

**PORTAGE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
DECEMBER 3, 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</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</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	_____

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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.

Jamie Irvin will address the board regarding recess in the elementary school.

IV. INFORMATION ONLY

1. Vehicle purchase update
2. Elementary School roofing project update – RFQ proposals
3. LERTA Revision
4. E-Rate Update
5. Highmark/UPMC changes
6. Middle management compensation plan
7. Three-year asbestos re-inspection

V. ROUTINE MATTERS

1. NEXT REGULAR MEETING

The January Committee of the Whole Meeting will be held January _____, 2014 beginning at _____ p.m. in the elementary school auditorium. The Regular Meeting will be held January _____, 2014 beginning at _____ p.m. in the elementary school auditorium.

2. REPORTS

Vo-Tech Operating Committee representative **Erik Thrower**

Superintendent **Eric Zelanko**

High School Principal **Mr. Ralph Cecere**

Elementary School Principal **Mr. Christian Serenko**

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

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School Solicitor **Dennis McGlynn, Esquire**

Business Administrator **Michael J. Kunko**

Student Representatives:

Points of Discussion by Board Members:

3. 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)	\$
Cafeteria Fund Invoices (Page 3B)	\$
Elementary Activity Fund Expenditures (Page 5)	\$
Athletic Fund Invoices (Page 9)	\$
Junior/Senior High School Activity Fund Expenditures (Page 6A)	\$
Capital Reserve Fund Invoices (10.1)	\$0.00
Capital Projects Fund Invoices (10.2)	\$0.00

Total Invoices paid **\$**

C.

Mrs. Chappell - Cassandra Boro – Property, Per Capita, Occupation	\$
Mrs. Redfern - Portage Boro –	

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Property, Per Capita, Occupation	\$
Mrs. Chappell Portage Township – Property, Per Capita, Occupation	\$
Mrs. Mandichak - Portage Area School District – EIT (Delinquent)	\$0.00
Berkheimer Tax Administrators PASD – EIT (Current)	\$
Total Taxes	\$

4. APPROVING MIDDLE MANAGEMENT COMPENSATION PLANS

Motion_____Second_____Vote_____ (Roll Call Vote)

The Superintendent recommends approving a Middle Management Compensation Plan for the business manager, supervisor of grounds and maintenance, cafeteria manager and the district technology administrator.

5. APPROVING AGREEMENT WITH EFG, INC., FOR E-RATE SERVICES

Motion_____Second_____Vote_____ (Roll Call Vote)

The Superintendent recommends approving an agreement with EFG, Inc., for E-Rate Services for the 2015-2016 school year.

6. ESTABLISHING A JUNIOR HIGH SCHOOL GIRLS SOFTBALL TEAM

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration recommends establishing a girl’s junior high softball team to commence in the 2015-2016 school year.

7. APPROVING PURCHASE OF SCHOOL VEHICLE

Motion_____Second_____Vote_____ (Roll Call Vote)

The Superintendent requests permission to purchase a vehicle from the Department of General Services.

8. APPROVING REVISIONS TO LERTA

Motion_____Second_____Vote_____

The Administration recommends approving revisions to LERTA as recommended by Portage Borough Manager Bob Koban.

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9. ADOPTING PRACTICE FOR ADDING CANDIDATES TO THE SUBSTITUTE LISTS

Motion_____Second_____Vote_____

The Administration recommends adopting a practice wherein substitutes with appropriate credentials can be utilized prior to being approved at a board meeting with the superintendent's approval. Those individuals will be added to the next month's regular meeting for board approval.

VI. EXECUTIVE SESSION (_____ TO _____)

- Long-term Substitute Teacher
- Uncompensated Leave of Absence

VII. PERSONNEL MATTERS

1. ADDITIONS TO THE SUBSTITUTE LISTS

Motion_____Second_____Vote_____

(Roll Call Vote)

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

Francis Scott	IU 08 Substitute Teacher
Tammy Graessle	IU 08 Substitute Teacher

All individuals added to the substitute lists will provide all necessary clearances and certifications prior to having any contact with the students.

2. APPROVING TEACHER TRANSFER

Motion_____Second_____Vote_____

The Administration recommends approving the transfer of Annette Lutz to second grade for the 2015-2016 school year. The Administration further requests permission to advertise this position and any subsequent positions which arise as a result of this transfer.

3. APPROVING REDUCTION IN THIRD GRADE CLASS TEACHERS

Motion_____Second_____Vote_____

The Administration recommends approving a reduction in the number of third grade teacher from four teachers to three teachers commencing with the 2015-2016 school year.

4. APPROVING ADDITION IN FOURTH GRADE CLASS TEACHERS

Motion_____Second_____Vote_____

The Administration recommends approving an increase in the number of fourth grade teacher from three teachers to four teachers for the 2015-2016 school year.

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5. APPROVING A REQUEST FOR AN UNCOMPENSATED LEAVE

Motion_____Second_____Vote_____

The Administration recommends approving a staff members request for an uncompensated leave of absence pursuant to District Policy 539 Classified Employees – Uncompensated Leave for a period of up to three (3) months beginning December 16, 2014.

6. ADDING VOLUNTEER COACHES

Motion_____Second_____Vote_____

The Administration recommends adding Steve Fedorko as a volunteer rifle coach for the 2014-2015 school year. Mr. Fedorko has provided all necessary clearances or will provide them within 30 days.

VIII. BOARD REQUESTS / USE OF FACILITIES

Motion_____Second_____Vote_____

(Roll Call Vote)

Request for Approved Travel:

Requester	Destination	Date(s)	Approximate Cost	Budgeted Y/N
Lisa Dividock	Attend CPR Instructor Recertification Course Memorial Medical Center	April 16, 2015	\$25.99	Yes

Request for Approved Field Trip:

Requester	Destination	Date(s)	Approximate Cost	Budgeted Y/N
Brian Randall, SADD Club Advisor	Take 160 students to the Altoona Curve Baseball game	May 7, 2014 9:30 a.m. – 2:45 p.m.	\$943.08 (Transp & Subs)	Yes
Kristen Gribbin	Take 70 students to Penn Highlands for an educational tour	December 8, 2014 7:30 a.m. – 2:30 p.m.	\$170.00 (Subs)	Yes
Kelly Myers	Take 18 students to the Chatterbox to sing during Winterfest	December 12, 2014 4:45 p.m. – 5:30 p.m.	\$0.00	N/A
Kelly Myers	Take 2 students to the District 6 PMEA Chorus at Windber High School	January 21 – 23, 2015	\$353.50	Yes

Requests for Use of Facilities:

Requester	Purpose	Facility	Date(s)	Rental Fee/ Amount
Rick Alexander	Youth Baseball	Len Chappell Gymnasium	Evenings as can be scheduled	No Charge
Steve Koval, Portage Knights of Columbus	Free Throw Contest	Len Chappell Gymnasium	January 10, 2015 9:00 a.m.–12:00 p.m.	No Charge

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IX. MOTION TO MAKE THE AGENDA PART OF THE MINUTES

Motion _____ Second _____ Vote _____

X. MOTION SHOULD BE MADE TO ADJOURN THE MEETING

Motion _____ Second _____ Vote _____

Time: _____