

**PORTAGE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
OCTOBER 8, 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. 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. Michael Kunko</u> Business Manager	_____
<u>Mrs. Denise Moschgat</u> Recording Secretary	_____
<u>Dennis McGlynn, Esquire</u> Solicitor	_____
<u>Matthew Bartoletti</u> Student Representative	_____
<u>Katie Nolan</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 next Committee of the Whole Meeting will be held November 12, 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 September board 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 **Ralph Cecere**

Elementary School Principal **Christian Serenko**

Supervisor of Special Education **Pete Noel**

School Solicitor **Dennis McGlynn, Esquire**

Business Administrator **Michael J. Kunko**

Student Representatives:

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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.

General Fund Invoices (Page 10)	\$1,129,037.30
Cafeteria Fund Invoices (Page 3B)	\$19,210.40
Elementary Activity Fund Expenditures (Page 5)	\$900.00
Athletic Fund Invoices (Page 9)	\$43,352.43
Junior/Senior High School Activity Fund Expenditures (Page 6A)	\$3,278.94
Capital Reserve Fund Invoices (10.1)	\$0.00
Capital Projects Fund Invoices (10.2)	\$0.00
Total Invoices paid	\$1,195,779.07

C.

Mrs. Chappell - Cassandra Boro – Property, Per Capita, Occupation	\$6,746.89
Mrs. Redfern - Portage Boro – Property, Per Capita, Occupation	\$117,805.07
Mrs. Chappell Portage Township – Property, Per Capita, Occupation	\$403,111.24
Mrs. Mandichak - Portage Area School District – EIT (Delinquent)	\$0.00
Berkheimer Tax Administrators PASD – EIT (Current)	\$37,279.14
Total Taxes	\$564,942.34

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5. ARCHITECT APPROVALS FOR PAYMENT

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends approving the following application for payment which has been reviewed and approved by Jeffrey Haman Architects in regard to the high school roofing project.

High School Roofing Project (Capital Projects Funds*)

<u>Vendor</u>	<u>Amount</u>	<u>Type</u>
David M. Maines Assoc.	\$491.40	Application No. 4
David M. Maines Assoc.	\$67,400.00	Application No. 5 (Retainage)

*Temporarily paid from the General Fund. Final payment will be paid from new bond issue, loan or bond refinancing/reissue.

6. APPROVAL OF WELLNESS CENTER GUIDELINES

Motion_____Second_____Vote_____

The Administration recommends approving the wellness center guidelines as presented with the advance agenda.

7. APPROVING PROPOSAL FOR CARD ACCESS SYSTEM IN THE HIGH SCHOOL

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends approving Smithmyer's Electronics Proposal to install four (4) FOB's in the high school on entry doors at a cost of \$9,888.

8. APPROVING PROPOSAL ASBESTOS BUILDING REINSPECTION

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends accepting the proposal of Allegheny Mountain Research, Inc., in the amount of \$750 to provide one three-year asbestos building re-inspection.

9. APPROVING REVISIONS TO DISTRICT POLICY

Motion_____Second_____Vote_____

The Administration recommends approving revisions to Policy 610, Purchases Subject to Bid/Quotation, as provided with the advance agenda.

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10. APPROVING SPECIFICATIONS FOR CONCRETE PROJECT

Motion_____Second_____Vote_____

The Administration recommends approving the specifications for the elementary school concrete project as submitted by Jeffrey Haman, Architect and further approves advertising the specs for bid.

11. APPROVING THE 2015-2016 BUDGET CALENDAR

Motion_____Second_____Vote_____

The Administration recommends approving the 2015-2016 budget calendar as presented with the advance agenda.

12. GRANTING PERMISSION TO APPLY FOR GRANT

Motion_____Second_____Vote_____

The Administration requests permission to apply for the National Archery in the Schools Program grant through the PA Game Commission to begin an archery program in physical education classes. If the grant is approved, the district would receive assistance to purchase the start-up kit.

13. APPROVING PROCEEDING WITH FUNDING CAPITAL IMPROVEMENTS

Motion_____Second_____Vote_____

The Board of School Directors of the Portage Area School District (the "school district") does hereby authorize the administration to work with Public Financial Management, Inc., as financial advisor, Rhoads & Sinon, LLP as bond counsel, and the local solicitor for the purpose of funding capital improvements of the district in the approximate amount of \$_____ via a parallel track approach between a bank loan RFP and a Bond issue with a recommendation to utilize the approach that produces the best economic benefit to the District.

14. APPROVING AMENDMENTS TO ADMINISTRATIVE SERVICES ONLY AGREEMENT WITH HIGHMARK

Motion_____Second_____Vote_____

The Administration recommends approving amendments to the administrative services agreement only with Highmark that will take effect January 1, 2015. The amendments pertain primarily to the addition of definitions and administrative language.

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15. APPROVING BUSINESS ASSOCIATE AGREEMENT WITH DELTA DENTAL

Motion_____Second_____Vote_____

The Administration recommends approving a Business Associates Agreement with Delta Dental regarding the use and protection of Protected Health Information (PHI) to comply with federal laws and regulations.

