

**PORTAGE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
FEBRUARY 21, 2024**

<u>Mrs. Susan Berardinelli, Vice President</u>	2027 _____
<u>Mr. Jason Corte</u>	2025 _____
<u>Mr. Matthew Decort, Secretary</u>	2025 _____
<u>Mrs. Kathy Hough, President</u>	2027 _____
<u>Mr. John Jubina, Treasurer</u>	2025 _____
<u>Mr. Jacob Myers</u>	2027 _____
<u>Mrs. Nancy Sherbine</u>	2027 _____
<u>Mr. Brian Shope</u>	2027 _____
<u>Mr. Christian Smith</u>	2025 _____
<u>Mr. Pete Noel</u> Superintendent of Schools	_____
<u>Mr. Troy Eppley</u> Director of Special Education	_____
<u>Mr. Jeff Vasilko</u> Business Manager	_____
<u>Mr. Jeremy Burkett</u> Junior-Senior High School Principal	_____
<u>Mrs. Jennifer Pisarski</u> Elementary School Principal	_____
<u>Law Office Dennis M. McGlynn</u> Solicitor	_____
<u>Mrs. Denise Moschgat</u> Recording Secretary	_____

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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

Second Reading:
Policy 254 Educational Opportunity for Military Children

VI. ROUTINE MATTERS

1. NEXT REGULAR MEETING

The Committee of the Whole Meeting will be held **March 13, 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 January meeting minutes. A copy of the minutes was distributed with the advance agenda.

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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.

Routine Matters, Line Item 6, Notice of Intent to Award REVISE wording.
Routine Matters, Line Item 7, Approving Issuance of Award Documents, ADD motion.

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**

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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	\$1,814,973.68
Cafeteria Fund Invoices	\$66,744.28
Capital Reserve Fund Invoices	\$0.00
Capital Projects Fund Invoices	\$102,431.73
Total Invoices paid	\$1,984,149.69

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 PASD – EIT (Current)	\$47,724.14
Total Taxes	\$47,724.14

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6. APPROVING NOTICE OF INTENT TO AWARD

Motion_____Second_____Vote_____ (Roll Call Vote)

The board moves to issue the Notice of Intent to Award the following bidders for the new football stadium locker room project.

General Construction (Contract 2024-PASD-1):

Brickley Construction, Inc. \$510,000

Plumbing Construction (Contract 2024-PASD-2):

Montgomery Bros. Plumbing & Heating, LLC \$133,000

Electrical Construction (Contract 2024-PASD-3):

Darr Construction \$125,000

Mechanical Construction (Contract 2024-PASD-4):

Darr Construction \$62,500

7. APPROVING ISSUANCE OF AWARD DOCUMENTS

Motion_____Second_____Vote_____ (Roll Call Vote)

The moves to issue Award documents to the winning bidders upon the approval of bonds and insurances by the district's solicitor, Attorney Dennis McGlynn.

Contract 2024-PASD-1: Brickley Construction, Inc.

Contract 2024-PASD-2: Montgomery Bros. Plumbing & Heating, LLC

Contract 2024-PASD-3: Darr Construction

Contract 2024-PASD-4: Darr Construction

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8. APPROVING APPLICATION AND CERTIFICATE FOR PAYMENT

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration recommends approving Pay App #2 from Allegheny Restoration in the amount of \$329,122.34 for the Football Stadium Bleacher Rehabilitation project.

9. APPROVING AGREEMENT FOR HVAC MAINTENANCE PROGRAMS

Motion_____Second_____Vote_____ (Roll Call Vote)

The Administration recommends approving the Seasonal Cooling Preventive Maintenance Program in the amount of \$7,990.47 and the Seasonal Heating Preventive Maintenance Program in the amount of \$16,179.76 from Huckestein Mechanical for the period March 1, 2024 to February 28, 2025.

10. APPROVING EMERGENCY SERVICES AGREEMENT WITH SERVPRO

Motion_____Second_____Vote_____

The Administration recommends approving an Emergency Services Agreement with Servpro to secure preferential services for mitigation, remediation and abatement services in the event of emergency incidents within the district such as hazardous materials spills, water, fire and smoke damage, etc. There is no cost associated with this agreement. The district would incur costs if it utilized these services.

11. REQUESTING PERMISSION TO APPLY FOR AMERICORPS VOLUNTEERS

Motion_____Second_____Vote_____

The Administration requests permission to apply for four (4) AmeriCorps volunteers for the 2024-2025 school year. The district will apply as soon as the application window is open.

12. APPROVING 2024-2025 SCHOOL CALENDAR

Motion_____Second_____Vote_____

The Administration recommends approving the 2024-2025 school calendar as presented.

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13. APPROVING FIELD EXPERIENCE AGREEMENT

Motion _____ Second _____ Vote _____

The Administration recommends approving an Educator & Clinician Preparation Field Experience Agreement with IUP which would provide practical experiences to students at the university who are pursuing education or related fields. This is a five-year agreement.

14. APPROVING FIELD EXPERIENCE PLACEMENTS

Motion _____ Second _____ Vote _____

The Administration recommends approving the following field experience placements for pre-service teachers:

Student Teacher	Assigned Teacher	University
Genevieve Miller	Brittany Brewer	St. Francis University
Kaitlyn Ludwig	Kaitlin Cawley	St. Francis University
Jenna Madonna	Kaitlin Cawley	St. Francis University
Marah Seleme	Kaitlin Cawley	St. Francis University
Emma Allamin	Nicole Hunt	St. Francis University
Faith Hoffman	Tammy Rodgers	IUP
Brandi Kephart	TBD	Western Governors Univ.

