

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
MAY 12, 2021**

The regular meeting of the Portage Area Board of School Directors was called to order. Kathy Hough, board vice president, led the group in the Pledge of Allegiance and a moment of silence. Members and others present were: Susan Berardinelli (7:01 p.m.); Jason Corte (6:47 p.m.); Kathy Hough; John Jubina; Tina Latoche; Christian Smith; Dennis Squillario; Eric A. Zelanko, Superintendent of Schools; Ralph J. Cecere, Jr., Junior Senior High School Principal; Pete Noel, Elementary School Principal; Jeff Vasilko, Business Manager; Dennis M. McGlynn, Esquire, Solicitor and Denise Moschgat, Recording Secretary. Absent was Matthew Decort and Erik Thrower.

**RECOGNITION OF VISITORS**

There were no visitors who wished to speak.

**NOTICE TO PERSONNEL**

There may be reductions and/or reassignments of personnel due to fiscal circumstances.

**ROUTINE MATTERS**

**NEXT REGULAR MEETING**

The Committee of the Whole Meeting will be held **Wednesday, June 9, 2021**, 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 Squillario Second Corte Vote 7-0

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

**REPORTS**

IU 08 Operating Committee representative **Mrs. Kathy Hough** noted that the last meeting was mostly routine matters.

Vo-Tech Operating Committee representative **Mr. Jason Corte** reported that the vo tech meeting is next week. However, things are moving along at the vo tech.

Superintendent **Mr. Eric A. Zelanko** advised the board of upcoming events in the district. He also discussed items presented to the board in his talking points.

High School Principal **Mr. Ralph Cecere** encouraged the board to visit the district webpage to see some public service announcements done by the SADD Club. He added that the students did an excellent job with the segments.

Elementary School Principal **Mr. Pete Noel** reported that the PSSA/LinkIt assessments are completed. K-2 assessment are on track to finish up soon. The end of the year brings track and field day, PTO parties and other events. He noted that there were several Elks Club contest winners as well as six students being featured in the Young Artists Exhibit. The summer learning program appears to have 55 students signed up to participate although that number changes and will most likely change again. Mr.

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Noel concluded by thanking the board for their feedback on kindergarten graduation and he felt that the direction the ceremony is going is a good one.

School Solicitor **Dennis McGlynn, Esquire** noted that it has been a relatively quiet month and as such there was not a lot to add to the agenda.

Business Administrator **Mr. Jeff Vasilko** had nothing to add to the agenda.

Athletic Director **Mr. Jeremy Burkett** noted that this is the last week of the regular spring sports season. Playoffs and district track will be beginning soon.

**REPORTS: A. FINANCIAL, B. INVOICES (GENERAL FUND, CAFETERIA FUND AND ATHLETIC FUND), C. TAX COLLECTORS**

Motion Squillario Second Corte Vote 7-0  
(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.**

<b>General Fund Invoices</b>	<b>\$991,797.96</b>
<b>Cafeteria Fund Invoices</b>	<b>\$88,037.13</b>
<b>Athletic Fund Invoices</b>	<b>\$18,644.62</b>
<b>Capital Reserve Fund Invoices</b>	<b>\$0.00</b>
<b>Capital Projects Fund Invoices</b>	<b>\$21,637.00</b>
<b>Total Invoices paid</b>	<b>\$1,120,116.71</b>

**C.**

<b>Mrs. Chappell - Cassandra Boro – Property, Per Capita, Occupation</b>	<b>\$0.00</b>
<b>Mr. Layo - Portage Boro – Property, Per Capita, Occupation</b>	<b>\$0.00</b>
<b>Mrs. Chappell Portage Township – Property, Per Capita, Occupation</b>	<b>\$0.00</b>
<b>Berkheimer Tax Administrators PASD – EIT (Current)</b>	<b>\$39,505.87</b>
<b>Total Taxes</b>	<b>\$39,505.87</b>

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**TENTATIVE BUDGET FOR 2021-2022**

Motion Squillario Second Corte Vote 7-0  
(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 \$13,751,585.96. This is an anticipated increase in spending of \$116,668.19 over the prior year budgeted amount of \$13,634,916.96. Consideration for final adoption will be at the regular meeting held on June 9, 2021.

