

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
JUNE 9, 2021**

The regular meeting of the Portage Area Board of School Directors was called to order. Kathy Hough, board vice president, led the group in the Pledge of Allegiance and a moment of silence. Members and others present were: Susan Berardinelli; Jason Corte; Matthew Decort; Kathy Hough; John Jubina; Tina Latoche; Christian Smith; Dennis Squillario; Erik Thrower; Eric A. Zelanko, Superintendent of Schools; Ralph J. Cecere, Jr., Junior Senior High School Principal; Pete Noel, Elementary School Principal; Jeff Vasilko, Business Manager; Dennis M. McGlynn, Esquire, Solicitor and Denise Moschgat, Recording Secretary.

**RECOGNITION OF VISITORS**

Tammy Rodgers, elementary school art teacher, addressed the board to provide information on student participation in art shows. She mentioned that Kendall Bednarski (merit) and Isabella Flores (blue ribbon) both won awards. She also noted that student art work will be displayed at S&T Bank on Main Street through the Southern Alleghenies Museum of Art.

Jen Thomas, Portage Borough resident, elementary school teacher and PTO organizer, reported that the PTO was very busy throughout the school year to provide activities for elementary students. Some of the activities and events included Friday Fundays, dance parties and the Kona Ice Truck. there were no field trips for this school year; but Ms. Thomas noted that the PTO still worked very hard to give the kids some extra incentives and treats.

**NOTICE TO PERSONNEL**

There may be reductions and/or reassignments of personnel due to fiscal circumstances.

**SCHOOL SAFETY REPORT**

Mr. Cecere provided a school safety report to the board.

**ROUTINE MATTERS**

**NEXT REGULAR MEETING**

The Committee of the Whole Meeting will be held **Wednesday, August 11, 2021**, beginning at 6:30 p.m. in the elementary school auditorium, 84 Mountain Avenue, Portage, PA with the Regular Meeting immediately following.

**REPORTS**

IU 08 Operating Committee representative **Mrs. Kathy Hough** reported normal, routine activity at the last meeting.

Vo-Tech Operating Committee representative **Mr. Jason Corte** noted that the sidewalks were redone at the vo-tech and there will be a rededication ceremony.

Superintendent **Mr. Eric A. Zelanko** recognized athletic director Jeremy Burkett and the coaches for working so hard to keep sports going. He noted that all teams made playoffs in the midst of a pandemic. He thanked them all for keeping the seasons going.

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High School Principal **Mr. Ralph Cecere** thanked the board and everyone involved for graduation noting that it was a total team effort which was a big success. He also noted that move up day went well as did scheduling. VoTech numbers are increased for this upcoming school year.

Elementary School Principal **Mr. Pete Noel** reported that approximately 65 students, as of this date, will be participating in the summer learning program to hopefully recover some learning that was lost during the pandemic shut downs. He also noted that interviews are coming up for several vacant positions in the district. He thanked the board for the opportunities provided to continue to keep the doors open and to work. He said he received many positive emails over our handling of the pandemic.

School Solicitor **Dennis McGlynn, Esquire** had nothing to add to the agenda.

Business Administrator **Mr. Jeff Vasilko** noted that as a result of a recent audit done at the vo tech, the district will receive a \$120,000 credit.

Athletic Director **Mr. Jeremy Burkett** reported on the successes of spring sports noting that both the baseball and softball teams advanced to playoff rounds and that Lauren Shaffer and Demetri Miller both went to states in track. He noted that as the teams/individuals advance, more money is spent.

