

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
NOVEMBER 12, 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, Vice President</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, President</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	_____
<u>Matthew Bartoletti</u> Student Representative	_____
<u>Katie Nolan</u> Student Representative	_____

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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. ROUTINE MATTERS**

**1. NEXT REGULAR MEETING**

The Reorganization meeting will be held December 3, 2014 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 October board 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 **Ralph Cecere**

Elementary School Principal **Christian Serenko**

Supervisor of Special Education **Pete Noel**

School Solicitor **Dennis McGlynn, Esquire**

Business Administrator **Michael J. Kunko**

Student Representatives:

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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 (Page 10)</b>	<b>\$1,126,996.04</b>
<b>Cafeteria Fund Invoices (Page 3B)</b>	<b>\$75,451.83</b>
<b>Elementary Activity Fund Expenditures (Page 5)</b>	<b>\$5,057.56</b>
<b>Junior/Senior High School Activity Fund Expenditures (Page 6A)</b>	<b>\$9,332.45</b>
<b>Athletic Fund Invoices (Page 9)</b>	<b>\$69,516.13</b>
<b>Capital Reserve Fund Invoices (10.1)</b>	<b>\$0.00</b>
<b>Capital Projects Fund Invoices (10.2)</b>	<b>\$0.00</b>
<b>Total Invoices paid</b>	<b>\$1,286,354.01</b>

**C.**

<b>Mrs. Chappell - Cassandra Boro – Property, Per Capita, Occupation</b>	<b>\$524.01</b>
<b>Mrs. Redfern - Portage Boro – Property, Per Capita, Occupation</b>	<b>\$28,316.58</b>
<b>Mrs. Chappell Portage Township – Property, Per Capita, Occupation</b>	<b>\$49,772.38</b>
<b>Mrs. Mandichak - Portage Area School District – EIT (Delinquent)</b>	<b>\$0.00</b>
<b>Berkheimer Tax Administrators PASD – EIT (Current)</b>	<b>\$44,145.70</b>
<b>Total Taxes</b>	<b>\$122,758.67</b>

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**5. ADOPTING RESOLUTION REGARDING BOND AUTHORIZATION**

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

(Roll Call Vote)

The board moves to adopt the Resolution prepared by Bond Counsel authorizing the School District's General Obligation Bonds, Series A and B of 2014 in the total principal amount shown in such resolution, to refinance the School District's General Obligation Bonds, Series of 2010 and finance the roof replacement projects.

**6. APPROVING RESOLUTION ADOPTING POST-ISSUANCE SEC AND IRS COMPLIANCE PROCEDURES**

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

(Roll Call Vote)

The board moves to approve a Resolution adopting post-issuance SEC and IRS compliance procedures and charging the business manager with the duties and implementation of the Post-Issuance Compliance Procedures.

**7. APPROVING BUDGET TRANSFERS**

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

(Roll Call Vote)

The Administration recommends approving the Final Schedule of Budget Transfers for the 2013-2014 school year. The schedule of transferred amounts was provided with the advance agenda.

**8. APPROVAL AMERICORPS IN-KIND CONTRIBUTIONS**

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

The Administration recommends approving AmeriCorps In-Kind Contributions in the amount of \$781.25 for the high school and \$2,125 for the elementary school.

**9. APPROVING IDEA SUBGRANT CONTRACT AMENDMENT**

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

(Roll Call Vote)

The Administration recommends approving an amendment to the IDEA Subgrant Contract – Part B which will result in an increase of \$5,463.99 in the total district allocation for the 2013-2014 school year.

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**10. APPROVING SPECIFICATIONS FOR CONCRETE PROJECT**

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

The Administration recommends approving the specifications for the elementary school concrete project as submitted by Jeffrey Haman, Architect and further approves advertising the specs for bid.

**11. APPROVING RENEWAL OF AGREEMENT WITH INTERIM HEALTHCARE**

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

The Administration recommends renewing its Supplemental Staffing Agreement with Interim HealthCare to provide nursing care and supplemental staffing services for a one year period November 12, 2014 to November 12, 2015. If utilized, the fees for a nurse will be \$38 per hour and \$20 per hour for a nurse aide.

**12. APPROVING UPDATED PLAN DOCUMENTS WITH NATIONAL INSURANCE SERVICES**

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

The Administration recommends approving updates to plan documents with National Insurance Services to incorporate the changes by adding the employee buy-out.