**TAX STRUCTURE FOR 2021-2022 BUDGET**

Motion Squillario Second Corte Vote 7-0  
(Roll Call Vote)

The Administration proposes no tax increase for the 2021-2022 school year. The remaining taxes shall remain at the current levels as follows:

	<u>2020-2021</u>	<u>2021-2022</u>
School Real Estate	52.0 Mills	52.0 Mills
School Occupational Privilege	\$10.00	\$10.00
School Per Capita	\$5.00	\$5.00
School Earned Income	.5%	.5%
School Realty Transfer	.5%	.5%

**PERMISSION TO APPLY FOR FEDERAL AND STATE FUNDS**

Motion Squillario Second Corte Vote 7-0  
(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 2021-2022 school year are as follows:

Title 1	\$273,557	Assisting all students
Title II, Part A	\$ 35,316	Class size reduction for primary grades
IDEA	\$178,642	Services provided to students with disabilities
State Contingency (Recurring)	Unknown	Extra-ordinary special education cost reimbursement
ACCESS	\$5,000	PA Medical Assistance student's cost reimbursement.
Ready to Learn	\$186,456	Main focus is on developing and maintaining preschool and kindergarten programs (now comingled with Basic Ed funds).

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**BOARD APPOINTMENTS AND REAPPOINTMENTS FOR 2021-2022**

Motion Squillario Second Corte Vote 7-0

The administration recommends the following appointments for the 2021-2022 school year.

- A. Treasurer. (Under authority of Section 621 of the School Code.) Dennis Squillario presently serves as treasurer. Matthew Decort serves as board secretary until June 30, 2021.
- B. Solicitor. Attorney Dennis McGlynn presently serves as solicitor at an annual retainer of \$6,500 plus legal charges when necessary.
- C. School Physician. Mark J. Ratchford, D.O. presently serves as school physician at an annual fee of \$2,700.
- D. Depository. 1<sup>st</sup> Summit Bank presently serves as depository.
- E. School Dentist. Dr. Nicole Oravec presently serves as school dentist at the fee of \$2.00 per student.
- F. Depositories for Investments. 1<sup>st</sup> Summit Bank; PA Local Government Investment Trust; PA School District Liquid Asset Funds.
- 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.

**APPOINTING SCHOOL BOARD TREASURER**

Motion Corte Second Berardinelli Vote 7-0

The Board moves to appoint Dennis Squillario to serve a one-year term as school board treasurer beginning June 1, 2021. Dennis Squillario currently serves.

**APPOINTING SCHOOL BOARD SECRETARY**

Motion Squillario Second Corte Vote 7-0

The Board moves to appoint Matthew Decort to serve a four-year term as school board secretary beginning July 1, 2021. Matthew Decort currently serves.

**APPROVING BIDS FOR COAL, MILK AND BREAD**

Motion Squillario Second Corte Vote 7-0  
(Roll Call Vote)

The Administration recommends approving the following bid for coal for the 2021-2022 school year. There were no other bidders.

**Coal**

- |                                    |              |
|------------------------------------|--------------|
| 1. Penn Keystone Coal Company, LLC | \$143.80/ton |
| 2. Wicklow Fuel Co, Inc.           | \$123.50/ton |
| 3. Rosebud Mining Co.              | \$100.00/ton |
| (did not meet 3 specifications)    |              |

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**Milk**

- |                    |             |
|--------------------|-------------|
| 1. Vale Wood Farms | \$56,250.81 |
| 2. Dean Foods      | \$56,250.81 |

**Bread**

- |             |                |
|-------------|----------------|
| 1. Pacifico | \$957.36/month |
|-------------|----------------|

**High School Outdoor Freezer**

- |                      |             |
|----------------------|-------------|
| 1. TriMark SS Kemp   | \$26,240.00 |
| 2. Marc-Service Inc. | \$24,900.00 |

**APPLYING FOR AMERICORPS POSITIONS**

Motion Squillario Second Corte Vote 7-0  
(Roll Call Vote)

The administration requests permission to apply for three AmeriCorps positions for the 2021-2022 school year at an approximate cost of \$11,084 each. This would be the total cost to the district with no benefits associated with the position.

