Mrs. Susan Berardinelli, Vice President 2023\_\_\_\_\_\_\_

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

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

Mrs. Kathy Hough, President 2023\_\_\_\_\_\_\_

Mr. John Jubina 2025\_\_\_\_\_\_\_

Mrs. Tina Latoche 2023\_\_\_\_\_\_\_

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

Mr. Dennis Squillario, Treasurer 2023\_\_\_\_\_\_\_

Dr. Todd Dishong \_\_\_\_\_\_\_

Superintendent of Schools – Elect

Mr. Eric A. Zelanko \_\_\_\_\_\_\_

Superintendent of Schools

Mr. Ralph J. Cecere \_\_\_\_\_\_\_

Junior-Senior High School Principal

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

Elementary School Principal

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

Business Manager

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

Recording Secretary

Dennis M. McGlynn, Esquire \_\_\_\_\_\_\_

Solicitor

**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. ROUTINE MATTERS**

**1. NEXT REGULAR MEETING**

The Committee of the Whole Meeting will be held **Wednesday, August 10, 2022,** 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 May 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**

IU 08 Operating Committee representative **Mrs. Kathy Hough**

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

Superintendent **Mr. Eric A. Zelanko**

Superintendent-Elect **Dr. Todd Dishong**

High School Principal **Mr. Ralph Cecere**

Elementary School Principal **Mr. Pete Noel**

School Solicitor **Dennis McGlynn, Esquire**

Business Administrator **Mr. Jeff Vasilko**

Athletic Director **Mr. Jeremy Burkett**

**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

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.**

**General Fund Invoices $1,095,700.27**

**Cafeteria Fund Invoices $58,287.49**

**Athletic Fund Invoices $58,700.50**

**Capital Reserve Fund Invoices $0.00**

**Capital Projects Fund Invoices $0.00**

**Total Invoices paid $1,213,688.26**

**C.**

**Mrs. Chappell - Cassandra Boro –**

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

**Mr. Layo - Portage Boro –**

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

**Mrs. Chappell Portage Township –**

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

**Berkheimer Tax Administrators**

**PASD – EIT (Current) $78,761.03**

**Total Taxes $78,761.03**

**6. FINAL BUDGET FOR 2022-2023**

General Fund

The budget should in the amount of **$13,962,039.25** 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 **$13,962,039.25**. This is an anticipated increase in spending of **903,480.84 over** last year’s budget. The proposed budget is built on the governor’s proposed budget.

Cafeteria Fund

The Cafeteria Fund Budget anticipates **$684,648** 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 **$576,948** and Fund Transfers from the General Fund **$75,000**. Student meal prices for the 2022-2023 school year are:

High School Lunch $2.55

High School Breakfast $2.05

Elementary Lunch $2.50

Elementary Breakfast $2.00

Athletic Fund

The Athletic Fund is a separate fund. Its budgeted expenses are **$497,706.69**. Revenues include admissions and ticket sales of **$21,500** and Fund Transfers from the General Fund of **$450,000**.

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

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

(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 $422,773.24.

**8. EXONERATION OF TAX COLLECTORS**

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

Elected tax collectors should be exonerated from uncollected taxes so they may receive new duplicates and begin collecting 2022-2023 taxes on July 1, 2022. This action does not exonerate the taxable.

**9. GENERAL LIABILITY INSURANCE FOR 2022-2023; WORKMEN’S COMPENSATION COVERAGE FOR 2022-2023 AND SCHOOL ACCIDENT INSURANCE FOR 2022-2023**

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

(Roll Call Vote)

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

PSBA Trust (Workmen’s Coverage $

Liberty Mutual (Package) $

* 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) $

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

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

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

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.

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

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

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 2022-2023 school year. The district would only incur a cost if it placed at student at the facility.

**12. APPROVING QUOTES FOR A PLANER**

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

(Roll Call Vote)

The Administration recommends accepting the quote of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the amount of $\_\_\_\_\_\_\_\_\_\_ for the purchase a planer in the wood shop. The quotes are listed below:

Southern Tool.Com $17,412.00

Midwest Technology Products $17,977.50

Rockler.com $19,429.98

**13. BREAD PURCHASES FOR THE 2022-2023 SCHOOL YEAR**

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

(Roll Call Vote)

There were no bids received for bread supplies for the 2022-2023 school year. The Administration recommends purchasing bread through vendors.

