

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
MAY 12, 2021**

Mrs. Susan Berardinelli 2023\_\_\_\_\_

Mr. Jason Corte 2021\_\_\_\_\_

Mr. Matthew Decort, Secretary 2021\_\_\_\_\_

Mrs. Kathy Hough, Vice President 2023\_\_\_\_\_

Mr. John Jubina 2021\_\_\_\_\_

Mrs. Tina Latoche 2023\_\_\_\_\_

Mr. Christian Smith 2021\_\_\_\_\_

Mr. Dennis Squillario, Treasurer 2023\_\_\_\_\_

Mr. Erik Thrower, President 2023\_\_\_\_\_

Mr. Eric A. Zelanko \_\_\_\_\_  
Superintendent of Schools

Mr. Ralph J. Cecere \_\_\_\_\_  
Junior-Senior High School Principal

Mr. Pete Noel \_\_\_\_\_  
Elementary School Principal

Mr. Jeff Vasilko \_\_\_\_\_  
Business Manager

Mrs. Denise Moschgat \_\_\_\_\_  
Recording Secretary

McGlynn and Moore, Attorneys at Law \_\_\_\_\_  
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. NOTICE TO PERSONNEL**

There may be reductions and/or reassignments of personnel due to fiscal circumstances.

**V. ROUTINE MATTERS**

**1. NEXT REGULAR MEETING**

The Committee of the Whole Meeting will be held **Wednesday, June 9, 2021**, 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. REPORTS**

IU 08 Operating Committee representative **Mrs. Kathy Hough**

Vo-Tech Operating Committee representative **Mr. Jason Corte**

Superintendent **Mr. Eric A. Zelanko**

High School Principal **Mr. Ralph Cecere**

Elementary School Principal **Mr. Pete Noel**

School Solicitor **Dennis McGlynn, Esquire**

Business Administrator **Mr. Jeff Vasilko**

Athletic Director **Mr. Jeremy Burkett**

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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.**

<b>General Fund Invoices</b>	<b>\$991,797.96</b>
<b>Cafeteria Fund Invoices</b>	<b>\$88,037.13</b>
<b>Athletic Fund Invoices</b>	<b>\$18,644.62</b>
<b>Capital Reserve Fund Invoices</b>	<b>\$0.00</b>
<b>Capital Projects Fund Invoices</b>	<b>\$21,637.00</b>
<b>Total Invoices paid</b>	<b>\$1,120,116.71</b>

**C.**

<b>Mrs. Chappell - Cassandra Boro – Property, Per Capita, Occupation</b>	<b>\$0.00</b>
<b>Mr. Layo - Portage Boro – Property, Per Capita, Occupation</b>	<b>\$0.00</b>
<b>Mrs. Chappell Portage Township – Property, Per Capita, Occupation</b>	<b>\$0.00</b>
<b>Berkheimer Tax Administrators PASD – EIT (Current)</b>	<b>\$39,505.87</b>
<b>Total Taxes</b>	<b>\$39,505.87</b>

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**5. TENTATIVE BUDGET FOR 2021-2022**

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 \$13,751,585.96. This is an anticipated increase in spending of \$116,668.19 over the prior year budgeted amount of \$13,634,916.96. Consideration for final adoption will be at the regular meeting held on June 9, 2021.

**6. TAX STRUCTURE FOR 2021-2022 BUDGET**

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

The Administration proposes no tax increase for the 2021-2022 school year. The remaining taxes shall remain at the current levels as follows:

	<u>2020-2021</u>	<u>2021-2022</u>
School Real Estate	52.0 Mills	52.0 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%

**7. 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 2021-2022 school year are as follows:

Title 1	\$289,382	Assisting eligible children in reading and math
Title II, Part A	\$19,491	Class size reduction for primary grades
IDEA	\$178,642	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 and kindergarten programs (now comingled with Basic Ed funds).

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**8. BOARD APPOINTMENTS AND REAPPOINTMENTS FOR 2021-2022**

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

The administration recommends the following appointments for the 2021-2022 school year.

- A. Treasurer. (Under authority of Section 621 of the School Code.) Dennis Squillario presently serves as treasurer. Matthew Decort serves as board secretary until June 30, 2021.
- B. Solicitor. Attorney Dennis McGlynn presently serves as solicitor at an annual retainer of \$6,500 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. 1<sup>st</sup> Summit Bank presently serves as depository.
- E. School Dentist. Dr. Nicole Oravec presently serves as school dentist at the fee of \$2.00 per student.
- F. Depositories for Investments. 1<sup>st</sup> 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.

**9. APPOINTING SCHOOL BOARD TREASURER**

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

The Board moves to appoint \_\_\_\_\_ to serve a one-year term as school board secretary beginning June 1, 2021. Dennis Squillario currently serves.

**10. APPOINTING SCHOOL BOARD SECRETARY**

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

The Board moves to appoint \_\_\_\_\_ to serve a four-year term as school board treasurer beginning July 1, 2021. Matthew Decort currently serves.

**11. APPROVING BIDS FOR COAL, MILK AND BREAD**

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

(Roll Call Vote)

The Administration recommends approving the following bid for coal for the 2021-2022 school year. There were no other bidders.