**APPROVING A CONTRIBUTION TO THE PORTAGE VOLUNTEER FIRE COMPANY**

Motion Squillario Second Corte Vote 7-0  
(Roll Call Vote)

The Administration recommends approving a contribution to the Portage Volunteer Fire Company in the amount of \$200 towards its annual fund drive.

**RENEWING AGREEMENT FOR FITNESS EQUIPMENT SERVICE CONTRACT**

Motion Squillario Second Corte Vote 7-0  
(Roll Call Vote)

The Administration recommends renewing its agreement with G&G Fitness for scheduled preventative maintenance on the district's cardio equipment. The fee for this service is \$1,470.

**APPROVING ESTIMATE FOR DOOR SYSTEM UPGRADES AND REPAIRS**

Motion Squillario Second Corte Vote 7-0  
(Roll Call Vote)

The Administration recommends approving the estimate from DirecTec, LLC in the amount of \$19,980.20 to perform upgrades and repairs to the door system in the elementary school.

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**APPROVING ADMIRAL PEARY 2021-2022 SCHOOL YEAR BUDGET**

Motion Squillario Second Corte Vote 7-0  
(Roll Call Vote)

The Administration recommends approving the Admiral Peary Vocational Technical Schools budget for the 2020-2021 school year in the amount of \$4,233,602 which represents a .5% decrease over the prior year's budget. The projected cost per student is \$4,960 for the 2021-2022 school year.

**APPROVING BIDS FOR DISTRICT VEHICLES**

Motion Squillario Second Corte Vote 7-0

The Administration recommends approving the following bidders to purchase district vehicles as listed on Municibid.

1994 Chevrolet Suburban	Philip Faint	\$575.00
1995 Chevrolet Dump Truck	Robert Lucarelli	\$2,150.00

**APPROVING SUMMER OFFICE HOURS**

Motion Squillario Second Corte Vote 7-0

The Administration recommends approving summer hours for ACRP, Office of Vocational Rehabilitation and Impact Drug and Alcohol Counseling to use classroom space as needed for students over the summer.

**APPROVING EXHIBIT A. SPECIAL PAY PLAN**

Motion Squillario Second Corte Vote 7-0

The Administration recommends renewing its Special Pay Plan with National Insurance Services for IRC Section 403(b) plans effective July 1, 2021.

**ENTERING A CO-OP AGREEMENT FOR COMPETITION CHEER**

Motion Squillario Second Corte Vote 7-0

The Administration requests permission to enter into a cooperative agreement with Penn Cambria School District for competition cheerleading for the 2021-2022 school year. The district will be responsible for the \$100 fee, payable to the PIAA, to the form a co-op and Penn Cambria will pay \$150 per student to participate.

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**ENTERING A CO-OP AGREEMENT FOR WRESTLING**

Motion Squillario Second Corte Vote 7-0

The Administration requests permission to enter into a cooperative agreement with Penn Cambria School District for wrestling for the 2021-2022 school year. The district will pay \$150 per student to participate.

**RENEWING POLICE PROTECTION AGREEMENT**

Motion Squillario Second Corte Vote 7-0  
(Roll Call Vote)

The Administration recommends renewing its agreement with Portage Borough, Portage Township and the Pennsylvania State Police for coverage on the school district's properties. The term of this agreement is two year and will expire June 30, 2023.

**RENEWING LETTER OF AGREEMENT WITH IMPACT COUNSELING SERVICES**

Motion Squillario Second Corte Vote 7-0

The Administration recommends renewing its agreement with Impact Counseling Services, LLC to provide drug and alcohol treatment services for the period June 12, 2021 to September 1, 2022.

