

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
COMMITTEE OF THE WHOLE MEETING  
JANUARY 11, 2016 6:30 P.M.**

<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. Jeff Vasilko</u> Business Manager	_____
<u>Mrs. Denise Moschgat</u> Recording Secretary	_____
<u>Dennis McGlynn, Esquire</u> Solicitor	_____

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
COMMITTEE OF THE WHOLE MEETING  
JANUARY 11, 2016 6:30 P.M.**

**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 to be led by the board Vice-President.

**ROLL CALL**

The Recording Secretary will please call the roll.

**RECOGNITION OF VISITORS**

Those who wish to speak should limit their remarks to 3 but no longer than 5 minutes.

Kyle Fitz from the EADS Group will report on the baseball field project.

**INFORMATION ONLY**

1. Auditor General's Audit Exit Conference and Report
2. Athletics

**ROUTINE MATTERS**

1. Budget Opt Out Resolution
2. Updating Confidentiality Resolution
3. Contribution to the Portage Public Library. In the past, the district has given \$1,200
4. Activity Fund Clubs
5. Adopting policy/policy revision

**PERSONNEL MATTERS (Executive Session if Necessary)**

1. Personnel
2. Staff leave of absence
3. Advertising for cafeteria staff
4. Coaching resignation
5. Volunteer coach

**POINTS OF DISCUSSION BY THE BOARD**

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

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
JANUARY 11, 2017**

<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. Jeff Vasilko</u> Business Manager	_____
<u>Mrs. Denise Moschgat</u> Recording Secretary	_____
<u>Dennis McGlynn, Esquire</u> Solicitor	_____

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
JANUARY 11, 2017**

**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. PUBLIC READING OF PROPOSED DISTRICT POLICY**

FIRST READING	251 Homeless Students
FIRST READING	255 Educational Stability for Children in Foster Care
SECOND READING	903 Public Participation in Board Meetings

**V. ROUTINE MATTERS**

**1. NEXT REGULAR MEETING**

The Committee of the Whole Meeting will be held **Wednesday, February 8, 2017**, beginning at 6:30 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 December 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 **Jeff Vasilko**

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
JANUARY 11, 2017**

**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>\$</b>
<b>Cafeteria Fund Invoices</b>	<b>\$</b>
<b>Athletic Fund Invoices</b>	<b>\$</b>
<b>Capital Reserve Fund Invoices</b>	<b>\$</b>
<b>Capital Projects Fund Invoices</b>	<b>\$0.00</b>
<b>Total Invoices paid</b>	<b>\$</b>

**C.**

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

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
JANUARY 11, 2017**

**6. APPROVING ACCELERATED BUDGET OPT OUT RESOLUTION**

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

**RESOLVED**, that the Board of School Directors of Portage Area School District, makes the following unconditional certifications:

1. The school district's various tax levies and other revenue sources will be sufficient to balance the school district final budget for the next fiscal year (2017-2018) based on maintaining current tax rates or increasing tax rates by an amount less than or equal to the Act 1 index applicable to the school district as calculated by the Pennsylvania Department of Education. This conclusion is based on the school district preliminary budget or other information available to the School Board.
2. The applicable adjusted index for the next fiscal year is 3.8%, and the School Board will not for the next fiscal year increase the rate of its real estate tax, or any other tax for the support of public education, by an amount that exceeds the applicable index.
3. The School Board has to date and in the future will comply with the rules set forth in School Code §687 for adoption of the school district proposed and final budgets for the next fiscal year.
4. The School Board understands that the school district will not be eligible to use Act 1 referendum exceptions for the next fiscal year.

**6. APPROVING CONTRIBUTION TO THE PORTAGE PUBLIC LIBRARY**

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

The Administration recommends approving a contribution to the Portage Public Library in the amount of \$\_\_\_\_\_ for the 2016 annual drive. In the past, the district has given \$1,200.

