

**PORTAGE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
NOVEMBER 12, 2015**

<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. SECOND READING OF PROPOSED DISTRICT POLICIES

No. 307 Student Teachers/Interns
No. 918 Title 1 Parental Involvement
No. 138 English as a Second Language/Bilingual Education Program

IV. ROUTINE MATTERS

1. NEXT REGULAR MEETING

The Reorganization Meeting will be held **Wednesday, December 2, 2015** 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, with a correction to the assistant junior high softball coach's salary as discussed during the Committee of the Whole meeting. 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**

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School Solicitor **Dennis McGlynn, Esquire**

Business Administrator **Michael J. Kunko**

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. Elementary School Activity Fund	Page 5
D. Junior / Senior High School Activity Fund	Page 6
E. Petty Cash (A – B – C)	Page 7
F. Payroll Financial Report	Page 8
G. Athletics	Page 9
H. General Fund	Page 10
I. Capital Reserve Fund	Page 10.1
J. Capital Projects Fund	Page 10.2
K. Investments/Pledged Collateral Report	Page 11

B.

General Fund Invoices (Page 10)	\$968,428.63
Cafeteria Fund Invoices (Page 3B)	\$50,691.59
Elementary Activity Fund Expenditures (Page 5)	\$2,473.38
Junior/Senior High School Activity Fund Expenditures (Page 6A)	\$8,154.64
Athletic Fund Invoices (Page 9)	\$38,195.98
Capital Reserve Fund Invoices (10.1)	\$0.00
Capital Projects Fund Invoices (10.2)	\$1,220.17
Total Invoices paid	\$1,069,164.39

C.

Mrs. Chappell - Cassandra Boro – Property, Per Capita, Occupation	\$1,591.32
Mrs. Redfern - Portage Boro – Property, Per Capita, Occupation	\$4,069.36
Mrs. Chappell Portage Township – Property, Per Capita, Occupation	\$31,927.99
Berkheimer Tax Administrators PASD – EIT (Current)	\$41,353.59
Total Taxes	\$78,942.26

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5. APPROVING TEACHERS' CONTRACT

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends approving a five year contract between the district and the PAEA as reviewed.

6. APPROVING NON-REVOLVING LINE OF CREDIT

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends approving a non-revolving line of credit up to \$4,000,000 with 1st Summit Bank to be used if a state budget is not ratified.

7. APPROVING PAYMENT TO ENGINEERS

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends approving payment to CJL Engineering in the amount of \$1,220.17 in regard to the elementary school roof project. Funds will be taking from the capital project fund.

8. APPROVING FINAL BUDGET TRANSFERS

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends approving the Final Schedule of Budget Transfers for the 2014-2015 school year. The schedule of transferred amounts was provided with the advance agenda.

9. APPROVING AMERICORPS IN-KIND CONTRIBUTIONS

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends approving AmeriCorps In-Kind Contributions in the amount of \$781.25 for the high school and \$2,155 for the elementary school.

10. APPROVING THE SINGLE AUDIT FOR THE 2014-2015 SCHOOL YEAR

Motion_____Second_____Vote_____

The Administration recommends approving the Single Audit Review of the 2014-2015 school year as presented by the auditors of Wessel & Company during the Committee of the Whole meeting.

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11. APPROVING AGREEMENT FOR MEDICAID/ACCESS REIMBURSEMENT

Motion_____Second_____Vote_____

The Administration recommends approving a five year agreement with the PA Department of public welfare Medicaid/ACCESS reimbursement with the Pennsylvania Provider Reimbursement and Operations Management Information System (PROMISe). The district has the option of continuing this program for five years.

12. APPROVING WRESTLING SINGLET DONATION

Motion_____Second_____Vote_____

The Administration recommends approving an anonymous donation of wrestling singlets to the district's wrestling program. A picture of the singlet was provided with the advance agenda.

VI. PERSONNEL MATTERS

1. ADDITIONS TO THE SUBSTITUTE LISTS

Motion_____Second_____Vote_____

(Roll Call Vote)

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

Lisa Vasas	IU 08 Substitute Teacher
Lisa Gill	IU 08 Substitute Teacher
Barbara Panick	Substitute Teachers' Aide/Cafeteria

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 individual to the substitute lists:

Jenna Montag	Substitute Teacher
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2. HIRING AN ELEMENTARY READING COMPETITION ADVISOR

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends hiring Emily Steberger as the elementary reading competition advisor beginning with the 2015-2016 school year. Salary will be \$1,037.

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3. HIRING A SCIENCE FAIR CO-ADVISOR

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends hiring Heidi Washko as the co-advisor for the elementary science fair. Salary for this position will be split among both advisors and based on the current contact between the district and the PAEA for extra-curricular activities.

4. HIRING AFTER SCHOOL TUTORS

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration hiring the following individuals as after school Title I tutors in the elementary school. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities.

