

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
MAY 8, 2013**

<u>Mr. JT Bandzuh</u>	2015_____
<u>Mrs. Cindy Brickley, Secretary</u>	2015_____
<u>Mr. Jason Corte</u>	2013_____
<u>Mrs. Mary Gouse</u>	2013_____
<u>Mrs. Kathy Hough</u>	2015_____
<u>Mr. John Jubina</u>	2013_____
<u>Mr. Christian Smith</u>	2013_____
<u>Mr. Dennis Squillario, Treasurer</u>	2015_____
<u>Mr. Erik Thrower</u>	2015_____
<u>Mr. Richard J. Bernazzoli</u> Superintendent of Schools	_____
<u>Mr. Ralph J. Cecere</u> Junior-Senior High School Principal	_____
<u>Mrs. Deborah Meckey</u> Assistant Junior-Senior High School Principal	_____
<u>Mrs. Melodie H. Brunett</u> Elementary School Principal/Supervisor of Special Education	_____
<u>Mr. Eric Zelanko</u> Technology and Curriculum Director/Grant Writer	_____
<u>Mr. Michael Kunko</u> Business Manager	_____
<u>Mrs. Denise Moschgat</u> Recording Secretary	_____
<u>Dennis McGlynn, Esquire</u> Solicitor	_____
<u>Zac Nolan</u> Student Representative	_____
<u>Joe Beyer</u> Student Representative	_____

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
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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 role.

**III. RECOGNITION OF VISITORS**

Those who wish to speak should limit their remarks to three but no longer than five minutes.

**VI. ROUTINE MATTERS**

**1. NEXT REGULAR MEETING**

The Committee of the Whole Meeting will be held June 12, 2013 beginning at 6:30 p.m. in the elementary school auditorium. The Regular Meeting will be held June 12, 2013 immediately following in the elementary school auditorium.

**2. APPROVING THE MINUTES**

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

The Administration recommends approving the March board meetings minutes. A copy of the minutes was distributed with the advance agenda.

**3. ACCEPTING RESIGNATION OF SCHOOL BOARD DIRECTOR**

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

The Board moves to accept with regret the resignation of Mary Gouse as board member.

**4. APPOINTING AN INDIVIDUAL TO SERVE AS SCHOOL BOARD DIRECTOR**

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

The Board moves to appoint Matthew Decort as a school board director to fill the vacant term of Mary Gouse until December, 2013.

**5. REPORTS**

Appalachia Intermediate Unit 08 Board Director **Kathy Hough**

Vo-Tech Operating Committee representative **JT Bandzuh**

Superintendent **Richard J. Bernazzoli**

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
MAY 8, 2013**

High School Principal **Mr. Ralph Cecere**

Assistant High School Principal **Mrs. Deborah L. Meckey**

Elementary School Principal / Supervisor of Special Education **Mrs. Melodie H. Brunett** provided the board with a written report that was included with the advance agenda.

Director of Technology and Curriculum / Grant Writer **Mr. Eric Zelanko**

School Solicitor **Dennis McGlynn, Esquire**

Business Administrator **Michael J. Kunko**

Student Representatives:

Points of Discussion by Board Members:

**6. 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 (Page 10)</b>	<b>\$865,497.48</b>
<b>Cafeteria Fund Invoices (Page 3B)</b>	<b>\$73,211.25</b>
<b>Elementary Activity Fund Expenditures (Page 5)</b>	<b>\$2,463.54</b>
<b>Athletic Fund Invoices (Page 9)</b>	<b>\$37,478.95</b>
<b>Junior/Senior High School Activity Fund Expenditures (Page 6A)</b>	<b>\$13,653.15</b>

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
MAY 8, 2013**

Capital Reserve Fund Invoices (10.1)	\$0.00
Capital Projects Fund Invoices (10.2)	\$0.00
<b>Total Invoices paid</b>	<b>\$992,304.37</b>
<b>C.</b>	
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
Mrs. Mandichak - Portage Area School District – EIT (Delinquent)	\$0.00
Berkheimer Tax Administrators PASD – EIT (Current)	\$37,965.92
<b>Total Taxes</b>	<b>\$37,965.92</b>

**7. TENTATIVE BUDGET FOR 2013-2014**

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 \$11,525,866. This is an anticipated increase in spending of \$415,249 or 3.60% over the prior year budgeted amount of \$11,110,617. Consideration for final adoption will be at the regular meeting held on June 12, 2013.

