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 **May 8, 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 March 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 $1,107,837.15**

**Cafeteria Fund Invoices $83,780.56**

**Capital Reserve Fund Invoices $0.00**

**Capital Projects Fund Invoices $63,113.48**

**Total Invoices paid $1,253,731.19**

**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) $37,408.66**

**Total Taxes $37,408.66**

**6. APPROVING PAYMENT APPLICATION**

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

 (Roll Call Vote)

The Administration recommends approving the Payment Application 1 to Montgomery Bros Plumbing & Heating, LLC in the amount of $8,550 in regard to the New Locker Room project.

**7. APPROVING CHANGE ORDER**

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

 (Roll Call Vote)

The Administration recommends approving Change Order #001 in the amount of $2,500.93 to supply and install two single drinking fountains in the new locker rooms at the football stadium.

**8. APPROVING PAYMENT APPLICATION**

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

 (Roll Call Vote)

The Administration recommends approving the Payment Application 3 from Allegheny Restoration in the amount of $31,336.75 in regard to the bleacher restoration project. This payment completes the project.

**9. APPROVING IDEA FUNDING DISTRIBUTION, COORDINATED EARLY INTERVENING SERVICES AND NOTICE OF ADOPTION OF LEA POLICIES, PROECEDURES AND USE OF FUNDS**

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

The Administration recommends approving Funding Distribution, Coordinated Early Intervening Services, and Notice of Adoption of Approved LEA Policies, Procedures and Use of Funds by School District for the 2023-2024 school year.

**10. APPROVING STUDENT TEACHING ASSIGNMENTS**

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

The Administration recommends approving the folding Mount Aloysius teaching students for student teaching assignments.

Maya Capozzoli under the supervision of Ms. Thomas

Troy McConnel under the supervision of Mrs. Washko

**11. ADOPTING DISTRICT POLICY**

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

The Administration recommends adopting Policy 254 Educational Opportunity for Military Children.

**12. REVIEWING AND APPROVING THE SPECIAL EDUCATION PLAN**

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

The Administration recommends that upon review, the board approves the district’s special education plan for the three-year period 2024 to 2027. The plan has been available for public review and comment for the required period of time on the district’s website.

**VII. PERSONNEL MATTERS**

**1. HIRING LONG-TERM SUBSTITUTE TEACHER**

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

 (Roll Call Vote)

The Administration recommends hiring Lakin Phillips as a long-term substitute teacher for the remainder of the 2023-2024 school year.

**2. HIRING AUTISTIC SUPPORT/EMOTIONAL SUPPORT TEACHER**

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

 (Roll Call Vote)

The Administration recommends hiring Lakin Phillips as an autistic support/emotional support teacher for the 2024-2025 school year. Salary will be Step 1, with benefits, in accordance with the PAEA contract. Ms. Phillips hiring will be dependent upon her obtaining professional certification.

**3. HIRING CUSTODIAN**

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

 (Roll Call Vote)

The Administration recommends hiring Gene Tewart as a member of the custodial staff. Salary will be based on the current contract between the district and the custodial union, with benefits.

**4. ACCEPTING LETTER OF RESIGNATION**

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

The Administration recommends accepting, with regret, the resignation of Lisa Dividock as a school nurse in the high school. Mrs. Dividock’s last day would be May 8, 2024. The Administration further requests to advertise for vacancy.

**5. ACCEPTING LETTERS OF RESIGNATION**

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

The Administration recommends accepting, with regret, the resignation of Sonny Kerch as a high school secretary effective May 31, 2024, and the resignation of Wendy Zock as a high school secretary effective April 12, 2024. The district further requests permission to advertise this position.

**7. ACCEPTING LETTERS OF RESIGNATION**

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

The Administration recommends accepting, with regret, the resignation of Sara Richardson as the fourth-grade discipline chair effective the last day of the 2023-2024 school year. The district further requests permission to advertise this position.

