

**PORTAGE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
MAY 14, 2014**

<u>Mr. JT Bandzuh</u>	2015_____
<u>Mrs. Cindy Brickley, Secretary</u>	2015_____
<u>Mr. Jason Corte</u>	2017_____
<u>Mr. Matthew Decort</u>	2017_____
<u>Mrs. Kathy Hough, Vice President</u>	2015_____
<u>Mr. John Jubina</u>	2017_____
<u>Mr. Christian Smith</u>	2017_____
<u>Mr. Dennis Squillario, Treasurer</u>	2015_____
<u>Mr. Erik Thrower, President</u>	2015_____
<u>Mr. Richard J. Bernazzoli</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. 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>Leana 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 roll.

III. RECOGNITION OF VISITORS

Those who wish to speak should limit their remarks to three but no longer than five minutes.

IV. ROUTINE MATTERS

1. NEXT REGULAR MEETING

The May Committee of the Whole Meeting will be held June 11, 2014 beginning at 6:30 p.m. in the elementary school auditorium with the Regular Meeting immediately following.

2. APPROVING THE MINUTES

Motion_____Second_____Vote_____

The Administration recommends approving the April 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**

Elementary School Principal **Mr. Christian Serenko**

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

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

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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

B.	
General Fund Invoices (Page 10)	\$1,074,362.90
Cafeteria Fund Invoices (Page 3B)	\$53,342.81
Elementary Activity Fund Expenditures (Page 5)	\$1,285.46
Junior/Senior High School Activity Fund Expenditures (Page 6A)	\$13,118.85
Athletic Fund Invoices (Page 9)	\$32,602.46
Capital Reserve Fund Invoices (10.1)	\$0.00
Capital Projects Fund Invoices (10.2)	\$0.00
Total Invoices paid	\$1,174,712.48

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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
Mrs. Mandichak - Portage Area School District – EIT (Delinquent)	\$0.00
Berkheimer Tax Administrators PASD – EIT (Current)	\$50,298.95
Total Taxes	\$50,298.95

5. TENTATIVE BUDGET FOR 2014-2015

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 \$_____. This is an anticipated increase in spending of \$_____ or _____% over the prior year budgeted amount of \$_____. Consideration for final adoption will be at the regular meeting held on June 11, 2014.

6. TAX STRUCTURE FOR 2014-2015 BUDGET

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration proposes _____ in taxes for the 2014-2015 school year. The remaining taxes shall remain at the current levels as follows:

School Real Estate	47.5 Mills
School Occupational Privilege	\$10.00
School Per Capita	\$5.00
School Earned Income	.5%
School Realty Transfer	.5%

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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 2012-2013 school year are as follows:

Title I	\$	Assisting eligible children in reading and math.
Title II	\$	Enhancing education through (Competitive) technology.
Title V	CUT	Library department's books and supplies
Title II, Part A	CUT	Class size reduction for primary grades.
Drug Free Schools	CUT	Drug and alcohol intervention program
IDEA	\$	Services provided to students with disabilities
State Contingency (Recurring)	Unknown	Extra-ordinary special education cost reimbursement
ACCESS	CUT(Likely)	PA Medical Assistance student's cost reimbursement.
PA Accountability Block Grant	\$	Main focus is on developing and maintaining preschool and kindergarten programs (now comingled with Basic Ed funds).
Science: It's Elementary	CUT	Promote science in the classroom. Use science kits and (Competitive or New) curriculum modules. Participate in science fairs and partnerships with regional employers.
--Dual Enrollment	CUT	Provides funds for students to earn college credit while in high school.

8. BOARD APPOINTMENTS AND REAPPOINTMENTS FOR 2014-2015

Motion_____Second_____Vote_____

The administration recommends the following appointments for the 2014-2015 school year.

- A. Treasurer. (Under authority of Section 621 of the School Code.) S&T Bank (Jim Rifalto) presently serves as treasurer.
Treasurer:_____
- B. Solicitor. Attorney Dennis McGlynn presently serves as solicitor at an annual retainer of \$5,000 plus legal charges when necessary.
Solicitor:_____
- C. School Physician. Mark J. Ratchford, D.O. presently serves as school physician at an annual fee of \$2,700.
School Physician:_____
- D. Depository. S&T Bank presently serves as depository.
Depository:_____
- E. School Dentist. Dr. Donald Nagy presently serves as school dentist at the fee of \$2.00 per student.
School Dentist:_____

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- F. Depositories for Investments. S&T Bank, 1st Summit Bank; PA Local Government Investment Trust; PA School District Liquid Asset Funds.
Depositories for Investments:_____
- 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.
- H. Reappointment of Special Tax Collectors for 2010-2011: The Portage Area School District will collect delinquent Local Service Tax and the Municipal Tax (EIT 1%) for Cassandra Borough, Portage Township and Portage Borough.

