

**PORTAGE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
MAY 11, 2022**

The Regular Meeting of the Portage Area Board of School Directors was called to order. Kathy Hough, board president, led the group in the Pledge of Allegiance and a moment of silence. Members and others present were: Susan Berardinelli; Jason Corte; Kathy Hough; John Jubina; Christian Smith; Dennis Squillario; Eric A. Zelanko, Superintendent of Schools; Todd Dishong, Superintendent-Elect of Schools; Ralph J. Cecere, Jr., Junior Senior High School Principal; Pete Noel, Elementary School Principal; Jeff Vasilko, Business Manager; Dennis McGlynn, Esquire and Denise Moschgat, Recording Secretary. Absent were Matthew Decort and Tina Latoche.

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.

ROUTINE MATTERS

NEXT REGULAR MEETING

The Committee of the Whole Meeting will be held **Wednesday, June 8, 2022**, 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 Squillario Second Berardinelli Vote 6-0

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

ADDITIONS, DELETIONS OR CORRECTIONS TO THE AGENDA

Motion Squillario Second Berardinelli Vote 6-0

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

- Routine Matters, Line Item 5 – Correct expenditures to \$14,631,314
- Routine Matters, Line Item 9 – Revise Item A from Treasurer to Secretary
- Routine Matters, Line Item 10 – Correct the date
- Routine Matters, Line Item 12 – Add approval of football stadium repairs
- Routine Matters, Line Item 13 – Add approval of transportation contract
- Routine Matters, Line Item 15 – Revision to the language to include vendor and how the purchase will be made upon approval.
- Personnel Matters, Line Item 1 – Revise the contract days to 240
- Personnel Matters, Line Item 3 – Delete the line item (Hiring an Elementary LS Teacher)

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REPORTS

IU 08 Operating Committee representative **Mrs. Kathy Hough** reported that the IU considering hiring an assistant director due to the increase in new programs, some of which are nationally recognized.

Vo-Tech Operating Committee representative **Mr. Jason Corte** reported on field day activities and senior awards received by vo tech students.

Superintendent **Mr. Eric A. Zelanko** reported that he would like the board to consider the purchase of a new planer for wood shop and will bring it to the June meeting. The estimated cost is \$18,000.

Superintendent-Elect **Dr. Todd Dishong** reported that he had the opportunity to travel throughout the community as well as attending a few baseball and softball games as well as the spring concerning. He added that for a district of this size, our student excel. He was especially impressed with the jazz band. He and Mr. Zelanko attended the PARSS conference which was very informative. Dr. Dishong further noted that he would like to have a retreat of sorts held locally with the administrators and board if available to discuss the district's vision. He also has been working with Mr. Cecere and Mrs. Pisarski on a school-wide behavior model. He's been involved in hiring of staff. He would also like to reach out to the parents and guardians of those students who attend a cyber or charter school to talk with them about the opportunities for their students at Portage Area and why it should be their school of choice.

High School Principal **Mr. Ralph Cecere** reported that scheduling is mostly done with the challenge being vo tech students in learning support. He provided an end of year calendar to the board noting that it changes almost daily. The ATSI plan is due August 30. It is finished and will be posted for 28 days.

Elementary School Principal **Mr. Pete Noel** reported that the elementary schools end of year events have been provided to board members. He further noted that the extended school year and summer reading programs are ready to go. Any vacant positions will hopefully be ready for board approval at the June meeting. The special education plan also will be completed by the deadline.

School Solicitor **Dennis McGlynn, Esquire** reported that he only had some personnel matters to discuss this month, adding that the district is always transparent in its dealing with issues.

Business Administrator **Mr. Jeff Vasilko** had nothing further to add.

Athletic Director **Mr. Jeremy Burkett** reported that the regular season for spring sports ends tomorrow and playoffs begin. Varsity baseball enters District 6 playoffs as the number one seed. Varsity girls softball is number four. Two members of track will be headed off to state competition.

