

**PORTAGE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
DECEMBER 7, 2022**

The Reorganization Meeting of the Portage Area Board of School Directors was called to order. Kathy Hough, board 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; Todd Dishong, Superintendent of Schools; Pete Noel, Director of Special Education; Jeremy Burkett, Junior Senior High School Principal; Jennifer Pisarski, Elementary School Principal; Jeff Vasilko, Business Manager; Dennis McGlynn, Esquire and Denise Moschgat, Recording Secretary. Absent was Christian Smith.

RECOGNITION OF VISITORS

Joel Valentine and Cara Ferrante from Wessel & Company presented the Financial Statement Audit for the fiscal year ended June 30, 2022. The audit was clean meaning without any findings.

Sara Erzal, a Portage Township resident, teacher and parent, addressed the board concerning safety and security measures at the elementary school. She specifically brought to the boards attention a long term substitute teacher who was working in the district and employed by Ignite Education Solutions. Mrs. Erzal provided the board with some irregular writings from this individual as well as recounted her personal experiences with the substitute teacher. She called on the board to request better screening of support staff. Mrs. Erzal also proposed that district hire security officers and add security measures in the area of the elementary lobby citing that it would be very easy for someone to gain access through an unattended auditorium entrance and move around the school at will.

NOTICE TO PERSONNEL

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

PUBLIC READING OF PROPOSED POLICIES

Second Reading - Policy 624 Taxable Fringe Benefits

Policies to be considered for board action are featured on the district website under the Administration Tab, Mission Statement and Legal Notices, District Policy.

DISCUSSION ITEMS

1. Athletic trainer agreement. Dr. Dishong noted that he will discuss this matter during executive session.

ROUTINE MATTERS

NEXT REGULAR MEETING

The Reorganization Meeting will be held **Wednesday, January 11, 2023**, beginning at 6:30 p.m. in the elementary school auditorium, 84 Mountain Avenue, Portage, PA with the Regular Meeting immediately following.

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APPROVING THE MINUTES

Motion Decort Second Squillario Vote 7-0

The Administration recommends approving the November meeting minutes. A copy of the minutes was distributed with the advance agenda.

ADDITIONS, DELETIONS OR CORRECTIONS TO THE AGENDA

Motion Decort Second Squillario Vote 7-0

The Board moves to approve the written agenda with any noted additions, deletions or corrections as discussed.

Routine Matters, ADD Line Item, Approving the Single Audit for the 2021-2022 School Year
Use of Facilities, ADD Request to use the elementary gym for K-2 basketball practice

REPORTS

IU 08 Operating Committee representative **Mrs. Kathy Hough** reported there is no meeting in November.

Vo-Tech Operating Committee representative **Mr. Jason Corte** reported that at the last meeting there was discussion concerning programs as the vo tech has seen an increase in student enrollment. Dr. Dishong commented that it had been discussed at the last PAC meeting that there could be a landscaping program added. Mr. Corte affirmed and said that it would be a rebranding of the horticulture program and that they could partner with Penn Highlands Community College.

Superintendent **Dr. Todd Dishong** reported that the district is in the process of switching out the FOBs for photo identification card access entry and that the administration office has had some security updates as well. He, Jeff and Kyle Fitz from the EADS Group met to discuss the stadium renovations. Mr. Fitz advised that there is going to be a significant delay in the project and that we could be facing a second season with the center sections partitioned off from spectators and the trailers would remain for the teams. He noted that breakfast for the staff was a success and he thanked Mrs. Hough for attending. He and the principals are working on the 2023-2024 school year calendar, they are attending MTSS meetings and adjusting to the administration transitions. Mrs. Smith is taking courses to be on top of Act 13. Dr. Dishong recognized Jeff and the staff for preparing for the audit and the clean report. He concluded by thanking the staff for the incredible work they are doing in the classrooms.

