

Port Allegany School District  
BOARD OF SCHOOL DIRECTORS  
*Committee of the Whole Meeting*

February 2, 2026  
High School Library

\*The Port Allegany School District Board of Directors met in executive session for personnel matters at 6:30 p.m.

Committee of the Whole meeting - 7:00 p.m.

**MINUTES**

Prior to calling the meeting to order, Mr. Ernst took a moment to provide our condolences to the Welch family. He noted he would like to take extra time during our moment of silence to honor Wesley.

Mr. Ernst called the meeting to order at 7:00 p.m. in the high school library with a moment of silence and the flag salute. Ms. Plumstead called the roll.

**Board Present:** Mrs. Erica Babcock, Mrs. Barbara Delacour, Mr. Christopher Ernst, Mr. Sean Lathrop, Mrs. Erica Petruzzi, Mr. Jason Stake, Mr. Nicholas Valentine and Mrs. Ink Young and Mr. Marc Budd

**Board Absent:** Mr. Alex Johnson

**Others Present:** High School Principal Tracy Kio, Elementary Principal Greg Oliver, Assistant Principal Kathleen Bostjancic, Mindy Bernardi, Andrew Krellner, Chelsea Caden, Crystal Drew, Renee Johnson, Bethany Mealy, Jennifer Funk, Kristi Freeman, Nancy Osani, Tabatha Dart, Beth Stauffer, Richard Brown, Brad Greenman, Jenna Greenman, Val Seybert and Amanda Priest

Public Comment

No public comment.

Committee Reports

Christopher Ernst, Intermediate Unit Nine Board of Directors representative, stated there was no meeting in January, so he had nothing to report.

Alex Johnson, Seneca Highlands CTC General Advisory Board representative, was absent from this meeting; therefore, there was nothing to report.

Nicholas Valentine, PSBA Legislative representative, mentioned Governor Shapiro's 2026-2027 state budget proposal presentation on February 3rd. He also notes the virtual training for new

school directors on February 14th and a virtual seminar on enhancing school safety and security on February 17th.

### Minutes of Preceding Meetings

Approved the minutes from the January 12, 2026 regular meeting. Motion: Mr. Stake; Second: Mrs. Young. The motion passed unanimously.

### Communication

None

### Superintendent's Report

Mr. Budd discussed the addition of an AP Cybersecurity class for the 2026-2027 school year.

Mr. Budd provided an update on the school calendar for the 2026-2027 school year, including in-service days, professional development days, and the first and last day of school. He mentions the inclusion of three snow days and the specific professional development days locked in for LETRS training. Mr. Budd also discussed the alignment of the school calendar with the CTC schedule and the need for a one o'clock dismissal day on the last student day to allow teachers time to complete grading and other tasks.

### NEW BUSINESS

#### Personnel

Approved the letter for purposes of retirement from Mr. George Riley (High School Guidance Counselor and Teacher) effective at the end of the 2025-2026 school year. Motion: Mr. Stake; Second: Mrs. Petruzzi. The motion passed. Mr. Budd noted that he cannot say enough positive things about Mr. Riley. He has been a wonderful asset to the Port Allegany School District and he will be greatly missed.

Approved the resignation of Ms. Brachele Valerius as Life Skills one-to-one aide effective January 15, 2026. Motion: Mr. Stake; Second: Mrs. Young. The motion was passed.

Approved Kristi Freeman to transfer from a 4.5 hour life skills paraprofessional to a 4.5 hour regular education/kindergarten paraprofessional position. Motion: Mr. Stake; Second: Mr. Lathrop. The motion passed.

Approved Alana Corey as a part-time 4.5 hour life skills paraprofessional, with an hourly rate of \$19.76 and fringe benefits set in accordance with the Support Staff Agreement. Employment to commence upon receipt of FBI fingerprint clearance. Motion: Mrs. Babcock; Second: Mrs. Petruzzi. The motion passed.

Approved the addition of Ms. Tonya Buchsenschutz to the support staff substitute list. Motion: Mr. Stake; Second: Mrs. Babcock. The motion passed.