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

Motion Squillario Second Berardinelli Vote 6-0
(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	\$998,519.86
Cafeteria Fund Invoices	\$68,150.36
Athletic Fund Invoices	\$16,847.08
Capital Reserve Fund Invoices	\$0.00
Capital Projects Fund Invoices	\$0.00
Total Invoices paid	\$1,083,517.30

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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)	\$34,090.20
Total Taxes	\$34,090.20

TENTATIVE BUDGET FOR 2022-2023

Motion Squillario Second Berardinelli Vote 6-0
(Roll Call Vote)

General Fund

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 **\$14,631,314**. This is an anticipated increase in spending of \$898,463 over the prior year budgeted amount of **\$13,732,852**. Consideration for final adoption will be at the regular meeting held on June 8, 2022.

TAX STRUCTURE FOR 2022-2023 BUDGET

Motion Squillario Second Berardinelli Vote 6-0
(Roll Call Vote)

The Administration proposes a 1.79 mil tax increase for the 2022-2023 school year. The remaining taxes shall remain at the current levels as follows:

	<u>2021-2022</u>	<u>2022-2023</u>
School Real Estate	52.0 Mills	53.79 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%

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PERMISSION TO APPLY FOR FEDERAL AND STATE FUNDS

Motion Squillario Second Berardinelli Vote 6-0
(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 2022-2023 school year are as follows:

Title 1	\$278,000	Assisting all students
Title II, Part A	\$ 39,191	Class size reduction for primary grades
IDEA	\$185,000	Services provided to students with disabilities
State Contingency (Recurring)	Unknown	Extra-ordinary special education cost reimbursement
ACCESS	\$5,000	PA Medical Assistance student's cost reimbursement.
Ready to Learn	\$186,756	Main focus is on developing and maintaining preschool and kindergarten programs (now comingled with Basic Ed funds).

BOARD APPOINTMENTS AND REAPPOINTMENTS FOR 2022-2023

Motion Squillario Second Berardinelli Vote 6-0

The administration recommends the following appointments for the 2022-2023 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 \$7,000 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. Four percent (4%) commission will be paid to the tax collector on the Act 511 dollar amount remitted to the school district.

APPOINTING SCHOOL BOARD TREASURER

Motion Corte Second Berardinelli Vote 6-0

The Board moves to appoint Dennis Squillario to serve a one-year term as school board treasurer beginning June 1, 2022. Dennis Squillario currently serves.

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APPROVING BIDS FOR COAL, MILK AND BREAD

Motion Squillario Second Berardinelli Vote 6-0
(Roll Call Vote)

The Administration recommends approving the following bids (in bold) for coal and milk for the 2022-2023 school year. There were no other bidders. The Administration requests permission to re-advertise for bread bids.

Coal

- | | |
|--|------------------|
| 1. Penn Keystone Coal Company, LLC | \$172/ton |
| 2. Wicklow Fuel Co, Inc. | No Bid |
| 3. Rosebud Mining Co.
(did not meet 3 specifications) | No Bid |

Milk

- | | |
|---------------------------|--------------------|
| 1. Vale Wood Farms | \$61,494.72 |
| 2. Gallikers Dairy | \$63,640.74 |

Bread

- | | |
|-------------|--------|
| 1. Pacifico | No Bid |
|-------------|--------|

APPROVING REPAIRS AT THE FOOTBALL STADIUM

Motion Squillario Second Berardinelli Vote 6-0
(Roll Call Vote)

The administration recommends approving the April 13, 2022 Stadium Solutions Budget Pricing Proposal in the amount of \$4,500 for a structural examination 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.

RESCINDING MOTION TO REPAIRS AT THE FOOTBALL STADIUM

Motion Squillario Second Berardinelli Vote 6-0
(Roll Call Vote)

The Board moves to rescind the previous Motion recommending approval of the April 13, 2022 Stadium Solutions Budget Pricing Proposal in the amount of \$4,500 for a structural examination 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.