Michael Duffy	Lisa Stivers	Molly Harrington
Michelle Seder	Tracy Borlie	Brittany Brewer
Lisa Civis	Heidi Washko	Christina M.
Wendi Kunko	Jennifer Thomas	Franey
Annette Lutz	Sara Erzal	Amanda Bailey
Michele Coukart	Kayla Fisher	

5. HIRING AN ASSISTANT JUNIOR HIGH BASKETBALL COACH

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration recommends hiring Jade Zatek as the assistant junior high boys coach beginning with the 2015-2016 school year. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities.

6. ADDING A VOLUNTEER COACH

Motion_____Second_____Vote_____

The Administration recommends adding Ryan Scoran as a volunteer boys' basketball coach for the 2015-2016 school year. Mr. Scoran's clearances are on file.

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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
John Smithmyer	Attend Food Service Directors Conference, State College, PA	November 17-18, 2015	\$220.00
Kayla Fisher, Heidi Washko, Amy Burkett and Tracy Borlie	Using Collins for Close Reading and Text Dependent Anlysis	November 19, 2015	\$913.83
Mike Kunko and Renee Branas	Attend E-Rate Update at Arin IU in Greensburg	November 16, 2015	\$32.04 (mileage)

Request for Approved Field Trip:

Requester	Destination	Date(s)	Approximate Cost	Budgeted Y/N
Floyd Rousell, III, Band Director	Take 11 students to participate in the Cambria County Band Festival Cambria Heights	December 3-4, 2015 7:20 a.m. – 4:30 p.m.	\$666.29	Yes
Brian Randall, SADD Club Advisor	Take the SADD Club members to an Altoona Curve game	May 26, 2016 9:00 a.m. – 2:45 p.m.	\$755.62 (Sub and Transportation)	Yes
Gayle Price, Cheerleading Coach	Take the competition squad to four competitions	November 1, 2015 November 14, 2015 November 15, 2015 November 21, 2015	\$870.16 (Fees and Transportation)	Yes
Travis Kargo and Ray Trybus	Take 15 students to Saint Francis University's Science Day	November 24, 2015 8:00 a.m. – 2:30 p.m.	\$516.74	Yes
Kindergarten Teachers	Field trip to Vale Wood Farms in Loretto, PA	May 12, 2015 9:30 a.m. – 1:30 p.m.	\$0.00 (Paid by PTO)	N/A
Jen Pisarski and Lisa Civis	Take the elementary school student council to School Kids' Days at the Altoona Curve	May 25, 2016 8:30 a.m. – 2:30 p.m.	\$0.00	N/A
Travis Kargo	Take four students to Saint Francis University for a lecture in advanced statistics	November 12, 2015 10:15 a.m. – 1:30 p.m.	\$0.00	N/A
Kyle Gossard	Take 5 students to in 6 th grade chorus to County Chorus Festival at Forest Hills Middle School	November 12, 2015 7:00 a.m. – 10:00 p.m.	\$0.00 (Transport with Senior High Chorus)	N/A

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Requests for Use of Facilities:

Requester	Purpose	Facility	Date(s)	Rental Fee/ Amount
Jeremiah Douglas, Junior High Wrestling Coach	Open gym for conditioning	Wrestling Room in the elementary school	November 1 through 15, 2015 3:00 – 8:00 p.m.	No Charge
Portage Wrestling Boosters	Elementary Wrestling sign-ups	ES Gymnasium	October 29, 2015 5:30 to 8:30 p.m.	No Charge
Portage Wrestling Boosters	Elementary Dual Meets	ES Gymnasium	To be determined 5:00 – 10:00 p.m.	No Charge
Portage Wrestling Boosters	Wrestling Booster Meetings	ES Cafeteria	To be determined 6:00 – 9:00 p.m.	No Charge
Portage Wrestling Boosters	Elementary Wrestling Tournament Weigh-Ins	ES Auditorium, Len Chappell Gymnasium	January 29, 2016 5:00 – 10:00 p.m.	No Charge
Portage Wrestling Boosters	Elementary Wrestling Tournament	Len Chappell Gymnasium and HS Cafeteria	January 30, 2016 5:00 a.m. – 8:00 p.m.	No Charge
Portage Girls' Basketball Boosters	Art Burkett Memorial Tournament	Len Chappell Gymnasium	December 4-5, 2015 12:00 – 10:00 p.m.	No Charge
Kelly Myers, Majorette and Color Guard Advisor	Twirling Unlimited Competition to benefit majorettes and color guard	Len Chappell Gymnasium, HS Cafeteria, auditorium and locker rooms	December 6, 2015 6:00 a.m. – 10:00 p.m.	No Charge
Eric Zelanko	Staff Christmas Party	HS Kitchen and Cafeteria	December 20, 2015 12:00 – 9:00 p.m.	No Charge
Brian Randall, Varsity Boys' Basketball Assistant Coach	Holiday Basketball Tournament	Len Chappell Gymnasium and Locker rooms	December 27-29, 2015 4:00 – 11:00 p.m.	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: _____