

**PORTAGE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
JUNE 10, 2015**

<u>Mr. JT Bandzuh</u>	2015_____
<u>Mrs. Cindy Brickley, Secretary</u>	2015_____
<u>Mr. Jason Corte</u>	2017_____
<u>Mr. Matthew Decort</u>	2017_____
<u>Mrs. Kathy Hough, Vice President</u>	2015_____
<u>Mr. John Jubina</u>	2017_____
<u>Mr. Christian Smith</u>	2017_____
<u>Mr. Dennis Squillario, Treasurer</u>	2015_____
<u>Mr. Erik Thrower, President</u>	2015_____
<u>Mr. Eric A. Zelanko</u> Superintendent of Schools	_____
<u>Mr. Ralph J. Cecere</u> Junior-Senior High School Principal	_____
<u>Mr. Christian Serenko</u> Elementary School Principal	_____
<u>Mr. Pete Noel</u> Supervisor of Special Education	_____
<u>Mr. Michael Kunko</u> Business Manager	_____
<u>Mrs. Denise Moschgat</u> Recording Secretary	_____
<u>Dennis McGlynn, Esquire</u> Solicitor	_____

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I. CALL TO ORDER

The meeting of the Portage Area Board of School Directors will please come to order. Pledge of Allegiance and a moment of silence will be led by the board Vice-President.

II. ROLL CALL

The Recording Secretary will please call the roll.

III. RECOGNITION OF VISITORS

Those who wish to speak should limit their remarks to three but no longer than five minutes.

IV. SECOND READING OF PROPOSED NEW DISTRICT POLICY

Policy 819 – Suicide Prevention

V. ROUTINE MATTERS

1. NEXT REGULAR MEETING

The next Committee of the Whole Meeting will be held July 8, 2015 beginning at 6:30 p.m. in the elementary school auditorium with the Regular Meeting immediately following.

2. APPROVING THE MINUTES

Motion_____Second_____Vote_____

The Administration recommends approving the May board meetings minutes. A copy of the minutes was distributed with the advance agenda.

3. REPORTS

Vo-Tech Operating Committee representative **Erik Thrower**

Superintendent **Eric A. Zelanko**

High School Principal **Mr. Ralph Cecere**

Elementary School Principal **Mr. Christian Serenko**

Supervisor of Special Education **Mr. Pete Noel**

School Solicitor **Dennis McGlynn, Esquire**

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Business Administrator **Michael J. Kunko**

4. REPORTS: A. FINANCIAL, B. INVOICES (GENERAL FUND, CAFETERIA FUND AND ATHLETIC FUND), C. TAX COLLECTORS

Motion _____ Second _____ Vote _____
(Roll Call Vote)

A. Treasurers' Reports

A. General Fund	Page 2
B. Cafeteria Report	Page 3
C. School Wage Tax Financial Report	Page 4
D. Elementary School Activity Fund	Page 5
E. Junior / Senior High School Activity Fund	Page 6
F. Petty Cash (A – B – C)	Page 7
G. Payroll Financial Report	Page 8
H. Athletics	Page 9
I. General Fund	Page 10
J. Capital Reserve Fund	Page 10.1
K. Capital Projects Fund	Page 10.2
L. Investments/Pledged Collateral Report	Page 11

B.	
General Fund Invoices (Page 10)	\$771,771.59
Cafeteria Fund Invoices (Page 3B)	\$72,012.74
Elementary Activity Fund Expenditures (Page 5)	\$605.50
Junior/Senior High School Activity Fund Expenditures (Page 6A)	\$11,431.89
Athletic Fund Invoices (Page 9)	\$51,593.19
Capital Reserve Fund Invoices (10.1)	\$0.00
Capital Projects Fund Invoices (10.2)	\$1,294.49
Total Invoices paid	\$908,709.40

C.	
Mrs. Chappell - Cassandra Boro – Property, Per Capita, Occupation	\$0.00
Mrs. Redfern - Portage Boro – Property, Per Capita, Occupation	\$0.00
Mrs. Chappell Portage Township – Property, Per Capita, Occupation	\$16.50
Mrs. Mandichak - Portage Area School District – EIT (Delinquent)	\$0.00
Berkheimer Tax Administrators PASD – EIT (Current)	\$50,953.92
Total Taxes	\$50,970.42

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5. ADOPTING RESOLUTION TO ACCEPT THE HOMESTEAD AND FARMSTEAD EXCLUSION

Motion_____Second_____Vote_____

The Administration recommends adopting the Resolution to accept the Homestead and Farmstead Exclusion. Adoption will result in no additional money to the school district; it will result in real estate tax exclusions to homestead and farmstead owners who applied and received approval through the county. The amount to be allocated is \$335,770.