**7. APPROVING ACTIVITIES FUNDS CLUBS**

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

The Administration recommends approving the following activities fund clubs for the 2014-2015 school year:

Junior-Senior High School

Sr. High Band	Thespian	Audio Visual
Student Council	SADD	Art
Senior Class	Incentive	Junior Class
Spanish	Sophomore Class	Environmental
School Publications	Interact	Science
Choral	Color guard/Majorette	Ski Club
Cheerleading	Library	The Fitness Club

**PORTAGE AREA SCHOOL DISTRICT  
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REGULAR MEETING  
JANUARY 11, 2017**

Elementary School

Ski Club  
Chorus  
Music Club

Zero Demerit  
Student Council  
Yearbook

Primary Elementary Discipline  
Mean Green Reading Machine

**8. UPDATING CONFIDENTIALITY RESOLUTION**

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

The Administration recommends updating its Confidentiality Resolution with Berkheimer Associates to reflect changes in business office staff.

**9. ADOPTING DISTRICT POLICIES**

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

The Administration recommends adopting the following policies:

No. 906 Public Complaints

**10. APPROVING REVISION TO DISTRICT POLICY**

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

The Administration recommends revising the following district policies on tobacco use to include "electronic cigarettes and devices"

Policy 222 Tobacco Use  
Policy 323 Tobacco Use

Policy 423 Tobacco Use  
Policy 523 Tobacco Use

**VI. PERSONNEL MATTERS**

**1. ADDITIONS THE SUBSTITUTE LISTS**

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

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

Apryle Ernest  
Joseph Teklinsky  
Steve Koval  
Kaitlyn Dividock

Substitute Teacher (PK-4)  
IU 08 Substitute Teacher  
IU 08 Substitute Teacher  
IU 08 Substitute Teacher

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
JANUARY 11, 2017**

**2. APPROVING REQUEST FOR A FAMILY AND MEDICAL LEAVE**

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

The Administration recommends approving a staff member's request for an intermittent Family and Medical Leave of absence not to exceed twelve weeks.

**3. REQUESTING PERMISSION TO ADVERTISE FOR CAFETERIA PERSONNEL**

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

The Administration requests permission to advertise for a permanent, part-time cafeteria worker (27.5 hours per week) for the high school.

**4. ACCEPTING RESIGNATION OF VARIETY VOLLEYBALL COACH**

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

The Administration recommends accepting, with regret, the resignation of Tyler Johnson as the varsity volleyball coach effective January 11, 2017. The administration requests permission to advertise this position.

**5. ADDING VOLUNTEER COACHES**

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

The Administration recommends adding the following volunteer coaches:  
 Tim Trusik Junior high wrestling coach  
 Scott Burda Varsity baseball coach

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

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

Request for Approved Travel:

<b>Requester</b>	<b>Destination</b>	<b>Date(s)</b>	<b>Approximate Cost</b>
Amanda George	Attend "Tools for Skeptical Thinking" at the IU08, Johnstown	February 13, 2017 9:00 a.m. – 3:30 p.m.	\$27.00 (mileage)
Lisa Dividock	Attend CPR Instructor Renewal Class at Conemaugh Hospital	March 14, 2017 8:00 a.m. to 1:30 p.m.	\$160.92



**PORTAGE AREA SCHOOL DISTRICT  
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JANUARY 11, 2017**

Request for Approved Field Trip:

<b>Requester</b>	<b>Destination</b>	<b>Date(s)</b>	<b>Approximate Cost</b>	<b>Budgeted Y/N</b>
Michael Fox	Take varsity wrestlers to West Mifflin Holiday Wrestling Tournament	December 28-29, 2016	\$0.00 (Boosters)	N/A
Kelly Myers	Take one student to attend PMEA District 6 Jazz Festival at Hollidaysburg Area SD	February 2-4, 2017	\$255.00	Yes
Kelly Myers	Take four students to District Chorus at Bedford High School	January 11-13, 2017	\$827.50	Yes
Kindergarten Teachers	Take the kindergarten class on a field trip to Vale Wood Farms in Loretto	May 5, 2017	\$0.00 (PTO)	N/A
Josh Burkett	Take 70 Civics and Government to Cambria County Courthouse and Prison in Ebsenburg	January 30, 2017	\$441.24	Yes
Floyd Rousell	Take one student to District 6 Band Festival at Westmont Hilltop HS	February 8-10, 2017	\$294.00	Yes

Requests for Use of Facilities:

