

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
DECEMBER 4, 2019**

<u>Mrs. Susan Berardinelli</u>	2023_____
<u>Mr. Jason Corte</u>	2021_____
<u>Mr. Matthew Decort, Secretary</u>	2021_____
<u>Mrs. Kathy Hough</u>	2023_____
<u>Mr. John Jubina</u>	2021_____
<u>Mrs. Tina Latoche</u>	2023_____
<u>Mr. Christian Smith</u>	2021_____
<u>Mr. Dennis Squillario, Treasurer</u>	2023_____
<u>Mr. Erik Thrower, President</u>	2023_____
<u>Mr. Eric A. Zelanko</u> Superintendent of Schools	_____
<u>Mr. Ralph J. Cecere</u> Junior-Senior High School Principal	_____
<u>Mr. Pete Noel</u> Elementary School Principal	_____
<u>Mr. Jeff Vasilko</u> Business Manager	_____
<u>Mrs. Denise Moschgat</u> Recording Secretary	_____
<u>McGlynn &amp; Moore, Attorneys at Law</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.

Auditors from Wessel & Company will address the board concerning the local audit.

**IV. PUBLIC READING OF PROPOSED DISTRICT POLICIES – THIRD READING**

150 – Title I – Comparability of Services  
201 – Admission of Students  
208 – Withdrawal from School  
805.2 – School Security Personnel

**V. DISCUSSION MATTERS**

- Crowdfunding Policy

**VI. 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 08 Operating Committee representative **Kathy Hough**

Superintendent **Eric A. Zelanko**

High School Principal **Mr. Ralph Cecere**

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Elementary School Principal **Mr. Pete Noel**

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>\$906,239.61</b>
<b>Cafeteria Fund Invoices</b>	<b>\$0.00</b>
<b>Athletic Fund Invoices</b>	<b>\$67,725.85</b>
<b>Capital Reserve Fund Invoices</b>	<b>\$0.00</b>
<b>Capital Projects Fund Invoices</b>	<b>\$3,140.00</b>
<b>Total Invoices paid</b>	<b>\$877,105.46</b>

**C.**

<b>Mrs. Chappell - Cassandra Boro – Property, Per Capita, Occupation</b>	<b>\$246.29</b>
<b>Mrs. Redfern - Portage Boro – Property, Per Capita, Occupation</b>	<b>\$2,464.86</b>
<b>Mrs. Chappell Portage Township – Property, Per Capita, Occupation</b>	<b>\$8,641.12</b>
<b>Berkheimer Tax Administrators PASD – EIT (Current)</b>	<b>\$57,091.40</b>
<b>Total Taxes</b>	<b>\$68,443.27</b>

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**5. APPROVING THE SINGLE AUDIT FOR THE 2018-2019 SCHOOL YEAR**

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

The Administration recommends approving the Single Audit Review of the 2018-2019 school year as presented by the auditors of Wessel & Company.

**VII. PERSONNEL MATTERS**

**1. ADDITIONS TO/REMOVAL FROM THE SUBSTITUTE LISTS**

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

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

Colette Semanchik                                Substitute Teachers' Aide

**2. ACCEPTING RESIGNATION OF PROFESSIONAL STAFF**

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

The Administration recommends accepting, with regret, the resignation of Debbie L. Zimmerman effective the last day of the 2019-2020 school year. The Administration further requests permission to advertise this position.

**3. ACCEPTING RESIGNATION OF PROFESSIONAL STAFF**

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

The Administration recommends accepting, with regret, the resignation of Linda Mastaler effective the last day of the 2019-2020 school year. The Administration further requests permission to advertise this position.

**3. ACCEPTING RESIGNATION OF FOOTBALL COACH**

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

The Administration recommends accepting, with regret, the resignation of Gary Gouse as head football coach. The Administration further requests permission to advertise this position.

**4. ACCEPTING RESIGNATION OF SCIENCE FAIR COORDINATOR**

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

The Administration recommends accepting, with regret, the resignation of Molly Harrington as the elementary science fair coordinator. The Administration further requests permission to advertise this position.

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**5. APPROVING REQUEST FOR DAYS OFF WITHOUT PAY**

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

The Administration recommends accepting a staff members request for days off without pay from November 8 to November 15, 2019.

**6. ADDING VOLUNTEER COACH**

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

The Administration recommends adding John Havrilla as a volunteer rifle coach for the 2019-2020 school year. Mr. Havrilla will provide updated clearances prior to having contact with the students.

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

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

Request for Approved Travel:

Requester	Destination	Date(s)	Approximate Cost

Request for Approved Field Trip:

Requester	Destination	Date(s)	Approximate Cost	Budgeted Y/N
Nicole Hunt, Forencics Adviser	Forencics meet at Bishop McCort	December 5, 2019 2:00 to 10:00 p.m.	\$173.68	Yes
Dana Peles	Take one student to district chorus festival at Forest Hills SD	January 15-17, 2020	\$165.00	Yes

Requests for Use of Facilities:

Requester	Purpose	Facility	Date(s)	Rental Fee/ Amount
Travis Kargo, Varsity Boys Basketball	Hold overnight team camp	Len Chappell Gymnasium	November 22-23, 2019	No Charge
Danyelle Roberts, Spinning Sapphires	Twirling Competition	Len Chappell Gymnasium and Auditorium	March 22, 2020 7:00 am – 7:00 pm	\$20/hour
Travis Kargo, Varsity Boys Basketball	Hosting a Kids Night Out	Elementary Gymnasium	December 14, 2019 3:00 – 8:00 p.m.	No Charge

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

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

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

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

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