Approved the addition of Ms. Patricia Rupert, Ms. Theresa Gigliotti, Mr. Evan Cowburn and Ms. Sierra Wiley to the substitute teaching list. Motion: Mr. Lathrop; Second: Mr. Stake. The motion passed unanimously.

Approved volunteer Cassie Kazimer for the remainder of the 2025-2026 school year. Cassie has been asked to chaperone an upcoming music trip to NYC. Motion: Mrs. Young; Second: Mrs. Babcock. The motion passed.

The Port Allegany School Board of Directors entered into executive session at 7:25 pm to discuss a volunteer personnel matter. Motion: Mrs. Young; Second: Mr. Valentine. The motion passed.

The Port Allegany School Board of Directors exited the executive session at 7:33 pm. Motion: Mrs. Young; Second: Mrs. Petruzzi. The motion passed.

Approved volunteers Alliyah Penick, Matt Decker, Allison Marzo and Simon Burleson to help with the 2025-2026 track and field spring season. Motion: Mrs. Babcock; Second: Mrs. Petruzzi. The motion passed with Mr. Lathrop abstaining.

The recommendation of Dan Schott as a volunteer for the 2025-2026 track and field spring season was tabled for consideration at a later date.

Approved Amy Antonioli as a professional employee, assigned as a full time Board Certified Behavioral Analyst, effective March 2, 2026 at a pro rated salary of \$62,345.00 (M+30, Step 7) and fringe benefits set in accordance with the Professional Agreement and district policy. Motion: Mr. Lathrop; Second: Mrs. Young. The motion passed unanimously.

### Finance

Mr. Budd discussed the implementation of a positive pay program to protect the district from check washing and explained the process and its benefits. The board discussed the steps involved in the positive pay program and its application to physical checks, including reimbursement checks and officials' checks.

### Transportation

Mr. Ernst stated he attended the Port Allegany Borough meeting prior to the school board meeting and just wanted to let the board know that the Arnold Avenue bridge replacement is set for this year but it most likely will not be completed prior to school starting in the fall.

### Buildings & Grounds

None

### Curriculum

None

## Board

The board was notified that Ms. Katherine Whittle, Ms. Jenna Switzer and Ms. Elizabeth Dean have all met the qualifications to comply with Section 1108 of the Pennsylvania School Code resulting in professional employee status granting them tenure.

Approved the resignation of Nicholas Valentine as a Port Allegany School District Board Director effective February 28, 2026. Motion: Mr. Stake; Second: Mrs. Petruzzi. The motion passed unanimously. The board of directors thanked Mr. Valentine for his service.

Approved the recommendation to advertise for letters of interest to fill the forthcoming School Board Director vacancy, with letters being accepted until February 26, 2026. Motion: Mr. Stake; Second: Mr. Lathrop. The motion passed. Mr. Budd stated this advertisement will be posted on the school facebook page, the Port Allegany School website and The Bradford Era.

Mrs. Babcock discussed the fee structure for student attendance at school-affiliated events, focusing on the financial barriers some students face and how those costs can prevent them from supporting their peers. Several members expressed support for making student admission free or reduced, while continuing to charge adults, with suggestions for sign-in procedures to maintain accountability and track attendance. The group also discussed the potential use of volunteers instead of paid staff, noting many districts have made similar changes, and concluded by emphasizing appreciation for community support while seeking fair, sustainable solutions that balances access, safety and financial responsibility. The board decided to table this discussion until budget season.

## Executive Session

The PASD Board of Directors entered into executive session at 7:58 pm for a discussion of legal matters. Motion: Mr. Stake; Second: Mrs. Young. The motion passed.

Mr. Stake made a motion to exit the executive session. Mrs. Young seconded. The motion was carried unanimously. The executive session exited at 9:20 pm.

## Adjournment

The PASD Board of Directors adjourned the meeting at 9:20 pm. Motion: Mr. Stake; Second: Mrs. Babcock. The motion passed.

Respectfully submitted,

Tiffany Plumstead  
Secretary to the Board of School Directors

Next Scheduled Meeting

*February 9, 2026 - Regular Meeting*