

Port Allegany School District
BOARD OF SCHOOL DIRECTORS
Committee-of-the-Whole Meeting
August 5, 2019

MINUTES

Call to Order

President Carlson brought the meeting to order at 7 o'clock p.m. in the high school library with a moment of silence and the flag salute. Secretary Adam Moate called the roll.

Roll Call

Board Present: Dr. Mark Carlson, Mr. Kerry Hawver, Mrs. Cheryl Nasto, Mrs. Erica Petruzzi, Mr. Jason Stake, Mr. Donald Tanner, Mr. Gary Buchsen, and Mr. Adam Moate.

Board Absent: Mrs. Lisa Drabert, Mr. Justin Fillhart, and Mr. Sean Lathrop.

Others Present: High School Principal Marc Budd, Elementary Principal Tracy Kio, Assistant Principal Erika Emerick, Kari Stake and Rachel Vargeson of The Nutrition Group, Brad Stewart, Kim Ball, Christina Fessenden, and Thrisa Kallenborn.

Doctor Carlson announced that the Board met in executive session immediately prior to this meeting for teacher interviews.

Public Comment

There were no comments relating to federal programs, agenda items or in general.

Superintendent's Report

Mr. Kio provided an update for the elementary school as follows: 1) Hiring is done. 2) Kindergarten Readiness Program with 16 students. This program provides transportation for students. 3) Kindergarten Camp will run August 14-16. All kindergarten students are invited to work a few hours with teachers and get acclimated with the building. With these programs plus the Head Start and Pre-K classroom, most of the incoming kindergarten children have had almost a full year in our building – which is very good and positive. 3) Disappointed that we weren't awarded a second Pre-K classroom. We were hoping for funding of additional seats in our current program as well, but that didn't happen. There may be an option to share seats across the Intermediate Unit. 4) Commended the maintenance staff for taking care of the building and getting it ready for the new school year. 5) Transition of the printing process from the CTC to TC Specialties of Coudersport who have been very positive and helpful. 6) Working with the Intermediate Unit Nine staff in keeping the writing piece strong by setting aside some potential time to work with the staff. He reported there are about 68 kindergarten students this year.

Mr. Budd reported that enrollment is up at the high school this year. He updated the Board with the following information: 1) Seventh grade orientation is scheduled for Thursday and parent orientation that same evening. Peer Helpers are lined up to come in, they do a great job in orienting the students. 2) Band camp and fall sports are beginning which really signals the start of the new school year. 3) Maintenance staff is working diligently to get the building ready for the start of the new school year. There was a slight issue with the gym floor but Mr. Buchsen stepped in and got the ball rolling so the recoating will be completed in the main gym. 4) Excited about new hires and commended Mr. and Mrs. Myers. 5) Counselors will return on August 12th noting that as Keystone results are released from the state they will be tweaking schedules. Mr. Buchsen thanked the principals.

Mr. Buchsen reported that teacher training will be offered this Thursday and Friday. Teachers who attend will have the opportunity to opt out of the January or last day in-service day. Google G Suite and Beyond Google are the trainings being offered.

Mr. Buchsen said he needs to get the 1:1 Initiative parent letter out this week announcing that there will be one evening session for questions. This year students will receive their Chromebooks the first day of the 2019-2020 school year.

Personnel

Accepted Ms. Jennifer Vivic's resignation as a cafeteria employee effective July 23, 2019. Motion: E. Petruzzi; Second: J. Stake. The motion carried unanimously.

Accepted Mr. Timothy McNeil's resignation for retirement purposes as a custodian effective August 18, 2019 (22 years of service). Motion: K. Hawver; Second: C. Nasto. The motion passed unanimously. Doctor Carlson thanked Mr. McNeil for his 22 years of service.

Hired Ms. Akane Hanson as a temporary professional employee assigned as an elementary music teacher beginning the 2019-2020 school year at a salary of \$42,181 (BS, Step 1) and fringe benefits in accordance with the Professional Agreement and district policy. Motion: D. Tanner; Second: C. Nasto. The motion carried unanimously.

Hired Mr. Cole Ramsey as a temporary professional employee assigned as a high school music teacher beginning the 2019-2020 school year at a salary of \$42,181 (BS, Step 1) and fringe benefits in accordance with the Professional Agreement and district policy. Motion: J. Stake; Second: E. Petruzzi. The motion was carried unanimously.

Approved the following volunteer coaches for the 2019-2020 school year: Akane Hanson and Cole Ramsey, marching band; Tracy Smith, volleyball; and Joshua Saltsman, football. Motion: E. Petruzzi; Second: C. Nasto. The motion was passed unanimously.

The following personnel items were discussed and will be presented for approval next Monday. 1) Pre-K Counts Assistant Teacher Position. Due to Mrs. Priest's transfer to a kindergarten teaching position, the Assistant Teacher position is vacant. The position has been posted, applications received and screened, and interviews are scheduled. The administration plans to have a candidate recommendation next week. 2) Life Skills Aide. A 4.5 hour life skills aide vacancy needs filled for the 2019-2020 school year. The hiring process is moving along with interviews this week and administration will recommend a candidate for approval next Monday. 3) Appointment of Mentors. Per district policy, the Board will need to appoint mentors for the five newly-hired teachers: elementary school – Ms. Burrous, Mrs. Hendershot, Ms. Hanson, Mrs. Priest and high school – Mr. Ramsey. 4) Additions to the Substitute List. Mrs. Stephanie Rankin and Ms. Carli Tucker have requested approval as support staff substitutes. Administration will recommend approval pending completion of appropriate paperwork.

