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. Branden Miller 2025\_\_\_\_\_\_\_

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

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

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

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**

First Reading - 815.1 Use of Generative Artificial Intelligence in Education

**VI. ROUTINE MATTERS**

**1. NEXT REGULAR MEETING**

The Committee of the Whole Meeting will be held **March 12, 2025,** 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 January 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 $1,977,372.25**

**Cafeteria Fund Invoices $78,027.32**

**Capital Reserve Fund Invoices $0.00**

**Capital Projects Fund Invoices $0.00**

**Total Invoices paid $2,055,399.57**

**C.**

**Mrs. Molnar - Cassandra Boro –**

**Property, Per Capita, Occupation $44,470.61**

**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) $0.00**

**Total Taxes $44,470.61**

**6. APPROVING VALUATION AND RELATED SERVICES AGREEMENT**

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

(Roll Call Vote)

The Administration recommends approving a three-year GASB 75 Valuation and Related Services Agreement with Pennsylvania Trust. The fee for the period 1/1/25 to 12/31/26 will be $3,925 and for the period 1/1/2026 to 12/31/2028 will be $4,150

**7. APPROVING CUSTODIAL CONTRACT**

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

(Roll Call Vote)

The Administration recommends approving a contract between the district and the Portage Chapter Service Employees International Union Local 32BJ for a three-year period July 1, 2025 to June 30, 2028.

**8. APPROVING SERVICES AGREEMENT FOR MENTAL HEALTH SERVICES**

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

(Roll Call Vote)

The Administration recommends approving a Services Agreement with Cartwheel Health Services for the period April 1, 2025 to June 30, 2026 to provide mental health services within the district. The fee for this service is $15,000. If awarded, 50% of the fee may be covered by the Mental Health Grant.

**9. APPROVING AGREEMENT FOR HVAC MAINTENANCE PROGRAMS**

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

(Roll Call Vote)

The Administration recommends approving the Seasonal Cooling Preventative Maintenance Program in the amount of $25,688.91 and the Seasonal Heating Preventative Maintenance Program in the amount of $52,017.01 from Huckestein Mechanical for the period March 1, 2025 to February 29, 2028.

**10. APPROVING NATURAL GAS SUPPLIER**

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

(Roll Call Vote)

The Administration recommends approving NRG Business Marketing LLC as a natural gas supplier for a 24 month period beginning November 1, 2025. The cost is $4.20/mmbtu.

**11. REQUESTING PERMISSION TO APPLY FOR AMERICORPS VOLUNTEERS**

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

The Administration requests permission to apply for four (4) AmeriCorps volunteers for the 2025-2026 school year. The district will apply as soon as the application window is open.

**12. APPROVING 2025-2026 SCHOOL CALENDAR**

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

The Administration recommends approving the 2025-2026 school calendar as presented.

**13. APPROVING JOB SHADOW AFFILIATION AGREEMENT**

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

The Administration recommends approving a Job Shadow Affiliation Agreement with Chan Soon Shiong Medical Center to provide job shadow experiences within the facility.

**14. APPROVING REVISIONS TO DISTRICT POLICIES**

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

The Administration recommends approving revisions to the following district policies:

222 Tobacco and Vaping Products

227 Controlled Substances-Paraphernalia

323 Tobacco and Vaping Products

351 Controlled Substance Abuse

707 Use of School Facilities

903 Public Comment in Board Meetings

**15. APPROVING STUDENT OBSERVERS**

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

The Administration recommends approving the following student observers from UPJ to observe elementary classrooms four times from mid-February to April.

Katie Selly Ella Miller Dayton Maul

Bailey Leach Catelyn Dawson Melanie Engle

**VII. PERSONNEL MATTERS**

**1. HIRING CAFETERIA STAFF**

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

(Roll Call Vote)

The Administration recommends hiring Kirsten Chappell as a part-time cafeteria staff member beginning February 18, 2025. Her salary will be pursuant with the current contract between the district and the cafeteria union.

**2. HIRING SUBSTITUTE CAFETERIA STAFF**

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

(Roll Call Vote)

The Administration recommends hiring Danielle Pennebaker as a substitute cafeteria staff member as of February 21, 2025.