6. FINAL BUDGET FOR 2015-2016

Motion_____Second_____Vote_____

(Roll Call Vote)

General Fund

The budget in the amount of **\$11,899,479** has been advertised according to Section 687 of the Public School Code and should now be considered for final adoption. School real estate tax will be 48.5 mills. The budget has been prepared in accordance with the mandates set forth the PA Department of Education.

The amount of expenditures is **\$11,889,479**. This is an anticipated increase in spending of **\$214,329** or **1.84** percent over last year's budget. The proposed budget is built on the governor's proposed budget.

Cafeteria Fund

The Cafeteria Fund Budget anticipates **\$640,707** in expenses. Budgeted revenues and fund transfers to cover these expenses include Operating Revenues and Non-Operating Revenues – Federal and State Reimbursements in the amount of **\$484,502** and Fund Transfers from the General Fund **\$156,205**. This budget includes a \$.15 increase in breakfast and lunch meal prices for paid students and adults.

Athletic Fund

The Athletic Fund is a separate fund. Its budgeted expenses are **\$458,113**. Revenues include admissions and ticket sales of **\$26,000** and Fund Transfers from the General Fund of **\$432,113**.

7. EXONERATION OF TAX COLLECTORS

Motion_____Second_____Vote_____

Elected tax collectors should be exonerated from uncollected taxes so they may receive new duplicates and begin collecting 2015-2016 taxes on July 1, 2015. This action does not exonerate the taxables.

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8. GENERAL LIABILITY INSURANCE FOR 2015-2016; WORKMEN'S COMPENSATION COVERAGE FOR 2015-2016 AND SCHOOL ACCIDENT INSURANCE FOR 2015-2016

Motion_____Second_____Vote_____

(Roll Call Vote)

Sandy Squillario, Agent of Record, recommends the following coverages:

PSBA Trust (Workmen's Coverage)	\$
PSBA Trust (Property Liability)(\$25,000 deductible)	\$
PSBA Umbrella Liability	\$
Goodwin & Gruber (Student Coverage)	\$
PSBA School Board Errors and Omission	\$
General Liability	\$
Automobile	\$
Crime & Fidelity	\$
Boiler & Machinery	\$

Note: The premium amount for the workers compensation is an estimate.

9. MAKING A CONTRIBUTION TO THE PORTAGE VOLUNTEER FIRE COMPANY

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends contributing \$_____ to the Portage Volunteer Fire Company for the annual fund drive. In previous years, the board made a \$200 contribution.

10. RENEWING AGREEMENT WITH CSIU

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends renewing its agreement with CSIU for software services from July 1, 2015 to June 30, 2016 for eSchoolBook, Achievement/Discipline, Attendance, Grading, Scheduling and Transportation. The total amount for the services is approximately \$17,000.

11. RENEWING AGREEMENT WITH THE LEARNING LAMP FOR SEATS AT ITS ADMIRAL PEARY FACILITY

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends renewing its agreement with The Learning Lamp for two (2) seats at the Admiral Peary Area Vo Tech facility. The cost of for two seats is \$7,356.47 per seat.

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12. RENEWING AGREEMENT FOR DENTAL BENEFITS

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration recommends renewing its agreement with Delta Dental for a one year period (July 1, 2015 through June 30, 2016). The administration fee will be ____% of claims.

13. RENEWING AGREEMENT FOR VISION BENEFITS

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration recommends renewing its agreement with Vision Benefits of America for a two year period (July 1, 2015 through June 30, 2017). The monthly renewal rate is per member: \$4.70 for single members and \$12.00 per family unit. This represents an increase of approximately \$1,000 over last year.