Finance

The Board will be asked to consider approving assessment changes in the 2019 real estate tax due to veteran's exemption and building removal. These changes are recommended by the County Commissioner's Office and would net a decrease of \$1,508.37 in real estate taxes. Detailed information will be provided next week.

Approved increasing student lunch prices beginning the 2019-2020 school year setting elementary student lunch at \$2.10 and high school student lunch at \$2.15. The costs of breakfast, adult and reduced lunches remain unchanged. Motion: J. Stake; Second: K. Hawver.

Mr. Moate stated that the USDA provides a paid lunch equity tool annually that is used to calculate the required price for a school lunch. The motion was unanimously carried.

Curriculum and Instruction

Approved a one-year district license with NewsELA to provide online, non-fiction, leveled reading content during the 2019-2020 school year at a cost of \$9,424 (cost to be covered with Rural and Low Income grant funds). Mr. Buchsen stated that last year this was a pilot program and is a good piece with the 1:1 initiative. Motion: C. Nasto; Second: E. Petruzzi. The motion passed unanimously.

Mr. Buchsen presented information in support of Eduplanet21 Pennsylvania compliance learning path subscription. This is a program that monitors and offers mandated, required staff trainings such as Mandated Reporter Training. He noted initial start-up cost of \$2,300 includes set up, then annually it would be about \$1,000. He also said Rural and Low grant funds can be used for this. Mr. Buchsen indicated it is a platform program so staff would be able to take the courses at their convenience. He is recommending giving it a try for the first year. There were brief, positive comments from board members.

Buildings and Grounds

Hired Taylor & Armstrong Construction, Inc. to seal the high school staff, student and elementary parking lots, including the bleacher walkway at the high school at a cost of \$10,860 per quote dated July 25, 2019. Doctor Carlson asked if we could get them to take care of the drain at the elementary school. Discussion was held and consensus of the Board was to have Mr. Buchsen work with our maintenance staff and to contact Taylor & Armstrong. Motion: J. Stake; Second: K. Hawver. The motion was unanimously carried.

The extension of the contract with Mazza Mechanical Services, Inc. for HVAC services was discussed. Mr. Moate said the contract would run through August 2024 at an annual cost of \$37,800 for the high school and \$36,500 for the elementary school. Lengthy discussion was held and the item will be placed on next Monday's agenda.

Hired All-American Athletics to recoat the high school gymnasium floor at a cost of \$3,300 per proposal dated August 4, 2019. Mr. Buchsen and Mr. Budd provided background information leading to the recommendation. Motion: E. Petruzzi; Second: D. Tanner. The motion passed unanimously.

Transportation

The Board approves bus routes and drivers annually. The 2019-2020 routes have been established by pupil transportation contractor Joseph Muccio, LLC and reviewed by administration. The drivers' list is compiled by Muccio as well and appropriate paperwork is provided for district records. Mr. Buchsen provided an update on the new Pine Grove Amish school. Mr. Buchsen said he investigated the "school zone" sign issue and indicated that the non-public schools would need to initiate the request. Administration supports approval of routes and drivers for next Monday night's meeting.

Board

Policy Updates – first reading. The Board reviewed the following policy change recommendations from the Pennsylvania School Boards Association. Policy 150 - Title I Comparability of Services. This is required, but not applicable to the district since we do not have multiple elementary schools or high schools. Policy 220 - Student Expression/Distribution and Posting of Materials (recommended for legal liability purposes). Policy 335 - Family and Medical Leaves (recommended for legal liability purposes). Mr. Buchsen said the policy includes language that require employees to use available sick time in conjunction with FMLA noting the district already does this.

Policy 702.1 - Crowdfunding. Mr. Buchsen said this is a tool (i.e. GoFundMe) that can be used to allow teachers to request specific resources for their classrooms. Administration is looking for Board directions relating to dollar amount thresholds in the policy for superintendent approval and for board approval. Administration has a Google form for proposed use; but there is no threshold. Lengthy discussion was held and Board consensus was to set a \$5,000 threshold for superintendent approval; anything over will need Board approval. Policy 913 - Nonschool Organizations/Groups/Individuals (recommended for legal liability purposes). Some discussion was held and the policy will be revisited next week.

Approved permitting Securanty to offer student Chromebook insurance during the 2019-2020 school year at an annual cost of \$24.95 to parents. Mr. Buchsen noted the district does not benefit financially by offering this insurance. Motion: J. Stake; Second: D. Tanner. The motion was unanimously carried.

The Board adjourned to executive session at 8:21 p.m. to discuss personnel matters. The Committee-of-the-Whole meeting reconvened for adjournment at 9:06 p.m.

Adjournment

Motion: K. Hawver; Second: E. Petruzzi. The motion carried unanimously. Doctor Carlson adjourned the meeting at 9:07 p.m.

Respectfully submitted,

ADAM C. MOATE
Secretary to the Board of School Directors