Mrs. Susan Berardinelli, Vice President 2027\_\_\_\_\_\_\_

Mr. Jason Corte 2025\_\_\_\_\_\_\_

Mr. Matthew Decort, Secretary 2025\_\_\_\_\_\_\_

Mrs. Kathy Hough, President 2027\_\_\_\_\_\_\_

Mr. John Jubina, Treasurer 2025\_\_\_\_\_\_\_

Mr. Jacob Myers 2027\_\_\_\_\_\_\_

Mrs. Nancy Sherbine 2027\_\_\_\_\_\_\_

Mr. Brian Shope 2027\_\_\_\_\_\_\_

Mr. Christian Smith 2025\_\_\_\_\_\_\_

Mr. Pete Noel \_\_\_\_\_\_\_

Superintendent of Schools

Mr. Troy Eppley \_\_\_\_\_\_\_

Director of Special Education

Mr. Jeff Vasilko \_\_\_\_\_\_\_

Business Manager

Mr. Jeremy Burkett \_\_\_\_\_\_\_

Junior-Senior High School Principal

Mrs. Jennifer Pisarski \_\_\_\_\_\_\_

Elementary School Principal

Law Office Dennis M. McGlynn \_\_\_\_\_\_\_

Solicitor

Mrs. Denise Moschgat \_\_\_\_\_\_\_

Recording Secretary

**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 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. NOTICE TO PERSONNEL**

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

**V.** **DISTRICT POLICIES**

**VI. ROUTINE MATTERS**

 **1. NEXT REGULAR MEETING**

The Committee of the Whole Meeting will be held **June 19, 2024,** 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 April meeting minutes. A copy of the minutes was distributed with the advance agenda.

**3. ADDITIONS, DELETIONS OR CORRECTIONS TO THE AGENDA**

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

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

**4. REPORTS**

Vo-Tech Operating Committee representative **Mr. Jason Corte**

Superintendent **Mr. Pete Noel**

Director of Special Education **Mr. Troy Eppley**

High School Principal **Mr. Jeremy Burkett**

Elementary School Principal **Mrs. Jennifer Pisarski**

School Solicitor **Dennis McGlynn, Esquire**

Business Administrator **Mr. Jeff Vasilko**

**5. 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

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

**B.**

**General Fund Invoices $1,436,616.62**

**Cafeteria Fund Invoices $82,582.37**

**Capital Reserve Fund Invoices $0.00**

**Capital Projects Fund Invoices $47,471.17**

**Total Invoices paid $1,566,670.16**

**C.**

**Mrs. Molnar - Cassandra Boro –**

 **Property, Per Capita, Occupation $0.00**

**Mr. Layo - Portage Boro –**

 **Property, Per Capita, Occupation $0.00**

**Mrs. Molnar Portage Township –**

 **Property, Per Capita, Occupation $0.00**

**Berkheimer Tax Administrators**

 **PASD – EIT (Current) $49,729.31**

**Total Taxes $49,729.31**

**6. TENTATIVE BUDGET FOR 2024-2025**

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

 (Roll Call Vote)

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 **$15,449,812.70**. This is an anticipated increase in spending of $269,417.32 over the prior year budgeted amount of **$15,180,395.38**. Consideration for final adoption will be at the regular meeting held on June 19, 2024.

**7. TAX STRUCTURE FOR 2024-2025 BUDGET**

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

 (Roll Call Vote)

The Administration proposes 2.85 mill increase for the 2024-2025 school year.  The remaining taxes shall remain at the current levels as follows:

 2023-2024 2024-2025

School Real Estate 53.79 Mills 56.64 Mills

School Occupational Privilege $10.00 $10.00

School Per Capita $5.00 $5.00

School Earned Income    .5% .5%

School Realty Transfer    .5% .5%

**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 2024-2025 school year are as follows:

Title 1 $230,350 Assisting all students

Title II, Part A $ 25,000 Class size reduction for primary grades

IDEA $185,169 Services provided to students with disabilities

State Contingency Unknown Extra-ordinary special

(Recurring) education cost reimbursement

ACCESS $ 25,000 PA Medical Assistance student's cost

 reimbursement.

Ready to Learn $186,456 Main focus is on developing and maintaining

preschool and kindergarten programs (now comingled with Basic Ed funds).

**9. BOARD APPOINTMENTS AND REAPPOINTMENTS FOR 2024-2025**

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

The administration recommends the following appointments for the 2024-2025 school year.

A. Secretary.  (Under authority of Section 621 of the School Code.)  Matthew Decort serves as board secretary until June 30, 2025.