<b>Requester</b>	<b>Purpose</b>	<b>Facility</b>	<b>Date(s)</b>	<b>Rental Fee/ Amount</b>
Tara Williams	Host the Art Show	Len Chappell Gymnasium	April 28, 2017 5:00 – 8:00 p.m.	No Charge
Kelly Myers	Host the 2018 PMEA District 6 Chorus	High School Auditorium, Cafeteria, Band Room, Classrooms	January 25-27, 2018	No Charge
Vivian Herman, on behalf of the Football Boosters	Host the Football Banquet	High School Cafeteria and Auditorium	January 8, 2017 12:00 – 3:00 p.m.	No Charge
Steve Koval, Portage Knights of Columbus	Host the Annual Free Throw Contest	Len Chappell Gymnasium	January 14, 2017 9:00 a.m. - 12:00 p.m.	No Charge
Christian Smith	Soccer skills/drills	Len Chappell Gymnasium	Dates as available	\$10/hour
Tim Michrina, Drama Club Advisor	Winter Drama Production	High School Auditorium	January 26-28, 2017	No Charge
Jeremy Burkett	Youth Softball	Len Chappell Gymnasium	January-March, 2017	No Charge
Chuck Kassick on behalf of the Football Boosters	Weight lifting competition	Len Chappell Gymnasium and Cafeteria	March 4, 2017 (snow date 3/11/17)	No Charge
Bobbi Lawrence	Little League Sign-Ups	Len Chappell Gymnasium Lobby	February 4, 11 & 18, 2017 9:00 am – 12:00 pm	No Charge

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
JANUARY 11, 2017**

**VIII. 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: \_\_\_\_\_

## **PORTAGE AREA SCHOOL DISTRICT**

### **Accelerated Budget Opt Out Resolution Certifying Tax Rate Within Inflation Index** **2017-2018 School Year**

**RESOLVED**, that the Board of School Directors of the Portage Area School District, makes the following unconditional certifications:

1. The school district's various tax levies and other revenue sources will be sufficient to balance the school district final budget for the next fiscal year (2017-2018) based on maintaining current tax rates or increasing tax rates by an amount less than or equal to the Act 1 index applicable to the school district as calculated by the Pennsylvania Department of Education. The conclusion is based on the school district preliminary budget or other information available to the School Board.
2. The applicable index for the next fiscal year is 2.5%, and the School Board will not for the next fiscal year increase the rate of its real estate tax, or any other tax for the support of public education, by an amount that exceeds the applicable index.
3. The School Board has to date and in the future will comply with the rules set forth in School Code Section 687 for adoption of the school district proposed and final budgets for the next fiscal year.
4. The School Board understands that the school district will not be eligible to use Act 1 referendum exceptions for the next fiscal year.

**ADOPTED** by the School Board January 11, 2017.

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Matthew R. Decort, Board Secretary

**RESOLUTION**

**A RESOLUTION OF THE GOVERNING BOARD OF PORTAGE AREA SCHOOL DISTRICT, CAMBRIA COUNTY, PENNSYLVANIA, AUTHORIZING, EMPOWERING AND DIRECTING THE PROPER OFFICERS OF THE GOVERNING BOARD TO APPOINT A LIAISON BETWEEN IT AND BERKHEIMER, THE DULY APPOINTED COLLECTOR OF LOCAL TAXES FOR THE DISTRICT, FOR THE EXPRESS PURPOSE OF SHARING CONFIDENTIAL TAX INFORMATION WITH THE DISTRICT FOR OFFICIAL PURPOSES.**

**WHEREAS**, Act No. 511 of the 1965 General Assembly of the Commonwealth of Pennsylvania (53 P.S. §6901 et seq.), enacted December 31, 1965, and effective January 1, 1966, authorizes certain political subdivisions, including **PORTAGE AREA SCHOOL DISTRICT, CAMBRIA COUNTY**, to provide for the creation of such bureaus or the appointment and compensation of such officers, clerks, collectors and other assistants and employees as may be deemed necessary for the assessment and collection of taxes imposed under the authority of that Act; and

**WHEREAS**, **PORTAGE AREA SCHOOL DISTRICT, CAMBRIA COUNTY**, has entered into contractual agreement with **BERKHEIMER** of Bangor, Pennsylvania, whereby and whereunder CLIENT appointed Berkheimer to collect **certain local taxes**; and

**WHEREAS**, said Act 511 specifically mandates that any information gained by the appointed tax officer, his agents or by any other official or agent of the taxing district, as a result of any declarations, returns, investigations, hearings or verifications required or authorized by the taxing municipality's ordinance or resolution, be kept confidential, except for official purposes; and

