

**PORTAGE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
JUNE 14, 2017**

The Regular Meeting of the Portage Area Board of School Directors was called to order. Erik Thrower, board president, led the group in the Pledge of Allegiance and a moment of silence. Members and others present were: JT Bandzuh; Susan Berardinelli; Jason Corte; Matthew Decort; Kathy Hough; John Jubina; Christian Smith; Dennis Squillario; Erik Thrower; Ralph J. Cecere, Jr., Junior-Senior High School Principal; Christian Serenko, Elementary School Principal; Jeff Vasilko, Business Manager, Patricia Moore, Solicitor and Denise Moschgat, Recording Secretary. Absent were Eric Zelanko and Pete Noel.

RECOGNITION OF VISITORS

There were no visitors who wished to speak.

PROPOSED DISTRICT POLICIES

SECOND READING 204 Attendance

Mr. Cecere noted that the attendance law has changed significantly and there are going to be major adjustments made to our attendance policy and how absences are treated. Mr. Serenko added that informing parents on these changes will be a be an undertaking. Communication will be the key to successfully implementing the new law.

ROUTINE MATTERS

NEXT REGULAR MEETING

The Committee of the Whole Meeting will be held **Wednesday, August 9, 2017**, beginning at 6:30 p.m. in the elementary school auditorium, 84 Mountain Avenue, Portage, PA with the Regular Meeting immediately following.

APPROVING THE MINUTES

Motion Hough Second Squillario Vote 9-0

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

REPORTS

Vo-Tech Operating Committee representative **Erik Thrower** reported that the computer robotics teams took first and second place. He added that these students and others will be put on the wall of fame at the vo tech.

Superintendent **Eric A. Zelanko** was absent.

High School Principal **Mr. Ralph Cecere** thanked everyone who participated in graduation, adding that he appreciated all the effort and time put into making commencement a very memorial occasion. He also stated that he had received a great many compliments on the ceremony. He reported to the board that recent changes to the state pension will affect new hires. Decisions by the state legislature will affect schools in terms of assessments as well, including Keystone Exams, SAT, NOCTI and others. Scheduling will also be continuing and it is good that the district holds move up day to go over the schedules and work out the bugs. Mr. Cecere noted he expects the Keystone Exam results in late July.

**PORTAGE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
JUNE 14, 2017**

He concluded by noting that the custodial crews have taken a different approach to getting the buildings housecleaned this year and they are working out the kinks. They are making progress.

Elementary School Principal **Mr. Christian Serenko** reported that the summer reading program will be gearing up in a few weeks. Forty students will be participating in the program.

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

School Solicitor Dennis **McGlynn, Esquire** reported that the custodial contract has been resolved without much issue. He also discussed briefly the procedure for bidding and quotes. Mr. McGlynn concluded that on behalf of the family of Courtney Alexander, he wanted to thank the entire district for their condolences. The family very much appreciated the flowers, notes of sympathy and all that was done for the family during this sad time.

Business Administrator **Jeff Vasilko** reported that this is the busy season for the business office with the closing out of the school year.

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

Motion Hough Second Squillario Vote 9-0
(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	\$885,298.65
Cafeteria Fund Invoices	\$58,484.97
Athletic Fund Invoices	\$37,326.76
Capital Reserve Fund Invoices	\$0.00
Capital Projects Fund Invoices	\$2095.05
Total Invoices paid	\$983,205.43

C.

Mrs. Chappell - Cassandra Boro – Property, Per Capita, Occupation	\$0.00
Mrs. Redfern - Portage Boro – Property, Per Capita, Occupation	\$0.00

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BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
JUNE 14, 2017**

Mrs. Chappell Portage Township – Property, Per Capita, Occupation Berkheimer Tax Administrators PASD – EIT (Current) Total Taxes	\$0.00 \$73,613.93 \$73,613.93
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ADOPTING RESOLUTION TO ACCEPT THE HOMESTEAD AND FARMSTEAD EXCLUSION

Motion Hough Second Squillario Vote 9-0

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 \$337,345.

FINAL BUDGET FOR 2017-2018

Motion Hough Second Bandzuh Vote 8-1
(Roll Call Vote)

Voting Yes: Hough, Bandzuh, Berardinelli, Corte, Decort, Jubina, Smith and Thrower
Voting No: Squillario

General Fund

The budget should in the amount of **\$12,966,258** 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 by the PA Department of Education.

The amount of expenditures is **\$12,966,258**. This is an anticipated increase in spending of **\$115,659 or .9%** over last year's budget. The proposed budget is built on the governor's proposed budget.