B. Solicitor.  Attorney Dennis McGlynn presently serves as solicitor at an annual retainer of $8,000 plus legal charges when necessary.

C. School Physician.  Mark J. Ratchford, D.O. presently serves as school physician at an annual fee of $2,700.

D. Depository.  1st Summit Bank presently serves as depository.

E. School Dentist.  Dr. Nicole Oravec presently serves as school dentist at the fee of $2.00 per student.

F. Depositories for Investments.  1st Summit Bank; PA Local Government Investment Trust; PA School District Liquid Asset Funds.

G. Collectors for Act 511 Per Capita Tax of $5 and Occupational Tax of $5.  Elected tax collectors are currently collecting these taxes.

**10. APPOINTING SCHOOL BOARD TREASURER**

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

The Board moves to appoint \_\_\_\_\_\_\_\_\_\_\_\_\_ to serve a one-year term as school board treasurer beginning June 1, 2024. John Jubina currently serves.

**11. APPROVING PAYMENT APPLICATIONS**

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

 (Roll Call Vote)

The Administration recommends approving the following Payment Applications in regard to the New Locker Room project:

Pay Ap#: Contractor Amount

1 Brickley Construction Inc. $78,570

2 Montgomery Bros $15,786

**12. APPROVING ARTICLES OF AGREEMENT**

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

 (Roll Call Vote)

The Administration recommends approving the Appalachia Intermediate Unit 8 ESL Consortium Articles of Agreement for the 2024-2025 school year (July 1 – June 30). The cost for services will be $4,700.

**13. APPROVING A CONTRIBUTION TO THE PORTAGE VOLUNTEER FIRE COMPANY**

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

 (Roll Call Vote)

The Administration recommends approving a contribution to the Portage Volunteer Fire Company in the amount of $\_\_\_\_\_\_\_\_\_ towards its annual fund drive.

**14. RENEWING AGREEMENT FOR FITNESS EQUIPMENT SERVICE CONTRACT**

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

 (Roll Call Vote)

The Administration recommends renewing its agreement with G&G Fitness for scheduled preventative maintenance on the district’s cardio equipment. The fee for this service is $1,470.

**15. APPROVING LETTER OF AGREEMENT**

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

The Administration recommends approving the Letter of Agreement for Children and Youth Experiencing Homelessness for the 2024-2025 school year.

**16. APPROVING DUAL CREDIT AGREEMENT WITH PENN HIGHLANDS**

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

The Administration recommends approving a Dual Credit Agreement between the district and Penn Highland Community College to allow eligible students to enroll in college-level courses and receive both college credit and high school credit towards graduation.

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

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

The Administration recommends renewing its Service Agreement with Extended Family Programs, Inc., for the 2024-2025 school year. The district would only incur a cost if a student attends the program.

**18. REVIEW AND APPROVAL OF FLEXIBLE INSTRUCTION DAY PROGRAM**

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

The Administration recommends reviewing and approving the Board Affirmation Statement for Flexible Instruction Day Program for the three-year period July 1, 2024 to June 30, 2027.

**19. RENEWING COOPERATIVE AGREEMENT WITH MOUNT ALOYSIUS COLLEGE**

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

The Administration recommends renewing its Cooperative Agreement with Mount Aloysius College to provide students the opportunity to earn college credits. This agreement will be in effect for the 2024-2025 school year.

**20. RENEWING MEMORANDUM OF UNDERSTANDING WITH THE LEARNING LAMP**

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

The Administration recommends renewing its Memorandum of Understanding with the Learning Lamp for Preschool Services for the 2024-2025 school year.

**21. APPROVING QUOTE FOR THE IMPLEMENTATION OF A PAES LAB**

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

 (Roll Call Vote)

The Administration recommends approving the quote of PAES Productions, LLC in the amount of $44,875 to implement a PAES (Practical Assessment Exploration System) lab within the district. Access funds will be used for this purchase.

**22. PURCHASING AN ORBITAL SCRUBBER**

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

 (Roll Call Vote)

The Administration recommends purchasing a 20” orbital scrubber from Allegheny Supply in the amount of $9,427.95.

**23. PURCHASING LAPTOPS**

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

 (Roll Call Vote)

The Administration recommends purchasing 200 laptops from STS Education in the amount of $77,300.

**24. RENEWING MERAKI NETWORK SUBSCRIPTION**

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

 (Roll Call Vote)

The Administration recommends renewing the Meraki Network subscription for a one-year period in the amount of $29,118.

