

**PORTAGE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
MAY 8, 2024**

The Regular Meeting of the Portage Area Board of School Directors was called to order. Members and others present were: Susan Berardinelli; Jason Corte; Kathy Hough; John Jubina; Jacob Myers; Nancy Sherbine; 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; Dennis McGlynn, Esquire and Denise Moschgat, Recording Secretary. Absent was Matthew Decort.

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

ROUTINE MATTERS

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.

APPROVING THE MINUTES

Motion Shope Second Jubina Vote 8-0

The Administration recommends approving the April 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 Shope Second Jubina Vote 8-0

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

Personnel Matters, ADD Line Item 5, Hiring Summer Reading and Math Intervention Teachers

Personnel Matters, ADD Line Item 6, Hiring Co-Curricular Positions

Personnel Matters, ADD Line Item 7, Hiring Music Accompanist

Personnel Matters, ADD to Line Item 11, Scott Berardinelli as junior high football volunteer coach

REPORTS

Vo-Tech Operating Committee representative **Mr. Jason Corte** reported that the senior ceremony is being held tonight. Mrs. Hough then reported that she had attended the last meeting and that the vo tech is much different now. She noted that the national contests are very challenging and that there are many programs at the vo tech that students actually have to get on a wait list to enroll.

Superintendent **Mr. Pete Noel** noted that work continues on mental health opportunities for students and staff. With state assessments moving to an online platform, the high school principals will be piloting a transition to help prepare the students for this change.

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

High School Principal **Mr. Jeremy Burkett** provided the board with a spring sports wrap-up noting that the baseball and softball teams will go to playoffs beginning next week. Prom is this Friday, May 10 at the Casino in Altoona. There are field trips coming up as well as the Jazz band playing at Germantown Winery. He further advised the board that the senior class raised money to pay for charter buses for their trip to DC. The awards ceremony will be May 25, Baccalaureate will be May 29 and graduation, May 30.

Elementary School Principal **Mrs. Jennifer Pisarski** reported that state assessments were finished and there are many field trips and events scheduled in the last few weeks of school. She also noted that fifth grade went on a tour of the vo tech and they were very interested in the

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programs available. She noted that the students were very engaged and excited to learn about these programs and what vo tech can offer them.

School Solicitor **Dennis McGlynn, Esquire** had nothing to add to the agenda.

Business Administrator **Mr. Jeff Vasilko** had nothing to add to the agenda.

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

Motion Shope Second Jubina Vote 8-0
(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	\$1,436,616.62
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	

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PASD – EIT (Current)	\$49,729.31
Total Taxes	\$49,729.31

TENTATIVE BUDGET FOR 2024-2025

Motion Shope Second Jubina Vote 8-0
(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.

TAX STRUCTURE FOR 2024-2025 BUDGET

Motion Shope Second Jubina Vote 8-0
(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:

	<u>2023-2024</u>	<u>2024-2025</u>
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%

PERMISSION TO APPLY FOR FEDERAL AND STATE FUNDS

Motion Shope Second Jubina Vote 8-0
(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

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IDEA State Contingency (Recurring)	\$185,169 Unknown	Services provided to students with disabilities Extra-ordinary special 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).

BOARD APPOINTMENTS AND REAPPOINTMENTS FOR 2024-2025

Motion Shope Second Jubina Vote 8-0

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.

APPOINTING SCHOOL BOARD TREASURER

Motion Shope Second Corte Vote 8-0

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

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APPROVING PAYMENT APPLICATIONS

Motion Shope Second Jubina Vote 8-0
(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>
1	Brickley Construction Inc.	\$78,570
2	Montgomery Bros	\$15,786

APPROVING ARTICLES OF AGREEMENT

Motion Shope Second Jubina Vote 8-0
(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.

APPROVING A CONTRIBUTION TO THE PORTAGE VOLUNTEER FIRE COMPANY

Motion Shope Second Jubina Vote 8-0
(Roll Call Vote)

The Administration recommends approving a contribution to the Portage Volunteer Fire Company in the amount of \$200 towards its annual fund drive.

RENEWING AGREEMENT FOR FITNESS EQUIPMENT SERVICE CONTRACT

Motion Shope Second Jubina Vote 8-0
(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.

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APPROVING LETTER OF AGREEMENT

Motion Shope Second Jubina Vote 8-0

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

APPROVING DUAL CREDIT AGREEMENT WITH PENN HIGHLANDS

Motion Shope Second Jubina Vote 8-0

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.

RENEWING SERVICE AGREEMENT WITH EXTENDED FAMILY PROGRAMS, INC.

Motion Shope Second Jubina Vote 8-0

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.

REVIEW AND APPROVAL OF FLEXIBLE INSTRUCTION DAY PROGRAM

Motion Shope Second Jubina Vote 8-0

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.

RENEWING COOPERATIVE AGREEMENT WITH MOUNT ALOYSIUS COLLEGE

Motion Shope Second Jubina Vote 8-0

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.