**3. HIRING A MENTOR TEACHER**

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

(Roll Call Vote)

The Administration recommends hiring \_\_\_\_\_\_\_\_ as mentor teacher for Mr. Robert Sekerak. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities.

**4. ACCEPTING LETTER OF RESIGNATION**

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

The Administration recommends accepting, with regret, the letter of resignation due to retirement of Wendi Kunko as first grade teacher effective August 29, 2025 after thirty years of service. The district further requests permission to advertise this position.

**5. ACCEPTING LETTER OF RESIGNATION**

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

The Administration recommends accepting, with regret, the letter of resignation of Lakin Phillips as an autistic and emotional support teacher effective January 22, 2025. The district further requests permission to advertise this position.

**6. ACCEPTING LETTER OF RESIGNATION**

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

The Administration recommends accepting, with regret, the letter of resignation of Tayla Crum as an elementary school administrative assistant, effective February 13, 2025. The district further requests permission to advertise this position.

**7. ACCEPTING LETTER OF RESIGNATION**

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

The Administration recommends accepting, with regret, the letter of resignation of Arielle Miller as the majorette and color guard advisor effective June 30, 2025. The district further requests permission to advertise this position.

**8. ADDING A SOFTBALL VOLUNTEER**

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

The Administration recommends adding Sierra Crum as a varsity softball volunteer for the 2025 season.

**9. EXTENDING FAMILY AND MEDICAL LEAVE OF ABSENCE**

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

The Administration recommends extending a staff member’s Family and Medical Leave of Absence to Friday, February 14, 2025.

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

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

**Request for Approved Travel:**

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

**Request for Approved Field Trip:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requester** | **Destination** | **Date(s)** | **Approximate Cost** | **Budgeted**  **Y/N** |
| First Grade Teachers | Pasquillera Performing Arts Center  Charlotte’s Web | April 10, 2025 | $0.00  (Paid by PTO) | N/A |
| Heidi Washko, Elementary Student Council Advisor | Altoona Curve Trip | May 14, 2025 | $0.00  (Paid by Student Council) | N/A |
| Kayla Fisher and Vivian Herman | Students to Heritage Conference Literacy Symposium at Purchase Line HS | February 27, 2025 | $210.00 | Yes |
| Tina Lutz | Students to Penn State Math Competition | May 13, 2025 | $105.00 | Yes |
| Larry McCabe, Baseball Coach | Take members of the baseball team to Philadelphia to scrimmage | March 13-15, 2025 | $105.00  (substitutes) | Yes |
| Sixth Grade Teachers | One Book, One Community Middle School Reading Program  Penn Highlands Richland | May 21, 2025 | $0.00  (Paid by Portage Rotary) | N/A |
| Addison Holyfield | Two students PMEA Regional Band Altoona Area HS | March 5-7, 2025 | $370.00 | Yes |
| Tyler Johnson, Nicole Hunt, Kristen Gribbin | Washington DC trip for Seniors | March 17, 2025 | $315.00 | Yes |
| Addison Holyfield | One student to PMEA Regional Chorus at Bellefonte HS | March 12-14, 2025 | $384.00 | Yes |

**Requests for Use of Facilities:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requester** | **Purpose** | **Facility** | **Date(s)** | **Rental Fee/ Amount** |
| Mary Ann George, HS Student Council | Blood Drive | Len Chappell Gymnasium | February 7, 2025  7:00 am – 3:00 pm | No Charge |
| Jennifer Thomas, PTO | Someone Special Dance | Elementary Gymnasium | March 7, 2025  3:30 – 8:00 pm | No Charge |
| Mary Ann George | Career Fair | Len Chappell Gymnasium | March 28, 2025  6:30 am–12:00 pm | No Charge |
| Tobi Burkett, Girls Basketball Boosters | Spring Fling Jr Hi Formal | Elementary Gymnasium/Lobby | April 11-12, 2025 | No Charge |
| Portage Area Regional Planning Commission | Community Roundtable | High School Cafeteria | May 3, 2025  9:00 am - 12:00 pm | No Charge |
| Elementary Student Council | Sort fundraiser materials | Elementary Cafeteria | March 21, 2025  4:00 p.m. | No Charge |
| Makena Baumgardner, Varsity Softball Coach | Parent Meeting | HS Library | TBA | 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_