**WHEREAS**, any person who divulges any information which is confidential under the provisions of any ordinance or resolution, upon conviction may be subject to fines and/or imprisonment, upon conviction, and dismissal from office or discharge from employment; and

**WHEREAS**, Berkheimer requires passage of a resolution by the governing body of **PORTAGE AREA SCHOOL DISTRICT, CAMBRIA COUNTY** specifying that said confidential information is needed for official purposes and absolving Berkheimer from any liability in connection with the release of said confidential information;

**NOW, THEREFORE, BE IT RESOLVED** that:

1. **PORTAGE AREA SCHOOL DISTRICT, CAMBRIA COUNTY** hereby **appoints** the Business Manager and the Administrative Assistant to the Business Manager as **its authorized representative to make requests** upon and receive any and all tax information and records **from Berkheimer**, relative to the collection of taxes for CLIENT, as desired and deemed necessary by CLIENT, to be used for official purposes only; and

2. Berkheimer is hereby directed to provide and/or transmit any and all tax information and records, or any portion thereof, relating to the collection of taxes for the CLIENT, upon request, to the Business Manager and the Administrative Assistant to the Business Manager as the authorized contact representative for it.

3. **PORTAGE AREA SCHOOL DISTRICT, CAMBRIA COUNTY** hereby saves harmless, indemnifies and/or absolves Berkheimer from and against any and all liability in connection with the release of said confidential information.

**RESOLVED, ENACTED AND ADOPTED** at a meeting held on the \_\_\_11th\_\_\_\_\_ day of \_ January  
\_, \_\_2017\_\_\_\_\_.

BY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:  
\_\_\_\_\_

# Portage Area School District

## Monthly Enrollment Data

### As of December 31, 2016

SCHOOL	K-4	K	1	2	3	4	5	6	7	8	9	10	11	12	LS	TOTALS
<b>Junior/Senior High School</b>									78	70	67	78	78	58	63	492
									77	71	68	78	78	57	62	429
<b>Elementary School</b>	50	66	46	56	63	55	84	69							69	489
	50	66	45	55	64	55	84	68							71	487
<b>Building Totals</b>									<b>ES - 487</b>				<b>JS/HS- 429</b>			

Note - Learning Support Students are included in each grade level  
 Prior month's totals

SPECIAL PLACEMENTS	
* (IU) Bridge Programs	
PC High School (9-12)	
PC Intermediate (3-4)	
* (IU) Cam Hghts MDS	1
* (IU) Forest Hills MDS	
* (IU) Windber - ES	
ACRP Hastings	
ACRP Brownstown	1
ACRP Johnstown	
*AYS Ebensburg	2
Pressley Ridge	
Children's Beh Health	
Northern Cambria-Aut	1
AP Learning Lamp	
Misc (Prison, Detention, etc.)	1
<b>Total</b>	<b>6</b>

NON-PUBLIC SCHOOLS	
Bishop Carroll	7
Holy Name	17
All Saints	3
Saint Mike's	1
Divine Mercy Cath	2
Cam. Couty Christian	1
<b>Total</b>	<b>31</b>

VO-TECH	
Grade 9	2
Grade 10	5
Grade 11	17
Grade 12	13
<b>Total</b>	<b>37</b>

CYBER/CHARTER	
Charter Schools F-T	17
<b>Total</b>	<b>17</b>

<b>Home Education</b>	<b>2</b>
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Monthly Totals	
August	
September	932
October	928
November	926
December	922
January	922
February	
March	
April	
May	

\* IU Special placements, charter schools and home education are not included in building totals.

**Monthly Total of All Students =**

**972**

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
SINE DIE MEETING  
DECEMBER 7, 2016 6:30 P.M.**

The Regular Meeting of the Portage Area Board of School Directors was called to order. Erik Thrower, board president, led the group in the Pledge of Allegiance and a moment of silence. Members and others present were: JT Bandzuh; Susan Berardinelli (7:20 p.m.); Jason Corte; Matthew Decort; Kathy Hough; John Jubina; Christian Smith; Dennis Squillario; Erik Thrower; Eric Zelanko, Superintendent of Schools; Ralph J. Cecere, Jr., Junior-Senior High School Principal; Christian Serenko, Elementary School Principal; Pete Noel, Supervisor of Special Education; Jeff Vasilko, Business Administrator, Dennis McGlynn, Solicitor and Denise Moschgat, Recording Secretary.

