

**PORTAGE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
JUNE 15, 2016**

<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. Michael Kunko</u> Business Manager	_____
<u>Mrs. Denise Moschgat</u> Recording Secretary	_____
<u>Dennis McGlynn, Esquire</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.

IV. SECOND READING OF PROPOSED DISTRICT POLICY

823 Naloxone
626 Federal Fiscal Compliance
626.1 Travel Reimbursement – Federal Programs
827 Conflict of Interest

V. ROUTINE MATTERS

1. NEXT REGULAR MEETING

The Committee of the Whole Meeting will be held **Wednesday, August 10, 2016** 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 May 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 **Mr. Ralph Cecere**

Elementary School Principal **Mr. Christian Serenko**

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

School Solicitor **Dennis McGlynn, Esquire**

Business Administrator **Michael J. Kunko**

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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)	\$1,034,643.74
Cafeteria Fund Invoices (Page 3B)	\$64,652.63
Elementary Activity Fund Expenditures (Page 5)	\$960.87
Junior/Senior High School Activity Fund Expenditures (Page 6A)	\$13,331.37
Athletic Fund Invoices (Page 9)	\$37,278.06
Capital Reserve Fund Invoices (10.1)	\$0.00
Capital Projects Fund Invoices (10.2)	\$0.00
Total Invoices paid	\$1,150,866.67

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
Berkheimer Tax Administrators PASD – EIT (Current)	\$64,865.82
Total Taxes	\$64,865.82

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5. ADOPTING RESOLUTION TO ACCEPT THE HOMESTEAD AND FARMSTEAD EXCLUSION

Motion_____Second_____Vote_____

The Administration recommends adopting the Resolution to accept the Homestead and Farmstead Exclusion. Adoption will result in no additional money to the school district; it will result in real estate tax exclusions to homestead and farmstead owners who applied and received approval through the county. The amount to be allocated is \$335,770.

6. FINAL BUDGET FOR 2016-2017

Motion_____Second_____Vote_____

(Roll Call Vote)

General Fund

The budget in the amount of \$_____ has been advertised according to Section 687 of the Public School Code and should now be considered for final adoption. School real estate tax will be 48.5 mills. The budget has been prepared in accordance with the mandates set forth the PA Department of Education.

The amount of expenditures is \$_____. This is an anticipated increase in spending of \$_____ or _____% percent over last year's budget. The proposed budget is built on the governor's proposed budget.

Cafeteria Fund

The Cafeteria Fund Budget anticipates \$_____ in expenses. Budgeted revenues and fund transfers to cover these expenses include Operating Revenues and Non-Operating Revenues – Federal and State Reimbursements in the amount of \$_____ and Fund Transfers from the General Fund \$_____. This budget includes a \$.15 increase in breakfast and lunch meal prices for paid students and adults.

Athletic Fund

The Athletic Fund is a separate fund. Its budgeted expenses are \$_____. Revenues include admissions and ticket sales of \$_____ and Fund Transfers from the General Fund of \$_____.

7. EXONERATION OF TAX COLLECTORS

Motion_____Second_____Vote_____

Elected tax collectors should be exonerated from uncollected taxes so they may receive new duplicates and begin collecting 2016-2017 taxes on July 1, 2016. This action does not exonerate the taxables.

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8. GENERAL LIABILITY INSURANCE FOR 2016-2017; WORKMEN'S COMPENSATION COVERAGE FOR 2016-2017 AND SCHOOL ACCIDENT INSURANCE FOR 2016-2017

Motion _____ Second _____ Vote _____
(Roll Call Vote)

Carl DeYulis, Agent of Record, recommends the following coverages:

PSBA Trust (Workmen's Coverage)	\$39,732
Liberty Mutual (Package)	
• Property	\$34,612
• Crime	Included
• General Liability	\$8,778
• Government Crime	\$2,020
• Automobile	\$7,637
• Boiler & Machinery	Included
• School Leaders' Legal Liability	Included
• Excess Liability	\$2,571
Goodwin & Gruber (Student Coverage)	\$18,196

Note: The premium amount for the workers compensation is an estimate. Liberty Mutual is \$18,472 and \$8,298 less than PSBA and Wright Insurance.

9. APPROVING BIDS FOR FOOTBALL

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends approving the bid from Sportsmans for football for the 2016-2017 school year.