**8. TAX STRUCTURE FOR 2013-2013 BUDGET**

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

(Roll Call Vote)

The Administration proposes no increase in taxes for the 2013-2014 school year. The remaining taxes shall remain at the current levels as follows:

School Real Estate	47.5 Mills
School Occupational Privilege	\$10.00
School Per Capita	\$5.00
School Earned Income	.5%
School Realty Transfer	.5%

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
MAY 8, 2013**

**8. 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 2012-2013 school year are as follows:

Title I	\$274,000	Assisting eligible children in reading and math.
Title II	\$65,284	Enhancing education through (Competitive) technology.
Title V	CUT	Library department's books and supplies
Title II, Part A	CUT	Class size reduction for primary grades.
Drug Free Schools	CUT	Drug and alcohol intervention program
IDEA	\$150,779.01	Services provided to students with disabilities
State Contingency (Recurring)	Unknown	Extra-ordinary special education cost reimbursement
 ACCESS	 CUT(Likely)	 PA Medical Assistance student's cost reimbursement.
PA Accountability Block Grant	\$70,773	Main focus is on developing and maintaining preschool and kindergarten programs (now comingled with Basic Ed funds).
Science: It's Elementary	CUT	Promote science in the classroom. Use science kits and (Competitive or New) curriculum modules. Participate in science fairs and partnerships with regional employers.
--Dual Enrollment	CUT	Provides funds for students to earn college credit while in high school.

**10. BOARD APPOINTMENTS AND REAPPOINTMENTS FOR 2012-2013**

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

The administration recommends the following appointments for the 2012-2013 school year.

- A. Treasurer. (Under authority of Section 621 of the School Code.) S&T Bank (Jim Rifalto) presently serves as treasurer.  
Treasurer: \_\_\_\_\_
- B. Solicitor. Attorney Dennis McGlynn presently serves as solicitor at an annual retainer of \$5,000 plus legal charges when necessary.  
Solicitor: \_\_\_\_\_
- C. School Physician. Mark J. Ratchford, D.O. presently serves as school physician at an annual fee of \$2,700.  
School Physician: \_\_\_\_\_
- D. Depository. S&T Bank presently serves as depository.  
Depository: \_\_\_\_\_
- E. School Dentist. Dr. Donald Nagy presently serves as school dentist at the fee of \$2.00 per student.  
School Dentist: \_\_\_\_\_

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
MAY 8, 2013**

- F. Depositories for Investments. S&T Bank, 1<sup>st</sup> Summit Bank; PA Local Government Investment Trust; PA School District Liquid Asset Funds.  
Depositories for Investments:\_\_\_\_\_
- 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.
- H. Reappointment of Special Tax Collectors for 2010-2011: The Portage Area School District will collect delinquent Local Service Tax and the Municipal Tax (EIT 1%) for Cassandra Borough, Portage Township and Portage Borough.

**11. APPROVING BIDS FOR COAL AND CAFETERIA SUPPLIES**

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_ (Roll Call Vote)

The Administration recommends approving the following bids for coal and cafeteria supplies (baked goods and milk):

Coal

- |                              |                     |
|------------------------------|---------------------|
| 1. <b>Penn Keystone Coal</b> | <b>\$129.40/ton</b> |
| 2. Collins Brokerage         | \$132.00/ton*       |
| 3. Island Sales              | \$122.00/ton*       |
| 4. Wicklow Fuel              | \$127.00/ton*       |
- \*Did not meet specifications.