9. APPROVING BIDS FOR COAL AND CAFETERIA SUPPLIES

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration recommends approving the following bids for coal and cafeteria supplies (baked goods and milk):

Coal

- | | |
|------------------------------|---------------------|
| 1. Penn Keystone Coal | \$127.90/ton |
| 2. Collins Brokerage | No Bid |
| 3. Island Sales | \$122.00/ton* |
| 4. Wicklow Fuel | \$128.00/ton* |
- *Did not meet specifications.

Cafeteria Baked Goods

- | | |
|--------------------|-----------------------|
| 1. Pacifico | \$/school year |
| 2. Butter Krust | No Bid |
| 3. Nickols | No Bid |
| 4. Schwebels | No Bid |

Cafeteria Milk

- | | |
|--------------------|-----------------------|
| 1. Valewood | \$/school year |
| 2. Galliker's | No Bid |

10. APPROVING BIDS FOR WINTER SPORTS

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration recommends approving the following bids for winter sports:

Boys Basketball

- | | |
|-----------------------|-------------------|
| 1. Sportsman's | \$1,545.30 |
|-----------------------|-------------------|

Girls Basketball

- | | |
|-----------------------|-------------------|
| 1. Sportsman's | \$1,035.50 |
|-----------------------|-------------------|

Wrestling

- | | |
|-----------------------|-----------------|
| 1. Sportsman's | \$652.68 |
|-----------------------|-----------------|

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11. REAPPROVING DIGITAL STREAMING PURCHASE COMMITMENT WITH THE IU

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends renewing its commitment with the IU for digital streaming services at a cost of \$.97 per student for a total amount of \$_____.

12. RENEWING DENTAL INSURANCE

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends renewing its group dental insurance with _____ for a ____ year period beginning _____. The cost to the district will be _____.

13. APPLYING FOR AMERICORP POSITIONS

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration requests permission to apply for three AmeriCorp positions for the 2014-2015 school year at a cost of \$9,300 each. This would be the total cost to the district with no benefits associated with the position.

14. APPROVING AGREEMENT WITH GOODWILL INDUSTRIES

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends approving a Statement of Work Agreement with Goodwill Industries for the 2014-2015 school year to provide opportunities for students who qualify to obtain vocational skills in a work setting. The cost to the district would be \$39.50 (\$9.88 per quarter hour) per hour per student as services are provided.

15. RENEWING AGREEMENT WITH THE LEARNING LAMP (FOREST HILLS)

Motion_____Second_____Vote_____

(Roll Call Vote)

The administration recommends renewing its agreement with the Learn Lamp for the Alternative Education for Disruptive Youth Program for the 2014-2015 school year at its facility at Forest Hills School District. The district will reserve four seats for a total cost of \$23,986.45.

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16. RENEWING CONTRACT FOR FITNESS EQUIPMENT SERVICE

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends renewing its contract with G&G Fitness for service to cardio exercise equipment for a one year period July 1, 2014 through June 30, 2015. The cost for this service is \$1,470.

17. APPROVING PLANCON PART H: PROJECT FINANCING

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends approving the district PlanCon Part H: Project Financing application which has been reviewed and approved by the PA Department of Education.

18. APPROVING PLANCON PART J: PROJECT ACCOUNTING BASED ON FINAL COSTS

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends approving the district PlanCon Part J: Project Accounting Based on Final Costs application which has been reviewed and approved by the PA Department of Education.

19. APPROVING CHANGES AND CLARIFICATIONS TO THE HIGH SCHOOL ROOFING PROJECT SPECIFICATIONS

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends approving changes and clarifications as recommended by the architect for the high school roofing project as presented with the advance agenda.

20. APPROVING 2014-2015 FUNDING DISTRIBUTION AND AUTHORIZATION FORM AND NOTICE OF ADOPTION OF POLICIES, PROCEDURES AND USE OF FUNDS BY SCHOOL DISTRICTS (IDEIA)

Motion_____Second_____Vote_____

The Administration recommends approving the 2014-2015 Funding Distribution and Authorization Form and the Notice of Adoption of Policies, Procedures and Use of Funds by School Districts with Appalachia Intermediate Unit 08 for IDEIA-B Grant Application.

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VIII. PERSONNEL MATTERS

1. ADDITIONS TO THE SUBSTITUTE LISTS

Motion_____Second_____Vote_____

(Roll Call Vote)

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

Jamie Jaber	Substitute Teacher (Early Childhood PK-4)
Brittany A. Patrick	Substitute Teacher (Early Childhood PK-4)
Ashlee Mauk	Substitute Teacher (Early Childhood PK-4)
Kirstie Semanchik	Substitute Teacher (Early Childhood PK-4)
Carole Conant	Substitute Teacher (Reading Spec./Math/Sci)
Desiree Klein	Substitute Teachers' Aide/Cafeteria/Custodian
Tina Schnars	Substitute Teachers' Aide
Glenna Grecek	Substitute Teachers' Aide
Thomas Semanchik	Substitute Custodian

All individuals added to the substitute lists will provide all necessary clearances and certifications prior to having any contact with the students.