Football

- | | |
|-------------------------|-----------------------------|
| 1. Sportsmans | \$11,405.36 |
| 2. BSN Sports, Passon's | \$7,561.07 (Incomplete Bid) |

10. APPROVING BIDS FOR CUSTODIAL SUPPLIES

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends approving the following bids of Allegheny Supply, Stevens and Janitors Supply for custodial supplies for the 2016-2017 school year.

- | | |
|----------------------------|--------------------|
| 1. Allegheny Supply | \$23,085.70 |
| 2. Stevens | \$1,640.06 |
| 3. Janitors Supply | \$3,297.30 |
| 4. Unipack Corp | \$0.00 |
| 5. Central Poly | \$0.00 |
| 6. Interboro Packing | \$0.00 |

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11. RENEWING AGREEMENT WITH CSIU

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends renewing its agreement with CSIU for software services from July 1, 2016 to June 30, 2017 for eSchoolBook, Achievement/Discipline, Attendance, Grading, Scheduling and Transportation. The total amount for the services is approximately \$17,000.

12. RENEWING AGREEMENT WITH IGNITE EDUCATION SOLUTIONS FOR SEATS AT ITS ADMIRAL PEARY FACILITY

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends renewing its agreement with Ignite Education Solutions for two (2) seats at the Admiral Peary Area Vo Tech facility. The cost of for two seats is \$6,984.95 per seat.

13. RENEWING AGREEMENT FOR DENTAL BENEFITS

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends renewing its agreement with Delta Dental for a one year period (July 1, 2016 through June 30, 2017). The administration fee will be 18.9% of claims.

14. RENEWING AGREEMENT FOR ATHLETIC TRAINER

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends renewing its agreement with Phoenix Rehabilitation for Athletic Trainer services for the 2016-2017 school year at an annual cost of \$21,000.

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15. APPROVING QUOTES FOR PARKING LOT AND ROAD WORK

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration recommends accepting the quote of _____ for perform repairs to the parking lots and roads including sealing of all asphalt areas and line strip all existing and approximately 12 additional regular and handicapped parking spaces. The quotes are:

	Hot Tar Crack Repair (Cost per Linear Feet) Estimated 5,250 Linear Feet	Sealing Asphalt (Cost Per Square Feet) Estimated 162,000 Square Feet	Line Striping (Cost per Linear Feet) Estimated 6,000 Linear Feet	Total Cost
M & M	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

16. RENEWING LETTER OF AGREEMENT WITH THE MEADOWS

Motion_____Second_____Vote_____

The Administration recommends renewing its Letter of Agreement with The Meadows Psychiatric Center for the 2016-2017 school year. If the district utilizes this facility the fee will be \$60 per day for educational services.

17. RENEWING LETTER OF AGREEMENT FOR TITLE I SERVICES

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration recommends approving a Letter of Agreement between the district and Central Cambria School District for Title I services at Holy Name Elementary School for the 2016-2017 school year. The cost to the district will be approximately \$4,730 per pupil allocation.

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18. RENEWING AGREEMENT FOR BEHAVIORAL SUPPORT AND EDUCATIONAL SERVICES

Motion_____Second_____Vote_____

The Administration recommends entering into a Letter of Agreement with Extended Family Programs, Inc., for behavioral support and education services for the 2016-2017 school year. If the district chooses to utilize this program, the daily rate will be \$80.98 for high school students and \$83.91 for elementary school students plus the cost for educational services provided by the IU. The district will only incur these expenses if it places students in this program.

19. RENEWING REQUEST FOR SUMMER HOURS

Motion_____Second_____Vote_____

The Administration recommends ACRP's request to hold summer hours in the district for students undergoing services and may not have means of transportation to one of their outpatient sites.

20. APPROVING PARTICIPATION IN CEP PROGRAM

Motion_____Second_____Vote_____

The Administration recommends participating in the Community Eligibility Provision (CEP) program for the 2016-2017 school year to provide free breakfast and lunch to all students in the district.

21. RENEWING AGREEMENT FOR ELECTRICITY SUPPLIER

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends renewing the district's agreement with Constellation NewEnergy, Inc. for the purchase and sale of electricity for the period December 29, 2017 to January 02, 2020. The cost for the term of the agreement is \$5.590/kwh.

22. RENEWING LETTER OF AGREEMENT WITH ACRP

Motion_____Second_____Vote_____

The Administration recommends renewing its Letter of Agreement with ACRP regarding continuity of consumer care for the 2016-2017 school year. This agreement is not a legal or binding contract for services, but rather a support for continued Outpatient Services for patients.