**14. APPROVING PURCHASE OF A FOOD SERVICE LINE FOR THE CAFETERIA**

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

(Roll Call Vote)

The administration recommends approving the purchase of a food service line in the high school cafeteria in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_.

**14. APPROVING AGREEMENT FOR LIVE STREAMING SERVICES**

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

(Roll Call Vote)

The Athletic Director recommends approving \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to provide live streaming services at a cost of $\_\_\_\_\_\_\_\_\_\_\_\_ for the 2022-2023 school year. The providers and costs are listed below. The district incurred approximately $2,000 in worker costs in the 2021-2022 school year.

NFHS

Initial Cost: $3,500.00 (4 cameras)

Annual Fee: $0.00

Subscription Fee: $70/year or $11/event (the district would receive 10% of subscription fees)

Hudl

Initial Cost: $4,000.00 (2 cameras)

Annual Fee: $4,000.00

Subscription Fee: None

**15. APPROVING REPAIRS AT THE FOOTBALL STADIUM**

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

(Roll Call Vote)

The administration recommends approving the April 13, 2022 Stadium Solutions Budget Pricing Proposal in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_ for renovations to the district’s football stadium as described in the proposal.  The final cost will be determined following Stadium Solutions preparing the final scope of work.

**16. APPROVING PROCUREMENT PLAN FOR CAFETERIA GOODS AND SERVICES**

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

The Administration recommends approving the Procurement Plan for goods and services for use in the Child Nutrition Programs.

**VI. PERSONNEL MATTERS**

**1. HIRING AN ELEMENTARY LEARNING SUPPORT TEACHER**

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

(Roll Call Vote)

The Administration recommends hiring Hannah Labar as an elementary learning support teacher beginning with the 2022-2023 school year. Salary will be Step 1, with benefits, pursuant to the current contract between the district and the PAEA.

**2. HIRING AN ELEMENTARY STUDENT COUNCIL ADVISOR(S)**

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

(Roll Call Vote)

The Administration recommends hiring \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as an elementary student council advisor(s) beginning with the 2022-2023 school year. Salary is based on the current contract between the district and the PAEA for extra-curricular activities. The individuals interested are as follows:

Annette Lutz/Heidi Washko (co-advisors)

Kelli Swires/Michele Courkart (co-advisors)

Christa Miko

Beth Eckenrod

**3. HIRING A FOURTH GRADE DISCIPLINE CHAIR**

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

(Roll Call Vote)

The Administration recommends hiring Sara Richardson as the fourth grade discipline chair beginning with the 2022-2023 school year. Salary is based on the current contract between the district and the PAEA for extra-curricular activities.

**4. APPROVING SALARY INCREASE FOR ADMINISTRATIVE ASSISTANTS**

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

(Roll Call Vote)

The Administration recommends approving a $\_\_\_\_\_\_\_\_\_\_\_\_\_ salary increase for administrative assistants effective July 1, 2022.

**5. APPROVING PER DIEM PAY**

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

(Roll Call Vote)

The Administration recommends approving paying Krystal Smith for days worked during the summer at her per diem rate as needed.

**6. ADJUSTING ACT 93 COMPENSATION PLAN**

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

(Roll Call Vote)

The Administration recommends adjusting ten and twelve month Act 93 compensation plan salary caps as follows:

Ten Month Administrators $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Twelve Month Administrators $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. ACCEPTING LETTER OF RESIGNATION**

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

The Administration recommends accepting, with regret, Phillip Miller’s resignation as Interact co-advisor and football game manager effective the last day of the 2021-2022 school year. The district further requests permission to advertise these positions.

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

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

(Roll Call Vote)

Request for Approved Travel:

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

Requests for Use of Facilities:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requester** | **Purpose** | **Facility** | **Date(s)** | **Rental Fee/ Amount** |
| PAYA Pony League | Pony League Baseball | Junior High Baseball Field | May 21 to July 20, 2022 | No Charge |
| Johnstown Oldtimers Association | AAABA Baseball Tournament | Haschak Field | August 1, 2 and 3, 2022 | No Charge |
| Portage Rotary Club | Summerfest 5K Race | Football Stadium | August 13, 2022  6:00 am – 12:00 pm | 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_