

**PORTAGE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
JANUARY 14, 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.

VI. BOARD RECOGNITION

VI. ROUTINE MATTERS

1. NEXT REGULAR MEETING

The February Committee of the Whole Meeting will be held February 11, 2015 beginning at 6:30 p.m. in the elementary school auditorium with the Regular Meeting immediately following.

2. APPROVING THE MINUTES

The Administration recommends approving the November and December 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**

Business Administrator **Michael J. Kunko**

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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) | \$838,068.93 |
| Cafeteria Fund Invoices (Page 3B) | \$47,521.11 |
| Elementary Activity Fund Expenditures (Page 5) | \$3,927.69 |
| Junior/Senior High School Activity Fund Expenditures (Page 6A) | \$4,951.90 |
| Athletic Fund Invoices (Page 9) | \$50,733.72 |
| Capital Reserve Fund Invoices (10.1) | \$0.00 |
| Capital Projects Fund Invoices (10.2) | \$0.00 |
| Total Invoices paid | \$945,203.35 |

C.

| | |
|--|--------------------|
| Mrs. Chappell - Cassandra Boro – Property, Per Capita, Occupation | \$432.04 |
| Mrs. Redfern - Portage Boro – Property, Per Capita, Occupation | \$2,846.72 |
| Mrs. Chappell Portage Township – Property, Per Capita, Occupation | \$31,578.11 |
| Mrs. Mandichak - Portage Area School District – EIT (Delinquent) | \$0.00 |
| Berkheimer Tax Administrators PASD – EIT (Current) | \$31,228.73 |
| Total Taxes | \$66,085.60 |

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5. APPROVING CONTRIBUTION TO THE PORTAGE PUBLIC LIBRARY

Motion_____Second_____Vote_____ (Roll Call Vote)

The administration recommend approving a contribution to the Portage Public Library in the amount of \$_____ for their 2015 annual drive. In the past, the district as given \$1,200.

6. APPROVING ARCHTECT FOR ELEMENTARY ROOF PROJECT

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration recommends approving _____, as architects for the elementary roof project. The architectural firms and their fees, and the percent of total project, are listed below:

| | | |
|-------------------------|-------|-------------|
| Jeff Haman Architects | N/A | \$24,750.00 |
| Foreman Architects | 6.0% | \$39,000.00 |
| Hayes, Large Architects | 4.0% | \$26,072.00 |
| CJL Engineering, Inc. | 1.71% | \$11,146.00 |

7. APPROVING BUSINESS OFFICE ACCOUNTING SOFTWARE

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration recommends approving a five (5) year contract with Tyler Technologies to provide business office account software at a cost of \$14,373 per year. There will be an initial, one-time fee of \$49,400.

8. APPROVING ACCELERATED BUDGET OPT OUT RESOLUTION

Motion_____Second_____Vote_____ (Roll Call Vote)

RESOLVED, that the Board of School Directors of Portage Area School District, makes the following unconditional certifications:

1. The school district's various tax levies and other revenue sources will be sufficient to balance the school district final budget for the next fiscal year (2015-2016) based on maintaining current tax rates or increasing tax rates by an amount less than or equal to the Act 1 index applicable to the school district as calculated by the Pennsylvania Department of Education. This conclusion is based on the school district preliminary budget or other information available to the School Board.
2. The applicable index for the next fiscal year is 2.9% (adjusted), and the School Board will not for the next fiscal year increase the rate of its real estate tax, or any other tax for the support of public education, by an amount that exceeds the applicable index.

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3. The School Board has to date and in the future will comply with the rules set forth in School Code § 687 for adoption of the school district proposed and final budgets for the next fiscal year.
4. The School Board understands that the school district will not be eligible to use Act 1 referendum exceptions for the next fiscal year.

9. APPROVING PLANCON K PROJECT REFINANCING

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration recommends approving PlanCon part K: Project Refinancing in regard to the new bond issue.

10. APPROVING CONTRACT WITH EFG, INC., FOR E-RATE SERVICES

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration recommends a one (1) year contract with EFG, Inc., to provide E-Rate services for the district for the 2015-2016 school year. The fee for these services is 7.5% of the total USAC approved and disbursed funds.

11. APPROVING PURCHASE OF A DISTRICT VEHICLE

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration recommends approving the purchase of a 2015 Ford Transit van to be used as a school vehicle at an approximate cost of \$_____.

