

Port Allegany School District

BOARD OF SCHOOL DIRECTORS  
*Regular Meeting*

March 11, 2024  
High School Library  
7:00 p.m.

**Minutes**

Superintendent Gary Buchsen 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. Christopher Ernst, Mrs. Elizabeth Stauffer, Mr. Donald Tanner, Mr. Nicholas Valentine, Mrs. Ink Young (7:03pm) and Mr. Gary Buchsen.

Board Absent: Mr. Eric Button, Mrs. Erica Petruzzi and Mr. Jason Stake

Others Present: Business Manager Mr. Adam Moate and Brad Stewart.

Election of Temporary President

Mr. Buchsen opened the floor to receive nominations for a temporary president. Mr. Ernst nominated Mr. Tanner and Mrs. Stauffer seconded. Hearing no further nominations, Mr. Buchsen declared Mr. Tanner elected to serve as temporary president.

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 reauthorized on January 17, 2023.

Minutes of Preceding Meetings

Approved the Minutes of the February 5, 2024 Committee of the Whole Meeting and the February 12, 2024 Regular Meeting. Motion: N. Burgett Second: C. Ernst. The motion was unanimously carried.

Treasurer's Report

Approved the Treasurer's Report for the period ending February 29, 2024 as presented by Mr. Tanner. Motion: E. Stauffer; Second: I. Young. Motion was carried unanimously.

General Fund investments on February 29, 2024 were as follows: Juniata Valley Bank (JVB) Investment Savings - \$7,018,015.38 and JVB Now Account - \$19,699.52. Motion: E. Button; Second: N. Burgett. Motion was carried unanimously.

February 29, 2024 balance for various accounts were reported as follows: Capital Reserve Fund - \$1,400,069.79; Student Activities Account - \$125,163.04; Student Athletics Account - \$136,429.76; and Cafeteria Account - \$381,288.23. Motion: E. Button; Second: N. Burgett. Motion was carried unanimously.

### Bill Lists and Payrolls

Approved the General Fund Bill List of March 11, 2024 - \$662,060.69 and payrolls of February 1, 2024 - \$260,324.36, February 15, 2024 - \$263,504.56 and February 29, 2024 - \$267,450.27. Motion: C. Ernst; Second: N. Valentine. Motion was carried unanimously.

### Superintendent's Report

Mr. Buchsen stated that photocopier leases at both the high school and elementary school are up and need to be renewed. These are the big copier machines that the teachers use. Mr. Moate stated that he received two recent quotes from both Comdoc and Marco.

Mr. Buchsen provided a list of the schools within our district and what their plans are for the solar eclipse on April 8. We have both a softball and baseball game that day and currently, neither one of those will be affected. This will be happening right as the students from both the elementary and high school will be dismissed. The board will need to decide what our action will be as far as early dismissal.

Volunteer Firefighters and EMS Tax Credit resolution draft. (This will be made available to the board Monday evening. It has been shared for review to the district solicitor.)

### Personnel

Accepted for purposes of retirement the letter from Mr. Tracy Kio (elementary principal) effective June 28, 2024. Motion: E. Stauffer; Second: N. Burgett. Motion was carried unanimously.

### Finance

Approved level funding of district health care rates for the Seneca Highlands Regional Insurance Trust for the 2024-2025 school year. Motion: N. Burgett; Second: C. Ernst. Motion was carried unanimously.

Approved the proposal by Comdoc for a 48 month lease for two district copiers at a monthly cost of \$459.68. Motion: N. Burgett; Second: E. Stauffer. Motion was carried unanimously.

## Board

Approved an early dismissal to the school calendar for April 8, 2024. Motion: N. Burgett; Second: N. Valentine. Motion was carried unanimously.

Approved the renewal agreement with the Nutrition Group for food service management services for the 2024-2025 school year. This includes a minimum revenues over expenses guarantee of \$93,644.72 for the year. Motion: N. Burgett; Second: E. Stauffer. Motion was carried unanimously.

Allowed Coudersport Area School District students to participate in the Port Allegany Jazz Band at no cost to the school district. Motion: N. Burgett; Second: E. Stauffer. Motion was carried unanimously.

Approved the following policy update: 903 - Public Comment in Board Meetings. (Recommended for legal liability purposes.) Motion: N. Burgett; Second: E. Stauffer. Motion was carried unanimously.

Mr. Burgett brought up an email that Mr. Stake had sent to all board members making a formal request asking that the April and May meetings be moved so that he can participate being that his classes fall on Monday evenings and he wanted to be a part of the budget process.

## Executive Session

The board met in executive session for personnel matters at 7:30 pm.

## Adjournment

Motion: E. Stauffer; Second: N. Burgett. The motion was carried unanimously. Mr. Tanner adjourned the meeting at 8:16 pm.

Respectfully submitted,

MELISSA VEILLEUX  
Secretary to the Board of School Directors