**Coal**

- |   |              |
|---|--------------|
| 1. Penn Keystone Coal Company, LLC<br>(met all qualifications)  | \$143.80/ton |
| 2. Wicklow Fuel Co, Inc.<br>(met all qualifications except one) | \$123.50/ton |

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- |  |              |
|--|--------------|
| 3. Rosebud Mining Co.<br>(did not meet 3 specifications) | \$100.00/ton |
|--|--------------|

**Milk**

- |                    |             |
|--------------------|-------------|
| 1. Vale Wood Farms | \$56,250.81 |
| 2. Dean Foods      | \$56,250.81 |

**Bread**

- |             |                |
|-------------|----------------|
| 1. Pacifico | \$957.36/month |
|-------------|----------------|

**High School Outdoor Freezer**

- |                      |             |
|----------------------|-------------|
| 1. TriMark SS Kemp   | \$26,240.00 |
| 2. Marc-Service Inc. | \$24,900.00 |

**12. APPLYING FOR AMERICORPS POSITIONS**

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

The administration requests permission to apply for five AmeriCorps positions for the 2021-2022 school year at an approximate cost of \$11,084 each. This would be the total cost to the district with no benefits associated with the position.

**13. 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 \$\_\_\_\_\_ towards its annual fund drive.

**14. RENEWING AGREEMENT FOR FITNESS EQUIPMENT SERVICE CONTRACT**

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

The Administration recommends renewing its agreement with G&G Fitness for scheduled preventative maintenance on the district's cardio equipment. The fee for this service is \$1,470.

**15. APPROVING SUMMER OFFICE HOURS**

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

The Administration recommends approving summer hours for ACRP, Office of Vocational Rehabilitation and Impact Drug and Alcohol Counseling to use classroom space as needed for students over the summer.

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**16. APPROVING EXHIBIT A, SPECIAL PAY PLAN**

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

The Administration recommends renewing its Special Pay Plan with National Insurance Services for IRC Section 403(b) plans effective July 1, 2021.

**17. ENTERING A CO-OP AGREEMENT FOR COMPETITION CHEER**

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

The Administration requests permission to enter into a cooperative agreement with Penn Cambria School District for competition cheerleading for the 2021-2022 school year. The district will be responsible for the \$100 fee, payable to the PIAA, to the form a co-op and Penn Cambria will pay \$150 per student to participate.

**18. ENTERING A CO-OP AGREEMENT FOR WRESTLING**

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

The Administration requests permission to enter into a cooperative agreement with Penn Cambria School District for competition cheerleading for the 2021-2022 school year. The district will pay \$150 per student to participate.

**19. RENEWING POLICE PROTECTION AGREEMENT**

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

The Administration recommends renewing its agreement with Portage Borough, Portage Township and the Pennsylvania State Police for coverage on the school district's properties. The term of this agreement is two year and will expire June 30, 2023.

**20. RENEWING LETTER OF AGREEMENT WITH IMPACT COUNSELING SERVICES**

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

The Administration recommends renewing its agreement with Impact Counseling Services, LLC to provide drug and alcohol treatment services for the period June 12, 2021 to September 1, 2022.

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**VI. PERSONNEL MATTERS**

**1. ADDITIONS TO THE SUBSTITUTE LIST**

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

The Administration recommends the following additions to the substitute lists:

Substitute Teacher

**2. HIRING SUMMER LEARNING OPPORTUNITY TEACHERS**

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

The Administration recommends hiring the following teachers to participate in the 2021 Summer Learning Opportunity. Salary will be based on the current contract between the PAEA and the district.

Janis Chobany  
Brittany Brewer

**3. HIRING ELEMENTARY SCHOOL TEACHER**

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

The Administration recommends hiring Morgan Cronauer as a permanent, full time special education teacher. Salary will be Step 2, with benefits and based on the current contract between the district and the PAEA.

**4. APPROVING FAMILY AND MEDICAL LEAVE OF ABSENCE**

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

The Administration recommends approving a staff members request for a Family and Medical Leave of Absence for the tentative period May 3 to May 31, 2021. The employee may return at a different date based on need.

**5. ACCEPTING LETTER OF RESIGNATION**

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

The Administration recommends accepting, with regret, Nicole Panick's letter of resignation as the junior class advisor effective the end of the 2020-2021 school year. The Administration further requests permission to advertise this position.



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

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

Request for Approved Field Trip:

Requester	Destination	Date(s)	Approximate Cost	Budgeted Y/N

Requests for Use of Facilities:

Requester	Purpose	Facility	Date(s)	Rental Fee/ Amount
Alleghany Ridge Corp, Randy Stager, Director	Public Meeting on Mainline Trail	Elementary School Auditorium	May 13, 2021 6:00 p.m.	No Charge
Dana Peles, Band Director	Marching Band Parent Showcase	Football Stadium	May 28, 2021 5:30 – 7:30 p.m.	No Charge
Dana Peles, Band Director	Rehearsal for Marching Band Parent Showcase	Track Field	May 24, 2021 6:00 – 7:00 p.m.	No Charge

**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: \_\_\_\_\_