

**PORTAGE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
NOVEMBER 13, 2024**

The Regular Meeting of the Portage Area Board of School Directors was called to order. Members and others present were: Susan Berardinelli; Matthew Decort; Kathy Hough; John Jubina; Jacob Myers; Nancy Sherbine; Brian Shope; 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 were: Jason Corte and Christian Smith.

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

Third Reading 104 Discrimination/Harassment Affecting Staff

ROUTINE MATTERS

NEXT REGULAR MEETING

The Reorganization Meeting will be held **December 4, 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 7-0

The Administration recommends approving the October 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 7-0

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

REPORTS

Vo-Tech Operating Committee representative **Mr. Jason Corte** did not attend the meeting. Mrs. Hough went as alternate and reported that the vo tech had a special recognition dinner in which two district students participated in through the culinary program. She added that the new director, Mr. Luther is doing a great job and there have been many improvements and new programs. She may visit again and speak to the culinary students.

Superintendent **Mr. Pete Noel** reported that he and Jeff have been reviewing the healthcare consortium information and background and noted that a representative from the Rechini Group will come to a board meeting if the board so wished. He also noted that our insurance group could present to our staff and the community as well an overview of the various aspects of Medicare which would be a nice community outreach. Mr. McGlynn asked if the insurance company would be selling services to which Mr. Noel replied they would not. Mr. Noel also provided an update on the district's Christmas event, the Mustang Family Christmas, saying that we are preparing 400 meals, which is funded by the Milton Hershey School's platinum level donation. He also thanks the McClure Company for their generous donation towards this event. He also thanked the staff, the Knights of Columbus, the Portage Women's Club and other business's and individuals who have donated items or monetary contributions for this cause.

Director of Special Education **Mr. Troy Eppley** had no special education updates.

High School Principal **Mr. Jeremy Burkett** provided an update to the fall sports wrap up and provided information on upcoming events.

Elementary School Principal **Mrs. Jennifer Pisarski** thanked the Volunteer Fire Company for presenting to the students as well as First Energy for their presentation. She further discussed the staff's working on Emergency Operations safety procedures. She updated the board on events at the elementary school that have occurred as well as upcoming events. She also reported that thanks to the Positive Behavior Incentive, discipline incidents have decreased.

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School Solicitor **Dennis McGlynn, Esquire** explained the procedure for the appointment of school director in light of Mr. Smith’s resignation.

Business Administrator **Mr. Jeff Vasilko** updated the board on business office matters and advised that Wessel and Company will be at the December meeting with the audit presentation. He also noted that there will be an audit of the cafeteria in January.

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

Motion Decort Second Shope Vote 7-0
(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 | \$1,541,128.69 |
| Cafeteria Fund Invoices | \$146,776.91 |
| Capital Reserve Fund Invoices | \$0.00 |
| Capital Projects Fund Invoices | \$17,267.60 |
| Total Invoices paid | \$1,705,173.20 |

C.

| | |
|--|--------------------|
| Mrs. Molnar - Cassandra Boro – Property, Per Capita, Occupation | \$1,659.20 |
| Mr. Layo - Portage Boro – Property, Per Capita, Occupation | \$32,138.47 |
| Mrs. Molnar Portage Township – Property, Per Capita, Occupation | \$66,155.72 |
| Berkheimer Tax Administrators PASD – EIT (Current) | \$45,579.02 |

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Total Taxes

\$145,532.41

APPROVING QUOTE FOR PTAC REPLACEMENT

Motion Decort Second Shope Vote 7-0
(Roll Call Vote)

The Administration recommends accepting the quote of _____ to replace and install three PTAC units (HVAC) in the administration offices. The quotes are as follows:

| | |
|-----------------------|-------------|
| S.P. McCarl & Company | \$20,974.00 |
| Huckestein Mechanical | \$21,750.00 |
| Renol Bros Inc | \$21,893.00 |

RENEWING AGREEMENT WITH PRESSLEY RIDGE JOHNSTOWN

Motion Decort Second Shope Vote 7-0

The Administration recommends renewing its Contractual Agreement with Pressley Ridge Johnstown for the 2024-2025 school year. If a student is placed, the district would be charged a semester rate (per student) of \$17,600. For extended school year, the district would be invoiced \$140 per day or \$1,400 for the session. The district will not incur any cost unless a student is enrolled.

APPROVING DISTRICT POLICY

Motion Decort Second Shope Vote 7-0

The Administration recommends approving District Policy 916 Volunteers after having had three public readings.

APPROVING HEALTH AND SAFETY PLAN

Motion Decort Second Shope Vote 7-0

The Administration recommends approving revisions to the Health and Safety Plan as presented.

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ACCEPTING LETTER OF RESIGNATION

Motion Decort Second Shope Vote 7-0

The Board moves to accept, with regret, the resignation of Christian Smith as a member of the board of school directors effective November 13, 2024. The Board further moves to advertise for the appointment of an individual to serve the remainder of his term.

PERSONNEL MATTERS

HIRING LEAD COOK

Motion Decort Second Shope Vote 7-0
(Roll Call Vote)

The Administration recommends hiring Kimberly Lee as the lead cook in the high school beginning with the 2025-2026 school year. Salary will be based on the current contract between the district and the cafeteria union.

APPROVING REQUEST FOR FMLA

Motion Decort Second Shope Vote 7-0

The Administration recommends approving a staff member's request for a Family and Medical Leave of Absence for the period October 21, 2024 to November 6, 2024.