**REPORTS: A. FINANCIAL, B. INVOICES (GENERAL FUND, CAFETERIA FUND AND ATHLETIC FUND), C. TAX COLLECTORS**

Motion Hough Second Squillario Vote 9-0  
(Roll Call Vote)

**A. Treasurers' Reports**

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**B.**

<b>General Fund Invoices</b>	<b>\$892,503.28</b>
<b>Cafeteria Fund Invoices</b>	<b>\$50,993.22</b>
<b>Athletic Fund Invoices</b>	<b>\$50,079.41</b>
<b>Capital Reserve Fund Invoices</b>	<b>\$0.00</b>
<b>Capital Projects Fund Invoices</b>	<b>\$0.00</b>
<b>Total Invoices paid</b>	<b>\$993,575.91</b>

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<b>C.</b>	
<b>Mrs. Chappell - Cassandra Boro – Property, Per Capita, Occupation</b>	<b>\$0.00</b>
<b>Mr. Layo - Portage Boro – Property, Per Capita, Occupation</b>	<b>\$0.00</b>
<b>Mrs. Chappell Portage Township – Property, Per Capita, Occupation</b>	<b>\$0.00</b>
<b>Berkheimer Tax Administrators PASD – EIT (Current)</b>	<b>\$64,499.64</b>
<b>Total Taxes</b>	<b>\$64,499.64</b>

**FINAL BUDGET FOR 2021-2022**

Motion Hough Second Squillario Vote 9-0  
(Roll Call Vote)

General Fund

The budget should in the amount of **\$13,732,851.55** 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 52 mills. The budget has been prepared in accordance with the mandates set forth by the PA Department of Education.

The amount of expenditures is **\$13,732,851.55**. This is an anticipated decrease in spending of **(\$97,934.59) over** last year’s budget. The proposed budget is built on the governor’s proposed budget.

Cafeteria Fund

The Cafeteria Fund Budget anticipates **\$663,950** 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 **\$595,350** and Fund Transfers from the General Fund **\$50,000**.

Athletic Fund

The Athletic Fund is a separate fund. Its budgeted expenses are **\$480,511.96**. Revenues include admissions and ticket sales of **\$21,500** and Fund Transfers from the General Fund of **\$417,741.96**.

**ADOPTING RESOLUTION TO ACCEPT THE HOMESTEAD AND FARMSTEAD EXCLUSION**

Motion Hough Second Squillario Vote 9-0  
(Roll Call 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 owners who applied and received approval through the county. The amount to be allocated is \$335,409.

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**APPROVING BIDS**

Motion Hough Second Squillario Vote 9-0  
(Roll Call Vote)

The Administration recommends approving the following bids:

Stage Curtains

No Bids

Combi Ovens

- |                             |                    |
|-----------------------------|--------------------|
| 1. <b>Tri Mark</b>          | <b>\$38,256.00</b> |
| 2. Gerald Sherry Associates | \$49,569.86        |

Walk-in Freezer

- |                            |                    |
|----------------------------|--------------------|
| 1. Farabaugh Refrigeration | \$23,100.00        |
| 2. Tri Mark                | \$24,605.04        |
| 3. <b>Marc Service</b>     | <b>\$24,490.00</b> |

**\*Winning Bid in Bold**

**APPROVING QUOTES**

Motion Hough Second Squillario Vote 9-0  
(Roll Call Vote)

The Administration recommends approving the following quote for convection ovens

- |                                    |                   |
|------------------------------------|-------------------|
| 1. Superior Sales                  | \$7,995.00        |
| 2. <b>Gerald Sherry Associates</b> | <b>\$7,290.00</b> |
| 3. Carnegie Equipment              | \$7,284.00        |

**\*Winning Quote in Bold**

**EXONERATION OF TAX COLLECTORS**

Motion Hough Second Squillario Vote 9-0

Elected tax collectors should be exonerated from uncollected taxes so they may receive new duplicates and begin collecting 2021-2022 taxes on July 1, 2021. This action does not exonerate the taxable.

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**GENERAL LIABILITY INSURANCE FOR 2021-2022; WORKMEN'S COMPENSATION COVERAGE FOR 2021-2022 AND SCHOOL ACCIDENT INSURANCE FOR 2021-2022**

Motion Hough Second Squillario Vote 9-0  
(Roll Call Vote)

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

PSBA Trust (Workmen's Coverage)	\$45,965
Liberty Mutual (Package)	\$68,965
• Property	
• Crime	
• General Liability	
• Government Crime	
• Automobile	
• Boiler & Machinery	
• School Leaders' Legal Liability	
• Excess Liability	
• Data Security (Attack & Extortion)	
• Network Security Liability	
Goodwin & Gruber (Student Coverage)	\$16,840

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

**APPLYING FOR AMERICORPS POSITIONS**

Motion Hough Second Squillario Vote 9-0  
(Roll Call Vote)

The administration requests permission to apply for one AmeriCorps position for the 2021-2022 school year at an approximate cost of \$11,084 each. This would be the total cost to the district with no benefits associated with the position.

