

**PORTAGE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
MAY 8, 2019**

<u>Mr. JT Bandzuh</u>	2019_____
<u>Mrs. Susan Berardinelli</u>	2019_____
<u>Mr. Jason Corte</u>	2021_____
<u>Mr. Matthew Decort, Secretary</u>	2021_____
<u>Mrs. Kathy Hough, Vice President</u>	2019_____
<u>Mr. John Jubina</u>	2021_____
<u>Mr. Christian Smith</u>	2021_____
<u>Mr. Dennis Squillario, Treasurer</u>	2019_____
<u>Mr. Erik Thrower, President</u>	2019_____
<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. Jeff Vasilko</u> Business Manager	_____
<u>Mrs. Denise Moschgat</u> Recording Secretary	_____
<u>McGlynn and Moore, Attorneys at Law</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. PUBLIC READING OF PROPOSED NEW POLICY

THIRD READING - Policy 104 – Nondiscrimination/Discriminatory Harassment – Employment Practices

V. ROUTINE MATTERS

1. NEXT REGULAR MEETING

The Committee of the Whole Meeting will be held **Wednesday, June 12, 2019**, beginning at 6:30 p.m. in the elementary school auditorium, 84 Mountain Avenue, Portage, PA with the Regular Meeting immediately following.

2. APPROVING THE MINUTES

Motion_____Second_____Vote_____

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

3. REPORTS

IU 08 Operating Committee representative **Kathy Hough**

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 **McGlynn & Moore**

Business Administrator **Jeff Vasilko**

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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	\$926,670.94
Cafeteria Fund Invoices	\$71,383.41
Athletic Fund Invoices	\$47,415.96
Capital Reserve Fund Invoices	\$0.00
Capital Projects Fund Invoices	\$0.00
Total Invoices paid	\$1,045,470.31

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	\$0.00
Berkheimer Tax Administrators PASD – EIT (Current)	\$51,663.58
Total Taxes	\$51,663.58

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5. TENTATIVE BUDGET FOR 2019-2020

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 \$13,562,875. This is an anticipated increase in spending of \$356,572 over the prior year budgeted amount of \$13,206,303. Consideration for final adoption will be at the regular meeting held on June 12, 2019.

6. TAX STRUCTURE FOR 2019-2020 BUDGET

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration proposes no tax increase for the 2019-2020 school year. The remaining taxes shall remain at the current levels as follows:

	<u>2018-2019</u>	<u>2019-2020</u>
School Real Estate	50.2 Mills	50.2 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 2019-2020 school year are as follows:

Title 1	\$278,000	Assisting eligible children in reading and math
Title II, Part A	\$39,191	Class size reduction for primary grades
IDEA	\$166,500	Services provided to students with disabilities
State Contingency (Recurring)	Unknown	Extra-ordinary special education cost reimbursement
ACCESS	\$5,000	PA Medical Assistance student's cost reimbursement.
Ready to Learn	\$186,456	Main focus is on developing and maintaining preschool and kindergarten programs (now comingled with Basic Ed funds).

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8. BOARD APPOINTMENTS AND REAPPOINTMENTS FOR 2019-2020

Motion_____Second_____Vote_____

The administration recommends the following appointments for the 2018-2019 school year.

- A. Treasurer. (Under authority of Section 621 of the School Code.) Dennis Squillario presently serves as treasurer until June 30, 2019. Matthew Decort serves as board secretary until June 30, 2021.
- B. Solicitor. Attorney Dennis McGlynn presently serves as solicitor at an annual retainer of \$6,000 plus legal charges when necessary.
- C. School Physician. Mark J. Ratchford, D.O. presently serves as school physician at an annual fee of \$2,700.
- D. Depository. 1st Summit Bank presently serves as depository.
- E. School Dentist. Dr. Donald Nagy presently serves as school dentist at the fee of \$2.00 per student.
- F. Depositories for Investments. 1st Summit Bank; PA Local Government Investment Trust; PA School District Liquid Asset Funds.
- 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 MILK

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends approving the following bids for coal and milk for the 2019-2020 school year:

Coal

Milk

10. APPLYING FOR AMERICORPS POSITIONS

Motion_____Second_____Vote_____

(Roll Call Vote)

The administration requests permission to apply for five AmeriCorps positions for the 2019-2020 school year at a cost of \$11,114 each. This would be the total cost to the district with no benefits associated with the position.

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11. APPROVING A CONTRIBUTION TO THE PORTAGE VOLUNTEER FIRE COMPANY

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration recommends approving a contribution to the Portage Volunteer Fire Company in the amount of \$200 towards its annual fund drive.

12. PARTICIPATING IN THE VALLEY NETWORK JOINT PROFESSIONAL LEARNING FOR THE 2019-2020 SCHOOL YEAR

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration recommends continuing its participation in the "Valley Network" Joint Professional Learning for the 2019-2020 school year. This district's cost will be \$10,000.

13. APPROVING THE 2019-2020 SCHOOL YEAR CALENDAR

Motion_____Second_____Vote_____

The Administration recommends approving 2019-2020 school year calendar as presented with the advance agenda.

14. APPROVING SUMMER OFFICE HOURS

Motion_____Second_____Vote_____

The Administration recommends approving summer hours for ACRP, Office of Vocational Rehabilitation and Impact Drug and Alcohol Counseling to use classroom space as needed for students over the summer.

15. APPROVING MEMORANDUM OF UNDERSTANDING FOR EARLY CHILDHOOD PROGRAMS

Motion_____Second_____Vote_____

The Administration recommends approving a MOU between the district and the Community Action Partnership of Cambria County (CAPCC) Early Childhood Programs to describe the responsibility of each agency and provide guidance for coordination and cooperation in order to meet the ESSA requirements.

