

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
DECEMBER 6, 2017**

<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>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.

The auditors from Wessel & Company will present the annual audit to the board.

**IV. INFORMATION ONLY**

- Graduation requirements
- Custodian transfers. John Nicholson to the elementary daylight and Nick Panick to the elementary school third shift shift. Dates of transfer to be determined.

**V. ROUTINE MATTERS**

**1. NEXT REGULAR MEETING**

The Reorganization Meeting will be held \_\_\_\_\_, beginning at \_\_\_\_\_ 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 November meeting minutes. A copy of the minutes was distributed with the advance agenda.

**3. REPORTS**

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

IU Operating Committee representative **Kathy Hough**

Superintendent **Eric A. Zelanko**

High School Principal **Mr. Ralph Cecere**

- Remembering Adam

Elementary School Principal **Mr. Christian Serenko**

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

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School Solicitor **Dennis McGlynn, Esquire**

Business Administrator **Jeff Vasilko**

**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.**

<b>General Fund Invoices</b>	<b>\$1,125,768.53</b>
<b>Cafeteria Fund Invoices</b>	<b>\$93,997.66</b>
<b>Athletic Fund Invoices</b>	<b>\$76,478.18</b>
<b>Capital Reserve Fund Invoices</b>	<b>\$0.00</b>
<b>Capital Projects Fund Invoices</b>	<b>\$1,632.60</b>
<b>Total Invoices paid</b>	<b>\$1,297,876.97</b>

**C.**

<b>Mrs. Chappell - Cassandra Boro – Property, Per Capita, Occupation</b>	<b>\$0.00</b>
<b>Mrs. Redfern - Portage Boro – Property, Per Capita, Occupation</b>	<b>\$5,147.36</b>
<b>Mrs. Chappell Portage Township – Property, Per Capita, Occupation</b>	<b>\$13,931.03</b>
<b>Berkheimer Tax Administrators PASD – EIT (Current)</b>	<b>\$63,754.60</b>
<b>Total Taxes</b>	<b>\$82,832.99</b>

**5. APPROVING THE SINGLE AUDIT FOR THE 2016-2017 SCHOOL YEAR**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_  
(Roll Call Vote)

The Administration recommends approving the Single Audit Review of the 2016-2017 school year as presented by the auditors of Wessel & Company.

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**6. APPROVING ACTIVITY FUND ACCOUNTS**

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_ (Roll Call Vote)

The Administration recommends approving PAHS Golf Club (Scott Burda advisor) and Junior High Science Olympiad (Phillip Miller advisor) activity fund accounts.

**V. PERSONNEL MATTERS**

**1. ADDITIONS AND REMOVALS TO THE SUBSTITUTE LISTS**

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

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

Joseph Semanchik                      Substitute Custodian

**2. HIRING COMPUTER TECH INTERN**

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_ (Roll Call Vote)

The Administration recommends hiring Troy Jordan as a computer technology intern. Salary will be \$7.50 hour for 180 hours.

**VI. BOARD REQUESTS / USE OF FACILITIES**

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_ (Roll Call Vote)

Request for Field Trips:

Requester	Destination	Date(s)	Approximate Cost	Budgeted Y/N
Kelly Myers	Take the a cappella ensemble for caroling at local nursing homes.	December 18, 2017 10:00 a.m. to 2:30 p.m.	\$145.62.	Yes
Floyd Rousell	Take 10 students to Cambria County Band Festival at Bishop McCort	November 30 to December 1, 2017	\$219.39	Yes
Mary Ann George	Take 67 students to Admiral Peary Vo Tech for a tour of the school	January 12, 2018 11:30 a.m. – 2:30 p.m.	\$0.00	N/A

Requests for Use of Facilities:

Requester	Purpose	Facility	Date(s)	Rental Fee/ Amount
Rick Alexander, Jr. Hi Baseball Coach	Baseball skills	Len Chappell Gymnasium	Dates and times as can be arranged	No Charge

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			through the athletic office	
Travis Kargo	Mens' Community Basketball	Len Chappell Gymnasium	Saturdays 1:00 to 2:30 p.m. Dates TBD	\$10/hour
Tina Lutz, Wrestling Boosters	Elementary Wrestling Tournament	Len Chappell Gymnasium and cafeteria	January 28, 2018 5:00 a.m. to 8:00 p.m.	No Charge
Tina Lutz, Wrestling Boosters	Set up for elementary Wrestling Tournament	Len Chappell Gymnasium and cafeteria	January 27, 2018 2:00 to 9:00 p.m.	No Charge
Josh Burkett	Varsity Baseball Workouts	Len Chappell Gymnasium	Sundays in January and February 6:00 – 7:00 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: \_\_\_\_\_Requests for Use of Facilities:

Requester Purpose Facility Date(s) Rental Fee/ Amount

Rick Alexander, Jr. Hi

Baseball Coach Baseball skills Len Chappell Gymnasium Dates and times as can be arranged No Charge