

**PORTAGE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
MAY 13, 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. FIRST READING OF PROPOSED DISTRICT POLICY

819 Suicide Prevention

V. HONORING STUDENT ACHIEVEMENTS

VI. ROUTINE MATTERS

1. NEXT REGULAR MEETING

The next Committee of the Whole Meeting will be held June 10, 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 April 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)	\$1,120,227.67
Cafeteria Fund Invoices (Page 3B)	\$51,963.48
Elementary Activity Fund Expenditures (Page 5)	\$1,330.30
Junior/Senior High School Activity Fund Expenditures (Page 6A)	\$7,044.91
Athletic Fund Invoices (Page 9)	\$38,679.39
Capital Reserve Fund Invoices (10.1)	\$0.00
Capital Projects Fund Invoices (10.2)	\$20,325.42
Total Invoices paid	\$1,239,517.17

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	\$27.50
Mrs. Mandichak - Portage Area School District – EIT (Delinquent)	\$0.00
Berkheimer Tax Administrators PASD – EIT (Current)	\$46,571.51
Total Taxes	\$46,599.01

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5. TENTATIVE BUDGET FOR 2015-2016

Motion _____ Second _____ Vote _____
(Roll Call Vote)

General Fund

The proposed budget should be adopted tentatively so it can be advertised according to Section 687 of the Public School Code. The amount of expenditures is \$12,198,599. This is an anticipated increase in spending of \$36,190 over the prior year budgeted amount of \$11,836,699. Consideration for final adoption will be at the regular meeting held on June 10, 2015.

6. TAX STRUCTURE FOR 2015-2016 BUDGET

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration proposes a _____ Mill increase in taxes for the 2015-2016 school year. The remaining taxes shall remain at the current levels as follows:

	<u>2014-2015</u>	<u>2015-2016</u>
School Real Estate	48.5 Mills	_____ Mills
School Occupational Privilege	\$10.00	\$10.00
School Per Capita	\$5.00	\$5.00
School Earned Income	.5%	.5%
School Realty Transfer	.5%	.5%

7. PERMISSION TO APPLY FOR FEDERAL AND STATE FUNDS

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration and the Federal Program Coordinator request permission to apply for federal and state funds and submit applications to the Pennsylvania Department of Education. Estimated allocations for the 2015-2016 school year are as follows:

Title I	\$254,431	Assisting eligible children in reading and math.
Title II	CUT	Enhancing education through (Competitive) technology.
Title V	CUT	Library department's books and supplies
Title II, Part A	\$61,121	Class size reduction for primary grades.
Drug Free Schools	CUT	Drug and alcohol intervention program
IDEA	\$150,000	Services provided to students with disabilities
State Contingency (Recurring)	Unknown	Extra-ordinary special education cost reimbursement
ACCESS	\$10,000	PA Medical Assistance student's cost reimbursement.
PA Accountability Block Grant	\$70,773	Main focus is on developing and maintaining preschool and kindergarten programs (now comingled with Basic Ed funds).

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Science: It's Elementary	CUT	Promote science in the classroom. Use science kits and (Competitive or New) curriculum modules. Participate in science fairs and partnerships with regional employers.
--Dual Enrollment	CUT	Provides funds for students to earn college credit while in high school.
RTL	UNKNOWN	Former Governor's Proposal

8. BOARD APPOINTMENTS AND REAPPOINTMENTS FOR 2015-2016

Motion_____Second_____Vote_____

The administration recommends the following appointments for the 2015-2016 school year.

- A. Treasurer. (Under authority of Section 621 of the School Code.) Dennis Squillario presently serves as treasurer.
Treasurer: _____
- B. Solicitor. Attorney Dennis McGlynn presently serves as solicitor at an annual retainer of \$5,000 plus legal charges when necessary.
Solicitor: _____
- C. School Physician. Mark J. Ratchford, D.O. presently serves as school physician at an annual fee of \$2,700.
School Physician: _____
- D. Depository. 1st Summit Bank presently serves as depository.
Depository: _____
- E. School Dentist. Dr. Donald Nagy presently serves as school dentist at the fee of \$2.00 per student.
School Dentist: _____
- F. Depositories for Investments. 1st Summit Bank; PA Local Government Investment Trust; PA School District Liquid Asset Funds.
Depositories for Investments: _____
- G. Collectors for Act 511 Per Capita Tax of \$5 and Occupational Tax of \$5. Elected tax collectors are currently collecting these taxes. Four percent (4%) commission will be paid to the tax collector on the Act 511 dollar amount remitted to the school district.

9. APPROVING BIDS FOR COAL AND CAFETERIA SUPPLIES

Motion_____Second_____Vote_____

(Roll Call Vote)

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

<u>Coal</u>	
1. Penn Keystone Coal	\$127.45/ton
2. Rosebud Mining	No Bid
3. Island Sales	No Bid
4. RFI	No Bid

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Cafeteria Baked Goods

- | | |
|--------------------|--------|
| 1. Pacifico | No Bid |
| 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 | No Bid |
| 2. Galliker's | No Bid |

The district will continue to use the current vendor.