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RENEWING MEMORANDUM OF UNDERSTANDING WITH THE LEARNING LAMP

Motion Shope Second Jubina Vote 8-0

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

APPROVING QUOTE FOR THE IMPLEMENTATION OF A PAES LAB

Motion Shope Second Jubina Vote 8-0
(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.

PURCHASING AN ORBITAL SCRUBBER

Motion Shope Second Jubina Vote 8-0
(Roll Call Vote)

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

PURCHASING LAPTOPS

Motion Shope Second Jubina Vote 8-0
(Roll Call Vote)

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

RENEWING MERAKI NETWORK SUBSCRIPTION

Motion Shope Second Jubina Vote 8-0
(Roll Call Vote)

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

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PURCHASING A SCIENCE CURRICULUM

Motion Shope Second Jubina Vote 8-0
(Roll Call Vote)

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

RENEWING SUBSTITUTE TEACHER AGREEMENT

Motion Shope Second Jubina Vote 8-0

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

RENEWING AGREEMENT WITH WORLD OF LEARNING EXTENDED CAMPUS

Motion Shope Second Jubina Vote 8-0

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.

PERSONNEL MATTERS

HIRING BUILDING LEVEL OFFICE SECRETARIES

Motion Shope Second Jubina Vote 8-0
(Roll Call Vote)

The Administration recommends hiring Brittany Randall and Jessica Miller 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.

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HIRING A CERTIFIED SCHOOL NURSE

Motion Shope Second Jubina Vote 8-0
(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.

HIRING AN ATHLETIC TRAINER

Motion Shope Second Jubina Vote 8-0
(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.

HIRING HOMEBOUND INSTRUCTORS

Motion Shope Second Jubina Vote 8-0
(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.

HIRING READING AND MATH INTERVENTION TEACHERS

Motion Shope Second Jubina Vote 8-0
(Roll Call Vote)

The Administration recommends hiring the following individuals as reading and math intervention teachers for the Summer 2024 Reading and Math Programs. The number of teachers needed will depend on enrollment. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities.

Heidi Washko
Cara Seminsky

Sally Pesta
Nicole Crum

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HIRING CO-CURRICULAR POSITIONS

Motion Shope Second Jubina Vote 8-0
(Roll Call Vote)

The Administration recommends hiring the following co-curricular positions for the 2023-2024 school year. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities.

Mentor Teacher for Lakin Phillips: Tobi Burkett
Mentor Teacher for Hanna Corle: Brittany Brewer
Sixth Grade Discipline Chair: Erin Sossong
Fourth Grade Discipline Chair: Christa Miko
Elementary Student Council Advisor: Heidi Washko

HIRING MUSIC ACCOMPANIST

Motion Shope Second Jubina Vote 8-0
(Roll Call Vote)

The Administration recommends hiring John McCoy as a music accompanist for commencement. Mr. McCoy will be paid \$300 from the band activity account. Mr. McCoy will provide current clearances prior to participating in any rehearsals.

RESCINDING REQUEST FOR FAMILY AND MEDICAL LEAVE OF ABSENCE

Motion Shope Second Jubina Vote 8-0

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.

ACCEPTING LETTER OF RESIGNATION

Motion Shope Second Jubina Vote 8-0

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.

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ACCEPTING LETTERS OF RESIGNATION

Motion Shope Second Jubina Vote 8-0

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.

ADDING VOLUNTEER COACH/ADVISOR

Motion Shope Second Jubina Vote 8-0

The Administration recommends adding the following volunteers:

Olivia Johnson, volunteer adviser to chaperone the senior trip to Washington DC. Clearances provided.

Braedan Oravec, volunteer football coach for the 2024-2025 season. Clearances provided.

Scott Berardinelli, volunteer junior high football coach for the 2024-2025 season. Clearances on file.

BOARD REQUESTS / USE OF FACILITIES

Motion Shope Second Jubina Vote 8-0
(Roll Call Vote)

Request for Approved Field Trip:

Requester	Destination	Date(s)	Approximate Cost	Budgeted Y/N
Molly Harrington, for 5 th Grade	Portage Historical Museum Trip and Portage Tour	May 29, 2024	\$0.00 (Paid by Rotary)	N/A

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Sara Erzal, for 2 nd Grade	Portage Tour with Irene Huschak	May 28, 2024	\$0.00 (Paid by Rotary)	N/A
Erin Sossong, for 6 th 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 5/9 to 8/15/2024 Evenings	\$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

Prior to the vote, Mr. Shope asked for clarification on why some community members can use facilities for no charge and others cannot. Mr. Noel explained that the organizations are not for profit and benefit district's students. Mr. Noel further stated that the board has the option to change the policy if it deems appropriate.

MOTION TO MAKE THE AGENDA PART OF THE MINUTES

Motion Shope Second Jubina Vote 8-0

MOTION SHOULD BE MADE TO ADJOURN THE MEETING

Motion Shope Second Jubina Vote 8-0

Time: 8:26 p.m.

Respectfully submitted,

Matthew R. Decort, Board Secretary

Denise Moschgat, Recording Secretary