

**PORTAGE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
SEPTEMBER 11, 2024**

The Committee of the Whole Meeting of the Portage Area Board of School Directors was called to order. Members and others present were: Jason Corte; Matthew Decort; Kathy Hough; John Jubina; Brian Shope; Christian Smith; Pete Noel, Superintendent of Schools; Jeff Vasilko, Business Manager; Troy Eppley, Director of Special Education; Jeremy Burkett, Junior Senior High School Principal; Jennifer Pisarski, Elementary School Principal; and Denise Moschgat, Recording Secretary. Absent were: Susan Berardinelli, Jacob Myers, Nancy Sherbine and Dennis McGlynn, Esquire.

RECOGNITION OF VISITORS

There were no visitors who wished to speak.

NOTICE TO PERSONNEL

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

DISTRICT POLICIES

First Reading 104 Discrimination/Harassment Affecting Staff
Second Reading 916 Volunteers

ROUTINE MATTERS

NEXT REGULAR MEETING

The Committee of the Whole Meeting will be held **October 9, 2024**, beginning at 6:30 p.m. in the elementary school auditorium, 84 Mountain Avenue, Portage, PA with the Regular Meeting immediately following.

APPROVING THE MINUTES

Motion Decort Second Shope Vote 6-0

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

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ADDITIONS, DELETIONS OR CORRECTIONS TO THE AGENDA

Motion Decort Second Shope Vote 6-0

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

Routine Matters, Item 16, Student Teacher Assignment, ADD Cassie Vena
Personnel Matters, Item 7, correct end date to December 19, 2024

REPORTS

Vo-Tech Operating Committee representative **Mr. Jason Corte** reported that the vo tech's open house is October 10.

Superintendent **Mr. Pete Noel** thanked everyone for the great effort in the successful start of the new school year. He recognized Mrs. Pisarski, Mr. Eppley and all the staff members who worked together to launch the School Wide Positive Behavior Incentive program. It was a great start with an assembly. In staffing, there will be a new custodian starting through WorkLink. Staff mentors will be working with newly hired professional staff and those who have not yet participated in the Teacher Induction Program will start the two-year series. Mr. Burkett and Mrs. Smith are working through the ASTI process to have this designation removed.

Director of Special Education **Mr. Troy Eppley** reported that the new learning support teachers are all settled in and everything is going smoothly.

High School Principal **Mr. Jeremy Burkett** provided an update on the fall sports season so far and noted that the board members receive a daily update from Craig Castel. There was a suicide prevention assembly, Maverick's Mission, at the high school. Homecoming is October 4. He thanked everyone for a great start to the new year.

Elementary School Principal **Mrs. Jennifer Pisarski** reported that the elementary school had a great start to the new school year and all the bumps have been worked out. The school wide positive behavior incentive had a great kick off and everyone is excited. The PTO is sponsoring the Kona Ice truck and the elementary school remembered those lost in the 9/11 terror attacks with a moment of silence this morning. LinkIt administration for online went well.

School Solicitor **Dennis McGlynn, Esquire** was absent.

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Business Administrator **Mr. Jeff Vasilko** reported that the auditors have been in the district this week for the annual audit and will be here approximately two weeks total. Transportation and Shaars reports are due at the end of the month. The elementary cafeteria will be getting a combi oven installed shortly.

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

Motion Decort Second Shope Vote 6-0
(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

B.

General Fund Invoices	\$1,790,909.77
Cafeteria Fund Invoices	\$45,58.99
Capital Reserve Fund Invoices	\$0.00
Capital Projects Fund Invoices	\$156,269.02
Total Invoices paid	\$1,992,237.78

C.

Mrs. Molnar - Cassandra Boro – Property, Per Capita, Occupation	\$11,725.13
Mr. Layo - Portage Boro – Property, Per Capita, Occupation	\$325,689.03
Mrs. Molnar Portage Township – Property, Per Capita, Occupation	\$538,721.06
Berkheimer Tax Administrators PASD – EIT (Current)	\$79,831.27
Total Taxes	\$955,966.49

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APPROVING BIDS

Motion Decort Second Shope Vote 6-0
(Roll Call Vote)

The Administration recommends approving McCartney’s Workplace Solutions’ bid in the amount of \$42,460.24 for two (2) two to four-person privacy pods. The bidders are as follows:

Vendor	Bid
McCartneys Workplace Solutions - ZoneZ 10x10 Collaboration Suite	\$ 50,572.74
McCartneys Workplace Solutions - Friant Reddispace WETime ADA (w/o Furniture)	\$ 36,855.24
McCartneys Workplace Solutions - Friant Reddispace WETime ADA (with Furniture)***	\$ 42,460.24
McCartneys Workplace Solutions - Dauphin Bosse Dialogue Cube	\$ 38,618.80
McCartneys Workplace Solutions - Thinkspace Hushfree M	\$ 42,190.20
McCartneys Workplace Solutions - Thinkspace Hushfree M ACCESS	\$ 38,042.56
McCartneys Workplace Solutions - Silen Chatbox Duo	\$ 22,025.26
McCartneys Workplace Solutions - ROOM Meeting Room	\$ 39,491.62
McCartneys Workplace Solutions - Himark Island 4B	\$ 29,615.63
McCartneys Workplace Solutions -Orangebox Air3	\$ 64,620.64
McCartneys Workplace Solutions -Orangebox Camper	\$ 82,105.58

*** - Admin Recommendation

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APPROVING PAYMENT APPLICATIONS

Motion Decort Second Shope Vote 6-0
(Roll Call Vote)

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

<u>Pay Ap#:</u>	<u>Contractor</u>	<u>Amount</u>
5	Brickley Construction	\$103,200.00
6	Montgomery Bros	\$7,315.00
7	Montgomery Bros	\$6,775.05
2(Final)	Darr Construction	\$36,945.00

APPROVING CERTIFICATE OF SUBSTANTIAL COMPLETION

Motion Decort Second Shope Vote 6-0

The Administration recommends approving the Certificates of Substantial Completion between the District, EADS Architects, Inc., Brickley Construction Inc., Montgomery Brothers Plumbing & Heating, LLC and Darr Construction, Inc. in regard to the new locker room building project. The estimated cost of work to be completed is \$0.00

PERMISSION TO ADVERTISE FOR REQUEST FOR PROPOSAL

Motion Decort Second Shope Vote 6-0
(Roll Call Vote)

The Administration requests permission to advertise for Requests for Proposal on Qualifications for an Energy Savings Performance Contracting Project.

APPROVING LETTER OF AUTHORIZATION

Motion Decort Second Shope Vote 6-0

The Administration recommends approving a Letter of Authorization to the McClure Company authorizing them to proceed with the design study of a photovoltaic solar system project for the possibility of entering into a Power Purchase Agreement.

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MAKING A CONTRIBUTION TO THE PORTAGE AREA AMBULANCE ASSOCIATION

Motion Jubina Second Shope Vote 6-0
(Roll Call Vote)

The Administration requests permission to contribute \$200 to the Portage Area Ambulance Association.

APPROVING PARTICIPATION AGREEMENT

Motion Decort Second Shope Vote 6-0

The Administration recommends approving a Participation Agreement, Local Education Agency with PHEAA for student teaching assignments.

APPROVING SCHOOL TO WORK TRANSITION PROGRAM WITH CAMBRIA COUNTY ASSOCIATION FOR THE BLIND AND HANDICAPPED

Motion Decort Second Shope Vote 6-0
(Roll Call Vote)

The administration recommends approving a School-to-Work Transition Program with the Cambria County Association for the Blind and Handicapped to provide vocational services to eligible students. The fee the 2024-2025 school year will be \$70 per student for Vocational Assessment Testing and \$50 per student for pre-vocational/vocational training.

APPROVING POLICY REVISIONS

Motion Decort Second Shope Vote 6-0

The Administration recommends approving revisions to the following district policies:

- 103 Discrimination/Harassment Affecting Students
- 103.1 Nondiscrimination – Qualified Students with Disabilities

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APPROVING REQUEST TO HOST FUNDRAISING DANCE

Motion Decort Second Shope Vote 6-0

The Class of 2025 and their advisor, Tina Lutz, request permission to host a Homecoming Dance at the Cassandra Firehall for grades 9-12 on October 5, 2024.

APPROVING STUDENT TEACHING ASSIGNMENTS

Motion Decort Second Shope Vote 6-0

The Administration recommends approving the following student teacher assignments:

Hayden Mallin
Cassie Vena

Mr. Bryan Jubina
Mrs. Tracy Borlie

Mount Aloysius College
Western Governors Univ

Clearances will be provided.

APPROVING LETTER OF AGREEMENT WITH ACRP

Motion Decort Second Shope Vote 6-0

The Administration recommends approving a Letter of Agreement with ACRP to provide a formal and mutual pathway for services to eligible students.

APPROVING ADDITIONS TO APPROVED VEHICLE LISTS

Motion Decort Second Shope Vote 6-0

The Administration recommends approving the addition of four vehicles to Tri County Transportation approved list of school vehicles.

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PERSONNEL MATTERS

HIRING SUBSTITUTE CUSTODIAN

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends hiring Gregory Pisarski as a substitute custodian at the custodial hourly rate as stated in the contract between the district and the custodial union. Mr. Pisarski has provided all necessary employment documents.