Cafeteria Baked Goods

- |                    |                             |
|--------------------|-----------------------------|
| 1. <b>Pacifico</b> | <b>\$815.25/school year</b> |
| 2. Butter Krust    | No Bid                      |
| 3. Nickols         | \$1,204.05/school year      |
| 4. Schwebels       | \$1,040.37/school year      |

Cafeteria Milk

- |                    |                                |
|--------------------|--------------------------------|
| 1. <b>Valewood</b> | <b>\$35,664.26/school year</b> |
| 2. Galliker's      | \$37,508.37/school year        |

**12. REAPPROVING DIGITAL STREAMING PURCHASE COMMITMENT WITH THE IU**

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_ (Roll Call Vote)

The Administration recommends renewing its commitment with the IU for digital streaming services at a cost of \$.95 per student for a total amount of \$902.50.

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
MAY 8, 2013**

**13. RENEWING GROUP LIFE INSURANCE**

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

(Roll Call Vote)

The Administration recommends renewing group life insurance through the PSBA effective July 1, 2013. Rates will be \$.13 per \$1,000 for basic life and \$.025 for AD&D.

**14. APPLYING FOR AMERICORP POSITIONS**

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

(Roll Call Vote)

The Administration requests permission to apply for three AmeriCorp positions for the 2013-2014 school year at a cost of \$10,100 each. This would be the total cost to the district with no benefits associated with the position.

**15. APPROVING YEARBOOK SUBSIDY**

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

(Roll Call Vote)

The Administration recommends approving a \$2,500 subsidy to the high school yearbook fund.

**16. RENEWING AGREEMENT WITH ACRP FOR ALTERNATIVE EDUCATION**

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

The Administration recommends its agreement with ACRP for Alternative Education for Disruptive Youth for the 2013-2015 school years at the Johnstown and Hastings facilities.

**17. APPROVING 2013-2014 FUNDING DISTRIBUTION AND AUTHORIZATION FORM AND NOTICE OF ADOPTION OF POLICIES, PROCEDURES AND USE OF FUNDS BY SCHOOL DISTRICTS (IDEIA)**

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

The Administration recommends approving the 2013-2014 Funding Distribution and Authorization Form and the Notice of Adoption of Policies, Procedures and Use of Funds by School Districts with Appalachia Intermediate Unit 08 for IDEIA-B Grant Application.

**18. APPROVING STUDENT TEACHING ASSIGNMENTS**

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

The Administration recommends approving the following student teaching assignments for the 2013-2014 school year:

Ryan Bressler                      Mt. Aloysius College                      Mr. Burkett (Social Studies)

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
MAY 8, 2013**

Jessica Deline  
Jayme Epply

Mt. Aloysius College  
Mt. Aloysius College

Mrs. Kissell (Elementary)  
Ms. Thomas (Elementary)



**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
MAY 8, 2013**

**19. APPROVING RESOLUTION**

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

The Administration recommends approving the Resolution Urging Increased State Funding for School Construction and Renovations as presented to the board with the advanced agenda.

**VI. PERSONNEL MATTERS**

**1. ADDITIONS AND REMOVALS FROM THE SUBSTITUTE LISTS**

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

(Roll Call Vote)

The Administrations recommends **adding** the following individuals to the substitute list:

Amanda Grice	Substitute Teacher (Elementary)
Linda L. Pepley	Substitute Teacher (Elem/FCS/MS Eng./Library)
Kirstie A. Semanchik	Substitute Teacher (Elementary)
Mildred Smith	Substitute Cafeteria Personnel or Teachers' Aid

**2. HIRING DEAN OF STUDENTS**

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

(Roll Call Vote)

The Administration recommends hiring Jennifer Pisarski as the elementary dean of students beginning with the 2013-2014 school year. Salary will be based on the current contract between the district and the PAEA plus 20 days per diem. The Administration requests permission to advertise for a sixth grade elementary teacher.