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APPROVING TRANSPORTATION CONTRACT

Motion Squillario Second Berardinelli Vote 6-0
(Roll Call Vote)

The administration recommends approving an Agreement for the Transportation of School Students with Tri-County Transportation for a six (6) year period effective July 1, 2022 with an optional term of an additional six (6) years.

APPLYING FOR AMERICORPS POSITIONS

Motion Squillario Second Berardinelli Vote 6-0
(Roll Call Vote)

The administration requests permission to apply for three AmeriCorps positions for the 2022-2023 school year at an approximate cost of \$11,084 each. This would be the total cost to the district with no benefits associated with the position.

APPROVING THE PURCHASE OF A DISHWASHER IN THE HIGH SCHOOL CAFETERIA

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The administration recommends purchasing a commercial dishwasher from Alto Hartley in the amount of \$51,900. The purchase, if approved, will be made through the Keystone Purchasing Network.

APPROVING ACTUARIAL SERVICES

Motion Squillario Second Berardinelli Vote 6-0
(Roll Call Vote)

The administration recommends approving the proposal from Contra Seigel to provide actuarial services for the district's retirement plan. The district's current company will no longer be providing these services. The cost for this service is \$3,750.

APPROVING THE 2022-2023 ADMIRAL PEARY VO TECH BUDGET

Motion Squillario Second Berardinelli Vote 6-0
(Roll Call Vote)

The administration recommends approving the Admiral Peary AVTS budget for the 2022-2023 in the amount of \$,459,586. The district's estimated cost per student is \$5,203.

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APPROVING A CONTRIBUTION TO THE PORTAGE VOLUNTEER FIRE COMPANY

Motion Squillario Second Berardinelli Vote 6-0
(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 Squillario Second Berardinelli Vote 6-0
(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.

REVISING THE 2022-2023 SCHOOL CALENDAR

Motion Squillario Second Berardinelli Vote 6-0

The Administration recommends revising the 2022-2023 school calendar so that May 12, 2023 is the Valley Network Day – Spring.

APPROVING STUDENT TEACHING ASSIGNMENTS

Motion Squillario Second Berardinelli Vote 6-0

The Administration recommends approving the following student teaching assignment for the 2022-2023 school year:

Student Teacher

Todd Murphy
Zach McCracken

Cooperating Teacher

Dennis Link
Mary Kenny

APPROVING AGREEMENT FOR STUDENT TEACHING ASSIGNMENTS

Motion Squillario Second Berardinelli Vote 6-0

The Administration recommends renewing its Agreement with Mount Aloysius College for student teaching assignments for the period July 1, 2022 to June 30, 2027.

APPROVING TRANSPORTATION PLAN WITH CHILDREN AND YOUTH SERVICE

Motion Squillario Second Berardinelli Vote 6-0

The Administration recommends approving a contract between the district and Cambria County Children and Youth Service for Transportation Procedures for Foster Care Youth for the three year period July 1, 2022 to June 30, 2025.

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APPOINTMENT OF SCHOOL BOARD DIRECTOR
MOTION FAILED

The Board moves to appoint _____ as a school board director to fill the remainder of Mr. Thrower's term, which expires the first Monday of December, 2023. Mr. McGlynn will swear in the appointee. ***Attorney McGlynn noted that this no longer needs to be on the agenda.***

PERSONNEL MATTERS

HIRING A DIRECTOR OF SPECIAL EDUCATION

Motion Squillario Second Berardinelli Vote 6-0
(Roll Call Vote)

The Administration recommends hiring _____, as the director of special education beginning with the 2022-2023 school year on a 240 day contract. Salary will be \$_____, with an Act 93 Compensation Plan.

HIRING A PART-TIME MUSIC TEACHER

Motion Squillario Second Berardinelli Vote 6-0
(Roll Call Vote)

The Administration recommends hiring Alexander Swackhamer, as a part-time music teacher beginning with the 2022-2023 school year. Salary will be step 1 (half salary), with single benefits.

