

Port Allegany School District  
BOARD OF SCHOOL DIRECTORS  
Committee-of-the-Whole Meeting  
September 3, 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. Justin Fillhart, Mr. Kerry Hawver, Mr. Sean Lathrop, Mr. Jason Stake, Mr. Donald Tanner, Mr. Gary Buchsen, and Mr. Adam Moate.

Board Absent: Mrs. Lisa Drabert, Mrs. Cheryl Nasto, and Mrs. Erica Petruzzi.

Others Present: High School Principal Marc Budd, Elementary Principal Tracy Kio, Assistant Principal Erika Emerick, Lisa VanGorden, and Trisha Kallenborn.

Public Comment

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

Committee Reports

The Board briefly reviewed the draft minutes of the June 17, 2019 Seneca Highlands Intermediate Unit Nine Board of Directors meeting.

Mr. Tanner reported that the CTC has an enrollment of 306 students compared to 274 last year. There was a low enrollment of 208 in 1991-1992 and a high of 334 in 2008-2009.

Mr. Fillhart reported that PSBA is now offering crisis communication support with a dedicated phone number and e-mail 24 hours a day, every day. He indicated they are also making strides to have more representatives in Washington, D.C.

Superintendent's Report

Mr. Buchsen announced we had a very smooth opening to the 2019-2020 school year expressing thanks to all staff. He said enrollment is up this year, but reminded the Board that last year's graduating class was 41 seniors. Mr. Buchsen noted that the trend of kindergarten levels spiking through the summer have not happened over the past couple of years.

Mr. Buchsen reported he and Mr. Muccio met with Mr. Byler of the Amish Community to confirm the Pine Grove School schedule. It seems there was a communication issue relating to daylight savings time, but it has been resolved.

Mr. Moate reported that last year he and Mrs. Kari Stake of The Nutrition Group applied for a grant to help increase breakfast participation. They applied for a Grab & Go Breakfast Cart which allows students to grab breakfast items from the cart as they enter the building. The grant has been awarded in the amount of \$4,800. He expects it to be in place within the next two weeks.

Personnel

Accepted Mr. Richard Bova's resignation as a life skills aide effective August 30, 2019. Motion: K. Hawver; Second: J. Stake. Mr. Buchsen said this is a 7 hour position. The motion carried unanimously.

Approved additions to the Substitute List as follows: Ms. Cecelia Grebbien, Lacey Riale, and Holly Triplett - support staff. Motion: S. Lathrop; Second: J. Stake. The motion carried unanimously.

The following personnel items were discussed and will be presented for approval next Monday. 1) Cafeteria Positions. There are two 4.5 hour positions open due to resignation and transfer. The hiring process is nearly complete and administration will have recommendations for next Monday night's meeting. 2) Maintenance Position. The full-time position created by Mr. McNeil's retirement has been posted internally. Brief discussion was held with Mr. Buchsen stating there will be a recommendation next week. 3) Life Skills Aide. Mr. Bova's position has been posted internally in anticipation of the Board's acceptance of his resignation. A candidate recommendation will be included on next week's agenda. 4) High School Science Teacher. The anticipated position has been posted internally, advertised locally, and posted on state-wide websites. Mr. Buchsen indicated administration is anticipating this to be a difficult position to fill; currently we have three applications.

### Finance

The Board will be asked to consider approving assessment changes in the 2019 real estate tax due to the removal of a mobile home. These changes are recommended by the County Commissioner's Office and would net a decrease of \$52.36 in real estate taxes. Detailed information will be provided next week.

### Curriculum and Instruction

Ms. Penny Amacher has requested permission to offer a fall play entitled *Breaking the News*. The administration supports her request noting that she has done a good job over the past four years.

Approved Mr. Christian Sevinsky's request to conduct a crowdfunding campaign of \$7,500 for purchase of TI Nspire graphing calculators for the high school. This is per Policy 702.1. Motion: J. Stake; Second: J. Fillhart. Mr. Buchsen reported that he and Mr. Budd have had conversation with the Department of Education relating to allowing students to use the Chromebook applications for assessments; they are awaiting a ruling. The motion passed unanimously.

### Board

Policy Updates – first reading. The Board reviewed the following policy change recommendations from the Pennsylvania School Boards Association.

1. Policy 004 - Membership – Board member training. (recommended by PSBA)
2. Policy 201 - Admission of Students – age changes effective 2020-2021 (required with changes to school code)
3. Policy 204 - Attendance - age changes (required with changes to school code)
4. Policy 208 - Withdrawal from School – age changes (required with changes to school code)
5. Policy 209 - Health Examinations/Screenings (necessary for legal liability purposes)
6. Policy 808 - Food Services – state revisited, but ruling by federal government renders changes null and void (required for auditing purposes). However, the administration is looking for Board direction relating to employee lunch debt by adding a clause to this policy. Lengthy discussion was held and consensus of the Board was to include the clause and set the debt limit to -\$30.00 for staff.
7. Policy 913 - Non-School Organizations/Groups/Individuals (recommended for legal liability purposes). Relates to booster groups being considered school organizations.

Election of Officers for the Pennsylvania School Boards Association. The handout that included bios of candidates was reviewed and discussed. The Board will need to make their preferences next week and let Mr. Moate know so he can go on-line and cast the Board's vote.

The Board adjourned to executive session at 7:47 p.m. for personnel matters. The Committee-of-the-Whole meeting reconvened for adjournment at 8:30 p.m.

Adjournment

Motion: S. Lathrop; Second: J. Fillhart. The motion carried unanimously. Doctor Carlson adjourned the meeting at 8:30 p.m.

Respectfully submitted,

ADAM C. MOATE  
Secretary to the Board of School Directors