Cafeteria Fund

The Cafeteria Fund Budget anticipates **\$666,708** in expenses. Budgeted revenues and fund transfers cover these expenses include Operating Revenues and Non-Operating Revenues – Federal and State Reimbursements in the amount of **\$606,708** and Fund Transfers from the General Fund **\$75,000**. This budget includes a \$.15 increase in breakfast and lunch meal prices for students and adults.

Athletic Fund

The Athletic Fund is a separate fund. Its budgeted expenses are **\$503,610**. Revenues include admissions and ticket sales of **\$29,950** and Fund Transfers from the General Fund of **\$473,660**.

**PORTAGE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
JUNE 14, 2017**

EXONERATION OF TAX COLLECTORS

Motion Hough Second Bandzuh Vote 9-0
(Roll Call Vote)

Elected tax collectors should be exonerated from uncollected taxes so they may receive new duplicates and begin collecting 2017-2018 taxes on July 1, 2017. This action does not exonerate the taxable.

RENEWING AGREEMENT WITH CSIU

Motion Hough Second Bandzuh Vote 9-0
(Roll Call Vote)

The administration recommends renewing its agreement with CSIU for software services from July 1, 2017 to June 30, 2018 for eSchoolBook, Achievement/Discipline, Attendance, Grading, Scheduling and Transportation. The total amount for the services is approximately \$22,000.

GENERAL LIABILITY INSURANCE FRO 2017-2018; WORKMEN'S COMPENSATION COVERAGE FOR 2017-2018 AND SCHOOL ACCIDENT INSURANCE FOR 2017-2018

Motion Hough Second Bandzuh Vote 9-0
(Roll Call Vote)

Carl DeYulis, Agent of Record, recommends the following coverages:

PSBA Trust (Workmen's Coverage)	\$43,065
Liberty Mutual (Package)	
• Property	\$24,431
• Crime	Included
• General Liability	\$10,677
• Government Crime	\$2,020
• Automobile	\$9,160
• Boiler & Machinery	Included
• School Leaders' Legal Liability	Included
• Excess Liability	\$2,651
• Data Security (Attack & Extortion)	\$469
• Network Security Liability	\$637
Goodwin & Gruber (Student Coverage)	\$18,196

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

APPROVING AGREEMENT FOR ATHLETIC TRAINER

Motion Hough Second Squillario Vote 9-0
(Roll Call Vote)

The Administration recommends renewing its agreement with Phoenix Rehabilitation for Athletic Trainer services for a three year period school year at an annual cost of \$23,000.

**PORTAGE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
JUNE 14, 2017**

APPROVING AGREEMENT WITH WESSEL & COMPANY

Motion Hough Second Squillario Vote 9-0
(Roll Call Vote)

The Administration recommends renewing its agreement with Wessel & Company for local auditing services for the fiscal years ending June 30, 2017, June 30, 2018 and June 30, 2019 in the amount of \$19,250 per year, which includes a federal program audit.

APPROVING AFFILIATION AGREEMENT WITH SAINT FRANCIS UNIVERSITY SCHOOL OF HEALTH SCIENCES

Motion Hough Second Squillario Vote 9-0

The Administration recommends renewing its affiliation agreement with St. Francis University School of Health Sciences for nursing practicums with our school nurses. The affiliation agreement will be valid for three years.

RENEWING LETTER OF AGREEMENT WITH THE MEADOWS

Motion Hough Second Squillario Vote 9-0

The Administration recommends renewing its Letter of Agreement with the Meadows Psychiatric Center for the 2017-2018 school year. If the district utilizes the facility, the fee will be \$65 per day for educational services.

RENEWING LETTER OF AGREEMENT FOR TITLE I SERVICES

Motion Hough Second Squillario Vote 9-0
(Roll Call Vote)

The Administration recommends renewing its Letter of Agreement between the district and Central Cambria School District for Title I services at Holy Name Elementary School for the 2017-2018 school year. The cost to the district will be approximately \$4,730 per pupil allocation.

APPROVING CUSTODIAL CONTRACT

Motion Hough Second Squillario Vote 9-0
(Roll Call Vote)

The Administration recommends approving a five year contract between the district and Local 32BJ Service Employees International Union for the period July 1, 2017 to June 30, 2022.

**PORTAGE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
JUNE 14, 2017**

APPROVING RESOLUTION TO AMEND AND RESTATE HEALTH REIMBURSEMENT ARRANGEMENT

Motion Hough Second Squillario Vote 9-0

The Administration recommends approving amendments and restatement of MidAmerica Administrative & Retirement Solutions Health Reimbursement Arrangement as discussed in the Committee of the Whole meeting.

APPROVING FINALIZED 2017-2018 SCHOOL YEAR CALENDAR

Motion Hough Second Squillario Vote 9-0

The Administration recommends approving the finalized 2017-2018 school year calendar as provided with the advance agenda.