**13. APPROVING REVISION TO DISTRICT POLICY**

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

The Administration recommends approving the revisions made to Policy 114 – Gifted Education under Caseloads/Class Size, Item 3 and Item 4. A copy of the policy was provided with the advance agenda.

**14. APPROVING ADVERTISING FOR FALL SPORTS BIDS**

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

The Administration requests permission to advertise for fall sports.

**15. APPROVING THE SINGLE AUDIT FOR THE 2013-2014 SCHOOL YEAR**

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

The Administration recommends approving the Single Audit Review of the 2013-2014 school year as presented by the auditors of Wessel & Company during the Committee of the Whole meeting.

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**V. PERSONNEL MATTERS**

**1. ADDITIONS AND REMOVALS TO THE SUBSTITUTE LISTS**

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

(Roll Call Vote)

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

Timothy Michrina	Substitute Teacher (English)
Kayla Krumenacker	Substitute Teacher (PK-4)
Cindy Kline	Substitute Caf�/Custodian/Aide
Kimberly J. Bloom	Substitute Caf�/Custodian/Aide

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

Stephanie Litzenberger	Substitute Teacher
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**2. ADDING SUBSTITUTE DRIVERS' ED INSTRUCTORS**

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

(Roll Call Vote)

The Administration recommends approving Jude Decort and Josh Burkett as substitute driver's education teachers. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities.

**3. HIRING HOMEBOUND INSTRUCTORS**

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

(Roll Call Vote)

The Administration recommends hiring Tina Lutz and Michelle Coukart as homebound instructors. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities.

**4. HIRING HEAD JUNIOR HIGH BOYS BASKETBALL COACH**

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

(Roll Call Vote)

The Administration recommends hiring Ryan Scoran as the junior high boys head basketball coach beginning with the 2014-2015 season. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities.

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**5. HIRING ASSISTANT JUNIOR HIGH WRESTLING COACH**

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

(Roll Call Vote)

The Administration recommends hiring Chase Fox as the junior high assistant wrestling coach beginning with the 2014-2015 season. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities.

**6. ACCEPTING VOLUNTARY RESIGNATIONS UNDER TERMS OF THE BUY-OUT PROPOSAL**

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

The Board moves to approve the following professional staff members' voluntary resignations under the terms of the Buy-Out Proposal as approved by the board.

James Johnson	Cynthia Rozansky
Susan Shevock	Debra A. Wilson

**7. ACCEPTING VOLUNTARY RESIGNATIONS UNDER TERMS OF THE BUY-OUT PROPOSAL**

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

The Board moves to approve the following secretarial staff member's voluntary resignation under the terms of the Buy-Out Proposal as approved by the board.

Sylvia Mandichak

**8. ACCEPTING VOLUNTARY RESIGNATIONS UNDER TERMS OF THE BUY-OUT PROPOSAL**

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

The Board moves to approve the following teachers' aide staff member's voluntary resignation under the terms of the Buy-Out Proposal as approved by the board.

Karen James

**9. ACCEPTING RESIGNATION OF ADVISOR**

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

The Administration recommends accepting, with regret, the resignation of Molly Harrington as the science fair coordinator. The administration further seeks permission to advertise this position.

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**10. APPROVING A 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 from October 22, 2014 to December 3, 2014.

**11. APPROVING REQUEST FOR A LEAVE OF ABSENCE**

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

The Administration recommends approving a staff member's request for a unpaid medical leave of absence from December 10, 2014 and extending for four to six weeks after, to be determined by the staff member's physician.

**12. APPROVING VOLUNTEER COACHES**

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

The Administration recommends approving the following individuals as volunteer coaches:

Jade Zatek	Varsity and JV Boys' Basketball
Scott Leydig	Junior High Boys' Basketball

**13. REQUESTING PERMISSION ADVERTISE FOR POSITION**

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

The Administration requests permission to advertise internally for a second grade teacher/reading specialist and any positions that may open as a result.

