

**PORTAGE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
AUGUST 14, 2013**

<u>Mr. JT Bandzuh</u>	2015_____
<u>Mrs. Cindy Brickley, Secretary</u>	2015_____
<u>Mr. Jason Corte</u>	2013_____
<u>Mrs. Mary Gouse</u>	2013_____
<u>Mrs. Kathy Hough</u>	2015_____
<u>Mr. John Jubina</u>	2013_____
<u>Mr. Christian Smith</u>	2013_____
<u>Mr. Dennis Squillario, Treasurer</u>	2015_____
<u>Mr. Erik Thrower</u>	2015_____
<u>Mr. Richard J. Bernazzoli</u> Superintendent of Schools	_____
<u>Mr. Ralph J. Cecere</u> Junior-Senior High School Principal	_____
<u>Mrs. Deborah Meckey</u> Assistant Junior-Senior High School Principal	_____
<u>Mrs. Melodie H. Brunett</u> Elementary School Principal/Supervisor of Special Education	_____
<u>Mr. Eric Zelanko</u> Technology and Curriculum Director/Grant Writer	_____
<u>Mr. Michael Kunko</u> Business Manager	_____
<u>Mrs. Denise Moschgat</u> Recording Secretary	_____
<u>Dennis McGlynn, Esquire</u> Solicitor	_____
<u>Leanna Fordick</u> Student Representative	_____
<u>Richard Wolford</u> Student Representative	_____

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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 role.

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 POLICIES

- 103.1 Non-Discrimination – Qualified Students with Disabilities
- 113.1 Discipline of Students with Disabilities
- 113.2 Behavior Support
- 123.2 Sudden Cardiac Arrest
- 209.1 Food Allergy Management
- 805.1 Relations with Law Enforcement Agencies

V. ROUTINE MATTERS

1. NEXT REGULAR MEETING

The Committee of the Whole Meeting will be held September 11, 2013 beginning at 6:30 p.m. in the elementary school auditorium. The Regular Meeting will be held September 11, 2013 immediately following in the elementary school auditorium.

2. APPROVING THE MINUTES

Motion _____ Second _____ Vote _____

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

3. REPORTS

Appalachia Intermediate Unit 08 Board Director **Kathy Hough**

Vo-Tech Operating Committee representative **JT Bandzuh**

Superintendent **Richard J. Bernazzoli**

High School Principal **Mr. Ralph Cecere**

Assistant High School Principal **Mrs. Deborah L. Meckey**

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Elementary School Principal / Supervisor of Special Education **Mrs. Melodie H. Brunett** provided the board with a written report that was included with the advance agenda.

Director of Technology and Curriculum / Grant Writer **Mr. Eric Zelanko**

School Solicitor **Dennis McGlynn, Esquire**

Business Administrator **Michael J. Kunko**

Student Representatives:

Points of Discussion by Board Members:

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

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	June	July
B.		
General Fund Invoices (Page 10)	\$910,843.62	\$1,203,605.00
Cafeteria Fund Invoices (Page 3B)	\$138,678.48	\$0.00
Elementary Activity Fund Expenditures (Page 5)	\$986.27	\$0.00
Athletic Fund Invoices (Page 9)	\$64,745.00	\$20,184.12
Junior/Senior High School Activity Fund Expenditures (Page 6A)	\$2,148.12	\$2,276.10
Capital Reserve Fund Invoices (10.1)	\$0.00	\$0.00
Capital Projects Fund Invoices (10.2)	\$0.00	\$0.00
Total Invoices paid	\$1,117,401.49	\$1,226,065.22
C.		
Mrs. Chappell - Cassandra Boro – Property, Per Capita, Occupation	\$0.00	\$9,157.56
Mrs. Redfern - Portage Boro – Property, Per Capita, Occupation	\$0.00	\$132,708.70
Mrs. Chappell Portage Township – Property, Per Capita, Occupation	\$0.00	\$293,243.71
Mrs. Mandichak - Portage Area School District – EIT (Delinquent)	\$3,806.67	\$0.00
Berkheimer Tax Administrators PASD – EIT (Current)	\$31,524.28	\$56,517.29
Total Taxes	\$35,330.95	\$491,627.26

5. APPROVING CONTRACT WITH EDULINK

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends entering into a one year contract with Edulink, Inc. for PAETEP, an electronic teacher evaluation portal to manage the teacher evaluation process for teachers and supervisors. The Annual Licensing Fee is \$2,394.

