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

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

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

Mr. Christian Smith 2025\_\_\_\_\_\_\_

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 104 Discrimination/Harassment Affecting Staff

Second Reading 916 Volunteers

**VI. ROUTINE MATTERS**

**1. 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.

**2. APPROVING THE MINUTES**

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

The Administration recommends approving the August 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 $1,790,909.77**

**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**

**6. APPROVING BIDS**

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

(Roll Call Vote)

The Administration recommends approving bids for two (2) two to four-person privacy pods. The bidders are as follows:

Bidder Amount

**7. APPROVING PAYMENT APPLICATION**

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

(Roll Call Vote)

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

Pay Ap#: Contractor Amount

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

**8. APPROVING CERTIFICATE OF SUBSTANTIAL COMPLETION**

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

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

**9. PERMISSION TO ADVERTISE FOR REQUEST FOR PROPOSAL**

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

(Roll Call Vote)

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

**10. APPROVING LETTER OF AUTHORIZATION**

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

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.

**11. MAKING A CONTRIBUTION TO THE PORTAGE AREA AMBULANCE ASSOCIATION**

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

(Roll Call Vote)

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

**12. APPROVING PARTICIPATION AGREEMENT**

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

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

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

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

(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.

**14. APPROVING POLICY REVISIONS**

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

The Administration recommends approving revisions to the following district policies:

103 Discrimination/Harassment Affecting Students

103.1 Nondiscrimination – Qualified Students with Disabilities

**15. APPROVING REQUEST TO HOST FUNDRAISING DANCE**

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

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.

**16. APPROVING STUDENT TEACHING ASSIGNMENT**

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

The Administration recommends approving Hayden Mallin for a student teaching assignment under the supervision of Mr. Bryan Jubina from October through March. Mr. Mallin is currently a student at Mounty Aloysius. Clearances will be provided.

**17. APPROVING LETTER OF AGREEMENT WITH ACRP**

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

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

**18. APPROVING ADDITIONS TO APPROVED VEHICLE LISTS**

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

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

**VII. PERSONNEL MATTERS**

**1. 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.

**2. ACCEPTING LETTERS OF RESIGNATION**

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

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

**3. HIRING PARAPROFESSIONAL**

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

(Roll Call Vote)

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

**4. HIRING ELEMENTARY SCHOOL SECRETARY**

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

(Roll Call Vote)

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

**5. HIRING CUSTODIAN**

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

(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.

**6. HIRING CO-CURRICULAR POSITIONS**

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

(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

**7. APPROVING REQUEST FOR FMLA**

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

The Administration recommends approving a staff member’s request for a Family and Medical Leave of Absence for the period October 31, 2024 to January 19, 2025.

**8. ADDING VOLUNTEERS**

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

(Roll Call Vote)

The Administration recommends adding the following volunteer:

Kerin Stefanko Majorette/Colorguard

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

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

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  6:30 p.m. | No Charge |
| Scott Burda | Grades 5-6 girls’ basketball practice | Elementary gymnasium | Oct 29, 2024 – Feb 25, 2025 | No Charge |

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

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_