

**PORTAGE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
OCTOBER 12, 2016**

<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. FIRST READING OF PROPOSED DISTRICT POLICY

906 Public Complaints

V. ROUTINE MATTERS

1. NEXT REGULAR MEETING

The Committee of the Whole Meeting will be held **Wednesday, November 9, 2016** beginning at 6:30 p.m. in the elementary school auditorium with the Regular Meeting immediately following.

2. APPROVING THE MINUTES

Motion_____Second_____Vote_____

The Administration recommends approving the September 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**

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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.

General Fund Invoices	\$345,281.29
Cafeteria Fund Invoices	\$31,418.19
Athletic Fund Invoices	\$36,052.42
Capital Reserve Fund Invoices	\$0.00
Capital Projects Fund Invoices	\$0.00
Total Invoices paid	\$412,751.90

C.

Mrs. Chappell - Cassandra Boro – Property, Per Capita, Occupation	\$414.08
Mrs. Redfern - Portage Boro – Property, Per Capita, Occupation	\$90,990.06
Mrs. Chappell Portage Township – Property, Per Capita, Occupation	\$16,516.35
Berkheimer Tax Administrators PASD – EIT (Current)	\$23,260.27
Total Taxes	\$131,180.76

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5. APPROVING CHANGE ORDER FOR ELEMENTARY CONCRETE PROJECT

Motion_____Second_____Vote_____

The Administration recommends approving Change Order #2 for the Elementary Concrete Project which reflects a \$14,000 decrease in the cost of the project.

6. APPROVING PAYMENT FOR ELEMENTARY CONCRETE PROJECT

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends approving Payment Application #2 (Final) from Brickley Construction in the amount of \$38,280 as approved by the Architect of Record, Jeffrey Haman in regard to the concrete repair project in the elementary school.

7. APPROVING INVOICE FOR PROFESSIONAL SERVICES

Motion_____Second_____Vote_____

The Administration recommends approving Jeffrey Haman's Invoice for Professional Services in the amount of \$408.79 for project administration for the elementary school concrete repair project.

8. APPROVING PURCHASE OF A WALK-BEHIND SCRUBBER

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends approving the purchase of a 26" Walk-Behind Floor Scrubber in the amount of \$7,295 from Allegheny Supply.

9. APPROVING THE 2017-2018 BUDGET CALENDAR

Motion_____Second_____Vote_____

The Administration recommends approving the 2017-2018 budget calendar as presented with the advance agenda.

10. APPROVING LOA FOR E-RATE AGREEMENTS

Motion_____Second_____Vote_____

The Administration recommends approving a Letter of Agency and Contract Renewal with EFG, Inc., for the E-Rate Funding Year 2017 for E-Rate funding application(s).

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11. APPROVING BANKING RESOLUTIONS

Motion _____ Second _____ Vote _____

The Administration recommends approving Resolutions with 1st Summit Bank to update personnel changes for accounts authorizations. The accounts are as follows with the authorized agents:

- Elementary School Activity Fund – Christian Serenko, Julia Borlie and Jeff Vasilko
- Junior-Senior High School Activity Fund – Ralph Cecere, Renee Bednarski and Jeff Vasilko
- PAHS Alumni Association Fund – Raymond Trybus, Ralph Cecere and Jeff Vasilko
- Athletic Fund – Ralph Cecere, Jeremy Burkett and Jeff Vasilko
- Secret Santa Fund – Mary Ann George, Ralph Cecere and Jeff Vasilko

12. APPROVING BANKING AGREEMENTS

Motion _____ Second _____ Vote _____

The Administration recommends approving the Automated Clearing House (ACH) Agreement and Business Online Banking Agreement with 1st Summit Bank to update personnel changes on for on-line banking authorizations.

13. APPROVING INCREASE TO THE DAILY SUBSTITUTE TEACHER RATE

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends increasing the substitute teacher rate from \$85 per day to _____.

14. APPROVING REQUEST FOR BAND TRIP

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends approving the band’s trip to a Johnstown Tomahawk game on January 21, 2016 to participate by playing the National Anthem. The band boosters will sell tickets as a potential fund raising opportunity. The boosters are requesting the district to pay for transportation costs.

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:

- Sydney Delmaster
- IU 08 Substitute Teacher

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2. HIRING ELEMENTARY SCHOOL YEARBOOK CO-ADVISORS

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends hiring Kayla Fisher and Heidi Washko as elementary school yearbook co-advisors. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities.

3. ACCEPTING RESIGNATION OF ENGLISH/LEARNING SUPPORT TEACHER

Motion _____ Second _____ Vote _____

The Administration recommends accepting, with regret, the resignation of Lori B. Grata as an English/Learning Support teacher effective December 16, 2016.

4. ACCEPTING RESIGNATION OF VOLUNTEER COACH

Motion _____ Second _____ Vote _____

The Administration recommends accepting, with regret, the resignation of Shane Baker as a volunteer coach effective immediately.