6. APPROVING AGREEMENT WITH WESSEL & COMPANY

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends approving its agreement with Wessel & Company for auditing services for the a three-year period, fiscal years, 2013, 2014 and 2015 at an annual fee of \$19,000, \$19,000 and \$19,250 respectively.

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7. APPROVING RENEWAL LETTER OF AGENCY FOR E-RATE SERVICES

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends approving renewing its Letter of Agency with Educational Funding Group to act as agents regarding all matters involving E-rate funding applications for the 2014-2015 E-Rate funding year.

8. APPROVING BIDS FOR SPRING SPORTS

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends approving the following bids for winter sports:

Baseball

- | | |
|------------------|-----------------------|
| 1. Sportsman's | \$6,701.16 |
| 2. BSN, Passon's | \$607.28 (Incomplete) |

Will use both vendors.

Softball

- | | |
|------------------|-----------------------|
| 1. Sportsman's | \$500.27 (Incomplete) |
| 2. BSN, Passon's | \$94.56 (Incomplete) |

Track

- | | |
|------------------------------------|-------------------------|
| 1. Sportman's | \$9,771.40 (Incomplete) |
| 2. Bill Fritz Sports Corp. | \$611.00 (Incomplete) |
| 3. Aluminum Athletic Equipment Co. | \$5,232.70 (Incomplete) |
| 4. BSN Sports, Passons | \$1,143.23 (Incomplete) |
| 5. GTM Sportswear | \$4,200.00 (Incomplete) |

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9. APPROVING AGREEMENT WITH THE LEARNING LAMP FOR ALTERNATIVE EDUCATION

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends renewing its Agreement with the Learning Lamp for alternative education services for the 2013-2014 school year at its Forest Hills facility at a cost of \$32,167.12.

10. APPROVING AMBULANCE COVERAGE FEE

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends approving the coverage fee requested by the Portage Area Ambulance Association for coverage of home football games as follows:

Varsity - \$100 per game
All other games - \$50 per game

The coverage fee guarantees an ambulance presence and a crew standing by at every home football game. The Association's other ambulance will standby at the stadium as availability and personnel dictate to do so.

11. APPROVING BOND AMOUNTS

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends continuing bond coverage in the following amounts:

Mike Kunko, Business Administrator	\$150,000
Renee Branas, Assistant to the Business Administrator	\$150,000
Richard J. Bernazzoli, Superintendent of Schools	\$50,000
Cynthia Brickley, Board Secretary	\$20,000

12. RENEWING AGREEMENT FOR TITLE 1 SERVICES

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends renewing its agreement with the Central Cambria School District to provide Title 1 services to students residing in the district but attending Holy Name Elementary School. The district will be billed based on the number of low-income resident children who attend Holy Name.

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13. RENEWING AGREEMENT FOR ATHLETIC TRAINER

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends renewing its agreement with Phoenix Rehabilitation and Health Services, Inc., for athletic training services for the 2013-2014 school year. The cost for this service will remain at \$21,000.

14. APPROVING LETTER OF AGREEMENT WITH APPALACHIA INTERMEDIATE UNIT 8

Motion_____Second_____Vote_____

The Administration recommends approving a Letter of Agreement and the Business Associate Agreement between the district and the IU for early intervention program services for the 2013-2014 school year

15. APPROVING SIGNATURE CHANGES ON DISTRICT ACCOUNTS

Motion_____Second_____Vote_____

The Administration recommends approving the following changes to district accounts:

Elementary Student Activity Fund

Remove: Melodie H. Brunett	Retain: Julia A. Borlie
Replace: Christian M. Serenko	Michael J. Kunko

Senior High Activity Fund

Remove: Deborah L. Meckey	Retain: Ralph J. Cecere, Jr.
Replace: None	Renee E. Bednarski
	Michael J. Kunko

Athletic Fund

Remove: Deborah L. Meckey	Retain: Ralph J. Cecere, Jr.
Replace: None	Jeremy A. Burkett
	Michael J. Kunko

16. APPROVING PARTICIPATION IN THE PA YOUTH STUDY

Motion_____Second_____Vote_____

The Administration recommends participation in the 2013 PA Youth Study for grades 6, 8, 10 and 12. There is no cost to the district for the survey.