**3. HIRING A SUPERVISOR OF SPECIAL EDUCATION**

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

(Roll Call Vote)

The Administration recommends hiring \_\_\_\_\_ as the Supervisor of Special Education beginning July 1, 2013. Salary will be \$ \_\_\_\_\_, and Act 93 benefits. The applicants in the order they were interviewed are:

Joseph Bradley  
Michael Chappie  
Patrick Noel

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
MAY 8, 2013**

**4. APPROVING REQUEST FOR SABBATICAL LEAVE**

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_  
(Roll Call Vote)

The Administration recommends approving a staff members request to take a 12 month sabbatical leave to commence at the beginning of the 2013-2014 school year. The Administration further requests permission to advertise for a long-term substitute art teacher for the duration of this sabbatical.

**5. ACCEPTING LETTER OF RESIGNATION**

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

The Administration recommends accepting with regret the resignation of Christian Serenko as the ski club advisor effective immediately. The Administration further requests permission to advertise this position.

**6. ACCEPTING LETTER OF RESIGNATION**

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

The Administration recommends accepting with regret the resignation of Steven Lutz as the varsity head wrestling coach effective immediately. The Administration further requests permission to advertise this position.

**7. ACCEPTING LETTER OF RESIGNATION**

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

The Administration recommends accepting with regret the resignation of Rebecca Kissell and Matthew Kissell as the head and assistant volleyball coaches effective immediately. The Administration further requests permission to advertise this position.

**8. ACCEPTING LETTER OF RESIGNATION**

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

The Administration recommends accepting with regret the resignation of Chuck Kassick as the head junior high volleyball coach effective immediately. The Administration further requests permission to advertise this position.

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
MAY 8, 2013**

**IX. BOARD REQUESTS / USE OF FACILITIES**

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

Request for Approved Travel:

<b>Requester</b>	<b>Destination</b>	<b>Date(s)</b>	<b>Approximate Cost</b>
Ralph Cecere	PSBA's Institute for Collective Bargaining & Labor Relations	May 10, 2013 and September 20, 2013	\$355.00
Amanda Morningstar	Attend Children with Cochlear Implants Teleconference	May 7, 2013 8:15 a.m. – 3:45 p.m.	\$0.00
Jennifer Pisarski	SAP Training at the Bedford School District	April 29-30, and May 3, 2013	\$728.00
Richard Bernazzoli	PSU School Safety Seminar	May 7, 2013 8:00 a.m. to 4:00 p.m.	\$0.00 (Travel Only)

Request for Field Trips:

<b>Requester</b>	<b>Destination</b>	<b>Date(s)</b>	<b>Approximate Cost</b>
Tara Williams	Take 12 students on a field trip to Main Street, Portage where the students will do a project at the Chatterbox	May 16, 2013 11:30 – 2:30	\$0.00
Vivian Herman	7 <sup>th</sup> /8 <sup>th</sup> Final Incentive for good behavior and independent reading at Chrichton-McCormick Park Pool	June 4, 2013	\$0.00
Mary A. Kenny	Envirothon at Disaster's Edge Environmental Center	May 2, 2013	\$276.86
Fifth Grade Teachers	Field Trip to the Portage Railroad Museum	May 23, 2013	\$0.00 (Paid by Rotary)
Kelly Myers	Song Fest (District 6) Rockwood Area High School	May 10, 2013	\$253.87
Ray Trybus	Annual Outdoor Community Service Project	April 26, 2013	\$200.00

Requests for Use of Facilities:

<b>Requester</b>	<b>Purpose</b>	<b>Facility</b>	<b>Date(s)</b>
John Miko/Jeremy Burkett	PAYA Pictures	Len Chappell Gymnasium	May 8, 9, & 10, 2013 5:00 p.m. - 8:00 p.m.
Gayle Price	Jr. High Spring Fling	Elementary Gymnasium	May 11, 2013 8:00 p.m. – 10:00 p.m.

**PORTAGE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
MAY 8, 2013**

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

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

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

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

Time: \_\_\_\_\_