

**PORTAGE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
NOVEMBER 8, 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; Dennis Squillario; Christian Smith; Erik Thrower; Eric A. Zelanko, Superintendent of Schools; Ralph J. Cecere, Jr., Junior-Senior High School Principal; Christian Serenko, Elementary School Principal; Pete Noel, Supervisor of Special Education; Jeff Vasilko, Business Manager, Dennis McGlynn, Solicitor and Denise Moschgat, Recording Secretary.

RECOGNITION OF VISITORS

There were no visitors who wished to speak.

ROUTINE MATTERS

NEXT REGULAR MEETING

The Reorganization Meeting will be held **Wednesday, December 6, 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 Bandzuh Second Hough Vote 9-0

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

REPORTS

Vo-Tech Operating Committee representative **Erik Thrower**

- Kathy Hough was elected to assistant secretary on the IU Operating Committee.

IU Operating Committee representative **Kathy Hough** had no report.

Superintendent **Eric A. Zelanko** congratulated all those members recently re-elected to the board.

High School Principal **Mr. Ralph Cecere** reported that scheduling for the upcoming school year is on-going. Some teachers are going to training at the IU. The Commonwealth budget may include mandates for Opioid education. The Veterans Day program will be tomorrow at 10:00 a.m.

Elementary School Principal **Mr. Christian Serenko** reported that the Veteran's Day program will be held tomorrow at 1:00 p.m. and this is the first time the elementary school has done a program honoring veterans. He also noted that Mike Tremel is doing a flyby at the Penn State game and will come through our area around 2:30 tomorrow.

Supervisor of Special Education **Mr. Pete Noel** had nothing to add to the agenda.

School Solicitor **Dennis McGlynn, Esquire** had nothing to add to the agenda.

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Business Administrator **Jeff Vasilko** noted that the Annual Financial Report has been filed on time and that the local auditors will be at the December meeting.

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	\$670,305.37
Cafeteria Fund Invoices	\$79,912.74
Athletic Fund Invoices	\$27,464.73
Capital Reserve Fund Invoices	\$0.00
Capital Projects Fund Invoices	\$0.00
Total Invoices paid	\$777,682.84

C.

Mrs. Chappell - Cassandra Boro – Property, Per Capita, Occupation	\$965.56
Mrs. Redfern - Portage Boro – Property, Per Capita, Occupation	\$25,227.59
Mrs. Chappell Portage Township – Property, Per Capita, Occupation	\$28,202.86
Berkheimer Tax Administrators PASD – EIT (Current)	\$18,117.38
Total Taxes	\$72,513.39

APPROVING AMERICORPS IN-KIND CONTRIBUTIONS

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

The Administration recommends approving AmeriCorps In-Kind Contributions in the amount of \$2,010 in the high school and \$ in the elementary school.

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APPROVING 2017-2018 IDEA AGREEMENT

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

The Administration recommends approving 2017-2018 IDEA 611 funds in the amount of \$169,056.25 and \$1,269 for the 2017-2018 school year with Appalachia Intermediate Unit 08.

APPROVING PROPOSAL FOR ASBESTOS RE-INSPECTION

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

The Administration recommends approving Allegheny Mountain Research's Proposal for AHERA 3 Year Asbestos Re-Inspection in the amount of \$700.

APPROVING FINAL INVOICE FOR ENGINEERING SERVICES

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

The Administration recommends approving The EADS Group final invoice in the amount of \$1,632.60 for engineering services relating to the baseball field renovation project.

APPROVING QUOTE FOR FOOTBALL FIELD GATE

THIS ITEM DIED FOR LACK OF A MOTION

The Administration recommends approving a quote from Craig Fencing, Inc., in the amount of \$950 to install one 4' wide single gate into the existing fence line at the football stadium.

APPROVING REPAIRS TO COAL BOILER

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

The Administration recommends approving the proposal from Combustion Service & Equipment Co. in the amount of \$17,879 for repairs to the coal boiler.

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V. PERSONNEL MATTERS

REMOVING FROM THE SUBSTITUTE LISTS

Motion Decort Second Hough Vote 8-1

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

Jared Grassi	Substitute Teacher
Dean Hinton	Substitute Teacher
Deb Bunnell	Substitute Teacher
Ashley Myers	Substitute Teacher
Cindy Kline	Substitute Teacher's Aide

HIRING CUSTODIAL PERSONNEL

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

The Administration recommends hiring Mike Wallace and Zachary Vickroy as a custodians. Salary and benefits will be based on the current contract with the SEIU Local 32BJ. Both individuals have submitted all clearances and necessary documents.

HIRING CAFETERIA PERSONNEL

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

The Administration recommends hiring the following individuals as cafeteria personnel. Salary will be based on the current contract with the Teamsters, Chauffeurs, Warehousemen & Helpers, International Brotherhood of Teamsters.

Leann Decort
Dione Feeney
Jessica Porter
Elizabeth Vickory

HIRING A COMPUTER TECHNOLOGY INTERN

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

The Administration recommends hiring a computer technology intern through Mount Aloysius College at a rate of \$7.50 per hour for 180 hours. This intern will work these hours from January 8 to May 31, 2018 and will provide all necessary clearances.

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NOVEMBER 8, 2017**

APPROVING INCREASE TO SUBSTITUTE CUSTODIAL RATE

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

The Administration recommends increasing the hourly rate for substitute custodians to \$9 per hour and making it retro-active to October 9, 2017.