VIII. PERSONNEL MATTERS

1. ADDITIONS AND REMOVALS TO THE SUBSTITUTE LISTS

Motion_____Second_____Vote_____

(Roll Call Vote)

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

Martha Faust	Substitute Teacher (elementary)
Kathleen Bodenschatz	IU 08 Substitute Teacher
William McMahon	IU 08 Substitute Teacher

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

Bret Berkhimer	Substitute Teacher
Kaitlyn Carpeter	Substitute Teacher
Henry Chuang	Substitute Teacher
Molly Comperatore	Substitute Teacher
Laura Gressick	Substitute Teacher
George Lucas	Substitute Teacher
Rick Clark	Substitute Teacher
Amy Crum	Substitute Teacher
Kyle Nale	Substitute Teacher
Lora Roxby	Substitute Teacher
Stephanie Sharp	Substitute Teacher
Jessica Pelleschi	Substitute Teacher
Ashlee Mauk	Substitute Teacher

2. APPROVING REQUEST FOR UNPAID LEAVE OF ABSENCE

Motion_____Second_____Vote_____

The Board moves to approve a staff member's request for unpaid leaves of absence which will vary but be at least one week per month.

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3. APPROVING CHAPERONES FOR EVENTS

Motion _____ Second _____ Vote _____

The Administration recommends approving chaperones for upcoming trips and events. Chaperones will provide clearances prior to participating in the trip or event. A list of chaperones and the event will be provided.

4. APPROVING VOLUNTEER COACH

Motion _____ Second _____ Vote _____

The Administration recommends approving Sharon Nolan as girls junior high basketball volunteer coach for the 2014-2015 season. Ms. Nolan will supply all necessary clearances and forms prior to having any contact with the students.

5. ACCEPTING RESIGNATION OF COACH

Motion _____ Second _____ Vote _____

The Administration recommends accepting, with regret, the resignation of Brian K. Swank as the head junior high boys' basketball coach effective October 8, 2014. The Administration further requests permission to advertise this position.

6. ADDING A VOLUNTEER COACH

Motion _____ Second _____ Vote _____

The Administration recommends adding Ryan Scoran as a volunteer boys' junior high basketball coach for the 2014-2015 season. Mr. Scoran has provided all necessary clearances and paperwork.

IX. BOARD REQUESTS / USE OF FACILITIES

Motion _____ Second _____ Vote _____
(Roll Call Vote)

Request for Approved Travel:

Requester	Destination	Date(s)	Approximate Cost
Tara Williams and Lisa Dividock	SAP Networking Day	October 23, 2014 7:00 a.m. – 3:00 p.m.	\$170.00 (subs)
Brittany Brewer	Developing Positive Emotional Habits Seminar The Casino, Altoona, PA	October 22, 2014 8:15 a.m. to 4:00 p.m.	\$164.00 (sub & registration)
Mary Ann George	PHEAA Counselor Workshop Cambria-Rowe Business College, Johnstown	November 14, 2014 7:30 a.m. to 2:30 p.m.	\$28.25 (mileage)

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Denise Moschgat	PSBA School Board Secretaries and Affiliates Conference Hershey, PA	October 22 – 24, 2014	\$270.00
Susan Shevock	Keystone Reading Association Conference, Penn Stater, State College	October 27, 2014 8:00 a.m. – 4:00 p.m.	\$677.32 (Title 1 Money)
Kathleen Walls	Fall meeting of CAMSON Access PA Consortium	November 5, 2014 8:30 a.m. to 3:30 p.m.	\$72.28
Elaine Plouse	2014 PSAHPERD Annual Convention Seven Springs Resort	November 21 – 22, 2014	\$513.00

Request for Approved Field Trips:

Requester	Destination	Date(s)	Approximate Cost
Annette Lutz	6 th Grade Field Trip to Penn Highlands for One Book, One Community	May 12, 2014 9:20 a.m. to 2:20 p.m.	\$0.00 (PTO)
Floyd Rousell, III	Take 38 students to Cambria County Band Auditions at Central Cambria HS	October 22, 2014 4:00 p.m. to 9:00 p.m.	\$91.74 (Transportation)
Erin Noble, PTO	Take grades 1 through 6 on a field trip to ride the train from Johnstown to Altoona.	October 27, 28, 29 and 30 8:26 a.m. to 1:30 p.m. (different grades each day)	\$0.00 (PTO)
Kelly Myers	Allow 30 students to participate in Cambria County Chorus Festival being held in the district	November 13, 2014	\$42.50 (1/2 day sub)
Kelly Myers	Take 12 students to district chorus pre-auditions (PMEA) at CT high school	October 19, 2014 11:00 a.m. – 9:00 p.m.	\$223.54 (Transportation)
Sara Duncan	Take four students to Student Council State Conference, Altoona, PA	November 7, 2014 7:00 a.m. – 4:00 p.m.	\$85.00 (substitute)
Ray Trybus and Mary Kenny	Take 45 students to the Annual HealthQuest fair at Mount Aloysius	October 23, 2014 8:30 a.m. – 2:00 p.m.	\$170.00 (substitutes)

Requests for Use of Facilities:

Requester	Purpose	Facility	Date(s)	Rental Fee/ Amount
Valerie Bionaz, Winterfest 2014	Luncheon with Santa	High School Cafeteria	December 13, 2014	\$10/hour
Sharon Hollingshead, One Good Turn Dance Company	Dance Recital	HS Auditorium, Cafeteria and Band Room	Apr 24 – May 2, 2014	\$20/hour
Sharon Hollingshead, One Good Turn Dance Company	Dance Pictures	Len Chappell Gymnasium	April 10, 2014	\$20/hour
Chuck Kassick, Girls Basketball Coach	Noah Basketball Shooting Clinic for junior high and varsity girls basketball players	Len Chappell Gymnasium	November 4, 2014 5:30 – 8:30 p.m.	No Charge

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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: _____