**APPROVING NOTICE OF ADOPTION OF POLICIES, PROCEDURES AND USE OF FUNDS**

Motion Hough Second Squillario Vote 9-0

The Administration recommends approving the Notice of Adoption of Approved LEA Policies, Procedures and Use of Funds by School District. The IU-adopted policies and procedures are implemented to fulfill the requirements of 22 PA Code Chapter 14 and the regulatory requirements under IDEA, Part B.

**APPROVING RENEWAL OF AGREEMENT WITH EXTENDED FAMILY PROGRAMS, INC.**

Motion Hough Second Squillario Vote 9-0

The Administration recommends renewing its Letter of Agreement with Extended Family Programs, Inc., to provide counseling and behavioral assessment/support services for eligible students for the 2021-2022 school year. The district would only incur a cost if it placed at student at the facility.

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**APPROVING COOPERATIVE AGREEMENT WITH MOUNT ALOYSIUS COLLEGE**

Motion Hough Second Squillario Vote 9-0

The Administration recommends approving a cooperative agreement with Mount Aloysius College to participate in the high school program in order to provide courses to student to earn college credit. The students can take college credit course at a tuition rate of \$65 per credit.

**GRANTING TENTATIVE APPROVAL TO USE ACCESS ROAD**

Motion Hough Second Squillario Vote 9-0

The Administration recommends granting tentative approval to the Mainline Trail group to use the road running along the football stadium near the railroad track for the purpose of possibly creating a walking/biking trail.

**APPROVING THE 2020-2021 FINAL SCHOOL YEAR CALENDAR**

Motion Hough Second Squillario Vote 9-0

The Administration recommends approving the final 2020-2021 school year calendar.

**REPLACING HIGH SCHOOL SOUND SYSTEM**

Motion Hough Second Squillario Vote 9-0  
(Roll Call Vote)

The board grants administration authority to spend up to \$70,000 to repair/replace the HS Auditorium sound system. Purchase and installation must be provided by a COSTARS approved vendor.

**PURCHASE LAWN TRACTOR**

Motion Hough Second Smith Vote 8-1

Voting Yes: Hough, Smith, Berardinelli, Corte, Decort, Jubina, Latoche and Thrower

Voting No: Squillario

The administration recommends purchase of a Kubota T Series lawn tractor for use at the stadium at the cost of \$4,629.20. This price is a COSTARS quote from vendor McCoy's Lawn and Garden Sales and Service.

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**PERSONNEL MATTERS**

**ADDING TO THE SUBSTITUTE LISTS**

Motion Hough Second Squillario Vote 9-0  
(Roll Call Vote)

The Administration recommends adding the following to the substitute lists:

Hayley Weaver

Substitute Teacher

**HIRING JUNIOR HIGH GIRLS BASKETBALL COACH**

Motion Hough Second Squillario Vote 9-0  
(Roll Call Vote)

The Administration recommends hiring Elaine Plouse as the girls' junior high basketball assistant coach beginning with the 2021-2022 school year. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities.

**HIRING ASSISTANT VARSITY VOLLEYBALL COACH**

Motion Hough Second Squillario Vote 9-0  
(Roll Call Vote)

The Administration recommends hiring Mary Walls as the assistant varsity volleyball coach beginning with the 2021-2022 school year. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities.

**HIRING HEAD VARSITY CHEERLEADING COACH/COMPETITION CHEER COACH**

Motion Hough Second Squillario Vote 9-0  
(Roll Call Vote)

The Administration recommends hiring Kristie Kargo as the head varsity cheerleading coach and head competition cheerleading coach beginning with the 2021-2022 school year. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities. The district requests permission to advertise for an assistant varsity cheerleading coach, which is the position that will be left vacant with this hire.

