

**PORTAGE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
MAY 10, 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	_____

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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. PROPOSED DISTRICT POLICIES

FIRST READING 204 Attendance

V. ROUTINE MATTERS

1. NEXT REGULAR MEETING

The Committee of the Whole Meeting will be held **Wednesday, June 14, 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 April meeting minutes. A copy of the minutes was distributed with the advance agenda.

3. APPOINTING A SCHOOL BOARD TREASURER

Motion_____Second_____Vote_____

The Administration recommends appointing _____ as board treasurer for a one year period July 1, 2017 to June 30, 2017.

4. APPOINTING A SCHOOL BOARD SECRETARY

Motion_____Second_____Vote_____

The Administration recommends appointing _____ as board secretary for a four year period July 1, 2017 to June 30, 2021.

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5. 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**

6. 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	\$821,316.16
Cafeteria Fund Invoices	\$82,915.88
Athletic Fund Invoices	\$72,911.75
Capital Reserve Fund Invoices	\$0.00
Capital Projects Fund Invoices	\$5,863.89
Total Invoices paid	\$983,007.68

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

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Berkheimer Tax Administrators	
PASD – EIT (Current)	\$48,374.94
Total Taxes	\$48,374.94

7. TENTATIVE BUDGET FOR 2017-2018

Motion _____ Second _____ Vote _____
(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 \$12,966,258. This is an anticipated increase in spending of \$115,659 over the prior year budgeted amount of \$12,850,599. Consideration for final adoption will be at the regular meeting held on June 14, 2017.

8. TAX STRUCTURE FOR 2017-2018 BUDGET

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration proposes no increase in taxes for the 2017-2018 school year. The remaining taxes shall remain at the current levels as follows:

	<u>2016-2017</u>	<u>2017-2018</u>
School Real Estate	48.5 Mills	48.5 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%

9. PERMISSION TO APPLY FOR FEDERAL AND STATE FUNDS

Motion _____ Second _____ Vote _____
(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 2017-2018 school year are as follows:

Title I	\$265,633	Assisting eligible children in reading and math.
Title II, Part A	\$64,461	Class size reduction for primary grades.
IDEA	\$166,391	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

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and kindergarten programs (now comingled with Basic Ed funds).
RTL UNKNOWN Former Governor's Proposal

10. BOARD APPOINTMENTS AND REAPPOINTMENTS FOR 2017-2018

Motion _____ Second _____ Vote _____

The administration recommends the following appointments for the 2017-2018 school year.

- A. Treasurer. (Under authority of Section 621 of the School Code.) Dennis Squillario presently serves as treasurer.
- B. Solicitor. Attorney Dennis McGlynn presently serves as solicitor at an annual retainer of \$5,000 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. 1st Summit Bank presently serves as depository.
- E. School Dentist. Dr. Donald Nagy presently serves as school dentist at the fee of \$2.00 per student.
- F. Depositories for Investments. 1st 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.

11. APPROVING BIDS FOR SUPPLIES

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends approving the following bids for coal, custodial and cafeteria supplies (baked goods and milk) for the 2017-2018 school year:

Coal

- 1. **Penn Keystone Coal** **\$129.90/ton**

*There were no other bidders

Cafeteria Baked Goods

- 1. **No bids presented**

The district will continue to use the current vendor.

Cafeteria Milk

- 1. **No bids presented**

The district will continue to use the current vendor.

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Custodial

- | | |
|------------------------------|------------|
| 1. Cambria Agway | \$2,475.00 |
| 2. Interboro Packing Bid "A" | \$44.00 |

*All other bids were rejected.

12. APPROVING BIDS FOR FOOTBALL

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends approving the following bids for football for the 2017-2018 school year.

- | | |
|----------------|------------------------------|
| 1. Sportsman's | \$13,732.34 |
| 2. BSN | \$10,618.49 (Incomplete Bid) |

13. APPLYING FOR AMERICORPS POSITIONS

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The administration requests permission to apply for six AmeriCorps positions for the 2017-2018 school year at a cost of \$_____ each. This would be the total cost to the district with no benefits associated with the position.

14. RENEWING CONTRACT FOR FITNESS EQUIPMENT SERVICE

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends renewing its contract with G&G Fitness for service to cardio exercise equipment for a one year period July 1, 2017 through June 30, 2018. The cost for this service is \$_____. (waiting for final agreement)

15. APPROVING A CONTRIBUTION TO THE PORTAGE VOLUNTEER FIRE COMPANY

Motion _____ Second _____ Vote _____
(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.

16. APPROVING A LETTER OF AGREEMENT WITH GOODWILL SOUTHERN ALLEGHENIES

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends renewing its agreement with Goodwill Southern Alleghenies to provide assessments, work experience and job related services to eligible students. There will

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only be a fee if the district utilizes these services. This is a one year agreement beginning September 1, 2017 to August 30, 2018.

17. APPROVING THE “VALLEY NETWORK” PROPOSAL FOR JOINT LEARNING IN SCHOOL YEAR 2017-2018

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends approving the “Valley Network” Proposal for Joint Learning for the 2017-2018 school year for professional learning for teachers and teachers’ aides.