14. ENTERING AGREEMENT FOR ACTUARIAL SERVICES

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration recommends accepting the quote of Markley Actuarial Services, Inc., in the amount of \$3,250 to comply with GASB 45 requirements.

Markley Actuarial Services Inc.	\$3,250.00
Milliman Services	No Quote

15. RENEWING AGREEMENT FOR ATHLETIC TRAINER

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration recommends renewing its agreement with Phoenix Rehabilitation for Athletic Trainer services for the 2015-2016 school year at an annual cost of \$_____

16. APPROVING RENEWAL OF PAIUNET CONTRACT

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration recommends renewing its contract with the Appalachia Intermediate Unit 8 for a three year contract from July 1, 2015 through June 30, 2018 to continue to act as the consortium lead for the PAIUNet Consortium. The cost for this service is \$70 per month.

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17. RENEWING LETTER OF AGREEMENT WITH THE MEADOWS

Motion_____Second_____Vote_____

The Administration recommends renewing its Letter of Agreement with The Meadows Psychiatric Center for the 2015-2016 school year. If the district utilizes this facility the fee will be \$60 per day for educational services.

18. RENEWING AGREEMENT WITH GOODWILL INDUSTRIES

Motion_____Second_____Vote_____

The Administration recommends renewing its Letter or Agreement with Goodwill Industries of the Conemaugh Valley, Inc., program for the period September 1, 2015 to September 1, 2016 to provide vocational evaluations, community based work assessments, paid work experience and job finding or job support services. Costs will be incurred if the district utilizes these services.

19. RENEWING PARTICIATION ON THE ELECT PROGRAM

Motion_____Second_____Vote_____

The Administration recommends approving participation in the Altoona Area School District's ELECT (Education Leading to Employment and Career Training) Program to apply for and expend funds on behalf of the Portage Area School District, through the AASD ELECT Consortium to operate the ELECT program/activities for eligible students.

20. RENEWING LETTER OF AGREEMENT FOR TITLE I SERVICES

Motion_____Second_____Vote_____

The Administration recommends approving a Letter of Agreement between the district and Central Cambria School District for Title I services at Holy Name Elementary School for the 2015-2016 school year. The cost to the district will be approximately \$4,730 per pupil allocation.

21. RENEWING AGREEMENT FOR BEHAVIORAL SUPPORT AND EDUCATIONAL SERVICES

Motion_____Second_____Vote_____

The Administration recommends entering into a Letter of Agreement with Extended Family Programs, Inc., for behavioral support and education services for the 2015-2016 school year. If the district chooses to utilize this program, the daily rate will be \$80.98 for high school students and \$83.91 for elementary school students plus the cost for educational services provided by the IU. The district will only incur these expenses if it places students in this program.

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22. RENEWING REQUEST FOR SUMMER HOURS

Motion_____Second_____Vote_____

The Administration recommends ACRP's request to hold summer hours in the district for students undergoing services and may not have means of transportation to one of their outpatient sites.

23. ARCHITECT APPROVALS FOR PAYMENT

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends approving the following application for payment which has been reviewed and approved by Jeff Haman, Inc. in regard to the elementary school concrete project.

24. ARCHITECT APPROVALS FOR PAYMENT

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends approving the following application for payment which has been reviewed and approved by CJL Engineering, Inc., in regard to the elementary school roof project.

25. APPROVING CHANGE ORDER

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends approving the following change orders Brickley Construction, Inc.

#1 All Concrete will be 4" thick unless noted otherwise	\$27,700.00
#2 Concrete Sealer upgrade	\$3,000.00

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26. APPROVING BIDS FOR CUSTODIAL AND CAFETERIA SUPPLIES

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends approving the following bids for cafeteria supplies (baked goods and milk) and custodial supplies:

Custodial

1. Allegheny Supply	\$22,282.40
2. Stevens	\$1,535.26
3. Fastenal	No Bid
4. Janitors Supply	\$2,472.25
5. Unipack Corp	No Bid
6. Central Poly	No Bid
7. Interboro Packaging	No Bid

Cafeteria Baked Goods

1. Pacifico	\$9,087.18
2. Butter Krust	No Bid
3. Nickols	No Bid
4. Schwebels	No Bid

The district will continue to use the current vendor.