PERMISSION TO ADVERTISE FOR VACANCIES

Motion Hough Second Squillario Vote 9-0

The Administration requests permission to advertise for any vacancies which may occur prior to the August 9, 2017 regular meeting and bring qualified candidates to the board for hire.

APPROVING STUDENT HANDBOOKS

Motion Hough Second Squillario Vote 9-0

The Administration recommends approving student handbooks for the 2017-2018 school year as discussed during prior meetings and presented with the advance agenda.

PERSONNEL MATTERS

ADDING TO THE SUBSTITUTE LISTS

Motion Hough Second Squillario Vote 9-0
(Roll Call Vote)

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

Dione Feeney	Substitute Cafeteria Personnel
Nancy Sherbine	Substitute Aide/Cafeteria Personnel
Leann Decort	Substitu

The Administration recommends removing the following individual from the substitute list:

Claudia Reed	Substitute Teacher (IU 08)
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**PORTAGE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
JUNE 14, 2017**

ACCEPTING STAFF RESIGNATIONS

Motion Hough Second Squillario Vote 9-0
(Roll Call Vote)

The Administration recommends accepting, with regret, the following staff resignations effective immediately:

Bernard Gorba	Head Golf Coach
Bryan Jubina	Assistant Golf Coach
Brian Randall	Interact Club Advisor

HIRING COACHING STAFF

Motion Hough Second Squillario Vote 9-0
(Roll Call Vote)

The Administration recommends hiring the following coaching staff:

Scott Burda	Head Golf Coach
Jeff Vasilko	Assistant Golf Coach

Salary will be based on the current contract between the district and the PAEA for extra-curricular activities. These individuals will provide all clearances and necessary certificates prior to having contact with the students.

HIRING STAFF FOR SUMMER READING INTERVENTION PROGRAM

Motion Hough Second Squillario Vote 9-0
(Roll Call Vote)

The Administration recommends hiring the following professional staff for the Summer Reading Intervention Program:

Sara Erzal
Kirstie Semanchik-Barto (substitute)
Emily Steberger
Christina Franey (substitute)

Salary will be based on the current contract between the district and the PAEA for extra-curricular activities. These individuals will provide all clearances and necessary certificates prior to having contact with the students.

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BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
JUNE 14, 2017**

HIRING INTERACT ADVISOR

Motion Hough Second Squillario Vote 9-0
(Roll Call Vote)

The Administration recommends hiring Phillip Miller as the Interact Advisor beginning with the 2017-2018 school year. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities.

APPROVING REQUEST FOR DAYS OFF WITHOUT PAY

Motion Hough Second Squillario Vote 9-0

The Administration recommends approving a staff members request for two half-days off without pay: May 31 and June 1, 2017.

ADDING VOLUNTEER COACHES

Motion Hough Second Squillario Vote 9-0

The Administration recommends adding the following volunteer coaches:

Tamara Rakar Ted Castel Pete Noel	Varsity Cheerleading Wrestling (Varsity, JV and JH) Golf
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BOARD REQUESTS / USE OF FACILITIES

Motion Hough Second Squillario Vote 9-0
(Roll Call Vote)

Request for Approved Field Trips:

Requester	Destination	Date(s)	Approximate Cost	Budgeted Y/N
Gayle Price and Lisa Dividock Cheer Coaches	UCA Cheerleading Camp at Hollidaysburg HS	June 19-21, 2017	No Charge	N/A

Requests for Use of Facilities:

Requester	Purpose	Facility	Date(s)	Rental Fee/ Amount
Sharon Cordwell, Summerfest Committee Secretary	Concert in the event of inclement weather	HS auditorium	August 12-13, 2017	No Charge
Thomas Schettig, Race Director, Rotary Club 5K	Annual Summerfest 5K Race	Football Stadium	August 12, 2017	No Charge
Russ Gouse and Andrew Roles, Stallion Football	Football Practice	Track and Field	Dates in August as approved by AD	No Charge
Russ Gouse and Andrew Roles, Stallion Football	Stallion Football Games	Football Stadium	Sept. 9, Sept. 16, Sept. 23, Oct 14, (regular season)	No Charge
Portage Volunteer Fire Company	Softball Tournament Cambria County Firemen's Convention	Jr Hi Baseball Field	Saturday, July 29, 2017 8:00 am-5:00 pm	No Charge

**PORTAGE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
JUNE 14, 2017**

MOTION TO MAKE THE AGENDA PART OF THE MINUTES

Motion Hough Second Bandzuh Vote 9-0

MOTION SHOULD BE MADE TO ADJOURN THE MEETING

Motion Hough Second Squillario Vote 9-0

Time: 7:23 p.m.

Respectfully submitted,

Matthew R. Decort, Board Secretary

Denise Moschgat, Recording Secretary