

**PORTAGE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
AUGUST 13, 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	_____

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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 next Committee of the Whole Meeting will be held September 10, 2014 beginning at 6:30 p.m. in the elementary school auditorium with the Regular Meeting immediately following.

2. REPORTS

Appalachia Intermediate Unit 08 Board Director **Kathy Hough**

Vo-Tech Operating Committee representative **JT Bandzuh**

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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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

	June	July
B.		
General Fund Invoices (Page 10)	\$1,042,732.78	\$1,116,250.69
Cafeteria Fund Invoices (Page 3B)	\$94,680.27	\$2,461.10
Elementary Activity Fund Expenditures (Page 5)	\$162.50	\$0.00
Athletic Fund Invoices (Page 9)	\$50,981.36	\$35,867.71
Junior/Senior High School Activity Fund Expenditures (Page 6A)	\$5,915.76	\$597.00
Capital Reserve Fund Invoices (10.1)	\$0.00	\$0.00
Capital Projects Fund Invoices (10.2)	\$0.00	\$0.00
Total Invoices paid	\$1,194,472.67	\$1,155,176.50

C.		
Mrs. Chappell - Cassandra Boro – Property, Per Capita, Occupation	\$0.00	\$1,777.22
Mrs. Redfern - Portage Boro – Property, Per Capita, Occupation	\$0.00	\$141,461.87
Mrs. Chappell Portage Township – Property, Per Capita, Occupation	\$0.00	\$236,873.15
Mrs. Mandichak - Portage Area School District – EIT (Delinquent)	\$0.00	\$0.00
Berkheimer Tax Administrators PASD – EIT (Current)	\$47,808.40	\$36,869.91
Total Taxes	\$47,808.40	\$416,982.15

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4. ARCHITECT APPROVALS FOR PAYMENT

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends approving the following application for payment which has been reviewed and approved by Jeffrey Haman Architects in regard to the high school roofing project.

High School Roofing Project (Capital Projects Funds*)

<u>Vendor</u>	<u>Amount</u>	<u>Type</u>
David M. Maines Assoc.	\$180,858.37	Application No. 2

*Temporarily paid from the General Fund. Final payment will be paid from new bond issue, loan or bond refinancing/reissue.

5. APPROVING AMBULANCE COVERAGE FEE

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends approving the coverage fee requested by the Portage Area Ambulance Association for coverage of home football games as follows:

Varsity - \$100 per game
All other games - \$50 per game

The coverage fee guarantees an ambulance presence and a crew standing by at every home football game. The Association's other ambulance will standby at the stadium as availability and personnel dictate to do so.

6. APPROVING BOND AMOUNTS

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends continuing bond coverage in the following amounts:

Mike Kunko, Business Administrator	\$150,000
Renee Branas, Assistant to the Business Administrator	\$150,000
Eric A. Zelanko, Superintendent of Schools	\$50,000
Cynthia Brickley, Board Secretary	\$20,000

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7. APPROVING REPAIR OR REPLACEMENT OF BUS SHELTERS

Motion_____Second_____Vote_____ (Roll Call Vote)

The board moves to _____ bus shelters as discussed during the Committee of the Whole meeting.

8. APPROVING QUOTE TO REPLACE COAL BOILER SMOKE STACK

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration recommends approving the quote of _____ to replace the coal boiler smoke stake at a cost of \$ _____ as presented during the Committee of the Whole meeting.

9. APPROVING BUY OUT PROPOSAL FOR STAFF MEMBERS

Motion_____Second_____Vote_____ (Roll Call Vote)

The Portage Area School District does hereby resolve that a one-time voluntary resignation buyout program in the amount of five hundred dollars (\$500) per year to any professional employee or two hundred dollars (\$200) to any non-professional employee for TOTAL PSERS years of service will be offered and awarded to those who tenders their irrevocable resignation from the Portage Area School District before the close of the business day on October 31st, 2014, effective the final school day of the 2014-2015 school year-

The voluntary resignation is in addition to payment for sick leave included in any collective bargaining agreements related to retirement benefits.

It is distinctly understood and agreed to between all parties this is a one-time offer contingent on each member's individual bargaining unit approving a memorandum of agreement that 100% of all buy out and unused sick leave reimbursement money will be deposited directly into the district's current Special Pay 403b program.

It is distinctly understood and agreed to between parties this one time program shall set no precedent for any grievances, claims, or future contract negotiations between the parties or be construed as a precedent.

10. APPROVING AGREEMENT FOR POST-OFFER/PRE-EMPLOYMENT SCREENING

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration recommends entering an agreement with Phoenix Rehabilitation Services to conduct post-offer/pre-employment screening for the district. The cost of this services is \$115, which includes a physical examination at a cost of \$75 and a drug screening at \$40. The drug screening is processed by WorkPlace Health through Phoenix.

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11. APPROVING PURCHASE OF A WALK-BEHIND FLOOR SCRUBBER

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends purchasing a walk-behind floor scrubber in the amount of \$_____ to be paid from the general fund.

