

**PORTAGE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
JUNE 13, 2018**

<u>Mr. JT Bandzuh</u>	2019_____
<u>Mrs. Susan Berardinelli</u>	2019_____
<u>Mr. Jason Corte</u>	2021_____
<u>Mr. Matthew Decort, Secretary</u>	2021_____
<u>Mrs. Kathy Hough, Vice President</u>	2019_____
<u>Mr. John Jubina</u>	2021_____
<u>Mr. Christian Smith</u>	2021_____
<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>Patricia Moore, 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. PROPOSED DISTRICT POLICIES

First Reading

810 Transportation

810.3 School Vehicle Drivers

V. ROUTINE MATTERS

1. NEXT REGULAR MEETING

The Committee of the Whole Meeting will be held **Wednesday, August 8, 2018**, 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 May meeting minutes. A copy of the minutes was distributed with the advance agenda.

3. REPORTS

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

IU 08 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**

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Business Administrator **Jeff Vasilko**

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	\$1,238,700.72
Cafeteria Fund Invoices	\$80,923.98
Athletic Fund Invoices	\$36,226.13
Capital Reserve Fund Invoices	\$0.00
Capital Projects Fund Invoices	\$0.00
Total Invoices paid	\$1,355,850.83

C.

Mrs. Chappell - Cassandra Boro – Property, Per Capita, Occupation	\$0.00
Mrs. Redfern - Portage Boro – Property, Per Capita, Occupation	\$0.00
Mrs. Chappell Portage Township – Property, Per Capita, Occupation	\$0.00
Berkheimer Tax Administrators PASD – EIT (Current)	\$76,109.87
Total Taxes	\$76,109.87

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5. ADOPTING RESOLUTION TO ACCEPT THE HOMESTEAD AND FARMSTEAD EXCLUSION

Motion_____Second_____Vote_____

The Administration recommends adopting the Resolution to accept the Homestead and Farmstead Exclusion. Adoption will result in no additional money to the school district; it will result in real estate tax exclusions to homestead and farmstead owners who applied and received approval through the county. The amount to be allocated is \$335,894.

6. FINAL BUDGET FOR 2018-2019

Motion_____Second_____Vote_____

(Roll Call Vote)

General Fund

The budget should in the amount of **\$13,206,304** has been advertised according to Section 687 of the Public School Code and should now be considered for final adoption. School real estate tax will be 50.2 mills. The budget has been prepared in accordance with the mandates set forth by the PA Department of Education.

The amount of expenditures is **\$13,206,304**. This is an anticipated increase in spending of **\$240,045 or 1.5%** over last year's budget. The proposed budget is built on the governor's proposed budget.

Cafeteria Fund

The Cafeteria Fund Budget anticipates **\$682,539** in expenses. Budgeted revenues and fund transfers cover these expenses include Operating Revenues and Non-Operating Revenues – Federal and State Reimbursements in the amount of **\$607,539** and Fund Transfers from the General Fund **\$75,000**. This budget includes a \$.15 increase in breakfast and lunch meal prices for students and adults.

Athletic Fund

The Athletic Fund is a separate fund. Its budgeted expenses are **\$527,155**. Revenues include admissions and ticket sales of **\$30,000** and Fund Transfers from the General Fund of **\$473,660**.

7. EXONERATION OF TAX COLLECTORS

Motion_____Second_____Vote_____

Elected tax collectors should be exonerated from uncollected taxes so they may receive new duplicates and begin collecting 2018-2019 taxes on July 1, 2018. This action does not exonerate the taxable.

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8. GENERAL LIABILITY INSURANCE FRO 2017-2018; WORKMEN'S COMPENSATION COVERAGE FOR 2017-2018 AND SCHOOL ACCIDENT INSURANCE FOR 2017-2018

Motion_____Second_____Vote_____
(Roll Call Vote)

Carl DeYulis, Agent of Record, recommends the following coverage:

PSBA Trust (Workmen's Coverage)	\$43,067
Liberty Mutual (Package)	
• Property	\$27,571
• Crime	Included
• General Liability	\$10,264
• Government Crime	\$2,457
• Automobile	\$8,524
• Boiler & Machinery	Included
• School Leaders' Legal Liability	Included
• Excess Liability	\$2,794
• Data Security (Attack & Extortion)	Included
• Network Security Liability	Included
Goodwin & Gruber (Student Coverage)	\$18,196

Note: The premium amount for the workers compensation is an estimate.

9. HIRING CUSTODIANS

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends hiring the following individuals as custodians beginning on July 1, 2018:

10. RENEWING PARTICIPATION IN ELECT CONSORTIUM

Motion_____Second_____Vote_____

The Administration recommends continuing its participation in the Education Leading to Employment and Career Training (ELECT) Consortium.

11. RENEWING AGREEMENT WITH MOUNT ALOYSIUS FOR DUAL ENROLLMENT

Motion_____Second_____Vote_____

The administration recommends renewing its Cooperative Agreement with Mount Aloysius College to offer dual enrollment classes for the 2018-2019 school year.