**HIRING JUNIOR CLASS CO-ADVISERS**

Motion Hough Second Squillario Vote 9-0  
(Roll Call Vote)

The Administration recommends hiring Vivian Herman and Kris Bartoletti as junior class co-advisers beginning with the 2021-2022 school year. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities.

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**ADDING VOLUNTEER FOOTBALL COACH**

Motion Hough Second Squillario Vote 9-0

The Administration recommends adding Mathew Hill as a volunteer football coach for the 2021-2022 school year pending submission of updated clearances.

**ACCEPTING LETTER OF RESIGNATION**

Motion Hough Second Squillario Vote 9-0

The Administration recommends accepting, with regret, Bernard Gorba's letter of resignation as a secondary science teacher effective January 15, 2022. The Administration further requests permission to advertise this position.

**ACCEPTING LETTER OF RESIGNATION**

Motion Hough Second Squillario Vote 9-0

The Administration recommends accepting, with regret, Tara Williams' letter of resignation as the sophomore class adviser effective the end of the 2020-2021 school year. The Administration further requests permission to advertise this position.

**PERMISSION TO ADVERTISE**

Motion Hough Second Squillario Vote 9-0

The Administration requests permission to advertise for a 10 month secretary.

**HIRING TEMPORARY ELEMENTARY SCHOOL TEACHER FOR THE 2021-2022 SCHOOL YEAR**

Motion Hough Second Squillario Vote 9-0  
(Roll Call Vote)

The Administration recommends hiring Emily Novosedliak as an elementary school teacher for the 2021-2022 school year. The purpose of this hire is to assist in the increased educational demands as a result of the COVID-19 pandemic. This position will be funded through the ESSER grant. Salary will be based on the current contract between the district and the PAEA, with benefits.

**HIRING TECHNOLOGY SUPPORT SPECIALIST**

Motion Hough Second Squillario Vote 8-0-1  
Voting Yes: Hough, Squillario, Berardinelli, Corte, Decort, Latoche, Smith and Thrower  
Abstaining: Jubina

The Administration recommends hiring Lucas Jubina as the Technology Support Specialist for the school district. The purpose of this hire is to assist the Technology Coordinator with the educational technology demands. Salary will be \$30,720 with benefits.



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**HIRING FOOD SERVICE DIRECTOR**

Motion Hough Second Squillario Vote 9-0  
(Roll Call Vote)

The Administration recommends hiring Mary Boland as the Food Service Director for the school district. The purpose of this hire is to oversee food services of the school district. Salary will be \$40,000 with benefits. Mrs. Boland has done an excellent job filling this role during the majority of the 2020-2021 school year.

**HIRING SCIENCE TEACHER**

Motion Hough Second Squillario Vote 9-0  
(Roll Call Vote)

The Administration recommends hiring Abby Chobany as a secondary science teacher for the district. The purpose of this hire is to be prepared for a retirement. Salary will be Step 1, based on the current contract between the district and the PAEA, with benefits.

**BOARD REQUESTS / USE OF FACILITIES**

Motion Hough Second Squillario Vote 7-0  
(Roll Call Vote)

Requests for Use of Facilities:

<b>Requester</b>	<b>Purpose</b>	<b>Facility</b>	<b>Date(s)</b>	<b>Rental Fee/ Amount</b>
Portage DCNR Study Jeanne Ashley	Public Meeting concerning Regional Recreation	Elementary Auditorium	June 28, 2021 6:00 to 8:00 p.m.	No Charge
Christopher Bartoletti on behalf of the Rotary Club	5k Rotary Race	Football Stadium	August 14, 2021 7:00 am – 11:00 am	No Charge

**MOTION TO MAKE THE AGENDA PART OF THE MINUTES**

Motion Hough Second Squillario Vote 7-0

**MOTION SHOULD BE MADE TO ADJOURN THE MEETING**

Motion Hough Second Squillario Vote 7-0

Time: 7:58 p.m.