**8. ACCEPTING LETTERS OF RESIGNATION**

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

The Administration recommends accepting, with regret, the following co-curricular resignations effective the last day of the 2023-2024 school year. The district further requests permission to advertise these positions:

Sara Richardson fourth-grade discipline chair

Christa Miko sixth-grade discipline chair

Annette Lutz elementary student council adviser

**9. ACCEPTING LETTER OF RESIGNATION**

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

The Administration recommends accepting, with regret, the resignation of Annette Lutz as elementary student council adviser effective the last day of the 2023-2024 school year. The district further requests permission to advertise this position.

**10. APPROVING REQUEST TO EXTEND A FAMILY AND MEDICAL LEAVE OF ABSENCE**

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

The Administration recommends accepting a staff member’s request to extend a medical leave of absence by one week for the period March 13, 2024 to April 1, 2024.

**11. ACCEPTING REQUEST TO REVISE A FAMILY AND MEDICAL LEAVE OF ABSENCE**

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

The Administration recommends accepting a staff member’s request to revise a medical leave of absence for the period March 18, 2024 to March 25, 2024.

**12. ADDING VOLUNTEER COACH**

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

The Administration recommends adding Brianne Pinizzotto as a volunteer softball coach for the 2023-2024 season. Ms. Pinizzotto will provide updated volunteer clearances prior to participating in practices.

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

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

Request for Approved Travel:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requester** | **Destination** | **Date(s)** | **Approximate Cost** | **Budgeted****Y/N** |
| Ashley Shaffer, Mary Ann George and Bill Sheehan | Attend Drug Impairment training at Central Cambria SD | June 4-5, 2024 | $300 | Yes |
| Mary Boland | ServeSafe Manager TestJohnstown | May 29, 2024 | $189.95 | Yes |

Request for Approved Field Trip:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requester** | **Destination** | **Date(s)** | **Approximate Cost** | **Budgeted****Y/N** |
| Fourth Grade Teachers | Portage tour with Irene Huschak | May 23, 2024 | $0.00(Historical Society) | N/A |
| Sara Erzal | Math 24 Tournament at St. Francis University | May 17, 2024 | $230.00 | Yes |
| Sixth Grade Teachers | Old Bedford Village | May 7, 2024 | $0.00(Paid by PTO) | N/A |
| Dennis Link, SADD Club Adviser | Take 34 students to Tony Hoffman Mental Health and Substance Abuse lecture | April 15, 2024 | $145.88 | Yes |
| Travis Kargo | Attend Business Round Table with St. Francis University at PASD | April 17, 2024 | $0.00 | N/A |
| Dennis Link, SADD Club Adviser | Take students to Commonwealth Prevention Alliance Convention in Harrisburg | May 1, 2024 | $105.00 | Yes |
| Kristen Gribbin | Yearbook end of year incentive, at the Clay Cup, Altoona | May 9, 2024 | $221.94 | Yes |
| Phillip Miller | Carnegie Museum of Pittsburgh | May 23, 2024 | $640.10 | Yes |
| Tyler Johnson | Senior trip to Washington DC | May 21, 2024 | $1,260.00(Fundraisers) | N/A |
| Christa Miko | Take sixth grade students on a train trip | May 20, 2024 | $0.00(Paid by Historical Society) | N/A |
| Christa Miko | One Book Novel ProgramPenn Highlands CC | May 14, 2024 | $0.00(Paid by Rotary) | N/A |
| Jen Szpala | Take transition students to the Cambria County Job Fair | May 7, 2024 | $258.09 | Yes |

Requests for Use of Facilities:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requester** | **Purpose** | **Facility** | **Date(s)** | **Rental Fee/ Amount** |
| Lance Hudak, Cambria County Basketball Coaches Association | CCBCA Senior Showcase Practice | Len Chappell Gymnasium | 4/4/20247:00 – 9:00 p.m. | No Charge |
| Flood City Elite Baseball | Baseball practice | JrHi Baseball Field | April 14, 21, 28, 2024May 5, 12 19, 2024 | $30/hour |
| Portage Volunteer Fire Company\* | Community Fireworks | Football Stadium, Parking Lot, Area Behind Stadium | August 10, 2024 | No Charge |

\*approval contingent upon receipt of a certificate of insurance

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_