

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
AUGUST 9, 2017**

<u>Mr. JT Bandzuh</u>	2019_____
<u>Mrs. Susan Berardinelli</u>	2019_____
<u>Mr. Jason Corte</u>	2017_____
<u>Mr. Matthew Decort, Secretary</u>	2017_____
<u>Mrs. Kathy Hough, Vice President</u>	2019_____
<u>Mr. John Jubina</u>	2017_____
<u>Mr. Christian Smith</u>	2017_____
<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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AUGUST 9, 2017**

**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. PROPOSED DISTRICT POLICIES**

THIRD READING                      204 Attendance

**V. ROUTINE MATTERS**

**1. NEXT REGULAR MEETING**

The Committee of the Whole Meeting will be held **Wednesday, September 13, 2017**, 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 June meeting minutes. A copy of the minutes was distributed with the advance agenda.

**3. REPORTS**

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 **Dennis McGlynn, Esquire**

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.**

<b>General Fund Invoices</b>	<b>\$2,631,696.06</b>
<b>Cafeteria Fund Invoices</b>	<b>\$68,957.13</b>
<b>Athletic Fund Invoices</b>	<b>\$40,807.55</b>
<b>Capital Reserve Fund Invoices</b>	<b>\$0.00</b>
<b>Capital Projects Fund Invoices</b>	<b>\$1,152.60</b>
<b>Total Invoices paid</b>	<b>\$2,742,613.34</b>

**C.**

<b>Mrs. Chappell - Cassandra Boro – Property, Per Capita, Occupation</b>	<b>\$3,406.07</b>
<b>Mrs. Redfern - Portage Boro – Property, Per Capita, Occupation</b>	<b>\$106,070.32</b>
<b>Mrs. Chappell Portage Township – Property, Per Capita, Occupation</b>	<b>\$201,628.22</b>
<b>Berkheimer Tax Administrators PASD – EIT (Current)</b>	<b>\$58,357.63</b>
<b>Total Taxes</b>	<b>\$368,462.24</b>

**5. APPROVING SPORTS BIDS**

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

The Administration recommends approving Sportsman's as the vendor for the following sports bids. There were no other bidders.

Volleyball	\$1,677.85
Boys' Basketball	\$666.09
Girls' Basketball	\$1,290.16

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**6. APPROVING BOND AMOUNTS**

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

The Administration recommends approving bond coverage in the following amounts:

Business Manager	\$150,000.00
Administrative Assistant to the Business Manager	\$150,000.00
Superintendent of Schools	\$50,000.00
Board Secretary	\$20,000.00
Activities Funds Custodians	\$10,000.00

**7. APPROVING BUS ROUTES, RUNS AND STOPS AND BUS DRIVERS AND VEHICLES**

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

The Administration recommends approving bus routes, runs and stops for the 2017-2018 school year as well as bus and van drivers and vehicles for the 2017-2018 school year. Copies were provided with the advance agenda.

**8. APPROVING LETTER OF AGREEMENT**

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

The Administration recommends approving an annual Letter of Agreement with the Alternative Community Resource Program, which is a support for continued Outpatient Services for the 2017-2018 school year.

**9. APPROVING ADOPTION AGREEMENTS WITH KADES-MARGOLIS**

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

The Administration recommends approving 403(b) Adoption Agreement, 457(b) Adoption Agreement, 457(b) Plan Document which pertain to voluntary payroll deductions for district staff.

**10. APPROVING SCHOOL SERVICES AGREEMENT**

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

The Administration recommends approving a School Services Agreement with Security Voice, Inc. and the district for the purpose of providing and maintaining a nationwide toll free 800 telephone monitoring service for those who wish to report suspicions and/or information of wrongdoing, illegal or unethical acts or other forms of loss relating to district operations, properties or employees. The cost of the services will be approximately \$800.

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**VI. PERSONNEL MATTERS**

**1. ADDING TO THE SUBSTITUTE LISTS**

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

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

Elizabeth Vickroy	Substitute Cafeteria Personnel
Linda Guiffre	Substitute Teacher

**2. HIRING TEACHERS AIDES**

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

The Administration recommends hiring the following as teachers aides beginning with the 2017-2018 school year:

Vanessa Hildebrand  
Kayla Malosky  
Amy Bagby

Salary will be based on the current teacher's aide handbook. These individuals will provide all clearances and necessary certificates prior to having contact with the students.

**3. HIRING LIBRARY CLERK**

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

The Administration recommends hiring Shannon Norton as a library clerk beginning with the 2017-2018 school year. Salary will be \$\_\_\_\_\_, with no benefits. Mrs. Norton has provided all clearances and necessary certificates prior to having contact with the students.

**4. APPROVING REQUEST FOR A MEDICAL SABBATICAL LEAVE**

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

The Administration recommends approving a staff members request a medical sabbatical leave of absence for the first semester of the 2017-2018 school year. The staff member will provide all necessary documentation for such leave.

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**5. ACCEPTING RESIGNATION DUE TO RETIREMENT**

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

The Administration recommends accepting, with regret, the resignation due to retirement of Richard Thompson effective February 8, 2018. The administration requests to advertise for this position.

**6. ADDING VOLUNTEER MARCHING BAND INSTRUCTOR**

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

The Administration recommends adding Tim George as a volunteer marching band instructor for the 2017-2018 school year. Mr. George has provided all necessary clearances to work with the students.

**7. ADDING AMERICORPS VOLUNTEERS**

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

The Administration recommends adding the following as Americorps volunteers:

Aileen Weaver

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

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

Request for Approved Travel/Field Trips:

Requester	Destination	Date(s)	Approximate Cost	Budgeted Y/N
Tammy Rodgers	Regional Arts Education Day, Monroeville, PA	October 9, 2017	\$120.00	Yes
Mary Ann George	Take 80 students to a college fair at the Pasquerilla Center, Johnstown, PA	September 12, 2017	\$180.88	Yes

Requests for Use of Facilities:

Requester	Purpose	Facility	Date(s)	Rental Fee/ Amount
Jamie Kostan and Josie Nemitz	Junior Cheer Camp	Len Chappell Gymnasium	July 31, August 1 and 2, 2017 8:00 am – 11:00 am	No Charge
Mustang Football Boosters	Hold "Best Seat in the House" fundraiser	Old Press Box at the Football Stadium	Home football games	No Charge

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Kelli Swires/Jen Pisarski/OGT Dance Competition	Len Chappell Gymnasium	Fundraiser	September 22-23, 2017 7:00 am – 8:00 pm	
Arielle Crum, Majorette/Color Guard Advisor	Elementary School Gymnasium	Hustles after Home Games	Home football games 8:00 pm to 12:00 am	No Charge

**VIII. MOTION TO MAKE THE AGENDA PART OF THE MINUTES**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**IX. MOTION SHOULD BE MADE TO ADJOURN THE MEETING**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

Time: \_\_\_\_\_