. Mr. Moate called the roll.

Board Present: Mr. Nathan Burgett, Mr. Eric Button (phone), Mr. Justin Fillhart, Mrs. Erica Petruzzi, Mr. Jason Stake, Mrs. Elizabeth Stauffer, Mr. Donald Tanner, Mrs. Ink Young (zoom), and Mr. Gary Buchsen.

Board Absent: Mr. Sean Lathrop

Others Present: Adam Moate; Business Manager 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 amended January 10, 2022.

Minutes of Preceding Meetings

Approved the Minutes of the August 1, 2022 Committee of the Whole Meeting, the August 8, 2022 Regular Meeting, and the August 11, 2022 Special Meeting. Motion: J. Stake; Second: E. Button. The motion was unanimously carried.

Treasurer's Report

Approved the Treasurer's Report for the period ending August 31, 2022 as presented by Mr. Tanner. Motion: J. Stake; Second: E. Stauffer. The motion was carried unanimously.

General Fund investments on August 31, 2022 were as follows: Juniata Valley Bank (JVB) Investment Savings - \$8,630,716.00 and JVB Now Account - \$192,512.40. Motion: J. Stake; Second: E. Stauffer. The motion was carried unanimously.

August 31, 2022 balance for various accounts were reported as follows: Capital Reserve Fund - \$1,216,859.00; Student Activities Account - \$91,626.44; Student Athletics Account - \$93,518.16; and Cafeteria Account - \$168,363.99. Motion: J. Stake; Second: E. Stauffer. The motion was carried unanimously.

### Bill Lists and Payrolls (gold attachments)

Approved the General Fund Bill List of August 8, 2022 - \$1,007,365.28 and payrolls of August 4, 2022 - \$202,206.05, and August 18, 2022 - \$212,953.78. Motion: J. Stake; Second: E. Button. The motion was carried unanimously.

### Superintendent's Report

The administration is recommending the board to authorize a \$100,000 transfer from the general fund to the capital reserve. This transfer has been budgeted.

Knox Law has shared a memorandum of understanding with the IU9 for the school resource officer. The administration, Mr. Benson, and Mr. Young reviewed the document. The Knox Law fees will be paid by IU9. General board discussion and comments were made.

The district gathered information on the Therma freezer/cooler monitoring systems. This system will notify the school if there is a change in temperature with any of the freezers or coolers. Mr. Stake asked if it worked off of our wifi. Mr. Moate noted the system could be returned at no cost.

Mr. Moate reviewed a Driver's Education car lease proposal from Zook Motors. This would be a three year lease at \$300 a month.

### Curriculum

Approved the fall play 'Clue' as reviewed at the committee of the whole meeting. (budgeted) Motion: D. Tanner; Second: J. Fillhart. The motion was carried unanimously.

Approved a proposal to offer an after school photography class at the elementary school at a cost not to exceed \$1,050.00. (7% set aside after school funding) Motion: D. Tanner; Second: E. Stauffer. The motion was carried unanimously.

### Personnel

Approved the list of professional mentors as presented at the committee of the whole meeting in September for first year teachers. Motion: J. Fillhart; Second: E. Button. The motion was carried unanimously.

### Finance

Authorized the final payment of the Schneider Electric invoice for the district energy project. Motion: J. Stake; Second: E. Button. The motion passed with Mr. Fillhart opposing.

Approved a transfer of \$100,000.00 from the general fund to the capital reserve. (budgeted) Motion: E. Button; Second: J. Stake. The motion was carried unanimously.

Approved Therma cooler and freezer monitoring sensors for the high school and elementary school at an annual cost of \$408.00. Motion: D. Tanner; Second: E. Stauffer. The motion was carried unanimously.

Approved a 3-year lease agreement with Zook Motors for a driver's education car at a monthly rate of \$300.00. Motion: E. Button; Second: J. Stake. The motion was carried unanimously.

### Buildings and Grounds

Approved the quote from Johnson Controls for services relating to the fire alarm system at the elementary school, and the fire alarm system, sound/communications system at the high school at a cost of \$4,750 for the 2022-2023 school year. Motion: J. Stake; Second: E. Stauffer. The motion was carried unanimously.

Approved the quote from Johnson Controls to install new fire alarm control panels in the high school at a cost of \$19,667. Motion: E. Button; Second: J. Stake. The motion was carried unanimously.

### Board

Approved the district health & safety plan with proposed amendments shared during the committee of the whole meeting. Motion: J. Stake; Second: E. Button. The motion was carried unanimously.

Approved the memorandum of understanding for a school resource officer with the Port Allegany Borough, the Seneca Highlands Career and Technical Center, and the Seneca Highlands Intermediate Unit. Motion: D. Tanner; Second: E. Button. The motion passed with Mr. Stake opposing.

Approved the following policy updates: Policy 236.1 Threat Assessment (Recommended for legal liability purposes.), Policy 805 Emergency Preparedness and Response (Recommended for legal liability purposes.), Policy 805.2 School Security Personnel (Recommended for legal liability purposes.) and Policy 808 Food Services (Required for auditing purposes.). Motion: J. Stake; Second: N. Burgett. The motion was carried unanimously.

### Executive Session

The board met in executive session at 7:28 p.m. for legal and personnel matters.

### Adjournment

Motion: D. Tanner; Second: J. Stake. The motion was unanimously carried. Mr. Petruzzi adjourned the meeting at 7:54 p.m.

Respectfully submitted,

MELISSA VEILLEUX  
Secretary to the Board of School Directors