**APPROVING APPLICATION TO THE HERITAGE CONFERENCE**

Motion Squillario Second Corte Vote 7-0

The Administration recommends submitting application for admittance to the Heritage Conference.

**REQUEST PERMISSION TO ADVERTISE FOR BIDS FOR COMBI-OVENS**

Motion Squillario Second Corte Vote 7-0  
(Roll Call Vote)

The Administration requests permission to advertise for Combi-Ovens for the high school cafeteria.

**PERSONNEL MATTERS**

**HIRING SUMMER LEARNING OPPORTUNITY TEACHERS**

Motion Squillario Second Corte Vote 7-0  
(Roll Call Vote)

The Administration recommends hiring the following teachers to participate in the 2021 Summer Learning Opportunity. Salary will be based on the current contract between the PAEA and the district.

Janis Chobany  
Brittany Brewer

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**HIRING ELEMENTARY SCHOOL TEACHER**

Motion Squillario Second Corte Vote 7-0  
(Roll Call Vote)

The Administration recommends hiring Morgan Cronauer as a permanent, full time special education teacher. Salary will be Step 2, with benefits and based on the current contract between the district and the PAEA.

**APPROVING FAMILY AND MEDICAL LEAVE OF ABSENCE**

Motion Squillario Second Corte Vote 7-0

The Administration recommends approving a staff members request for a Family and Medical Leave of Absence for the tentative period May 3 to May 31, 2021. The employee may return at a different date based on need.

**ACCEPTING LETTER OF RESIGNATION**

Motion Squillario Second Corte Vote 7-0

The Administration recommends accepting, with regret, Nicole Panick's letter of resignation as the junior class advisor effective the end of the 2020-2021 school year. The Administration further requests permission to advertise this position.

**ACCEPTING LETTER OF RESIGNATION**

Motion Squillario Second Corte Vote 7-0

The Administration recommends accepting, with regret, Derik Comperatore's letter of resignation as the district's social worker effective the end of the 2020-2021 school year. The Administration further requests permission to advertise this position.

**ACCEPTING LETTER OF RESIGNATION**

Motion Squillario Second Corte Vote 7-0

The Administration recommends accepting, with regret, Ann Cannonie's letter of resignation due to retirement as a member of the cafeteria staff effective the end of the 2020-2021 school year. The Administration further requests permission to advertise this position.

**ACCEPTING LETTER OF RESIGNATION**

Motion Squillario Second Corte Vote 7-0

The Administration recommends accepting, with regret, Brenna Wright's letter of resignation as the varsity volleyball assistant coach effective May 12, 2021. The Administration further requests permission to advertise this position.



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**ACCEPTING LETTER OF RESIGNATION**

Motion Squillario Second Corte Vote 7-0

The Administration recommends accepting, with regret, Gayle Price's letter of resignation as the head varsity cheerleading coach and head competition cheerleading coach effective May 12, 2021. The Administration further requests permission to advertise this position.

**BOARD REQUESTS / USE OF FACILITIES**

Motion Squillario Second Corte Vote 7-0  
(Roll Call Vote)

Requests for Use of Facilities:

<b>Requester</b>	<b>Purpose</b>	<b>Facility</b>	<b>Date(s)</b>	<b>Rental Fee/ Amount</b>
Alleghany Ridge Corp, Randy Stager, Director	Public Meeting on Mainline Trail	Elementary School Auditorium	May 13, 2021 6:00 p.m.	No Charge
Dana Peles, Band Director	Marching Band Parent Showcase	Football Stadium	May 28, 2021 5:30 – 7:30 p.m.	No Charge
Dana Peles, Band Director	Rehearsal for Marching Band Parent Showcase	Track Field	May 24, 2021 6:00 – 7:00 p.m.	No Charge

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

Motion Squillario Second Corte Vote 7-0

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

Motion Squillario Second Corte Vote 7-0

Time: 8:10 p.m.