ADDING VOLUNTEERS

Motion Decort Second Shope Vote 7-0

The Administration recommends adding the following volunteers:

| | |
|-----------------|------------------|
| Lacey Haney | Ski Club |
| Donald G. Gouse | Girls Basketball |

ACCEPTING LETTERS OF RESIGNATION DUE TO RETIREMENT

Motion Decort Second Shope Vote 7-0

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The Administration recommends accepting, with regret, the letter of resignation due to retirement of Karen Fisher as the head cook in the elementary school effective the last day of the 2024-2025 school year. The Administration requests permission to advertise for this position.

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BOARD REQUESTS / USE OF FACILITIES

Motion Decort Second Shope Vote 7-0
(Roll Call Vote)

Request for Approved Travel:

| Requester | Destination | Date(s) | Approximate Cost | Budgeted Y/N |
|------------------------------------|---|---------------------|--------------------------------------|---------------------|
| Mary Boland | Food Show, Blair County Convention Center | November 15, 2024 | \$0.00 | N/A |
| Brittany Brewer and Kaitlin Cawley | Expanding Language Skills for Intermediate and Advanced Learners, PaTTAN West, Pittsburgh | January 30-31, 2025 | \$649.12 | Yes |
| Kelly Mignogna | 2025 PAFPC Improving School Performance Conference, Pittsburgh | January 28, 2025 | \$0.00 (Paid through Title funds) | N/A |

Request for Approved Field Trip:

| Requester | Destination | Date(s) | Approximate Cost | Budgeted Y/N |
|-----------------------------|---|---|----------------------------|---------------------|
| Sara Erzal | Portage Tour with Irene Huschak, Portage Historical Society | November 26, 2024 9:00 am – 11:00 am | \$0.00 (Paid by Rotary) | N/A |
| Phillip Miller | Physics class field trip to Kennywood Amusement Park | May 9, 2025 10:00 am to 10:30 pm | \$405.00 | Yes |
| Phillip Miller | Science class trip to Carnegie Museum of Natural History | May 16, 2025 8:00 am to 2:30 pm | \$655.28 | Yes |
| Dennis Link and Bill Bearer | Take 14 students to the Youth Leadership Conference at Butler Community College | November 21, 2024 8:00 am to 3:00 pm | \$0.00 (Paid by TRU) | N/A |
| Travis Kargo | STEAM Day at St. Francis University (gifted students and Mrs. Kenny's class) | November 26, 2024 8:00 am to 2:30 pm | \$780.92 | Yes |
| Gayle Price and Mary Kenny | Take the Science Club to the PA Farm Show | January 7, 2025 6:00 am to 3:30 pm | \$610.00 | Yes |
| Addison Holyfield | Take students to play at Maple Winds/John Paul Retirement Home | December 19, 2024 9:15 am to 2:30 pm | \$285.76 | Yes |

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|-------------------|--|-----------------------------|----------|-----|
| Addison Holyfield | Jazz Band to play at fundraiser Event at Crimson Room | December 27, 2024 | \$0.00 | N/A |
| Addison Holyfield | Marching band to play at the Ebensburg Christmas Parade | December 7, 2024 9:00 am | \$331.60 | Yes |
| Addison Holyfield | Take two students to participate at PMEA District Chorus, Berlin High School | December 5-7, 2024 | \$360.00 | Yes |
| Addison Holyfield | Take 11 students to participate in Cambria County Band at Bishop McCort | December 5-6, 2024 | \$635.84 | Yes |
| Addison Holyfield | Take students to play at Portage Winterfest tree lighting | December 13, 2024 | \$0.00 | N/A |
| Addison Holyfield | Marching band to play at the Portage Winterfest Parade | December 14, 2024 | \$0.00 | N/A |

*No alcohol is served during the performance.

Requests for Use of Facilities:

| Requester | Purpose | Facility | Date(s) | Rental Fee/ Amount |
|--|---|-----------------------------------|--|---------------------------|
| Amanda Helsel | 3 rd -4 th grade boys basketball practice (YPCC Rec League) | Elementary Gymnasium | Wednesday/Thursday evenings as available November through March | No Charge |
| Crystal Fetsko | 5 th grade boys basketball team practice | Elementary Gymnasium | Wednesdays November through February 6:00-7:30 | No Charge |
| Alicia Smith | Art Burkett Tournament | Len Chappell Gymnasium | November 28-30, 2024 3:00 pm – 11:00 pm | No Charge |
| Portage Winterfest Committee/Lorraine Shedlock | Winterfest Activities | Elementary Gymnasium | December 14, 2024 12:00 – 5:00 pm | No Charge |
| Denise Moschgat, Mustang Family Christmas | Provide dinner for district families | HS Cafeteria and auditorium lobby | December 15, 2024 11:00 am to 5:00 pm | No Charge |
| Kelly Mignogna | Title 1 Family Night | Elementary classroom as available | December 10, 2024 6:00 pm to 7:30 pm | No Charge |

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| Travis Kargo | Meet the Mustangs JH and Varsity Boys & Girls | Len Chappell | November 21, 2024 6:30 – 8:00 p.m. | No Charge |
|--------------|---|--------------|---------------------------------------|-----------|

*Gym times will be arranged through the athletics office.

MOTION TO MAKE THE AGENDA PART OF THE MINUTES

Motion Decort Second Shope Vote 7-0

MOTION SHOULD BE MADE TO ADJOURN THE MEETING

Motion Decort Second Shope Vote 7-0

Time: 8:43 p.m.

Respectfully submitted,

Matthew R. Decort, Board Secretary

Denise Moschgat, Recording Secretary