Cafeteria Milk

1. Valewood	\$35,367.90
2. Galliker's	No Bid

The district will continue to use the current vendor.

27. PURCHASING 25 SECOND CLOCKS FOR THE FOOTBALL STADIUM

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends purchasing wireless LED field timers from DeMans Team Sports for the football field in the amount of \$4,750.

28. PURCHASING BUS CAMERAS

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends purchasing three bus cameras at a cost of \$650 per camera to be placed in school buses. Tri-County Transportation will again purchase two cameras. With the purchase of these cameras, all buses will have a camera in them and there will be one spare camera to be used as necessary.

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29. APPROVING QUOTE FOR GARAGE DOORS

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration recommends approving the quote of _____ for the purchase of two garage doors with openers for the high school shop area. The quotes are as follows:

Ted Moreau Garage Door Sales & Service	\$2,490.00
Thermodoor, Inc.	\$2,730.49
Overhead Door Company of Johnstown	\$2,470.00

30. APPROVING PURCHASE OF ATHLETIC FIELD BLEACHERS

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration recommends purchasing one additional set of field bleachers at a cost of \$2,999.

31. APPROVING PURCHASE OF ATHLETIC FIELD FENCE

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration recommends purchasing fencing from Craig Fencing, Inc. in the total amount of \$19,380 for the junior high softball and the junior varsity baseball fields.

32. APPROVING PAYMENT FOR HIGH SCHOOL GYMNASIUM FLOOR RESURFACING

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration recommends approving payment to S&S Flooring in the amount of \$18,300 for resurfacing the gymnasium floor.

33. ADVERTISING FOR SUBSTITUTES/VACANT POSITIONS

Motion_____Second_____Vote_____

The Administration requests permission to advertise for cafeteria, custodial, school nurse, teacher and paraprofessional substitutes and vacant positions. The Administration further requests permission to advertise and interview candidates for any vacant positions and present qualified candidates to the Board for action during the regular meeting to be held August 19, 2015.

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4. HIRING SUMMER WORKERS

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration recommends hiring the following summer workers for the 2015 summer:

Tyler Thomas Zach Coukart Bailey Kerch

5. HIRING A HOMEBOUND INSTRUCTOR

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration recommends hiring Tina Lutz as a homebound instructor from May 18 to June 4, 2015. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities.

6. ADDING FOOTBALL VOLUNTEER COACH

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration recommends approving Shane Baker as a volunteer football coach for the 2015-2016 season.

7. ADDING FOOTBALL VOLUNTEER COACHES

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration recommends approving the following volunteer football coaches for the 2015-2016 season:

Brad Rousell Matt Bilchak Bud Kordish Troy Scoran
Ryan Williams Jim Fisher Ryan Scoran Jake Bryja
Jakeb McQuillen

VII. BOARD REQUESTS / USE OF FACILITIES

Motion_____Second_____Vote_____ (Roll Call Vote)

Request for Approved Travel:

Requester	Destination	Date(s)	Approximate Cost
Eric Zelanko	Region 6 Summer Leadership Academy	July 8 – 10, 2015	\$295.00
Pete Noel, Christian Serenko	Workshop: Designing Quality Elementary School Schedules, Allegheny IU	July 21, 2015	\$100.00

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Requests for Use of Facilities:

Requester	Purpose	Facility	Date(s)	Rental Fee/ Amount
Sumer Slebodnick and Hannah Shaffer	Senior Project – Junior Cheer Camp	Len Chappell Gymnasium	August 3-5, 2015 8:30 – 11:00 a.m.	No Charge
Thomas R. Schettig, Rotary Club Race Director	Portage Summerfest 2014 5K	Stadium	August 9, 2014 8:00 a.m. - ?	No Charge

VIII. MOTION TO MAKE THE AGENDA PART OF THE MINUTES

Motion _____ Second _____ Vote _____

IX. MOTION SHOULD BE MADE TO ADJOURN THE MEETING

Motion _____ Second _____ Vote _____

Time: _____