18. RENEWING CONTRACT FOR DENTAL BENEFITS

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends renewing its agreement with Delta Dental for the one year period July 1, 2017 to June 30, 2018. The administration fee will be 19.46% of claims.

19. RENEWING CONTRACT FOR VISION BENEFITS

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends renewing its agreement with Vision Benefits of America for the two year period July 1, 2017 to June 30, 2019. The rates will remain the same at \$4.70/month for employee only and \$12.00/month for family.

20. APPROVING STUDENT TEACHING AGREEMENT WITH MOUNT ALOYSIUS COLLEGE

Motion_____Second_____Vote_____

The Administration recommends approving a student teaching agreement with Mount Aloysius to provide pre-student and student teaching assignments to Mount students. This agreement would be for a five year period July 1, 2017 to June 30, 2022.

21. APPROVING COOPERATIVE AGREEMENT WITH MOUNT ALOYSIUS COLLEGE

Motion_____Second_____Vote_____

The Administration recommends approving a Cooperative Agreement with Mount Aloysius to provide courses at the high school for which students may earn college credit for the 2017-2018 school year.

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22. REVISING DISTRICT POLICY

Motion_____Second_____Vote_____

The Administration recommends approving the revisions made to Policy 203 – Immunizations and Communicable Diseases as provided with the advance agenda.

VI. PERSONNEL MATTERS

1. ADDING TO THE SUBSTITUTE LISTS

Motion_____Second_____Vote_____

(Roll Call Vote)

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

Daniel Kerch	IU 08 Substitute Teacher
Lauren Bodenschatz	Substitute School Nurse
Authur Yogus, Jr.	Substitute Custodian

The Administration recommends removing the following individual from the substitute list:

Janine Sease	Substitute Teachers' Aide
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2. HIRING CAFETERIA PERSONNEL

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends hiring the following individuals as permanent, part-time cafeteria personnel beginning with the 2017-2018 school year:

Mary Boland	Elementary School Cafeteria
Kelly DeMattis	High School Cafeteria
Nicky Slifko	High School Cafeteria
Zachary Vickroy	Elementary School Cafeteria

3. HIRING COACHING STAFF

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends hiring the following coaching staff:

Brenna Wright	Assistant Varsity Girls Volleyball Coach
Troy Scoran	Assistant Football Coach

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Salary will be based on the current contract between the district and the PAEA for extra-curricular activities. These individuals will provide all clearances and necessary certificates prior to having contact with the students.

4. HIRING SENIOR PROJECTS ADVISOR

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends hiring Tim Michrina as the Senior Projects Advisor for the 2016-2017 school year. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities.

5. NAMING CAFETERIA LEAD COOKS

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends naming the following cafeteria personnel as lead cooks for each building beginning with the 2017-2018 school year. The lead cook will receive an additional \$.35 per hour in addition to his or her regular pay rate per the terms of the current contract.

Rosmarie Flynn	Junior-Senior High School
Karen Fisher	Elementary School

6. HIRING SUMMER WORKERS

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends hiring the following individuals for summer employment:

7. REQUESTING PERMISSION TO ADVERTISE FOR AN ASSISTANT TO THE LIBRARIAN

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration requests permission to advertise for an assistant to the librarian beginning with the 2017-2018 school year.

8. APPROVING REQUEST FOR FAMILY MEDICAL LEAVE

Motion _____ Second _____ Vote _____

The Administration recommends approving a staff members request for an intermittent Family and Medical Leave under the terms of the FMLA Act.

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Request for Approved Field Trips:

Requester	Destination	Date(s)	Approximate Cost	Budgeted Y/N
Mary Kenny	Take the Science Club to the Baltimore Inner Harbor	May 15, 2017	\$340.00 (substitutes)	Yes
Kyle Gossard	Take 4 students to attend 5 th grade songfest at Hollidaysburg HS	May 5, 2017	\$165.00	Yes
Lisa Stivers (Good Behavior Incentive)	Take approximately 280 students to DelGrosso Park for a Zero Demerit incentive	May 24, 2017	\$0.00	N/A
Mary Ann George	Take 8 students to Barrier Awareness Day at HGA Center, Johnstown	May 4, 2017	\$0.00	N/A
Sara Gdula and Kristen Gribbin	Take 11 students to the Success in Intentional: Youth Professional Development Conference, Johnstown	October 19, 2017	\$170.00 (substitutes)	Yes
Irene Huschak, Portage Historical Society	5 th Grade trip to the Historical Society Museum	May 2, 2017 10:00 a.m. to 2:00 p.m.	\$0.00	N/A
Second Grade Teachers	Walking Tour of Portage	May 30, 2017 11:00 p.m. to 2:30 p.m.	\$0.00	N/A

Requests for Use of Facilities:

Requester	Purpose	Facility	Date(s)	Rental Fee/ Amount
Tim Michrina, Drama Club Advisor	Spring production	HS Auditorium	May 20 & 21, 2017 6:00 to 9:00 p.m.	N/A
Gayle Price and Kelli Swires	Summer Bash Shopping Event to benefit a local family's medical costs	Len Chappell Gymnasium	June 2-3, 2017 7:00 am – 5:00 pm	N/A

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: _____