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12. APPROVING DISTRICT POLICY REVISIONS

Motion _____ Second _____ Vote _____

The Administration recommends approving revisions to the following district policies as recommended by the PSBA.

- 105 Curriculum
- 138 Language Instruction Educational Program for English Learners
- 239 Foreign Exchange Students
- 210 Possession/Administration of Asthma Inhalers/Epinephrine Auto Injectors
- 810.1 School Bus Drivers & School Commercial Motor Vehicle Drivers
- 818 Contracted Services Personnel
- 918 Title I Parent and Family Engagement

13. ELIMINATING DEPARTMENT HEADS

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends eliminating until further notice the positions of department heads.

VI. PERSONNEL MATTERS

1. ADDITIONS TO/REMOVAL FROM THE SUBSTITUTE LISTS

Motion _____ Second _____ Vote _____
(Roll Call Vote)

_____ The Administration recommends adding the following individuals from the substitute lists:

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

2. HIRING DRIVERS EDUCATION INSTRUCTORS

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends hiring Jacob Strayer and Eric Maul as “as needed” behind the wheel drivers’ education instructors. Salary will be based on the Summer Drivers’ Education hourly rate per the current contract between the district and the PAEA.

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3. HIRING CUSTODIANS

Motion Second Vote
(Roll Call Vote)

The Administration recommends hiring the following individuals as full time custodians beginning on July 1, 2018. Salary will be based on the current contract between the district and the custodial union, with benefits.

Cody DeMatteis
Joseph Semanchik

4. HIRING PART-TIME CAFETERIA PERSONNEL

Motion Second Vote
(Roll Call Vote)

The Administration recommends hiring Melissa A. Rakar as a part-time cafeteria worker beginning with the 2018-2019 school year. Salary will be based on the current contract between the district and the cafeteria union.

5. ACCEPTING LETTER OF RESIGNATION

Motion Second Vote

The Administration recommends accepting, with regret, the resignation of Kelly Myers as a music teacher and band director effective immediately.

6. ACCEPTING LETTER OF RESIGNATION

Motion Second Vote

The Administration recommends accepting, with regret, the resignation of Judith G. Kowalski as a transportation aide effective immediately. The administration requests permission to advertise this position.

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7. ACCEPTING LETTERS OF RESIGNATION

Motion Second Vote

The Administration recommends accepting, with regret, the following letters of resignation effective immediately. The administration requests permission to advertise this position.

Chuck Kassick	Assistant Varsity Football Coach
Brian Randall	Assistant Junior High Softball Coach
Brian Randall	Assistant Varsity Boys Basketball Coach

8. HIRING BAND DIRECTOR

Motion Second Vote
(Roll Call Vote)

The Administration recommends hiring the Kyle Gossard as the band director beginning with the 2018-2019 school year. Salary will be based on the current contract between the district and the PAEA for extracurricular activities.

9. HIRING COACHING STAFF

Motion Second Vote
(Roll Call Vote)

The Administration recommends hiring the following individuals as coaches beginning with the 2018-2019 school year. Salary will be based on the current contract between the district and the PAEA for extracurricular activities.

Assistant Track Coach
Assistant Varsity Football Coach

10. HIRING SUMMER WORKERS

Motion Second Vote
(Roll Call Vote)

The Administration recommends hiring Nick Lutz and Lakin Kalinoski as summer workers.

11. HIRING OVR WORKERS

Motion Second Vote
(Roll Call Vote)

The Administration recommends hiring Taylor Cordwell and William Ramus as workers through the Occupational-Vocational Rehabilitation on-the-job training program.

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12. APPROVING ACT 93 COMPENSATION PLANS

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Board moves to approve the Act 93 Compensation Plans for administrators.

13. ADDING VOLUNTEER COACHES

Motion _____ Second _____ Vote _____

The Administration recommends adding the following volunteer coaches:

Kristen Kargo Cheerleading
Tim George Band

These individuals will provide current copies of their clearances and all other documentation prior to having any contact with students.

14. ADVERTISING FOR POSITIONS

Motion _____ Second _____ Vote _____

The Administration requests permission to advertise within the district for the positions of elementary school art fair and high school forensics advisors.

VII. BOARD REQUESTS / USE OF FACILITIES

Motion _____ Second _____ Vote _____
(Roll Call Vote)

Request for Approved Travel:

Requester	Destination	Date(s)	Approximate Cost

Request for Approved Field Trip:

Requester	Destination	Date(s)	Approximate Cost	Budgeted Y/N

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Requests for Use of Facilities:

Requester	Purpose	Facility	Date(s)	Rental Fee/ Amount
Sharon Cordwell, Summerfest Committee Secretary	Concert venue in the event of inclement weather	HS Auditorium	TBD	No Charge
Thomas Schettig, Race Director, Rotary Club 5K	Annual Summerfest 5K Race	Football Stadium	TBD	No Charge
Stallion Football	Stallion Football Games	Football Stadium	TBD	No Charge
Stallion Football	Stallion Football Practices	Track & Field	TBD	No Charge

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: _____