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16. APPROVING AMERICORPS IN-KIND CONTRIBUTIONS

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends approving AmeriCorps In-Kind Contributions of \$10,525 in the junior-senior high school and \$2,595 in the elementary school.

17. APPROVING SERVICES AND FEE ESTIMATE FOR GASB 75 VALUATION

Motion_____Second_____Vote_____

(Roll Call Vote)

The administration recommends approving the Services & Fee Estimate from The Retirement Advantage, In. for GASBE 75 valuation for the fiscal years ending 6/30/2020 and 6/30/2021 for a Biennial Administration Fee of \$3,750.

18. ADOPTING RIGHT TO KNOW RESOLUTION

Motion_____Second_____Vote_____

The administration recommends adopting Resolution 2019-1 to Amend the Right to Know Law and Provide Relief from Vexatious Requesters..

19. APPROVING STUDENT TEACHER PLACEMENT

Motion_____Second_____Vote_____

The administration recommends approving a student teaching placement for Amanda Skura, a student at Mount Aloysius, with Jen Thomas for the first half of the spring semester of the 2019-2020 school year

20. ENTERING COOPERATIVE AGREEMENT WITH BISHOP CARROLL FOR WRESTLING

Motion_____Second_____Vote_____

(Roll Call Vote)

The administration requests permission to enter in to a cooperative agreement with Bishop Carroll Catholic High School for sponsorship for junior high and varsity wrestling to begin in the fall of the 2019 season. The district will be the host school. Bishop Carroll will be responsible for transportation and extra fees throughout the wrestling season.

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21. RENEWING EQUIPMENT SERVICE CONTRACT

Motion_____Second_____Vote_____

(Roll Call Vote)

The administration recommends renewing its service contract with G&G Fitness for the period July 1, 2019 through June 20, 2020 in the amount of \$1,470.

22. APPROVING COLLECTIONS AGREEMENT

Motion_____Second_____Vote_____

(Roll Call Vote)

The administration recommends approving an Agreement between the district and Statewide Tax Recovery, Inc. to collect delinquent per capita taxes.

V. PERSONNEL MATTERS

1. ADDITIONS THE SUBSTITUTE LISTS

Motion_____Second_____Vote_____

(Roll Call Vote)

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

Amanda Stroudhour	Substitute Teacher
Lori Jones	Substitute Nurse (Field trips only)

2. HIRING HOMEBOUND INSTRUCTORS

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends hiring Tina Lutz and Nicole Hunt for homebound teaching assignments for an approximate four to six week period. Salary will be based on the current contract between the district and the PAEA.

3. HIRING SUMMER WORKERS

Motion_____Second_____Vote_____

(Roll Call Vote)

The administration recommends hiring the following summer workers:

Madison Piatak	Tracy Engle
Katie Kegg	Dionne Feeney
Kelly DeMatteis	Michelle Moratti
Jessica Porter	Nikki Slifko

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4. ACCEPTING RESIGNATION OF ELEMENTARY SCHOOL PRINCIPAL

Motion_____Second_____Vote_____

(Roll Call Vote)

The administration recommends accepting, with regret, the resignation of Christian Serenko as the elementary school principal. The Administration requests permission to advertise for this position.

5. ACCEPTING RESIGNATION OF TEACHERS' AIDE

Motion_____Second_____Vote_____

The Administration recommends accepting, with regret, the resignation of Janet Harshberger as a teachers' aide effective December 31, 2019. The administration requests permission to advertise for this position.

6. ACCEPTING RESIGNATION OF SPELLING BEE ADVISOR

Motion_____Second_____Vote_____

The Administration recommends accepting, with regret, the resignation of Jennifer Pisarski as spelling bee advisor effective immediately. The administration requests permission to advertise for this position.

7. APPROVING REQUEST FOR FMLA

Motion_____Second_____Vote_____

The Administration recommends approving a staff member's request for a Family and Medical Leave of Absence from May 3, to June3, 2019.

8. REQUESTING DAYS OFF WITHOUT PAY

Motion_____Second_____Vote_____

The Administration recommends approving the following staff members' requests for days off without pay:

Staff Member _____ May 6, 2019

9. ACCEPTING RESIGNATION OF TEACHERS' AIDE

Motion_____Second_____Vote_____

The Administration recommends accepting, with regret, the resignation of Kayla Malosky as a teachers' aide. The administration requests permission to advertise for this position.

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VI. BOARD REQUESTS / USE OF FACILITIES

Motion _____ Second _____ Vote _____
(Roll Call Vote)

Request for Approved Travel:

Requester	Destination	Date(s)	Approximate Cost

Request for Approved Field Trip:

Requester	Destination	Date(s)	Approximate Cost	Budgeted Y/N
Gayle Price	Take the Science Club members to Philadelphia Mutters Museum, Museum of Natural History, Reading Market and Chinatown	May 28, 2019	\$340.00 (Subs)	Yes
Phillip Miller	Take the junior high science Olympiad on a field trip to Penns Cave	May 28, 2019	\$85.00 (Sub)	Yes
Mary Anny George	Take 8 students to Hiram G. Andrews for Barrier Awareness Day	May 8, 2019 12:15 to 2:45 p.m.	No Charge	N/A

Requests for Use of Facilities:

Requester	Purpose	Facility	Date(s)	Rental Fee/ Amount
Girls' Softball Boosters	Softball Banquet	HS Cafeteria	May 24, 2019 6:00 to 8:00 p.m.	No Charge

VII. MOTION TO MAKE THE AGENDA PART OF THE MINUTES

Motion _____ Second _____ Vote _____

VIII. MOTION SHOULD BE MADE TO ADJOURN THE MEETING

Motion _____ Second _____ Vote _____

Time: _____