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17. APPROVING BUS ROUTES, RUNS AND STOPS AND BUS DRIVERS

Motion_____Second_____Vote_____

The Administration recommends approving the bus routes, runs and stops for the 2011-2012, 2012-2013 and 2013-2014 school years. The Administration further recommends approving the bus drivers for the 2011-2012, 2012-2013 and 2013-2014 school years. Copies were provided with the advance agenda.

18. APPROVING 403(b) PLAN CONSULTANT

Motion_____Second_____Vote_____

The Administration recommends approving TSA Consulting Group, Inc., as a 403(b) plan advisor and removing Employer Administrator Services, Inc as a 403(b) plan advisor.

19. APPROVING REVISIONS TO DISTRICT POLICIES

Motion_____Second_____Vote_____

The Administration recommends approving revisions as previously provided to the board on the following district policies:

- 004 Membership
- 103 Nondiscrimination in School and Classroom Practices
- 122 Extracurricular Activities
- 123 Interscholastic Athletics
- 123.1 Concussion Management
- 211 Injuries and Insurance
- 216 Student Records
- 216.1 Supplemental Discipline Records
- 218.1 Weapons
- 218 Student Discipline
- 227 Controlled Substances – Paraphernalia
- 302 Employment of Superintendent – Assistant Superintendent
- 323 Tobacco (Employees)
- 333 Professional Development
- 351 Drug and Substances Abuse (Drug-Free Workplace Act Citation Change)
- 610 Purchases Subject to Bid-Quotation
- 611 Purchases Budgeted
- 701 Facilities Planning
- 718 Service Animals in School
- 718 Service Animals in School (Administrative Regulation)
- 805 Emergency Preparedness
- 806 Child Student Abuse
- 818 Contracted Services
- 822 Automated External Defibrillator (AED) – Cardiopulmonary Resuscitation (CPR)
- 904 Public Attendance at School Events
- 909 Municipal Government Relations

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20. APPROVING LETTER AGREEMENT FOR SAP SERVICES

Motion_____Second_____Vote_____

The Administration recommends renewing its Letter of Agreement with the Cambria County Drug and Alcohol Program for the 2013-2014 school year for student assistance program (SAP) services.

21. SELLING FOOTBALL TURF SHOES

Motion_____Second_____Vote_____

The Administration recommends selling the district's inventory of football turf shoes as they are no longer needed by the team.

VI. PERSONNEL MATTERS

1. ADDITIONS AND REMOVALS TO THE SUBSTITUTE LISTS

Motion_____Second_____Vote_____

(Roll Call Vote)

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

Molly Conperatore	Substitute Teacher (Social Studies)
Christina Nolan	Substitute Teacher (Elementary)
RaeAnna Rusnak	Substitute Teacher (Social Studies)
Heather Miller	Substitute Teacher (Elementary)
Lindsey Overdorff	Substitute Teacher (Elementary)
Scott Reininger	Substitute Teacher (Elementary)
Maria Kuzmiak	Substitute Teacher (Early Childhood)
Karl Hofmann	Substitute Teacher (Elementary)
Ryan Donaldson	Substitute Teacher (Health/Phys.Ed)
Chelsea J. Jones	Substitute Teacher (Health/Phys.Ed)
Daniel W. Crain	Substitute Teacher (Elementary)
Sarah Bilchak	Substitute Teacher (Elementary)
Stephanie Martin	Substitute Teacher (Art)
Mildred Smith	Substitute Custodian/Cafeteria
Donald Smith	Substitute Custodian
Linda Sekerak	Substitute Custodian/Cafeteria
Janine Sease	Substitute Teachers' Aide
Rachel Ferraro	Substitute Teachers' Aide/Cafeteria
Christine Wasser	Substitute School Nurse