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23. APPROVING CONTRIBUTION IN SUPPORT OF RYLA 2016 PROGRAM

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends contributing \$250 towards costs of sending one student to the RYLA 2016 program through the Rotary Club and district Interact Club. This would be one-half of the cost.

24. APPROVING PARTICIPATION IN AFTER SCHOOL PROGRAM

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends participating in an after-school program, contingent upon funding, with Respective Solutions Group to begin with the 2016-2017 school year.

VI. PERSONNEL MATTERS

1. HIRING A LEARNING SUPPORT/TITLE I TEACHER

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends hiring _____ as a permanent full time learning support/Title I teacher beginning with the 2016-2017 school year. Salary will be Step ____, with benefits.

2. HIRING A SECONDARY SCIENCE TEACHER

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends hiring _____ as a permanent full time secondary science teacher beginning with the 2016-2017 school year. Salary will be Step ____, with benefits.

3. APPROVING STAFF TRANSFER

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends transferring Elena Bandzuh to the 12 month position of high school secretary beginning June 1, 2016. Salary will be based on the current secretarial scale, with benefits.

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4. HIRING A TEACHERS' AIDE

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends hiring Barb Panick as a permanent teachers' aide beginning with the 2016-2017 school year. Salary will be based on the current scale for teachers' aides.

5. HIRING A SENIOR CLASS ADVISOR

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends hiring Tina Lutz as the senior class advisor beginning with the 2016-2017 school year. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities.

6. HIRING A SOPHMORE CLASS ADVISOR

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends hiring Tara Williams as the sophomore class advisor beginning with the 2016-2017 school year. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities.

7. HIRING A CHEERLEADING COACH

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends hiring Ashley James as the head junior high cheerleading coach beginning with the 2016-2017 school year. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities.

8. HIRING A CHEERLEADING COACH

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends hiring Kayla Grove as the assistant junior high cheerleading coach beginning with the 2016-2017 school year. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities.

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9. HIRING A CHEERLEADING COACH

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends hiring Tamara Rakar as the head cheerleading competition coach beginning with the 2016-2017 school year. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities.

10. APPROVING REQUEST FOR FAMILY AND MEDICAL LEAVE

Motion_____Second_____Vote_____

The Administration recommends approving a staff members request for Family and Medical Leave of absence beginning August 22, 2016 and commencing for a period of twelve weeks.

11. APPROVING REQUEST FOR FAMILY AND MEDICAL LEAVE

Motion_____Second_____Vote_____

The Administration recommends approving a staff members request for Family and Medical Leave of absence beginning August 22, 2016 and commencing for a period of twelve weeks.

12. ADVERTISING FOR SUBSTITUTES/VACANT POSITIONS

Motion_____Second_____Vote_____

The Administration requests permission to advertise for cafeteria, custodial, school nurse, teacher and paraprofessional substitutes and vacant positions. The Administration further requests permission to advertise and interview candidates for any vacant positions and present qualified candidates to the Board for actin during the regular meeting held August 10, 2016.

13. ADVERTISING FOR READING DEPARTMENT CHAIRPERSON (K-8)

Motion_____Second_____Vote_____

The Administration requests permission to advertise for a reading department chairperson (K-8) beginning with the 2016-2017 school year. Salary will be based on the current contract between the district and the PAEA for extra curricular activities.

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VII. BOARD REQUESTS / USE OF FACILITIES

Motion _____ Second _____ Vote _____
(Roll Call Vote)

Request for Approved Travel:

Requester	Destination	Date(s)	Approximate Cost
Heidi Washko, Tracy Borlie, Kayla Fisher and Lisa Civis	IU08 Summer Training Workshop	July 12, 14, 20 & 25, 2016	\$400.00
Tammy Rodgers*	Leadership Academy (2015-2016 SY)	July 18-22, 2016	\$606.80
Tammy Rodgers*	Leadership Academy (2016-2017 SY)	September 16 October 10 January 11 March 2 June 15	\$406.80

*Substitutes, parking and meals will be paid by the Arts Education Collaborative

Requests for Use of Facilities:

Requester	Purpose	Facility	Date(s)	Rental Fee/ Amount
Susan Rambeau	Summer Book Club	Elementary Library	June 6 – July 17, 2016 12:30 – 1:30 p.m.	N/C
Friends of the Band	Booster Meetings	HS Band Room	Dates as listed on request form	N/C
Nicole Panick	SAT Prep Classes	HS Classroom	Dates as can be arranged with Admin	N/C

VII. 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: _____