**ADJOURN 2016 BOARD SINE DIE:**

Motion Hough Second Squillario Vote 8-0

A motion should be made to adjourn the 2016 Board Sine Die (without setting any future meeting date of the 2016 board).

Time: 6:30 p.m.

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REORGANIZATION MEETING  
DECEMBER 7, 2016 6:30 P.M.**

The Regular Meeting of the Portage Area Board of School Directors was called to order. Erik Thrower, board president, led the group in the Pledge of Allegiance and a moment of silence. Members and others present were: JT Bandzuh; Susan Berardinelli; Jason Corte; Matthew Decort; Kathy Hough; John Jubina; Christian Smith; Dennis Squillario; Erik Thrower; Eric Zelanko, Superintendent of Schools; Ralph J. Cecere, Jr., Junior-Senior High School Principal; Christian Serenko, Elementary School Principal; Pete Noel, Supervisor of Special Education; Jeff Vasilko, Business Administrator, Dennis McGlynn, Solicitor and Denise Moschgat, Recording Secretary.

**SEATING OF MEMBERS – The members will be seated.**

**SELECTION OF TEMPORARY CHAIRMAN – A temporary chairman will be selected from the holdover directors. Dennis McGlynn was selected**

**NOMINATIONS AND ELECTION OF A BOARD PRESIDENT TO SERVE UNTIL THE FIRST WEEK OF DECEMBER 2017:**

**NOMINEE: ERIK THROWER**

Motion Squillario Second Hough Vote 8-0

**THE BOARD PRESIDENT SHOULD ASSUME THE CHAIR AND CONDUCT THE MEETING.**

**NOMINATIONS AND ELECTION OF A BOARD VICE-PRESIDENT TO SERVE UNTIL THE FIRST WEEK OF DECEMBER 2017:**

**NOMINEE: KATHY HOUGH**

Motion Corte Second Jubina Vote 8-0

**MATTHEW DECORT SERVES AS SECRETARY UNTIL JUNE 2017.**

**DENNIS SQUILLARIO SERVES AS TREASURER UNTIL JUNE 2017.**

**NOMINATIONS AND ELECTION OF THE VO-TECH OPERATING COMMITTEE REPRESENTATIVE FOR A THREE YEAR TERM ENDING DECEMBER 2019.**

**NOMINEE: ERIK THROWER**

Motion Corte Second Squillario Vote 8-0

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REORGANIZATION MEETING  
DECEMBER 7, 2016 6:30 P.M.**

**NOMINATIONS AND ELECTION OF THE LOCAL LEGISLATIVE CHAIRMAN AND VOTING DELEGATE TO THE PENNSYLVANIA SCHOOL BOARD ASSOCIATION LEGISLATIVE POLICY COUNCIL ANNUAL MEETING AT THE HERSHEY CONVENTION CENTER ON OCTOBER 17-20, 2017:**

**NOMINEE: KATHY HOUGH**

Motion Squillario Second Corte Vote 8-0

**MEETING PLACE AND TIME DURING 2017: ELEMENTARY SCHOOL AUDITORIUM HAS BEEN USED FOR PUBLIC MEETINGS:**

Meeting Place: Elementary School Auditorium

Meeting Time: Immediately following COW Meeting

Day of Week: Second Wednesday of the month

**XI. DOES THE BOARD WISH TO CONTINUE COMMITTEE OF THE WHOLE MEETINGS? IF SO:**

Meeting Place: Elementary School Auditorium

Meeting Time: 6:30 p.m.

Day of Week: Second Wednesday of the month

**EXECUTIVE SESSION FOR PERSONNEL (6:32 p.m. to 7:11 p.m.)**

- Staff request for reduction in hours

**MOTION TO ADJOURN THE REORGANIZATION MEETING AND HOLD THE REGULAR MEETING FOR DECEMBER 2016.**

Motion Squillario Second Corte Vote 8-0

Time: 7:11 p.m.



