

Port Allegany School District

BOARD OF SCHOOL DIRECTORS  
*Committee of the Whole Meeting*

September 14, 2026  
High School Library

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

Regular meeting - 7:00 p.m.

**MINUTES**

Mr. Ernst called the meeting to order at 7:10 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. Justin Fillhart, Mr. Alex Johnson, Mr. Sean Lathrop, Mr. Jason Stake, Dr. Ink Young, and Mr. Marc Budd

**Board Absent:** Mrs. Erica Petruzzi

**Others Present:** Business Manager Adam Moate, Acting High School Principal Toncha Barber, Elementary Principal Greg Oliver, Assistant Principal Kathleen Bostjancic, Amanda Priest, Crystal Drew and Bethany Mealy

Public Comment

No public comment.

Committee Reports

Christopher Ernst, Intermediate Unit Nine Board of Directors representative, had nothing to report.

Alex Johnson, Seneca Highlands CTC General Advisory Board representative, had nothing to report.

Ink Young, PSBA Legislative Representative, discussed proposed Pennsylvania Department of Health regulations and concerns regarding potential requirements for disease contact tracing and communication with students in schools. Dr. Young stated PSBA emailed Board members a template for comments, regarding regulation #10-242. Particular concern was expressed regarding provisions that could allow Department of Health representatives to communicate directly with students without parental involvement. The Board emphasized the importance of maintaining appropriate communication with parents and ensuring that school administration and staff are not placed in situations better handled directly by health officials. Dr. Young

stated she will provide Board members with additional information regarding the proposed regulations and the public comment process for further consideration.

### Minutes of Proceeding Meetings

Approved the minutes from the August 10, 2026 regular meeting. Motion: Mrs. Babcock; Second: Mr. Lathrop. The motion passed.

Approved the minutes from the August 17, 2026 special meeting. Motion: Mrs. Babcock; Second: Mr. Lathrop. The motion passed.

### Superintendent's Report

Mr. Budd provided an update regarding the installation of the auditorium stage curtains and rigging. It was noted that two curtains were installed in colors that were not included in the District's approved materials. Mr. Budd stated after reviewing the project documentation, the contractor agreed to replace the non-approved curtain with a black curtain at no additional cost to the District. The existing blue curtain will remain available for potential future productions, and the replacement black curtain will extend across the full length of the back of the stage.

Mr. Budd provided the Board with an update on the Schneider Electric HVAC project. He stated installation of pipe and fin-tube covers is ongoing, with additional covers being fabricated and anticipated to be installed throughout the building. Temporary protective coverings remain in place in some areas to ensure student safety. Mr. Budd stated he continues to inspect the building to identify areas requiring additional coverings or sealing. The Board also discussed warranty coverage for the HVAC equipment, with further discussion to take place in executive session.

### NEW BUSINESS

#### Personnel

Approved volunteers Makenzie Veilleux, Josh Nelson, Tracy Smith and Lisa Daniels to assist with the 2026-2027 volleyball season. Motion: Mr. Stake; Second: Dr. Young. The motion passed, Mr. Lathrop abstained.

Approved the resignation of Mrs. Laura Nelson, Licensed Social Worker effective September 24, 2026. Motion: Mr. Stake; Second: Dr. Young. The motion passed.

Approved the resignation of Ms. Penny Lilly, 4.5 hour cafeteria worker effective September 25, 2026. Motion: Mr. Stake; Second: Mrs. Delacour. The motion passed.

Approved Ms. Fran Reilly to be paid in accordance with schedule A-5, Masters +30, Step 20 with a salary of \$79,095.00. Ms. Reilly will serve as a long term substitute teacher for the secondary Chemistry/ General Science position, retroactive to August 25, 2026. Motion: Mr. Lathrop; Second: Dr. Young. The motion passed.

Approved Brianna Kio as a part-time 4.5 hour Life Skills paraprofessional, effective September 16, 2026, with an hourly rate of \$20.55 and fringe benefits set in accordance with the Support Staff Agreement. Motion: Mrs. Delacour; Second: Mr. Stake. The motion passed.

Approved the addition of Ms. Emi Tanaka to the teacher substitute list retroactive to September 1, 2026. Motion: Mrs. Babcock; Second: Mr. Stake. The motion passed.

Approved the addition of Mrs. Jolene Schuessler to the teacher substitute list. Motion: Mr. Stake; Second: Dr. Young. The motion passed.

Approved the addition of Mrs. Ashley Simpson to the support staff substitute list. Motion: Mr. Johnson; Second: Mr. Lathrop. The motion passed.

Approved Hannah Bailey to provide Homebound Instruction for the 2026-2027 school year. Motion: Mr. Stake; Second: Mr. Fillhart. The motion passed.

Approved Mrs. Lauren Jackson as a professional employee, assigned as a full time High School Physical Education teacher, effective September 15, 2026 with a salary of \$50,626 (Bachelors, Step 1) and fringe benefits set in accordance with the Professional Agreement and district policy. Motion: Mr. Lathrop; Second: Mrs. Babcock. The motion passed, Mrs. Delacour abstained.

### Transportation

Approved Kevin Gamet as a bus/ van driver with Joseph Muccio, LLC for the 2026-2027 school year. Motion: Mrs. Delacour; Second: Mr. Stake. The motion passed.

### Buildings & Grounds

Mr. Moate discussed the renewal of the Johnson Controls fire alarm inspection and monitoring agreement. He stated the lengthy agreement includes an approximately 3% increase in costs. Mr. Moate clarified that the District owns the fire alarm system hardware, including the main controller, which was replaced several years ago due to outdated equipment. Routine maintenance includes periodic battery replacement and inspection and cleaning of fire alarm heads. This agreement will be brought back for approval at next week's regular meeting.

Mr. Moate discussed the Waste Management service renewal. Mr. Moate reported that Casella, the District's current waste management provider, proposed a 5.1% increase in service costs. The District has three dumpsters serviced twice weekly, including one at the high school and two at the elementary. Mr. Moate stated he obtained a competing quote, which was significantly higher than Casella's proposal, and noted that waste disposal costs have increased in recent years. This agreement will be brought back for approval at next week's regular meeting.

Mr. Moate discussed issues with the high school cafeteria walk-in freezer and reviewed three repair/replacement quotes from Mazza, 3D Facility Services, and Duby's Refrigeration. The lowest quote was submitted by Mazza but Mr. Moate had concerns about quote consistency. Board members discussed differences in the proposed equipment, including the replacement

of one versus two evaporators, and requested clarification to ensure the quotes were comparable. Warranty terms were also reviewed, with one proposal including a five-year warranty compared to a one-year warranty on the other proposals.

### Board

Mr. Ernst discussed voting for new PSBA Board Members at the September 21st regular meeting. Ms. Plumstead will provide paper ballots at that meeting.

Approved Alex Johnson as Board Treasurer, retroactive to July 1, 2026 through June 30, 2027. Motion: Mr. Stake; Second: Mrs. Babcock. The motion passed.

### Executive Session

The Port Allegany School District Board of Directors met in executive session for personnel and legal matters at 7:49 pm. Mr. Stake made a motion to exit the executive session at 9:21 pm. Mr. Johnson seconded. The motion passed.

### Adjournment

The PASD Board of Directors adjourned the meeting at 9:22 pm. Motion: Mr. Stake; Second: Mr. Johnson. The motion passed.

Respectfully submitted,

Tiffany Plumstead  
Secretary to the Board of School Directors

### Next Scheduled Meeting

*September 21, 2026 - Regular Meeting*