

**PORTAGE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
MAY 9, 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. ROUTINE MATTERS

1. NEXT REGULAR MEETING

The Committee of the Whole Meeting will be held **Wednesday, June 13, 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 April 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**

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	\$854,234.80
Cafeteria Fund Invoices	\$64,122.24
Athletic Fund Invoices	\$69,146.97
Capital Reserve Fund Invoices	\$0.00
Capital Projects Fund Invoices	\$0.00
Total Invoices paid	\$987,504.01

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)	\$45,739.44
Total Taxes	\$45,739.44

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5. TENTATIVE BUDGET FOR 2018-2019

Motion_____Second_____Vote_____ (Roll Call Vote)

General Fund

The proposed budget should be adopted tentatively so it can be advertised according to Section 687 of the Public School Code. The amount of expenditures is \$_____. This is an anticipated increase in spending of \$_____ over the prior year budgeted amount of \$12,966.258. Consideration for final adoption will be at the regular meeting held on June 13, 2018.

6. TAX STRUCTURE FOR 2018-2019 BUDGET

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration proposes no increase in taxes for the 2018-2019 school year. The remaining taxes shall remain at the current levels as follows:

	<u>2017-2018</u>	<u>2018-2019</u>
School Real Estate	48.5 Mills	_____ Mills
School Occupational Privilege	\$10.00	\$10.00
School Per Capita	\$5.00	\$5.00
School Earned Income	.5%	.5%
School Realty Transfer	.5%	.5%

7. PERMISSION TO APPLY FOR FEDERAL AND STATE FUNDS

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration and the Federal Program Coordinator request permission to apply for federal and state funds and submit applications to the Pennsylvania Department of Education. Estimated allocations for the 2017-2018 school year are as follows:

Title I	\$255,000	Assisting eligible children in reading and math.
Title II, Part A	\$6,000	Class size reduction for primary grades.
IDEA	\$167,000	Services provided to students with disabilities
State Contingency (Recurring)	Unknown	Extra-ordinary special education cost reimbursement
ACCESS	\$5,000	PA Medical Assistance student's cost reimbursement.
Ready to Learn	\$186,456	Main focus is on developing and maintaining preschool and kindergarten programs (now comingled with Basic Ed funds).

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8. BOARD APPOINTMENTS AND REAPPOINTMENTS FOR 2018-2019

Motion_____Second_____Vote_____

The administration recommends the following appointments for the 2018-2019 school year.

- A. Treasurer. (Under authority of Section 621 of the School Code.) Dennis Squillario presently serves as treasurer until June 30, 2018. Matthew Decort serves as board secretary until June 30, 2021.
- B. Solicitor. Attorney Dennis McGlynn presently serves as solicitor at an annual retainer of \$5,000 plus legal charges when necessary.
- C. School Physician. Mark J. Ratchford, D.O. presently serves as school physician at an annual fee of \$2,700.
- D. Depository. 1st Summit Bank presently serves as depository.
- E. School Dentist. Dr. Donald Nagy presently serves as school dentist at the fee of \$2.00 per student.
- F. Depositories for Investments. 1st Summit Bank; PA Local Government Investment Trust; PA School District Liquid Asset Funds.
- G. Collectors for Act 511 Per Capita Tax of \$5 and Occupational Tax of \$5. Elected tax collectors are currently collecting these taxes. Four percent (4%) commission will be paid to the tax collector on the Act 511 dollar amount remitted to the school district.

9. APPROVING BIDS FOR COAL

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends approving the bid of Penn Keystone for coal for the 2018-2019 school year:

- | | |
|------------------------------|---------------------|
| 1. Penn Keystone Coal | \$138.90/ton |
| 2. Gazdich Supply | \$126.59/ton* |
| 3. Island Sales Limited | \$106.50/ton* |

*Did not meet bid specs.

10. APPROVING ADMIRAL PEARY 2018-2019 SCHOOL YEAR BUDGET

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends approving the 2018-2019 school year budget in the amount of \$3,856,170. The districts cost per student is \$6,033.81

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11. APPLYING FOR AMERICORPS POSITIONS

Motion_____Second_____Vote_____
(Roll Call Vote)

The administration requests permission to apply for five AmeriCorps positions for the 2018-2019 school year at a cost of \$10,314 each. This would be the total cost to the district with no benefits associated with the position.

12. APPROVING A CONTRIBUTION TO THE PORTAGE VOLUNTEER FIRE COMPANY

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends approving a contribution to the Portage Volunteer Fire Company in the amount of \$200 towards its annual fund drive.