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

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

Request for Approved Travel:

Requester	Destination	Date(s)	Approximate Cost	Budgeted Y/N
Brittany Brewer	Attend Autism, Asperger's, Sensory and ADHD Workshop, State College	November 20, 2014	\$264	Yes
Ray Trybus, Gayle Price, Mary Kenny and Bernie Gorba	Attend the PSTA 2014 Conference in State College	December 3-5, 2014	\$2,428.46	Yes



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Request for Approved Field Trips:

<b>Requester</b>	<b>Destination</b>	<b>Date(s)</b>	<b>Approximate Cost</b>	<b>Budgeted Y/N</b>
Mrs. Mastaller/Mrs. Swires	PK Field trip to attend "Freckleface Strawberry" at the Mishler Theatre, Altoona, PA	April 15, 2015	\$0.00 (PTO)	N/A
Kelly Myers	Take 25 students to the reading competition meet at Bellwood Antis High School	November 18, 2014 2:30 p.m. – 9:00 p.m.	\$256.18	Y
Floyd Rousell, III	Take 7 students to District 6 band auditions at Northern Cambria HS	November 16, 2014 12:45 p.m. – 7:30 p.m.	\$35.00	Y
Ms. Single, Ms. Rozansky and Ms. Gully	Take the second grade students on a field trip to the Mountain Playhouse, Coal Miners' Café, and the Incline Plane	May 11, 2015	\$0.00 (PTO)	N/A
Kelly Myers	Take the chorus (65 students) to sing at the Pasquerilla Performing Arts Center for the Christmas Choral Program	December 15, 2014 9:15 a.m. - 12:30 p.m.	\$169.20	Y
Kelly Myers	Take 5 students to the PMEA Jazz Festival auditions at Greater Johnstown	December 2, 2014 4:00 p.m. – 9:00 p.m.	\$65.00	Y
Kelly Myers	Take the a capella students (25) to perform at Rebekah Manor and Maple Winds	December 16, 2014 10:30 a.m. – 2:40 p.m.	\$134.24	Y
Kristen Gribbin	Take 70 students to Penn Highlands	December 8, 2014 7:30 a.m. – 2:30 p.m.	\$0.00 (Penn Highlands)	N/A

Requests for Use of Facilities:

<b>Requester</b>	<b>Purpose</b>	<b>Facility</b>	<b>Date(s)</b>	<b>Rental Fee/ Amount</b>
Portage Wrestling Boosters	Elementary Wrestling Sign Ups	Elementary Auditorium Lobby	November 5, 2014 5:30 – 8:00	No Charge
Portage Wrestling Boosters	Elementary Wrestling Dual Meets	Elementary Gymnasium	TBA	No Charge
Portage Wrestling Boosters	Wrestling Booster Meetings	Elementary Cafeteria	Dates and times as available	No Charge
Portage Wrestling Boosters	Elementary Wrestling Tournament Preparation	ES Auditorium, HS Gym, HS Café	January 23, 2015	No Charge
Portage Wrestling Boosters	Elementary Wrestling Tournament	Len Chappell Gymnasium and HS Cafeteria	January 24, 2015	No Charge
John Myher	Basketball skills and practice for all 1 <sup>st</sup> and 2 <sup>nd</sup> grade girls	Elementary Gymnasium	Dates and times as available	No Charge
Travis Kargo	Men's Community Basketball	Len Chappell Gymnasium	Saturdays 1:00 – 2:30 p.m. December – February	\$10/hour
Brian Randall	Boys' Varsity Basketball Camp	Len Chappell Gymnasium/Wellness Center	November 21-22 or November 30 – December 1, 2014	No Charge

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CapeFox Professional Services/PA Motorcycle Safety Program	Conduct Motorcycle Safety Program	HS Classroom and ES parking lot	Schedule provided	Charged per student who attends classes
Girls Basketball Boosters	Art Burkett Girls' Basketball Tournament	Len Chappell Gymnasium	December 5-6, 2014	No Charge
Tim Trusick, Portage Elementary Wrestling	Wrestling Practice	Wrestling Room	Mondays, Wednesdays and Fridays 6:00 – 7:30 p.m. Nov. - March (as available)	No Charge
Travis Kargo and Russ Gouse	Portage Stallions Football Party	Elementary School Gymnasium	November 16, 2014 4:00 – 6:00 p.m.	No Charge

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Vanessa Hildebrand, the Spinning Sapphires	Baton & Dance Competition	HS Auditorium, Len Chappell Gymnasium, bathrooms and locker rooms	December 7, 2014 6:00 a.m. – 5:00 p.m.	\$20/hour
Michael Bryja and Evan Gruss	Senior Project – Elementary Middle School Basketball League	Len Chappell Gymnasium	December 6, 13 and 20, 2014 8:30 a.m. – 12:30 p.m.	N/C

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