ACCEPTING LETTERS OF RESIGNATION

Motion Decort Second Shope Vote 6-0

The Administration recommends accepting, with regret, the following letters of resignation:

Kristie McCabe	Elementary Secretary
Christa Miko	Elementary reading competition co-advisor
Jessica Fuzie	Paraprofessional

HIRING PARAPROFESSIONAL

Motion Decort Second Shope Vote 6-0
(Roll Call Vote)

The Administration recommends hiring Desiree Klein as a paraprofessional . Salary will be based on the current salary scale for paraprofessionals.

HIRING ELEMENTARY SCHOOL SECRETARY

Motion Decort Second Shope Vote 6-0
(Roll Call Vote)

The Administration recommends hiring Tayla Kennedy as a 205-day elementary school secretary. Salary will be Step 1, with single benefits, based on the current salary scale for administrative assistants.

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HIRING CUSTODIAN

Motion Decort Second Shope Vote 6-0
(Roll Call Vote)

The Administration recommends hiring James Miller as a member of the custodial staff. Salary will be based on the current contract between the district and the custodial union.

HIRING CO-CURRICULAR POSITIONS

Motion Decort Second Shope Vote 6-0
(Roll Call Vote)

The Administration recommends hiring the following individuals beginning with the 2024-2025 school year. Salary will be based on the current contract between the district and the PAEA for co-curricular positions.

Mentor Teacher (Reading Interventionist)	Lauren Sinclair
Mentor Teacher (Sixth Grade)	Heidi Washko
Mentor Teacher (Sixth Grade)	Erin Sossong
Elementary Reading Competition Co-Advisor	Lauren Sinclair

APPROVING REQUEST FOR FMLA

Motion Decort Second Shope Vote 6-0

The Administration recommends approving a staff member's request for a Family and Medical Leave of Absence for the period October 31, 2024 to December 19, 2024.

ADDING VOLUNTEERS

Motion Decort Second Shope Vote 6-0

The Administration recommends adding the following volunteer:

Kerin Stefanko	Majorette/Colorguard
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BOARD REQUESTS / USE OF FACILITIES

Motion Decort Second Shope Vote 6-0
(Roll Call Vote)

The Motion was made to approve all requests for approved travel, field trips and use of facilities with the exception of the request to use the HS auditorium on October 13, 2024 for a worship night.

Request for Approved Travel:

Requester	Destination	Date(s)	Approximate Cost	Budgeted Y/N
Kristen Gribbin	Attend the PA Business Education Association Conference in Grantville, PA	November 21-22, 2024	\$764.23	Yes

Request for Approved Field Trip:

Requester	Destination	Date(s)	Approximate Cost	Budgeted Y/N
Fourth Grade Teachers	Field trip to Lincoln Caverns	May 13, 2024	\$0.00 (Paid by PTO)	N/A
Addison Holyfield	Marching band to the SFU Band Invitational	September 28, 2024	\$210.98	Yes
Jen Szpala	Take 8 students to the Blair County Job Fair	October 9, 2024 11:15 am – 2:20 pm	\$0.00	N/A

Requests for Use of Facilities:

Requester	Purpose	Facility	Date(s)	Rental Fee/ Amount
Hannah Shaffer, Varsity Cheer Coach	Conduct Junior Cheer Camp	Elementary gymnasium	September 21, 2024 8:30 – 10:30 a.m.	No Charge
Sara Richardson	Grades 3-4 Girls' basketball practice	Elementary gymnasium	Sept-Dec 10, 2024 6:00 – 7:00 p.m.	No Charge
Kelli Swires	Worship Night*	High School Auditorium	October 13, 2024 6:00 – 8:00 p.m.	\$10/hour
Jennifer Thomas, PTO	PTO Meetings	Elementary Room 305	Oct. 3, Nov 7, 2024 and Jan 9, Feb 6, Mar 6, Apr 3, 2025 6:30 p.m.	No Charge
Jennifer Thomas, PTO	Set up for Santa Shop	Elementary band room	December 3, 2024	No Charge

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			6:30 p.m.	
Scott Burda	Grades 5-6 girls' basketball practice	Elementary gymnasium	Oct 29, 2024 – Feb 25, 2025	No Charge
Denise Moschgat, Theater	Play Rehearsal	HS Auditorium	September – November 2024	No Charge
Denise Moschgat, Theater	Winter 2024 Production	HS Auditorium	November 22-23, 2024	No Charge

*Upon approval and prior to the date of the event, a Certificate of Insurance will be provided.

MOTION TO MAKE THE AGENDA PART OF THE MINUTES

Motion Decort Second Shope Vote 6-0

MOTION SHOULD BE MADE TO ADJOURN THE MEETING

Motion Decort Second Shope Vote 6-0

Time: 7:33 p.m.

Respectfully submitted,

Matthew R. Decort, Board Secretary

Denise Moschgat, Recording Secretary