13. PARTICIPATING IN THE VALLEY NETWORK JOINT PROFESSIONAL LEARNING FOR THE 2018-2019 SCHOOL YEAR

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends continuing its participation in the "Valley Network" Joint Professional Learning for the 2018-2019 school year. This district's cost will be \$10,000.

14. ADMITTING HARMONY AREA SCHOOL DISTRICT TO ADMIRAL PEARY AVTS

Motion_____Second_____Vote_____
(Roll Call Vote)

The administration recommends authorizing the APVTS Executive Director and Solicitor to prepare an amendment to the JOC Article of Agreement admitting Harmony Area School District to join the Admiral Peary AVTS with 2.857% market share and for a fee of \$50,000 to be paid over a period of 16 years, and to issue the proposed amendment to the current sending school districts for a vote by their respective members, with any/all proposed actions being made contingent upon confirmation that Harmony Area School District 1) has been released from its current Career and Technology Center and 2) agrees to all terms and conditions proposed for its admission and those existing within the current Articles of Agreement. It is understood and confirmed that any admission is contingent entirely upon, and will only occur, if Harmony Area School District is released from its membership in its current CTC.

15. APPROVING BIDS FOR TRACK RESURFACING PROJECT

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends accepting the bid of _____ in the amount of \$_____ including/excluding Alternate Bid #1, for track resurfacing.

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16. APPROVING THE 2018-2019 SCHOOL YEAR CALENDAR

Motion_____Second_____Vote_____

The Administration recommends approving 2018-2019 school year calendar as presented with the advance agenda.

17. APPROVING SUMMER OFFICE HOURS

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends approving summer hours for ACRP, Office of Vocational Rehabilitation and Impact Drug and Alcohol Counseling to use classroom space as needed for students over the summer.

V. PERSONNEL MATTERS

1. ADDITIONS THE SUBSTITUTE LISTS

Motion_____Second_____Vote_____

(Roll Call Vote)

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

Marshall Neff	Substitute Teacher
Cody DeMatteis	Substitute Custodian
Nick Thrower	Substitute Custodian
Kerri L. Moyer, LPN	Substitute Nurse

2. HIRING INTERACT CO-ADVISOR

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends hiring Kristine Bartoletti as a co-advisor for the interact club. Salary will be one half of the extracurricular pay for this activity based on the current contract between the district and the PAEA.

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3. HIRING SUMMER READING PROGRAM INSTRUCTORS

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends hiring the following as summer reading program instructors:

Christian Franey – instructor
Emily Horn – substitute instructor

4. ACCEPTING LETTER OF RESIGNATION

Motion _____ Second _____ Vote _____

The Administration recommends accepting, with regret, the resignation of Ashley James as the assistant volleyball coach effective immediately. The administration requests permission to advertise this position.

5. APPROVING DAY OFF WITHOUT PAY

Motion _____ Second _____ Vote _____

The Administration recommends approving a staff member's request for one-half day off without pay on May 3, 2018.

6. ADDING DRAMA VOLUNTEER

Motion _____ Second _____ Vote _____

The Administration recommends adding Tyler Cadwallader as a volunteer drama advisor. Mr. Cadwallader has provided all necessary clearances.

VI. BOARD REQUESTS / USE OF FACILITIES

Motion _____ Second _____ Vote _____
(Roll Call Vote)

Request for Approved Travel:

Requester	Destination	Date(s)	Approximate Cost

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Request for Approved Field Trip:

Requester	Destination	Date(s)	Approximate Cost	Budgeted Y/N
Lisa Stivers	Behavior Incentive at Delgrosso Park	May 25, 2018	\$0.00	N/A
Mary Ann George	Take 9 students to Hiram G. Andrews for Barrier Awareness Day	May 4, 2018 12:00 – 2:30 p.m.	\$0.00	N/A
Tara Williams	Take 5 students to Mainline Pharmacy to paint anti-drug messages (Remembering Adam)	May 2, 2018 8:40 a.m. to 2:30 p.m.	\$85.00 (Substitute)	Yes
Chuck Kassick	Take 8 students to the Tribune Democrat and WTAJ TV for Journalism	May 15, 2018 8:00 a.m. to 2:45 p.m.	\$170.00 (Substitutes)	Yes
Tara Williams	Take 4 students to the baseball storage building to paint the inside of the building	May 22, 2018 8:00 a.m. to 2:30 p.m.	\$85.00	Yes

Requests for Use of Facilities:

Requester	Purpose	Facility	Date(s)	Rental Fee/ Amount
Cathy Thrower	Fund Raiser to help local family – Basket Raffle	High School Cafeteria	May 20, 2018 11:00 a.m. - 3:00 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: _____