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

Theresa Stevens	Substitute Teacher
RaeAnna Rusnak	Substitute Teacher
Jessica Ellis	Substitute Teacher
Daniel Crain	Substitute Teacher
Ryan Donaldson	Substitute Teacher
Benjamin Parker	Substitute Teacher
Natalie Poldiak Cheek	Substitute Teacher
Mary Rhoades	Substitute Teacher

2. HIRING A PHYSICAL EDUCATION/DRIVERS EDUCATION TEACHER

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends hiring Marty Slanoc as a physical education/driver's education teacher.

3. HIRING A DRIVERS' EDUCATION SUMMER INSTRUCTOR

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends hiring Marty Slanoc and Elaine Plouse as driver's education summer instructors. Salary will be based on the current contract between the district and the PAEA for extracurricular activities at \$27.50 per hour.

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4. HIRING A HOMEBOUND INSTRUCTOR

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration recommends hiring Emily Cartwright and Tina Lutz as home bound instructors for a six week period. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities.

5. TRANSFER OF CUSTODIAN

Motion_____Second_____Vote_____

The Administration recommends transferring _____ to the daylight position of 7:00 a.m. to 3:00 p.m. as posted in the job description.

6. ACCEPTING RESIGNATION DUE TO RETIREMENT

Motion_____Second_____Vote_____

The Administration recommends accepting, with regret, the letter of resignation due to retirement of Carol Roudabush, as part-time custodian, effective June 12, 2014.

7. ACCEPTING RESIGNATION OF ADVISOR

Motion_____Second_____Vote_____

The Administration recommends accepting, with regret, the resignation of Elaine Plouse, as the high school student council advisor at the end of the 2013-2014 school year. The administration further requests permission to advertise this position.

8. APPROVING LEAVE OF ABSENCE WITHOUT PAY

Motion_____Second_____Vote_____

The Administration recommends approving a the following requests for day without pay:

Teachers' Aide May 2, 2014

IX. BOARD REQUESTS / USE OF FACILITIES

Motion_____Second_____Vote_____ (Roll Call Vote)

Request for Approved Travel:

Requester	Destination	Date(s)	Approximate Cost
Eric Zelanko	New Superintendent's Academy, Harrisburg	7/23-24/14 9/16-17/14 1/14-15/15	\$1,400 (Registration and Lodging)

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Request for Approved Field Trip:

Requester	Destination	Date(s)	Approximate Cost
Mary Ann George	Take 6 students to Barrier Awareness Day at the Hiram G. Andrews Center in Johnstown	May 8, 2014 12:00 p.m. – 2:30 p.m.	\$0.00
Mary Ann George	Take 70 students to the Pasquerilla Conference Center, UPJ, for a college fair	September 16, 2014 9:00 a.m. – 12:30 p.m.	\$205.39
Ray Trybus	Take 42 students to St. Francis to participate in a cadaver lab workshop and campus tour	May 15, 2014 8:30 a.m. – 2:30 p.m.	\$238.00
Michelle Coukart, Fifth Grade Teachers	Take the fifth grade to the Portage Historical Society Museum	May 8, 2014	\$0.00 (Paid by Rotary)
Second Grade Teachers	Take second graders on a walking tour of Portage and ride the buses back up the hill. (Good behavior incentive)	May 28, 2014 8:45 a.m. – 2:30 p.m.	\$0.00

*Information about this event can be found at www.kennywood.com/educationdays

Requests for Use of Facilities:

Requester	Purpose	Facility	Date(s)	Rental Fee/ Amount
Alysia Dalesio, Interim Art Fair Advisor	Art Fair	HS Cafeteria	May 16, 2014	No Charge
Michael Fox, Drama Club Advisor	Drama Production/Fundraiser	HS Cafeteria and Auditorium	May 24-25, 2014	No Charge
Portage Area Ministerial Association	Baccalaureate Service	HS Auditorium	June 3, 2014 6:00 – 8:30 p.m.	No Charge
Collette Semanchik	Stallion Cheerleading Practice	Len Chappell Gymnasium	Thursday Evenings from 5:00 – 7:30 p.m. June, July and August	No Charge
St. Bartholomew Catholic Church's Youth Group	St. Jude's Walk-A-Thon	Track and Field	April 26, 2014 12:00 – 2:00 p.m.	No Charge
Gary Gouse	Tri-County Lineman Camp	Practice field at the track	June 24-25, 2015 9:00 a.m. – 12:00 noon	\$10/hour

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: _____