12. APPROVING LETTER OF AGREEMENT WITH APPALACHIA INTERMEDIATE UNIT 8

Motion_____Second_____Vote_____

The Administration recommends approving a Letter of Agreement and the Business Associate Agreement between the district and the IU for early intervention program services for the 2014-2015 school year.

13. APPROVING BUS ROUTES, RUNS AND STOPS AND BUS DRIVERS

Motion_____Second_____Vote_____

The Administration recommends approving the bus routes, runs and stops for the 2014-2015 school year. The Administration further recommends approving the bus drivers for the 2014-2015 school year. Copies were provided with the advance agenda.

14. APPROVING LETTER AGREEMENT FOR SAP SERVICES

Motion_____Second_____Vote_____

The Administration recommends renewing its Letter of Agreement with the Cambria County Drug and Alcohol Program for the 2014-2015 school year for student assistance program (SAP) services.

15. APPROVING LETTER AGREEMENT FOR SERVICES

Motion_____Second_____Vote_____

The Administration recommends renewing its Letter of Agreement with the Meadows Universal Community Behavioral Health program for the 2014-2015 school year for psychiatric services and partial hospitalization program services. The district would incur a cost of \$30 per hour for educational services if the program is utilized.

16. REQUESTING PERMISSION TO ADVERTISE FOR SPRING SPORTS

Motion_____Second_____Vote_____

The Administration requests permission to advertise for spring sports for the 2014-2015 school year.

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17. ACCEPTING RESIGNATION OF VO TECH OPERATING COMMITTEE REPRESENTATIVE

Motion_____Second_____Vote_____

The Board moves to accept, with regret, the resignation of JT Bandzuh as the vo-tech operating committee representative effective immediately.

18. APPOINTING A FIRST AND SECOND ALTERNATE TO THE VO TECH OPERATING COMMITTEE

Motion_____Second_____Vote_____

The Board moves to appoint Erik Thrower as first alternative and Kathy Hough as second alternate to the vo-tech operating committee representative.

VIII. PERSONNEL MATTERS

Motion_____Second_____Vote_____

(Roll Call Vote)

1. ADDITIONS TO THE SUBSTITUTE LISTS

Motion_____Second_____Vote_____

(Roll Call Vote)

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

Miranda Powell	Substitute Teacher (Elementary)
John George	Substitute Teacher (Early Childhood)
Melvin Trunk	Substitute Custodian
David Eck	Substitute Custodian

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

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

Matthew Mancini	Substitute Teacher
Corey Kopnicky	Substitute Teacher

2. ACCEPTING COACH'S RESIGNATION

Motion_____Second_____Vote_____

The Administration recommends accepting, with regret, the resignation of Benjamin Wolford as the assistant junior high football coach.

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3. HIRINGS

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends hiring the following individuals:

Music Teacher	Step _____
Americorp Volunteers	
Elementary	Sally Pesta
	Kathy Roman
Jr. Sr. High School	
Long-Term Tech Ed Substitute	Jonathan Thomas
Department Heads:	
Social Studies	Bryan Jubina
Mathematics	Tina Lutz
English	Lydia Dobrowolsky
Science	Debbie Zimmerman
Fine Arts	Dennis Link
Teachers' Aide	
Cafeteria Personnel	Tracy Engle
Custodian (Part Time)	Judy King
Reading Competition Advisor	Kelly Myers
Head Varsity Wrestling Coach	Michael Fox
Junior high assistant football coach	Jude Decort

Salary will be based on the current contracts between the district and the PAEA, the custodial union and the cafeteria union.

4. OPENING DRAMA ADVISOR POSITION

Motion_____Second_____Vote_____

The Administration recommends opening the drama club advisor position and advertising within the district for applicants.

5. APPROVING REQUEST FOR FAMILY AND MEDICAL LEAVE OF ABSENCE

Motion_____Second_____Vote_____

The Administration recommends approving a staff members request for a FMLA for twelve weeks from September 8, 2014 to December 3, 2014.

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IX. BOARD REQUESTS / USE OF FACILITIES

Motion _____ Second _____ Vote _____
(Roll Call Vote)

Request for Approved Travel:

Requester	Destination	Date(s)	Approximate Cost
Eric Zelanko and Kathy Hough	PSBA/PASA Leadership Conference	October 21-24, 2014	\$2,068 Registration & Lodging

Requests for Use of Facilities:

Requester	Purpose	Facility	Date(s)	Rental Fee/ Amount
Friends of the Band	Hustles after home football games	Elementary Gym	Home football games 8/19, 9/19, 10/3, 10/10, 10/24, 10/31	No Charge
Mary Ann George	PA Blood Drive Challenge	Len Chappell Gymnasium	September 8, 2014 6:00 am – 9:00 pm	No Charge

X. MOTION TO MAKE THE AGENDA PART OF THE MINUTES

Motion _____ Second _____ Vote _____

XI. MOTION SHOULD BE MADE TO ADJOURN THE MEETING

Motion _____ Second _____ Vote _____

Time: _____