ACCEPTING RESIGNATION OF CAFETERIA PERSONNEL

Motion Hough Second Squillario Vote 9-0

The Administration recommends accepting, with regret, the resignation of Rosemarie L. Flynn as a cafeteria worker effective October 20, 2017.

NAMING LEAD COOK

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

The Administration recommends naming Michelle Moratti to the position of lead cook in the junior-senior high school with a \$.35 per hour increase in wage based on the current contract between the district and the cafeteria union.

HIRING A LONG-TERM SUBSTITUTE CAFETERIA WORKER

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

The Administration recommends hiring April Lee as a long-term substitute cafeteria worker for the remainder of the 2017-2018 school year.

HIRING AN ADMINISTRATIVE ASSISTANT

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

The Administration recommends hiring Elizabeth Sturtz as an administrative assistant in the business office. Salary will be Level 1, Step 1, based on the current scale for administrative secretaries.

REQUEST FOR FAMILY AND MEDICAL LEAVE OF ABSENCE

Motion Hough Second Squillario Vote 9-0

The Administration recommends approving a staff member's request for a Family and Medical Leave of Absence for the period November 3, 2017 to approximately December 18, 2017.

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APPROVING CAFETERIA WORK SCHEDULE AND HOURS

Motion Hough Second Squillario Vote 9-0

The Administration recommends approving the cafeteria work schedule and hours and provided with the advance agenda.

APPROVING VOLUNTEER COACHES/ADVISORS

Motion Hough Second Squillario Vote 9-0

The Administration recommends approving the following volunteers who have provided all necessary clearances and information.

Roger Sossong	Wrestling
Tim Trusik	Wrestling
Matthew Decort	Yearbook
Phillip Miller	Boys' Basketball
Ryan Scoran	JH Boys' Basketball
Donald Gouse, Sr.	JV and Varsity Girls' Basketball
Kirk Dividock	JH, JV and Varsity Girls' Basketball

REQUEST FOR FAMILY AND MEDICAL LEAVE OF ABSENCE

Motion Hough Second Squillario Vote 9-0

The Administration recommends approving a staff member's request for a Family and Medical Leave of Absence for the period January 12, 2018 to approximately March 28, 2018.

ACCEPTING LETTER OF RESIGNATION

Motion Hough Second Squillario Vote 9-0

The Administration recommends accepting, with regret, the resignation due to retirement of Mary Louise Elchin as a custodian effective June 30, 2018. The Administration requests permission to advertise this position.

ACCEPTING LETTER OF RESIGNATION

Motion Hough Second Squillario Vote 9-0

The Administration recommends accepting, with regret, the resignation due to retirement of Jack "Jay" Shuck as the high school librarian effective the end of the 2017-2018 school year. The Administration requests permission to advertise this position.

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BOARD REQUESTS / USE OF FACILITIES

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

Request for Field Trips:

Requester	Destination	Date(s)	Approximate Cost	Budgeted Y/N
Phillip Miller, Science Olympiad Advisor	Take 25 students to competition at California University	March 7, 2018	\$624.79	Yes
Phillip Miller and Kristine Bartoletti, Interact Club advisors	Take 9 students to Interact Club World Affairs Conference in Pittsburgh	November 13, 2017	\$0.00	N/A
Grade 4 Teachers	Field trip to Cresson Lake Playhouse and the Horseshoe Curve	May 4, 2018	\$0.00 (Paid by PTO)	N/A
PK Teachers	Field Trip to Pasquerilla Performing Art Center to see "How I Became a Pirate"	April 12, 2018	\$0.00 (Paid by PTO)	N/A
Kindergarten Teachers	Field Trip to Vale-Wood Farms, Loretto, PA	May 3, 2018	\$0.00 (Paid by PTO)	N/A
Kristen Gribbin	Take 25 students on a tour of Penn Highlands and UPJ	November 30, 2017 8:10 a.m. to 2:30 p.m.	\$293.66	Yes
Kyle Gossard	Take 6 students to attend Cambria County chorus	November 16, 2017 7:30 a.m. to 8:00 p.m.	\$181.00	Yes
Mrs. Kenny, Mrs. Price and Mr. Miller	Attend PSTA Conference in State College	November 29 – December 1, 2017	\$1,686.00	Yes
Lydia Dobrowolsky	High School Education 3.0 – Educating Generation Next PTI, Pittsburgh	January 16, 2018	\$185.55 (Sub and Mileage)	Yes
Mrs. Herman, Mrs. Price and Mr. Fox	Text Dependent Analysis Review, IU Altoona	November 16, 2017	\$405.00	Yes

Requests for Use of Facilities:

Requester	Purpose	Facility	Date(s)	Rental Fee/ Amount
Denise Moschgat, Drama Advisor	Drama Production "The Boyfriend Project"	HS Auditorium	January 12-13, 2018	N/A
Portage Area Girls' Basketball Boosters	Art Burkett Basketball Tournament	Len Chappell Gymnasium	December 8-9, 2017	N/A
Portage Wrestling Boosters	Wrestling Booster Meetings	Elementary Cafeteria	TBD	N/A
Portage Wrestling Boosters	Elementary Dual Meets	EMS Gymnasium	TBD	N/A

MOTION TO MAKE THE AGENDA PART OF THE MINUTES

Motion Hough Second Squillario Vote 9-0

MOTION SHOULD BE MADE TO ADJOURN THE MEETING

Motion Hough Second Bandzuh Vote 9-0

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Time: 8:26 p.m.

Respectfully submitted,

Matthew R. Decort, Board Secretary

Denise Moschgat, Recording Secretary