

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
NOVEMBER 8, 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. RECOGNITION OF BOARD MEMBER**

**V. ROUTINE MATTERS**

**1. NEXT REGULAR MEETING**

The Reorganization Meeting will be held **Wednesday, December 6, 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 October meeting minutes. A copy of the minutes was distributed with the advance agenda.

**3. REPORTS**

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

- Kathy Hough was elected to assistant secretary on the IU Operating Committee.

IU Operating Committee representative **Kathy Hough**

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**

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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>\$670,305.37</b>
<b>Cafeteria Fund Invoices</b>	<b>\$79,912.74</b>
<b>Athletic Fund Invoices</b>	<b>\$27,464.73</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>\$777,682.84</b>

**C.**

<b>Mrs. Chappell - Cassandra Boro – Property, Per Capita, Occupation</b>	<b>\$965.56</b>
<b>Mrs. Redfern - Portage Boro – Property, Per Capita, Occupation</b>	<b>\$25,227.59</b>
<b>Mrs. Chappell Portage Township – Property, Per Capita, Occupation</b>	<b>\$28,202.86</b>
<b>Berkheimer Tax Administrators PASD – EIT (Current)</b>	<b>\$18,117.38</b>
<b>Total Taxes</b>	<b>\$72,513.39</b>

**5. APPROVING AMERICORPS IN-KIND CONTRIBUTIONS**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_  
(Roll Call Vote)

The Administration recommends approving AmeriCorps In-Kind Contributions in the amount of \$2,010 in the high school and \$ in the elementary school.

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**6. APPROVING 2017-2018 IDEA AGREEMENT**

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

The Administration recommends approving 2017-2018 IDEA 611 funds in the amount of \$169,056.25 and \$1,269 for the 2017-2018 school year with Appalachia Intermediate Unit 08.

**7. APPROVING PROPOSAL FOR ASBESTOS RE-INSPECTION**

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

The Administration recommends approving Allegheny Mountain Research's Proposal for AHERA 3 Year Asbestos Re-Inspection in the amount of \$700.

**8. APPROVING FINAL INVOICE FOR ENGINEERING SERVICES**

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

The Administration recommends approving The EADS Group final invoice in the amount of \$1,632.60 for engineering services relating to the baseball field renovation project.

**9. APPROVING QUOTE FOR FOOTBALL FIELD GATE**

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

The Administration recommends approving a quote from Craig Fencing, Inc., in the amount of \$950 to install one 4' wide single gate into the existing fence line at the football stadium.

**10. APPROVING REPAIRS TO COAL BOILER**

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

The Administration recommends approving the proposal from Combustion Service & Equipment Co. in the amount of \$17,879 for repairs to the coal boiler.

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**V. 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:

**2. HIRING CUSTODIAL PERSONNEL**

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

The Administration recommends hiring Mike Wallace and Zachary Vickroy as a custodians. Salary and benefits will be based on the current contract with the SEIU Local 32BJ. Both individuals have submitted all clearances and necessary documents.

**3. HIRING CAFETERIA PERSONNEL**

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

The Administration recommends hiring the following individuals as cafeteria personnel. Salary will be based on the current contract with the Teamsters, Chauffeurs, Warehousemen & Helpers, International Brotherhood of Teamsters.

Leann Decort  
Dione Feeney  
Jessica Porter  
Elizabeth Vickory

**4. HIRING A COMPUTER TECHNOLOGY INTERN**

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

The Administration recommends hiring a computer technology intern through Mount Aloysius College at a rate of \$7.50 per hour for 180 hours. This intern will work these hours from January 8 to May 31, 2018 and will provide all necessary clearances.

**5. APPROVING INCREASE TO SUBSTITUTE CUSTODIAL RATE**

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

The Administration recommends increasing the hourly rate for substitute custodians to \$9 per hour.

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**6. ACCEPTING RESIGNATION OF CAFETERIA PERSONNEL**

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

The Administration recommends accepting the resignation of Rosemarie L. Flynn as a cafeteria worker effective October 20, 2017.

**7. NAMING LEAD COOK**

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

The Administration recommends naming Michelle Moratti to the position of lead cook in the junior-senior high school with a \$.35 per hour increase in wage based on the current contract between the district and the cafeteria union.

**8. HIRING A LONG-TERM SUBSTITUTE CAFETERIA WORKER**

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

The Administration recommends hiring April Lee as a long-term substitute cafeteria worker for the remainder of the 2017-2018 school year.

**9. HIRING AN ADMINISTRATIVE ASSISTANT**

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

The Administration recommends hiring Elizabeth Sturtz as an administrative assistant in the business office. Salary will be Step 1, based on the current scale for administrative level secretaries.

**10. REQUEST FOR FAMILY AND MEDICAL LEAVE OF ABSENCE**

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

The Administration recommends approving a staff member's request for a Family and Medical Leave of Absence for the prior November 3, 2017 to approximately December 18, 2017.

**11. APPROVING CAFETERIA WORK SCHEDULE AND HOURS**

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

The Administration recommends approving the cafeteria work schedule and hours and provided with the advance agenda.

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**12. APPROVING VOLUNTEER COACHES/ADVISORS**

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

The Administration recommends approving the following volunteers who have provided all necessary clearances and information.

Roger Sossong	Wrestling
Tim Trusik	Wrestling
Matthew Decort	Yearbook

**13. REQUEST FOR FAMILY AND MEDICAL LEAVE OF ABSENSE**

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

The Administration recommends approving a staff member's request for a Family and Medical Leave of Absence for the prior January 12, 2018 to approximately March 28, 2018.

**14. ACCEPTING LETTER OF RESIGNATION**

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

The Administration recommends accepting, with regret, the resignation due to retirement of Mary Louise Elchin as a custodian effective June 30, 2018. The Administration requests permission to advertise this position.

**15. ACCEPTING LETTER OF RESIGNATION**

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

The Administration recommends accepting, with regret, the resignation due to retirement of Jack "Jay" Shuck as the high school librarian effective the end of the 2017-2018 school year. The Administration requests permission to advertise this position.

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

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

Request for Field Trips:

Requester	Destination	Date(s)	Approximate Cost	Budgeted Y/N
Phillip Miller, Science Olympiad Advisor	Take 25 students to competition at California University	March 7, 2018	\$624.79	Yes
Phillip Miller and Kristine Bartoletti, Interact Club advisors	Take 9 students to Interact Club World Affairs Conference in Pittsburgh	November 13, 2017	\$0.00	N/A

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Grade 4 Teachers	Field trip to Cresson Lake Playhouse and the Horseshoe Curve	May 4, 2018	\$0.00 (Paid by PTO)	N/A
PK Teachers	Field Trip to Pasquerilla Performing Art Center to see "How I Became a Pirate"	April 12, 2018	\$0.00 (Paid by PTO)	N/A
Kindergarten Teachers	Field Trip to Vale-Wood Farms, Loretto, PA	May 3, 2018	\$0.00 (Paid by PTO)	N/A
Kristen Gribbin	Take 25 students on a tour of Penn Highlands and UPJ	November 30, 2017 8:10 a.m. to 2:30 p.m.	\$293.66	Yes
Kyle Gossard	Take 6 students to attend Cambria County chorus	November 16, 2017 7:30 a.m. to 8:00 p.m.	\$181.00	Yes

Requests for Use of Facilities:

Requester	Purpose	Facility	Date(s)	Rental Fee/ Amount
Denise Moschgat, Drama Advisor	Drama Production "The Boyfriend Project"	HS Auditorium	January 12-13, 2018	N/A

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

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

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

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

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