The Administration recommends **removing** the following individuals to the substitute lists:

Michael Kraft	Substitute Teacher
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2. HIRING A FULL TIME CUSTODIAN

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends hiring _____ as full time custodian, with benefits. Salary will be based on the current contract between the district and the custodial union. The candidates are listed below:

Brian Bisaha
Jody Brunnet
Joe Semanchik

3. HIRING A DEAN OF STUDENTS

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends hiring Jeremy Burkett as the junior-senior high school dean of students beginning with the 2013-2014 school year. Salary will be based on the current contract between the district and the PAEA plus 10 days per diem.

4. HIRING A LONG-TERM SUBSTITUTE TEACHER

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends hiring Alysia Dalesio as a long-term art substitute teacher for the 2013-2014 school year. Salary will be Step 1, with benefits, based on the current contract between the PAEA and the district.

5. HIRING HEAD JUNIOR HIGH GIRLS BASKETBALL COACH

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends hiring George Wozniak as the head junior high girls basketball coach beginning with the 2013-2014 school year. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities. The administration further requests permission to advertise for an assistant junior high girls basketball coach.

6. HIRING AN ASSISTANT VARSITY VOLLEYBALL COACH

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends hiring Lauren Cordwell as an assistant varsity volleyball coach beginning with the 2013-2014 school year. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities.

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8. HIRING A JV BASEBALL COACH

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends hiring Jude T. Decort as a JV baseball coach beginning with the 2013-2014 school year. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities.

9. APPROVING DAYS OFF WITHOUT LEAVE

Motion_____Second_____Vote_____

The Administration recommends approving a staff member's request for six days of unpaid leave.

10. ACCEPTING LETTER OF RESIGNATION

Motion_____Second_____Vote_____

The Administration recommends accepting with regret the resignation of Joshua Harshberger as a custodian effective immediately.

11. ACCEPTING LETTER OF RESIGNATION

Motion_____Second_____Vote_____

The Administration recommends accepting with regret the resignation of Nicole L. Molnar as the color guard/majorette advisor effective immediately. The Administration further requests permission to advertise this position.

12. ADDING VOLUNTEER FOOTBALL COACHES

Motion_____Second_____Vote_____

The Administration recommends approving Jude Decort and Michael Fox as a volunteer football coaches.

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IX. BOARD REQUESTS / USE OF FACILITIES

Motion _____ Second _____ Vote _____
(Roll Call Vote)

Request for Approved Travel:

Requester	Destination	Date(s)	Approximate Cost
Laura Glass	2013 School Health Symposium Seven Springs Resort	September 13, 2013	\$260.00
Rich Bernazzoli	PSBA/PASA Leadership Conference, Hershey PA	October 15-18, 2013	\$379 (plus travel)

Request for Field Trips:

Requester	Destination	Date(s)	Approximate Cost

Requests for Use of Facilities:

Requester	Purpose	Facility	Date(s)
Brian Randall, SADD Club	SADD Club Movie Night	HS Auditorium	August 22, 2013 6:00 – 10:00 p.m.
Russell Gouse, Stallion Football	Stallion Football Games	Football Stadium/ Concession Stand	9/8/13, 9/14/13, 9/29/13, 10/6/13
Russell Gouse, Stallion Football	Stallion Football Practice	Practice field behind stadium and at the track	8/12/13 – 9/30/13 (Thursdays at the track) 5:00 – 8:00 p.m.
Tina Lutz, Friends of the Band	Hustles after Home Football Games	Elementary Gym	8/30/13, 9/13/13, 9/27/13, 10/11/13 and 11/1/13 6:00 p.m. – 12:30 a.m.
Mary Ann George	Blood Drive Challenge	Len Chappell Gymnasium	October 8, 2013 6:00 a.m. – 8:00 p.m.
Colette Semanchik	Stallion Cheerleading Practice	Len Chappell Gymnasium	Thursdays throughout the school year as time is available
Janine Sease	5 th & 6 th grade girls basketball practice	Elementary Gym	Dates and times as available

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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: _____