**25. PURCHASING A SCIENCE CURRICULUM**

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

 (Roll Call Vote)

The Administration purchasing the FOSS science curriculum for grades one through eight in the amount of $57,565.71.

**26. RENEWING SUBSTITUTE TEACHER AGREEMENT**

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

The Administration recommends renewing the Substitute Teacher Agreement with Ignite Education Solutions for the 2024-2025 school year.

**27. RENEWING AGREEMENT WITH WORLD OF LEARNING EXTENDED CAMPUS**

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

The Administration recommends renewing its agreement with the Appalachia Intermediate Unit 8 World of Learning Extended Campus to be a provider of online cyber options for students. The district would only incur a fee if a student enrolls.

**VII. PERSONNEL MATTERS**

**1. HIRING BUILDING LEVEL OFFICE SECRETARIES**

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

 (Roll Call Vote)

The Administration recommends hiring Brittany Randall and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as building level, 205 day, secretaries. Salary will be $24,553, with single benefits. These positions will start July 1, 2024 but they will work some days prior to this date on a per diem basis.

**2. HIRING A CERTIFIED SCHOOL NURSE**

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

 (Roll Call Vote)

The Administration recommends hiring Leah Montgomery as a certified school nurse. Her salary will be Step 2, with benefits, based on the current contract between the district and the PAEA.

**3. HIRING AN ATHLETIC TRAINER**

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

 (Roll Call Vote)

The Administration recommends hiring Jeremy Hill as an athletic trainer beginning July 1, 2024. Salary will be $48,500, including masters, with benefits. Mr. Hill may work some days prior to this start date on a per diem basis.

**4. HIRING HOMEBOUND INSTRUCTORS**

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

 (Roll Call Vote)

The Administration recommends hiring Nicole Hunt and Kristen Gribbin as homebound instructors until the end of the 2023-2024 school year. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities.

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

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

The Administration recommends rescinding a staff member request for a Family and Medical Leave of Absence for the period March 18 to March 25, 2024.

**6. ACCEPTING LETTER OF RESIGNATION**

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

The Administration recommends accepting, with regret, the resignation of Tessa Washko as a paraprofessional in the elementary school. Mrs. Washko’s last day was April 15, 2024. The Administration further requests to advertise for vacancy.

**7. ACCEPTING LETTERS OF RESIGNATION**

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

The Administration recommends accepting, with regret, the following letters of resignation effective May 8, 2024:

Kristen Kargo as varsity cheerleading coach/varsity competition cheer coach

Lauren Cordwell as varsity head volleyball coach.

The district further requests permission to advertise this position.

**8. ADDING VOLUNTEER COACH/ADVISOR**

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

The Administration recommends adding Braedan Oravecz as a volunteer football coach for the 2024-2025 season. Mr. Oravecz provided clearances with his application.

The Administration further recommends adding Olivia Johnson as a volunteer adviser to chaperone the senior trip to Washington DC. Mrs. Johnson has provided clearances with her application.

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

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

Request for Approved Field Trip:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requester** | **Destination** | **Date(s)** | **Approximate Cost** | **Budgeted****Y/N** |
| Molly Harrington, for 5th Grade | Portage Historical Museum Trip and Portage Tour | May 29, 2024 | $0.00(Paid by Rotary) | N/A |
| Sara Erzal, for 2nd Grade | Portage Tour with Irene Huschak | May 28, 2024 | $0.00(Paid by Rotary) | N/A |
| Erin Sossong, for 6th Grade | Crichton McCormick park and pool for end of year picnic | May 23, 2024 | $0.00(Free use of park) | N/A |

Requests for Use of Facilities:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requester** | **Purpose** | **Facility** | **Date(s)** | **Rental Fee/ Amount** |
| Travis Kargo | Basketball shooting practice | Len Chappell Gymnasium | Daily from 5/4 to 8/15/2024Evenings | $10/hour |
| Jared Bilchak, for Portage Stallion Football | Practice | Track Field | July 22 – November 2024 | No Charge |
| Jared Bilchak, for Portage Stallion Football | Practice | Field in front of high school | July 22 – November 2024 | No Charge |
| Jared Bilchak, for Portage Stallion Football | Games | Football Stadium | Sept. 8 & 29, 2024 | No Charge |
| Gregory P. Letzo, PAYA President | Pony League games and practices | JH Baseball Field | May – July, 2024 | No Charge |

IX. MOTION TO MAKE THE AGENDA PART OF THE MINUTES

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

X. MOTION SHOULD BE MADE TO ADJOURN THE MEETING

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

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