10. APPLYING FOR AMERICORP POSITIONS

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The administration requests permission to apply for four AmeriCorps positions for the 2015-2016 school year at a cost of \$9,300 each. This would be the total cost to the district with no benefits associated with the position.

11. RENEWING CONTRACT FOR FITNESS EQUIPMENT SERVICE

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends renewing its contract with G&G Fitness for service to cardio exercise equipment for a one year period July 1, 2015 through June 30, 2016. The cost for this service is \$1,470.

12. 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.

Laurel Municipal Inspection Agency	\$369.00	Permit Fees
The Tribune Democrat	\$1,357.50	Advertising
Jeffrey Haman Architects	\$925.49	Architect Fees

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13. 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.

Altoona Mirror	\$640.32	Advertising
The Tribune Democrat	\$570.00	Advertising

14. APPROVING BID FOR ELEMENTARY SCHOOL CONCRETE PROJECT

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends approving _____ with a bid of \$ _____ as the contractor for the elementary school concrete project. The bidders are as follows:

Baiano Construction, Inc.	No Bid
Brickley Construction, Inc.	\$115,000.00
Gordon L. DeLozier, Inc.	\$233,055.00
HRI, Inc.	\$284,000.00
KLA Roofing & Construction	\$299,275.00
Steel Mountain Construction	\$185,000.00
Ventura Construction Services, Inc.	\$192,800.00

15. APPROVING PURCHASE OF A FLOOR SQUARE SCRUBBER

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends approving the purchase form Allegheny Supply a Square Scrub floor scrubber in the amount of \$3,983.80.

16. APPROVING SUBSTITUTE TEACHER PROGRAM FOR THE 2015-2016 SCHOOL YEAR

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends approving an agreement with the Appalachia Intermediate Unit 08 Substitute Teacher Program for the 2015-2016 school year. The cost of this program is \$500.

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17. APPROVING THE ADMIRAL PEARY AVTS BUDGET FOR THE 2015-2016 SCHOOL YEAR

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends approving the Admiral Peary AVTS budget in the amount of \$3,512,808 for the 2015-2016 school year. The estimated per student cost is \$6,554.43.

18. APPROVING SANDING AND REFINISHING THE HIGH SCHOOL GYMNASIUM FLOOR

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends hiring S & S Flooring to sand and refinish the junior-senior high school gymnasium floor in the amount of \$18,300. The work will begin May 14, 2015.

VII. PERSONNEL MATTERS

1. ADDITIONS TO THE SUBSTITUTE LISTS

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends adding the following individuals to the substitute lists:

Jessica Fazenbaker	Substitute Teacher (Elementary/Early Childhood)
Nathan Shilcosky	Substitute Teacher (Elementary)
Jenna Montag	Substitute Teacher (Elementary/Early Childhood)
Chelsea Paterson-Shirk	Substitute Teacher (Elementary)
Theresa Ann Stevens	Substitute Teacher (Elementary)
Jessica Pelleschi	Substitute Teacher (Elementary/Early Childhood)

All individuals added to the substitute lists will provide all necessary clearances and certifications prior to having any contact with the students.

2. HIRING A HOMEBOUND INSTRUCTOR

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends hiring Emily Cartwright and Tina Lutz as home bound instructors for a six week period. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities.

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3. HIRING SPECIAL EDUCATION TEACHER

Motion_____Second_____Vote_____

(Roll Call Vote)

The administration recommends _____ for the position of autistic support/emotional support/transition services teacher at Step _____, with benefits, for the 2015-2016 school year.

4. HIRING SPECIAL EDUCATION TEACHER

Motion_____Second_____Vote_____

(Roll Call Vote)

The administration recommends Lori Beth Grata for the position of high school learning support/ELA teacher at Step ____, with benefits for the 2015-2016 school year.

5. HIRING SPECIAL EDUCATION TEACHER

Motion_____Second_____Vote_____

(Roll Call Vote)

The administration recommends Bryan James for the position of high school learning support/Social Studies teacher at Step ____, with benefits, for the 2015-2016 school year. Tenure will be contingent on Mr. James acquiring secondary Math and/or ELA by the end of the 2018-2019 school year (3 years).

6. HIRING SPECIAL EDUCATION TEACHER

Motion_____Second_____Vote_____

(Roll Call Vote)

The administration recommends _____ for the position of elementary learning support teacher at Step _____, with benefits, for the 2015-2016 school year.

7. HIRING A PARAPROFESSIONAL TEACHERS' AIDE

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends hiring Jamie Crum as a paraprofessional teachers' aide. Salary will be pursuant to the current agreement with the paraprofessionals (start at minimum wage).