HIRING TEACHERS FOR THE SUMMER 2022 READING PROGRAM

Motion Squillario Second Berardinelli Vote 6-0
(Roll Call Vote)

The Administration recommends hiring the following individuals for the summer 2022 reading program. Salary will be based on the current contract between the PAEA and the district for extra-pay for extra duties.

Reading Intervention Teachers

Kaitlin Cawley

Erin Paul

Elementary Reading Teacher

Rebecca Single

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ACCEPTING LETTER OF RESIGNATION

Motion Squillario Second Berardinelli Vote 6-0

The Administration recommends accepting, with regret, Lisa Civis' letter of resignation as a member of the Student Assistance Team, Elementary Student Council Advisor and Grade 4 Discipline Chairman effective the last day of the 2021-2022 school year. The district further requests permission to advertise these positions.

ACCEPTING LETTER OF RESIGNATION

Motion Squillario Second Berardinelli Vote 6-0

The Administration recommends accepting, with regret, Robert Lutz's letter of resignation as the assistant rifle team coach effective immediately. The district further requests permission to advertise these positions.

APPROVING REQUEST FOR DAYS OFF WITHOUT PAY

Motion Squillario Second Berardinelli Vote 6-0

The Administration recommends approving the following staff members' requests for days off without pay.

Staff member	May 4, 2022
Staff member	May 12, 2022

APPROVING REQUEST FOR FMLA

Motion Squillario Second Berardinelli Vote 6-0

The Administration recommends approving a staff members request for a Family and Medical Leave of Absence for the period August 20 to November 10, 2022.

BOARD REQUESTS / USE OF FACILITIES

Motion Squillario Second Berardinelli Vote 6-0
(Roll Call Vote)

Request for Approved Travel:

Requester	Destination	Date(s)	Approximate Cost	Budgeted Y/N
Lauren Sinclair and Erin Paul	Webinar: Planning your MTSS System for 22-23	May 15, 2022	\$0.00	N/A
Jennifer Pisarski and Krystal Smith	Conference: Reconnect, Reset & Refocus Bedford Springs, PA	June 30 and July 1, 2022	\$532.00	Yes

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Request for Approved Field Trip:

Requester	Destination	Date(s)	Approximate Cost	Budgeted Y/N
Six Grade Teachers	One Book Field Trip Penn Highlands	May 18, 2022	\$0.00	N/A
Tyler Johnson	Senior Trip to Flight 93 and Flood Memorials	May 18, 2022	\$734.60	Yes
Addison Holyfield	Take three students to IUP Drum Major Academy	June 27-July 1, 2022	\$1,200	Yes
Addison Holyfield	Take band students to Kennywood to play at Fall Fantasy Parade	August 18, 2022	\$583.70 (Transportation)	Yes
Jennifer Pisarski	Take the fifth grade students to VoTech	May 17, 2022 9:00 a.m. to 12:00 p.m.	\$205.24	Yes
Phillip Miller	Take students to the Carnegie Natural History Museum, Pittsburgh	May 23, 2022	\$364.15	Yes
Nicole Hunt	Take three students to the Forensics National Tournament in Washington, DC	May 27-29, 2022	\$462.50	Yes

Requests for Use of Facilities:

Requester	Purpose	Facility	Date(s)	Rental Fee/ Amount
Abigail Chobany, Sophomore Class Advisor	Cornhole Tournament	Track and Len Chappel Gynamsium	May 25, 2022 3:00 – 5:00 p.m.	No Charge
Irene Huschak, Portage Historical Society	Park a Goodwill Truck in the parking lot for donations after the Great Portage Yard Sale	Elementary School Parking Lot	June 11, 2022 2:00 – 6:00 p.m.	No Charge

MOTION TO MAKE THE AGENDA PART OF THE MINUTES

Motion Squillario Second Berardinelli Vote 6-0

MOTION SHOULD BE MADE TO ADJOURN THE MEETING

Motion Squillario Second Berardinelli Vote 6-0

Time: 8:06 p.m.

Respectfully submitted,

Matthew R. Decort, Board Secretary

Denise Moschgat, Recording Secretary