5. APPROVING REQUEST FOR A FAMILY AND MEDICAL LEAVE

Motion _____ Second _____ Vote _____

The Administration recommends approving a staff member's request for a Family and Medical Leave of absence approximately beginning October 26, 2016 and extending for eight weeks.

6. ADDING VOLUNTEER BASKETBALL COACH

Motion _____ Second _____ Vote _____

The Administration recommends adding Phillip Miller as a volunteer boys' varsity basketball coach for the 2016-2017 school year. Mr. Miller's clearances and required training certificates are on file in the district office.

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VII. BOARD REQUESTS / USE OF FACILITIES

Motion _____ Second _____ Vote _____
(Roll Call Vote)

Request for Approved Travel:

Requester	Destination	Date(s)	Approximate Cost
Eric Zelanko, Ralph Cecere and Christian Serenko	Tri-State Area School Study Council Workshop Pittsburgh, PA	November 21, 2016	\$180.00
Jennifer Pisarski, Lisa Dividock, Laura Glass, Mary Ann George, Lisa Cavis and Tara Williams	SAP Networking Day at St. Francis University	October 16, 2016 7:30 a.m. to 3:30 p.m.	\$330.00
Gayle Price and Vivian Herman	Collins Writing Program, IU 08 Office, Altoona, PA	October 24 – 26, 2016	\$1,282.00
Kathleen Walls	PDE Education Effectiveness System at Penn Highlands Community College	October 12, 2016 9:00 a.m. to 2:00 p.m.	\$113.36

Request for Approved Field Trip:

Requester	Destination	Date(s)	Approximate Cost	Budgeted Y/N
Tim Michrina, Drama Club Advisor	Take the members of the drama club to Mount Aloysius College to watch a production of Legally Blonde, The Musical	October 19, 2016 6:00 p.m. to 10:00 p.m.	\$0.00 Paid by Drama Club	N/A
Mary Kenny	Take 42 students to the Health Quest fair at Mount Aloysius College	October 18, 2016 8:45 a.m. to 2:00 p.m.	\$244.87	Yes
Tyler Johnson	Take approximately 19 students to polling places on election day.	November 8, 2016 1:30 p.m. to 2:45 p.m.	\$0.00	N/A
Jen Pisarski and Lisa Cavis, Student Council Advisor	Take 26 student council members to attend School Kids' Day at the Altoona Curve	May 24, 2017 8:30 a.m. to 2:30 p.m.	\$0.00 (Paid by Student Council)	N/A
Jen Pisarski, Discipline Committee	Take students in grades 3 – 6 with zero demerits on two incentive trips. March/April – Morrison Cove and May – Delgrosso's Park	March or April, 2017 May, 2017	\$0.00 (Paid by "0" Demerit Committee)	N/A
Tara Williams	Take 4 students to Discover Downtown Johnstown Partnership Halloween Window Display Art Contest	October 13, 2016 8:00 a.m. to 2:00 p.m.	\$85.00 (Substitute)	Yes
Travis Kargo	Take 15 students to Science Day at St. Francis University	November 22, 2016 7:45 a.m. to 2:00 p.m.	\$433.12	Yes
Gayle Price, Cheerleading Coach	Take the competition squad to three competitions	November 5, 2016 November 13, 2016 November 19, 2016	\$1,163.00	Yes
Brian Randall for the Mathematics Department	Take 60 students to Math Day at Hershey Park	May 5, 2017 8:00 a.m. to 10:00 p.m.	\$571.95	Yes

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Brian Randall, SADD Club Advisor	Take the SADD Club members to the Altoona Curve	May 24, 2017 9:00 a.m. to 2:45 p.m.	\$857.68	
Kelly Myers	Take 13 students to pre-auditions for district chorus at Everett HS	October 16, 2016 11:00 am to 9:00 p.m.	\$257.48	Yes
Kelly Myers	Take 18 students to County Chorus Festival at Johnstown High School	November 9, 2016 7:00 a.m. until concert's conclusion	\$579.42	Yes
Floyd Rousell	Take 22 students to Cambria Heights HS for Cambria County band auditions	October 19, 2016 4:15 .m. to 9:00 p.m.	\$106.84	Yes

Requests for Use of Facilities:

Requester	Purpose	Facility	Date(s)	Rental Fee/ Amount
Tyler Johnson and Kristen Gribbin	Fellowship of Christian Athletes (FCA) - Meet with students to advise and support	Use of an area in the high school.	Various dates throughout the school year.	N/C
Emily Steberger, Title I Coordinator	Annual Fall Parent Meeting	Elementary Cafeteria	October 17, 2016 5:00 – 8:00 p.m.	N/C
Valerie Bionaz	Host a Luncheon With Santa	Elementary Cafeteria	December 10, 2016 11:30 am – 12:30 pm	\$10/hour
Denny Squillario, Rotary Club	Rotary Pancake Breakfast	HS Cafeteria and kitchen	November 6, 2016 5:00 a.m. to 1:00 p.m.	N/C

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: _____