**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
DECEMBER 7, 2016**

The Regular Meeting of the Portage Area Board of School Directors was called to order. Erik Thrower, board president, led the group in the Pledge of Allegiance and a moment of silence. Members and others present were: JT Bandzuh; Susan Berardinelli (7:20 p.m.); Jason Corte; Matthew Decort; Kathy Hough; John Jubina; Christian Smith; Dennis Squillario; Erik Thrower; Eric Zelanko, Superintendent of Schools; Ralph J. Cecere, Jr., Junior-Senior High School Principal; Christian Serenko, Elementary School Principal; Pete Noel, Supervisor of Special Education; Jeff Vasilko, Business Administrator, Dennis McGlynn, Solicitor and Denise Moschgat, Recording Secretary.

**RECOGNITION OF VISITORS**

Brian Randall, SADD Club Advisor, reported that due to lack of participation, there will not be an afterprom this year. The SADD Club is looking into other activities.

Auditors from Wessel & Company presented their audit report to the board.

**PUBLIC READING OF PROPOSED DISTRICT POLICY**

SECOND READING	903 Public Participation in Board Meetings
THIRD READING	906 Public Complaints

**ROUTINE MATTERS**

**NEXT REGULAR MEETING**

The Committee of the Whole Meeting will be held **Wednesday, January 11, 2017** beginning at 6:30p.m. in the elementary school auditorium with the Regular Meeting immediately following.

**APPROVING THE MINUTES**

Motion Hough Second Squillario Vote 8-0

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

**REPORTS**

Vo-Tech Operating Committee representative **Erik Thrower** reported that the vo tech underwent their routine audit and everything went well. The vo tech also received a \$20,000 supplemental grant that will be put to good use.

Superintendent **Eric A. Zelanko** invited all board members and a guest to the district Christmas party on January 22, 2017 at Rizzo's Restaurant in Windber.

High School Principal **Mr. Ralph Cecere** reported that the band and choral concert would be this coming Sunday at 6:00 p.m. Scheduling for the 2017-2018 school year is underway.

Elementary School Principal **Mr. Christian Serenko** reported that the band and choral concerts will be on Friday. There was a good turn out for parent-teacher conferences and thank you to the teacher for preparing for them as well as showcasing student projects throughout the school. Mr. Serenko also

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recognized Heidi Washko for organizing the shoebox gifts for residents at Maple Winds Care Center. He concluded by advising the board that the Christmas Village will be December 20 and 21 and the food drive will be next week.

Supervisor of Special Education **Mr. Pete Noel** had nothing to add to the agenda.

School Solicitor **Dennis McGlynn, Esquire** reported that it was a busy month but all things are in good order for the agenda. He questioned whether the band was going to attend a Tomahawk game as previously approved. Mr. Zelanko replied that the band needed a certain form to participate and that the event was probably not going to happen.

Business Administrator **Jeff Vasilko** reported that the local audit has been finished up and he thanked his staff for their assistance. He also mentioned that the cafeteria audit went very well and recognized John Smithmyer for working very hard to ensure a clean review. He finally mentioned that the state audit is still underway and the administration office has been busy with that as well.

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

Motion Hough Second Squillario Vote 9-0  
(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>\$190,106.25</b>
<b>Cafeteria Fund Invoices</b>	<b>\$35,120.94</b>
<b>Athletic Fund Invoices</b>	<b>\$10,921.68</b>
<b>Capital Reserve Fund Invoices</b>	<b>\$0.00</b>
<b>Capital Projects Fund Invoices</b>	<b>\$0.00</b>
<b>Total Invoices paid</b>	<b>\$236,148.87</b>

**C.**

<b>Mrs. Chappell - Cassandra Boro – Property, Per Capita, Occupation</b>	<b>\$1,866.98</b>
<b>Mrs. Redfern - Portage Boro – Property, Per Capita, Occupation</b>	<b>\$31,710.24</b>
<b>Mrs. Chappell Portage Township –</b>	

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Property, Per Capita, Occupation	\$52,560.42
Berkheimer Tax Administrators	
PASD – EIT (Current)	\$63,092.13
Total Taxes	\$149,229.77

**APPROVING THE SINGLE AUDIT FOR THE 2015-2016 SCHOOL YEAR**

Motion Hough Second Squillario Vote 9-0

The Administration recommends approving the Single Audit Review of the 2015-2016 school year as presented by the auditors of Wessel & Company.

