

Port Allegany School District

BOARD OF SCHOOL DIRECTORS  
*Regular Board Meeting*

August 12, 2024  
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. Christopher Ernst, Mrs. Erica Petruzzi, Mr. Jason Stake, Mr. Donald Tanner, Mr. Nicholas Valentine and Mrs. Paula Newell.

Board Absent: Mrs. Elizabeth Stauffer and Mrs. Ink Young

Others Present: Business Manager Mr. Adam Moate, Kari Stake, Rachel Vargeson and Matthew Lawton.

Minutes of the Preceding Meetings

Approved the Minutes of the June 10, 2024 Committee of the Whole Meeting, June 17, 2024 Regular Meeting and July 1, 2024 Special Meeting. Motion: J. Stake; Second: N. Burgett. The motion was carried unanimously.

Treasurer's Report

Approved the Treasurer's Report for the period ending June 30, 2024 and July 31, 2024 as presented by Mr. Tanner. Motion: J. Stake; Second: N. Burgett. The motion was carried unanimously.

Bill Lists and Payrolls

General Fund investments on June 30, 2024 were as follows: Juniata Valley Bank (JVB) Investment Savings - \$6,994,764.42 and JVB Now Account - \$305,018.98. Motion: J. Stake; Second: E. Button. The motion was carried unanimously.

General Fund investments on July 31, 2024 were as follows: Juniata Valley Bank (JVB) Investment Savings - \$6,407,563.48 and JVB Now Account - \$125,985.22. Motion: J. Stake; Second: E. Button. The motion was carried unanimously.

June 30, 2024 balance for various accounts were reported as follows: Capital Reserve Fund - \$1,523,884.70; Student Activities Account - \$103,131.26; Student Athletics Account -

\$138,888.72; and Cafeteria Account - \$254,605.31. Motion: J. Stake; Second: E. Button. The motion was carried unanimously.

July 31, 2024 balance for various accounts were reported as follows: Capital Reserve Fund - \$1,530,754.67; Student Activities Account - \$103,222.39; Student Athletics Account - \$139,367.72; and Cafeteria Account - \$309,844.89. Motion: J. Stake; Second: E. Button. The motion was carried unanimously.

### Bill Lists and Payrolls

Approved the General Fund Bill List of July 15, 2024 - \$169,097.16 and August 12, 2024 - \$330,667.50 and payrolls of June 6, 2024 - \$362,530.60 and June 20, 2024 - \$278,515.28, July 3, 2024 - \$211,822.77, July 18, 2024 - \$214,678.43, August 1, 2024 - \$222,346.47. Motion: J. Stake; Second: E. Button. The motion was carried unanimously.

### Superintendent's Report

The lights at PAES are operational except one which requires a new solar cap sensor that has been ordered and should be replaced soon.

Thank you to the Port Allegany Borough who donated their boring drill and manpower to assist in the completion of the PAES lights repair. This would have been a huge undertaking if they did not donate their time as we would have had to tear up the blacktop and go a different route.

Meeting summary from meeting with solicitor, Chris Lantz on Tuesday, August 6th. Mrs. Newell addressed the board in regards to the conversation th EMS tax resolution and that it was a productive meeting. Mr. Lantz stated that he could be as available or unavailable as we wanted him to be.

The board was let known of a few important upcoming dates within the district: Elementary Open House: August 19, 2024, 7th Grade Orientation: August 15, 2024, 7th Grade Parent Meeting: August 15, 2024, Teacher in-service: August 19, 2024, Teacher in-service: August 20, 2024 and First Day of School: August 21, 2024.

### Finance

Approved payment to provide two continental breakfasts and one lunch for district employees during the August in-service days at a cost not to exceed \$1,750.00. Motion: J. Stake; Second: E. Button. The motion was carried unanimously.

Approved the Securranty proposal to offer voluntary Chromebook insurance to families. No cost to the school district. Motion: J. Stake; Second: E. Button. The motion was carried unanimously.

## Personnel

Approval of Personnel Action Report (PAR). Kane Area School District is holding Kathrine Whittle for 30 days. Motion: J. Stake; Second: E. Button. The motion was carried unanimously.

## Transportation

Approved the 2024-2025 bus routes as developed by Joseph Muccio, LLC, pupil transportation contractor. Motion: J. Stake; Second: E. Button. The motion was carried unanimously.

Approved the 2024-2025 bus/van driver's list as recommended by Joseph Muccio, LLC, pupil transportation contractor. Motion: E. Button; Second: J. Stake. The motion was carried unanimously.

## Board

Mrs. Newell asked the board to see if anyone is interested in attending the PASA-PSBA School Leadership Conference. The Pennsylvania Association of School Administrators and Pennsylvania Boards Association host a joint, multi-day conference for school leaders. Held October 6-8, 2024 in the Poconos area. <https://paschoolleaders.org/> this includes a dinner invite at this event from Schneider Electric.

Approved Pennsylvania Association of School Administrators (PASA) New Superintendent's Academy with Mentorship for superintendent, Paula Newell. Cost: \$2,000.00. Travel: September 25-26, 2024, November 21-22, 2024, January 16-17, 2025. Motion: D. Tanner; Second: E. Button. The motion was carried unanimously.

Approved a special meeting for public comment September 3, 2024 at 6pm for the Port Allegany School District EMS-Fire Tax resolution. Mr. Burgett asked to have a committee meeting before the public meeting. Motion: J. Stake; Second: N. Burgett. The motion was carried unanimously.

Approved the job description for the Student Services Administrative Assistant, 12 month employee. Motion: J. Stake; Second: N. Burgett. The motion was carried unanimously.

Approved the job description for the Attendance Secretary (.5)/ Benefits Assistant (.5), 10/12 month employee. Motion: J. Stake; Second: E. Button. The motion was carried unanimously.

Approved professional development, per memo for superintendent tuition. Motion: C. Ernst; Second: J. Stake. The motion was carried unanimously.

## Executive Session

None

## Adjournment

Motion: J. Stake; Second: D. Tanner. The motion was carried unanimously. Mrs. Petruzzi adjourned the meeting at 7:20 pm.

Respectfully submitted,

MELISSA VEILLEUX  
Secretary to the Board of School Directors