

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
AUGUST 8, 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

315 Wireless Communication Devices

Second 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, September 12, 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 June 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**

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School Solicitor **Dennis McGlynn, Esquire**

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.**

<b>General Fund Invoices</b>	<b>\$2,777,835.87</b>
<b>Cafeteria Fund Invoices</b>	<b>\$37,792.67</b>
<b>Athletic Fund Invoices</b>	<b>\$63,764.93</b>
<b>Capital Reserve Fund Invoices</b>	<b>\$0.00</b>
<b>Capital Projects Fund Invoices</b>	<b>\$178,500.00</b>
<b>Total Invoices paid</b>	<b>\$3,057,893.47</b>

**C.**

<b>Mrs. Chappell - Cassandra Boro – Property, Per Capita, Occupation</b>	<b>\$3,910.31</b>
<b>Mrs. Redfern - Portage Boro – Property, Per Capita, Occupation</b>	<b>\$171,822.83</b>
<b>Mrs. Chappell Portage Township – Property, Per Capita, Occupation</b>	<b>\$266,496.94</b>
<b>Berkheimer Tax Administrators PASD – EIT (Current)</b>	<b>\$57,119.50</b>
<b>Total Taxes</b>	<b>\$499,349.58</b>

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**5. RENEWING ESL CONSORTIUM WITH APPALACHIA IU 8**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_  
(Roll Call Vote)

The Administration recommends renewing its ESL Consortium agreement with Appalachia IU 8 for the 2018-2019 and 2019-2020 school years at a cost not to exceed \$3,593.30 per year for

**6. RENEWING AGREEMENT FOR EARLY INTERVENTION PRESCHOOL PROGRAM**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_  
(Roll Call Vote)

The Administration recommends renewing its agreement with Appalachia Intermediate Unit 8 for Early Intervention Preschool Program services for the 2018-2019 school year. The rate for services will be \$66 per hour.

**7. APPROVING QUOTE FOR ADMINISTRATION OFFICE RENOVATION**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_  
(Roll Call Vote)

The Administration recommends approving Glass Erectors' Quote of \$3,703 to relocate the entry door in the administration office.

**8. RENEWING AGREEMENT WITH A-1 VENDING**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

The Administration recommends renewing its agreement with A-1 Vending Company to continuing having their vending machines in the high school and elementary. They will remove machines located outside both buildings and in the elementary lobby. The district will be paid a 12% commission of total sales.

**9. RENEWING SERVICE AGREEMENT WITH EXTENDED FAMILY PROGRAMS, INC.**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

The Administration recommends renewing its agreement with Extended Family Programs, Inc. to provide behavioral intervention support for the 2018-2019 school year. The district only pays for services which would be at a daily rate of \$83.41 per day for secondary students and \$86.43 for elementary students.

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**10. APPROVING BOND AMOUNTS**

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

The Administration recommends approving bond coverage in the following amounts:

Business Manager	\$150,000.00
Administrative Assistant to the Business Manager	\$150,000.00
Superintendent of Schools	\$50,000.00
Board Secretary	\$20,000.00
Activities Funds Custodians	\$10,000.00

**11. APPROVING BUS ROUTES, RUNS AND STOPS AND BUS DRIVERS AND VEHICLES**

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

The Administration recommends approving bus routes, runs and stops for the 2018-2019 school year as well as bus and van drivers and vehicles for the 2018-2019 school year.

**12. APPROVING DISTRICT POLICY REVISIONS**

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

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

- 301 Creating a Position
- 305 Employment of Substitute and Short-Term Employees
- 308 Employment of Contract/Board Resolution
- 309 Assignment and Transfer
- 310 Abolishing a Position
- 313 Evaluation of Employees
- 314 Physical Examination
- 314.1 HIV Infection
- 316 Non-Tenured Employees
- 317 Conduct/Disciplinary Procedures
- 318 Penalties for Tardiness
- 319 Outside Activities
- 320 Freedom of Speech in Non-School Settings
- 321 Political Activities
- 322 Gifts
- 323 Tobacco Use

**VI. PERSONNEL MATTERS**

**1. ADDITIONS TO/REMOVAL FROM THE SUBSTITUTE LISTS**



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5. **APPROVING REQUEST FOR FAMILY AND MEDICAL LEAVE OF ABSENCE**

Motion                                  Second                                  Vote

The Administration recommends approving a staff members request for a Family and Medical Leave of Absence for a twelve week period September 17, to December 10, 2018.

6. **HIRING LONG-TERM SUBSTITUTE**

Motion                                  Second                                  Vote  
(Roll Call Vote)

The Administration recommends hiring \_\_\_\_\_ as a long term science substitute teacher for the first semester of the 2018-2019 school year. Salary will be step one, with benefits, based on the current contract between the district and PAEA.

7. **HIRING EXTRA-CURRICULAR ACTIVITY ADVISORS**

Motion                                  Second                                  Vote  
(Roll Call Vote)

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

Nicole Hunt	Forensics
Molly Harrington	Elementary Science Fair
Tammy Rodgers	Elementary Art Fair

8. **ACCEPTING LETTERS OF RESIGNATION**

Motion                                  Second                                  Vote

The Administration recommends accepting, with regret, the resignations of Georgeann Spade and Barbara Panick as a teachers aides effective immediately.

9. **APPROVING REQUEST FOR UNPAID LEAVE OF ABSENCE**

Motion                                  Second                                  Vote

The Administration recommends approving a staff members request for an unpaid leave of absence from May 13 to May 20, 2019, returning to their position on May 21, 2019.

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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

Request for Approved Field Trip:

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

Requests for Use of Facilities:

Requester	Purpose	Facility	Date(s)	Rental Fee/ Amount
Portage Cheerleaders	UCA Cheer Camp	Len Chappell Gymnasium	July 16-17, 2018	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: \_\_\_\_\_