Director of Special Education **Pete Noel** reported that Mrs. Brewer visited a specialized autistic classroom at Penn Cambria to observe their techniques and learning practices. Act 16 reporting is complete and submitted to the state as well as child accounting reports. Mr. Noel advised the board that 17.5% of the student body receives learning support services and as such the special ed department is always busy with assuring their needs are met. The Special Education Compliance Monitoring will occur in February where they will follow up on ESY and how the district documents IEP, NOREPs and maintains special education records.

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High School Principal **Mr. Jeremy Burkett** reported that the cheer team finished second in recent competition at Forest Hills and winter sports begin on Friday. Parent/teacher conferences were held over the Thanksgiving break with moderate attendance. During that time several staff members participated in CPR/First Aid training. He is looking forward to the upcoming holiday concerts and the snowball dance. Mr. Burkett also noted that Mrs. Smith will be joining him in the high school and he is looking forward to working with her.

Elementary School Principal **Mrs. Jennifer Pisarski** reported that turn out was good for parent/teacher conferences. The Christmas season is in full swing with lots happening in the elementary school such as concerts, Santa Shop and the Christmas Village. The teachers are continuing with curriculum mapping. She and other staff members concluded the first session of Strengthening Families. Mrs. Pisarski said that it is a wonderful program and the families who participated enjoyed it and learned so much. She concluded that the staff is full of the holiday spirit and teaching as well.

School Solicitor **Dennis McGlynn, Esquire** noted that this past month has been busy and unusual in that he and the administrators have encountered new and unique issues. He added that it is a pleasure to work with the staff.

Business Administrator **Mr. Jeff Vasilko** noted that budgeting season will be starting and also that in January he will be asking the board to move some unassigned funds into an assigned fund account.

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

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

A. Treasurers' Reports

A. General Fund	Page 2
B. Cafeteria Report	Page 3
D. Elementary School Activity Fund	Page 5
E. Junior / Senior High School Activity Fund	Page 6
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

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B.	
General Fund Invoices	\$1,066,544.77
Cafeteria Fund Invoices	\$126,654.42
Athletic Fund Invoices	\$81,523.68
Capital Reserve Fund Invoices	\$0.00
Capital Projects Fund Invoices	\$822.75
Total Invoices paid	\$1,275,545.62

C.	
Mrs. Chappell - Cassandra Boro – Property, Per Capita, Occupation	\$2,016.98
Mr. Layo - Portage Boro – Property, Per Capita, Occupation	\$42,032.22
Mrs. Chappell Portage Township – Property, Per Capita, Occupation	\$61,875.80
Berkheimer Tax Administrators PASD – EIT (Current)	\$78,734.61
Total Taxes	\$187,659.61

APPROVING MEMORANDUM OF UNDERSTANDING

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

The administration recommends approving a Memorandum of Understanding with Nulton Diagnostic & Treatment Center for child/adolescent partial hospitalization program. The fee for the education component of the program is \$65 per day.

APPROVING IDEA-B FUNDS

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

The administration recommends approving the IDEA-B Funds through Appalachia Intermediate Unit 8 as grantee. The amounts are: \$386 (Section 619 funds) and \$169,533.79 for the 2022-2023 school year.

APPROVING THE SINGLE AUDIT FOR THE 2021-2022 SCHOOL YEAR

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

The Administration recommends approving the Single Audit Review of the 2021-2022 school year as presented by the auditors of Wessel & Company.

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APPROVING PSBA PRINCIPALS FOR GOVERNANCE AND LEADERSHIP

Motion Decort Second Squillario Vote 7-0

The Board moves to approve and adhere to the PA School Board Associations Principles for Governance and Leadership.

PERSONNEL MATTERS (EXECUTIVE SESSION 7:09 p.m. TO 8:13 p.m.)

HIRING ATHLETIC TRAINER/ATHLETIC DIRECTOR

Motion Decort Second Squillario Vote 7-0

THIS ACTION WAS TABLED

The administration recommends hiring _____ as the Athletic Trainer/Athletic Director beginning with the 2022-2023 school year. Salary will be \$_____, with benefits.