12. APPROVING ACTIVITIES FUNDS CLUBS

Motion_____Second_____Vote_____

The Administration recommends approving the following activities fund clubs for the 2014-2015 school year:

Junior-Senior High School

- | | | |
|---------------------|----------------------|----------------------|
| Sr. High Band | Thespian | Audio Visual |
| Student Council | SADD | Art |
| Senior Class | Incentive | Junior Class Library |
| Spanish | Sophomore Class | Environmental |
| School Publications | Interact | Science |
| Choral | Colorguard/Majorette | Ski Club |
| Cheerleading | | |

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Elementary School

| | |
|----------|------------------|
| Ski Club | Zero Demerit |
| Chorus | Student Council* |

*music

13. APPROVING BACK-UP REAL ESTATE TAX COLLECTORS

The Administration recommends approving Mildred Chappell as the backup real estate tax collector for Joann Redfern, who collects taxes for Portage Borough residents. The Administration further recommends approving Joann Redfern as the backup real estate tax collector for Mildred Chappell, who collects taxes for Portage Township and Cassandra Borough residents. This is action is due to a requirement by the bonding company, procured by the bonding company, that each tax collector have a backup in place.

VIII. 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:

| | |
|-----------------|-------------------------------------|
| Scott Leydig | Substitute Teacher (Social Studies) |
| Zakary Newton | IU 08 Substitute Teacher |
| Tammy Semanchik | Substitute Teachers' Aide/Cafeteria |

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

2. APPROVING TEACHER TRANSFER

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends approving the transfer of Kayla Fisher to sixth grade beginning with the 2015-2016 school year.

3. HIRING A PROFESSIONAL STAFF POSITION

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends advertising and hiring an autistic support/transition/emotional support teacher beginning with the 2015-2016 school year. Salary will be based on the current contact between the district and the PAEA.

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4. HIRING A PROFESSIONAL STAFF POSITION

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends advertising and hiring an ELA Social Studies teacher beginning with the 2015-2016 school year. Salary will be based on the current contract between the district and the PAEA.

5. HIRING A JUNIOR HIGH BASEBALL HEAD COACH

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends hiring Rick Alexander as the junior high baseball head coach beginning with the 2015-2016 season. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities.

6. APPROVING EXTENSION TO FMLA

Motion_____Second_____Vote_____

The Administration recommends approving a staff member's request to extend Family and Medical Leave for an additional six weeks. This leave will be from December 4, 2014 to January 29, 2015.

7. ACCEPTING RESIGNATION OF TRACK COACH

Motion_____Second_____Vote_____

The Administration recommends accepting, with regret, the resignation of Terry Miller, as the assistant varsity and junior high track coach. The administration further requests permission to advertise this position.

8. ADDING A VOLUNTEER COACHES

Motion_____Second_____Vote_____

The Administration recommends adding the following volunteer coaches:

John W. Havrilla as a volunteer rifle coach beginning with the 2014-2015 season.
Scott Leydig as a volunteer junior high baseball coach beginning with the 2014-2015 season.

These individuals have submitted all necessary clearances and documentation.

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9. GRANTING TENURE

Motion _____ Second _____ Vote _____

The Administration recommends granting tenure to the following teacher who has completed three years of service and have had six satisfactory evaluations:

Jennifer Szpala

IX. BOARD REQUESTS / USE OF FACILITIES

Motion _____ Second _____ Vote _____
(Roll Call Vote)

Request for Approved Travel:

| Requester | Destination | Date(s) | Approximate Cost |
|--------------------|---|---|------------------|
| Amanda Morningstar | Sound Management: Its About Time workshop/ teleconference | February 27, 2015 8:00 a.m. to 4:15 p.m. | \$26.88 |
| Lydia Dobrowolsky | Argument Writing and Text-Dependent Analysis Questions State College, PA | February 4, 2015 9:00 a.m. to 3:30 p.m. | \$240.00 |

Request for Approved Field Trip:

| Requester | Destination | Date(s) | Approximate Cost |
|-----------------------|---|--------------|------------------|
| Kindergarten Teachers | Kindergarten field trip to Vale Wood Farms in Loretto, PA | May 15, 2015 | \$0.00 (PTO) |

Requests for Use of Facilities:

| Requester | Purpose | Facility | Date(s) | Rental Fee/ Amount |
|-------------------------------|---|---------------------------|---|--------------------|
| Football Boosters | Banquet and Awards Ceremony | HS Cafeteria & Auditorium | January 11, 2015 11:00 am – 2:00 pm | No Charge |
| Tyler Thomas and Nick Thrower | Senior Project – Band Jam. Proceeds to benefit the park | HS Auditorium | March 14 or 28, 2015* 6:00 – 8:00 p.m. | No Charge |
| Kaci Baker/Allison Cerwinsky | Junior Class Volley for Prom. Proceeds to pay for prom | Len Chappell Gymnasium | March 14 or 28, 2015* 2:00 – 7:00 p.m. | No Charge |
| Mary Ann George | PHEAA Workshop | Room 111 & 122 | February 28, 2015 8:30 am to 12:00 pm | No Charge |

X. MOTION TO MAKE THE AGENDA PART OF THE MINUTES

Motion _____ Second _____ Vote _____

XI. MOTION SHOULD BE MADE TO ADJOURN THE MEETING

Motion _____ Second _____ Vote _____

Time: _____