15. ADOPTING DISTRICT POLICIES

Motion _____ Second _____ Vote _____

The Administration recommends adopting the following policies:

- Policy 306 Employment of Summer School Staff
- Policy 307 Student Teachers/Interns
- Policy 317.1 Educator Misconduct
- Policy 325 Dress and Grooming
- Policy 805.3 Use of Force

16. APPROVING THE SALE OF WRESTLING MATS

Motion _____ Second _____ Vote _____

The Administration recommending the sale of four wrestling mats as follows:

Mat #1	\$360	High Bidder: Michael Guarraci, Bath PA
Mat #2	\$365	High Bidder: Michael Guarraci, Bath PA
Mat #3	\$400	High Bidder: Michael Guarraci, Bath PA

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17. AUTHORIZING RESOLUTION FOR COOPERATIVE BIDDING

Motion_____Second_____Vote_____

The Administration recommending authorizing a Resolution for Cooperative bidding coordinated by Appalachia Intermediate Unit 8 to purchase paper supplies for the 2024-2025 school year and thereafter.

VII. PERSONNEL MATTERS

1. ADVERTISING FOR VACANT POSITIONS

Motion_____Second_____Vote_____

(Roll Call Vote)

The Administration requests permission to advertise for any vacant positions for the 2024-2025 school year.

2. REQUEST FOR DAY OFF WITHOUT PAY

Motion_____Second_____Vote_____

In accordance with the district's procedure on employee requests for uncompensated days, the board moves to deny a staff member request for February 9, 2024 off as a day off without pay.

3. ADDING VOLUNTEER COACH

Motion_____Second_____Vote_____

The Administration recommends adding Sierra Crum as a volunteer softball coach for the 2024 season. Ms. Crum's clearances are on file.

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VIII. BOARD REQUESTS / USE OF FACILITIES

Motion _____ Second _____ Vote _____
(Roll Call Vote)

Request for Approved Travel:

Requester	Destination	Date(s)	Approximate Cost	Budgeted Y/N
Mary Boland	Food Show	February 9, 2024	\$0.00	N/A
Travis Kargo	Gifted Network Conference	March 26, 2024	\$120.00	Yes
Kristen Gribbin	National Business Education Association Virtual Conference	March 27-29, 2024	\$555.50	Yes
Brittany Brewer	Building Capacity and Promoting Instruction through PASA DLM	April 15, 2024 8:00 a.m. – 12:45 p.m.	\$105.00 (substitute)	Yes

Request for Approved Field Trip:

Requester	Destination	Date(s)	Approximate Cost	Budgeted Y/N
Addison Holyfield	PMEA Regional Band at Bald Eagle Area HS	February 22-24, 2024	\$391.00	Yes
Addison Holyfield	PMEA Regional Chorus at Somerset High School	March 6-8, 2024	\$285.00	Yes
Kristine Bartoletti	Interact Club Poverty Simulation Conference in Delmont, PA	March 13, 2024	\$105.00	Yes
Kristen Gribbin	Business Day at St. Francis University	April 5, 2024	\$326.94	Yes
Addison Holyfield	PMEA Bandfest at Penn Cambria HS	April 5, 2024	\$230.00	Yes
Second Grade	Field Trip to Living Treasures Zoo, Jones Mills, PA	April 26, 2024	\$0.00 (Paid by PTO)	N/A
Addison Holyfield	Meyersdale Maple Festival parade	April 27, 2024	\$364.78	Yes
Kristine Bartoletti	Gateway Clipper Spanish Night Dinner Cruise	May 1, 2024	\$0.00 (Paid by Spanish Club)	N/A
Tina Lutz	Math Competition at Penn State Altoona	May 7, 2024	\$105.00	Yes
Dennis Link, SADD Advisor	Tru Group Legislation Day at the State Capitol	May 7, 2024	\$0.00 (Paid by Tru Group)	
Fifth Grade	Field trip to Fort Ligonier	May 9, 2024	\$0.00 (Paid by PTO)	N/A
Fourth Grade	Field trip to Lincoln Caverns	May 14, 2024	\$0.00 (Paid by PTO)	N/A

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Addison Holyfield	Portage Summerfest Parade	August 10, 2024	\$0.00	N/A
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Requests for Use of Facilities:

Requester	Purpose	Facility	Date(s)	Rental Fee/ Amount
Portage Elementary Wrestling	Free wrestling clinic with guest Bo Basset*	Elementary Gym	February 21, 2024	No Charge
Christina Franey	K-2 Girls Basketball practice	Elementary Gym	Feb 27, Mar 5, 12 19, 2024	No Charge
Christina Franey	K-2 Girls Basketball Showcase of Skills	Len Chappell Gymnasium	March 23, 2024 9:30 am-12:30 pm	No Charge
Portage Area Regional Planning Commission	Community Organizations Roundtable Discussions	High School Cafeteria	May 4, 2024 9:00 am-12:00 pm	No Charge
Kelly Mignogna	Title Family Night Drive Thru	Elementary School Parking Lot	April 11, 2024 5:30 – 7:30 pm	No Charge
Tobi Burkett, Girls Basketball Boosters	Spring Fling Dance	Elementary Gymnasium	April 6, 2024 5:00 – 10:00 pm	No Charge
Jared Bilchak, Stallions Football	Football skills camp For grades K-5	Track field	May 1-2, 2024	No Charge

*Held during the regular wrestling practice.

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: _____