**APPROVING MOU FOR TRANSPORTATION FOR FOSTER CARE YOUTH**

Motion Hough Second Squillario Vote 9-0

The Administration recommends approving a Memorandum of Understanding between the District and the Cambria County Children and Youth Association for transportation procedures to ensure the educational stability of Foster Care Youth. *Mr. Zelanko noted that this is another 'unfunded mandate'. The district will pay for transportation from the school to the district boundaries and CYS would pay from that point to a foster child's residence.*

**PERSONNEL MATTERS**

**ADDITIONS THE SUBSTITUTE LISTS**

Motion Hough Second Squillario Vote 9-0  
(Roll Call Vote)

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

Aileen Weaver	Substitute Teacher
Kristina Fulton	IU 08 Substitute Teacher
Tammi Karafa	IU 08 Substitute Teacher

**HIRING AN ADMINISTRATIVE ASSISTANT IN THE BUSINESS OFFICE**

Motion Hough Second Squillario Vote 9-0  
(Roll Call Vote)

The Administration recommends hiring Amanda Martin as an administrative assistant in the business office to begin December 12, 2016. Annual salary will be \$23,500, with benefits.

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**APPROVING CONTINUATION OF MEDICAL SABBATICAL**

Motion Hough Second Squillario Vote 9-0

The Administration recommends approving Michele A. Coukart’s request to continue her medical sabbatical for the second semester of the 2016-2017 school year. Ms. Coukart will submit the proper doctors.

**APPROVING DAY OFF WITHOUT PAY**

Motion Hough Second Squillario Vote 9-0

The Administration recommends approving Lisa Civis’s request for March 17, 2017 to be a day off without pay.

**APPROVING AMENDMENT TO COLLECTIVE BARGAINING AGREEMENT**

Motion Hough Second Squillario Vote 9-0  
(Roll Call Vote)

The Board moved to approve Amendment A to the Collective Bargaining Agreement between the District and the PAEA addressing teacher in-service days and playoffs.

**APPROVING ADMINISTRATIVE SALARY SCHEDULE**

Motion Hough Second Squillario Vote 9-0  
(Roll Call Vote)

The Board moved to approve changes to the administrative salary schedule as presented.

**APPROVING EXTENSION OF FMLA**

Motion Hough Second Squillario Vote 9-0

The Administration recommends approving a staff member’s request to extend a Family and Medical Leave of Absence until January 19, 2017.

**BOARD REQUESTS / USE OF FACILITIES**

Motion Hough Second Squillario Vote 9-0  
(Roll Call Vote)

Request for Approved Travel:

<b>Requester</b>	<b>Destination</b>	<b>Date(s)</b>	<b>Approximate Cost</b>
Amanda Bailey	Attend AIU8 Autism Consortium, Richland Office	January 12, 2017 9:00 a.m. to 3:00 p.m.	\$0.00

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Amanda Bailey	Attend AIU8 Autism Support/ Emotional Support Network, Richland Office	March 13-14, 2017 9:00 a.m. to 3:00 p.m.	\$0.00
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Request for Approved Field Trip:

Requester	Destination	Date(s)	Approximate Cost	Budgeted Y/N
Mary Ann George	Take the 10 <sup>th</sup> grade students to Admiral Peary Vo Tech	January 4, 2017 11:30 a.m. to 2:30 p.m.	\$126.78	Yes
Kelly Myers	Take the a cappella ensemble to carol at the Portage Senior Center, Rebekah Manor and Maple Winds	December 15, 2016 8:45 a.m. to 2:30 p.m.	\$135.62	Yes

Requests for Use of Facilities:

Requester	Purpose	Facility	Date(s)	Rental Fee/ Amount
Rick Alexander	Youth Baseball	Len Chappell Gymnasium	December through February as available	No Charge
Travis Kargo	Mens Community Basketball	Len Chappell Gymnasium	Saturdays, December through February 1:00 to 2:30 p.m.	\$10/hour
Josh Burkett	Varsity Baseball Workouts	Len Chappell Gymnasium	Sundays in January and February 6:00 – 7:00 p.m.	No Charge

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

Motion Hough Second Squillario Vote 9-0

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

Motion Hough Second Squillario Vote 9-0

Time: 7:39 p.m.

Respectfully submitted,

Matthew Decort, Board Secretary

Denise Moschgat, Recording Secretary