HIRING SKI CLUB ADVISOR

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

The administration recommends hiring Wendy Zock as the elementary and high school ski club advisor beginning with the 2022-2023 school year. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities.

ACCEPTING LETTER OF RESIGNATION

Motion Decort Second Squillario Vote 7-0

The Administration recommends accepting, with regret, the resignation of Renee Bednarski as the guidance office secretary effective June 30, 2023. Mrs. Bednarski requests to be paid for any unused sick days up to and including her last day. The Administration further requests permission to advertise for this position.

ACCEPTING LETTER OF RESIGNATION

Motion Decort Second Squillario Vote 7-0

The Administration recommends accepting, with regret, the resignation of Jody Brunnet as a member of the custodial staff effective June 30, 2023. Mr. Brunnet requests to be paid for any unused sick days up to and including her last day. The Administration further requests permission to advertise for this position. *Mr. Squillario asked how the unused sick days are paid. Mr. Vasilko and Dr. Dishong explained the process.*

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ACCEPTING LETTER OF RESIGNATION

Motion Decort Second Squillario Vote 7-0

The Administration recommends accepting, with regret, the resignation of Marsha Kick as the athletic secretary effective June 30, 2023. Mrs. Kick requests to be paid for any unused sick days up to and including her last day. The Administration further requests permission to advertise for this position.

ACCEPTING LETTER OF RESIGNATION

Motion Decort Second Squillario Vote 7-0

The Administration recommends accepting, with regret, the resignation of Brian Shope as an assistant football coach effective immediately. The Administration further requests permission to advertise for this position.

ADDING VOLUNTEER COACH

Motion Decort Second Squillario Vote 7-0

The Administration recommends adding John Havrilla as a volunteer rifle coach. Mr. Havrilla's current clearances are on file.

APPROVING REQUEST FOR DAYS OFF WITHOUT PAY

Motion Decort Second Squillario Vote 7-0

The administration recommends approving a staff member's request for January 9-13, 2023 as days off without pay.

BOARD REQUESTS / USE OF FACILITIES

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

Request for Approved Field Trip:

Requester	Destination	Date(s)	Approximate Cost	Budgeted Y/N
Addison Holyfield	Take band to march in the Winterfest Parade	December 10, 2022 12:00 p.m. to ?	No Cost Use of District Van	N/A
Nicole Hunt	Take students to Forensics Meet at Forest Hill SD	December 5, 2022 1:00 p.m. to 9:00 p.m.	No Cost Use of District Van	N/A

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Mary Ann George	Take 9 th grade students to Admiral Peary Vo Tech	January 27, 2023 11:30 a.m. to 2:30 p.m.	\$219.60	Yes
Nicole Hunt	Take the Forensics Team to Meets	January 10, 2023 January 24, 2023 February 10, 2023 1:00 p.m. to 9:00 p.m.	\$0.00 Use of District Van	N/A
First Grade Teachers	Field trip to the Mishler Theater to see Chocolate Milk, Por Favor!	April 19, 2023 9:00 a.m. to 1:00 p.m.	\$0.00 Paid by PTO	N/A

Requests for Use of Facilities:

Requester	Purpose	Facility	Date(s)	Rental Fee/ Amount
Jill Bednarski, Girls Basketball Boosters	Art Burkett Memorial Tournament	Len Chappell Gymnasium	December 1-2, 2022	No Charge
Mary Walls, Volleyball Boosters	Powder Puff Game	Len Chappell Gymnasium	TBD	No Charge
Sara Richardson	K-2 Girls basketball practice	Elementary Gymnasium	Dates as can be scheduled	No Charge

MOTION TO MAKE THE AGENDA PART OF THE MINUTES

Motion Decort Second Squillario Vote 7-0

MOTION SHOULD BE MADE TO ADJOURN THE MEETING

Motion Decort Second Squillario Vote 7-0

Time: 8:17 p.m.

Respectfully submitted,

Matthew R. Decort, Board Secretary

Denise Moschgat, Recording Secretary