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8. HIRING A SUMMER WORKERS

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends hiring the following individuals as temporary summer employment:

Brad Rosemas	Hannah Ernest
Evan Price	Spencer Price

9. ADDING VOLUNTEER COACH

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends adding Shane Baker as a volunteer football coach for the 2015-2016 school year. Mr. Baker will submit all necessary clearances and documents prior to beginning his duties as a volunteer coach.

VIII. BOARD REQUESTS / USE OF FACILITIES

Motion _____ Second _____ Vote _____
(Roll Call Vote)

Request for Approved Travel:

Requester	Destination	Date(s)	Approximate Cost	Budgeted Y/N
Pete Noel	2015 Special Education Leadership Summer Academy, Bedford, PA	July 27-31, 2015	\$343	Yes (Spec. Ed.)
Carole Conant and Emily Horn	New Coordinators Training, Title One and federal programs	May 21, 2015 7:45 am – 1:00 pm	\$19.21	Yes

Request for Approved Field Trip:

Requester	Destination	Date(s)	Approximate Cost	Budgeted Y/N
Michelle Coukart, Fifth Grade Teachers	Take the 5 th grade to the Portage Historical Society Museum	May 21, 2015	\$0.00 (Transportation paid by Rotary)	N/A
Jennifer Pisarski	Take the elementary student council members to a Curve game.	May 13, 2015 8:30 am – 2:30 pm	\$0.00 (Paid by Student Council)	N/A
Brian Randall	Two students to attend Rotary Youth Leadership at Outdoor Odyssey	July 26-31, 2015	\$450.00 (Rotary pays for one student)	N/A
Michele Coukart, 5 th Grade Teachers	Field trip to the Lemon House, Cresson, PA	June 3, 2015 9:00 am – 1:30 pm	\$0.00 (Paid by PTO)	N/A
Ray Trybus	Take the Science Club to the Mutter Museum of Anatomy & Physiology in Philadelphia	May 27, 2015 6:30 am – 10:00 pm	\$170.00	Yes
Nicole Panick and Tara Williams	Take 15 students to Maple Winds for a prom	June 2, 2015 1:00 p.m. to 2:30 p.m.	\$0.00	N/A

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	fashion show for the residents			
Grade 5 Teachers	Trip to Science Quest PA at the Richland Cinemas	May 22, 2015 9:15 am – 12:45 pm	\$91.74 Transportation Only	Yes
Kyle Gossard	Take the 6 th grade chorus members to an incentive lunch at Ponderosa	May 18, 2015 11:00 – 3:00 pm	\$91.74 Transportation Only	Yes
Brian Randall	Interact Club to visit the Chamber of Commerce	May 29, 2015 8:00 am to 12:00 pm	\$176.96 (Sub & Transportation)	Yes

Requests for Use of Facilities:

Requester	Purpose	Facility	Date(s)	Rental Fee/ Amount
Michael Fox, Drama Advisor	Drama Production	HS Cafeteria and Auditorium	May 20-21, 2015	No Charge
Gayle Price, Cheerleading Coach	Jr High Spring Fling	Elementary Gymnasium	May 16, 2015 9:00 am – 10:00 pm	No Charge
Gary Gouse	Tri-County Lineman Camp	Practice Field (track field)	June 23-24, 2015 9:00 am – 12:00 pm	\$30/hour
Alex Bunting and Tara Williams	Senior Project – Host the Art Fair	Jr.Sr. HS Cafeteria	May 15, 2015 4:00 pm – 10:00 pm	No Charge
Kathy Roman	Reading Enrichment Program	Elementary Classroom 204	June 8-19, 2015 9:00 am – 11:00 am	No Charge
Russell Gouse, Portage Stallion Football	Youth Football Practice	Practice field at the track	Sept. 10, 17, 24 Oct. 1, 8, 15, 22, 24 5:00 – 7:00 pm	No Charge
Russell Gouse, Portage Stallion Football	Youth Football Practice	Field behind football stadium	August 1 – October 31, 2015 5:00 pm – 8:00 pm	No Charge
Russell Gouse, Portage Stallion Football	Youth Football Games	District Football Stadium	Sept. 27, 2015 Oct. 4, 11, 18, 2015 12:00 – 6:00 pm	No Charge
Jude Decort, PAYA Softball	Practices	District Softball Field	May through July as available.	No Charge
Lydia Dobrowolsky	Book Signing for Alumni Amy Patalune and student Hannah Ernest	HS Library	May 26, 2015 6:00 – 8:00 pm	No Charge
Portage Ministerium, Paster John Palko	Baccalaureate Ceremony	Jr.Sr. High School Auditorium	June 2, 2015 7:00 pm	No Charge

IX. MOTION TO MAKE THE AGENDA PART OF THE MINUTES

Motion _____ Second _____ Vote _____

X. MOTION SHOULD BE MADE TO ADJOURN THE MEETING

Motion _____ Second _____ Vote _____

Time: _____