

**PORTAGE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
MAY 14, 2025**

<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. Branden Miller</u>	2025_____
<u>Mr. Jacob Myers</u>	2027_____
<u>Mrs. Nancy Sherbine</u>	2027_____
<u>Mr. Brian Shope</u>	2027_____
<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

There are currently no policies for public reading.

VI. ROUTINE MATTERS

1. NEXT REGULAR MEETING

The Committee of the Whole Meeting will be held **June 11, 2025**, beginning at 6:30 p.m. in the elementary school auditorium, 84 Mountain Avenue, Portage, PA with the Regular Meeting immediately following.

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2. **APPROVING THE MINUTES**

Motion_____Second_____Vote_____

The Administration recommends approving the April 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**

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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	\$1,533,079.84
Cafeteria Fund Invoices	\$105,169.38
Capital Reserve Fund Invoices	\$0.00
Capital Projects Fund Invoices	\$0.00
Total Invoices paid	\$1,638,249.22

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)	\$55,444.84
Total Taxes	\$55,444.84

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6. TENTATIVE BUDGET FOR 2025-2026

Motion_____Second_____Vote_____
(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 **\$16,309,489.06**. This is an anticipated increase in spending of \$860,445.48 over the prior year budgeted amount of **\$15,449,043.58**. Consideration for final adoption will be at the regular meeting held on June 11, 2025.

7. TAX STRUCTURE FOR 2025-2026 BUDGET

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration proposes no tax increase for the 2025-2026 school year. Taxes shall remain at the current levels as follows:

	<u>2024-2025</u>	<u>2025-2026</u>
School Real Estate	56.64 Mills	56.64 Mills
School Per Capital-Section 679/Act 511	\$10.00	\$10.00
School Occupational Privilege	\$5.00	\$5.00
School Earned Income	.5%	.5%
School Realty Transfer	.5%	.5%

8. PERMISSION TO APPLY FOR FEDERAL AND STATE FUNDS

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration and the Federal Program Coordinator request permission to apply for federal and state funds and submit applications to the

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Pennsylvania Department of Education. Estimated allocations for the 2025-2026 school year are as follows:

Title 1	\$244,619	Assisting all students
Title II, Part A	\$ 34,358	Class size reduction for primary grades
IDEA	\$195,111	Services provided to students with disabilities
State Contingency (Recurring)	Unknown	Extra-ordinary special education cost reimbursement
ACCESS	\$ 25,000	PA Medical Assistance student's cost reimbursement.
Ready to Learn Block & Adequacy	\$544,062	Main focus is on developing and Maintaining preschool and kindergarten programs Classroom reduction, Reading Instruction, etc.

9. BOARD APPOINTMENTS AND REAPPOINTMENTS FOR 2025-2026

Motion_____Second_____Vote_____

The administration recommends the following appointments for the 2025-2026 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 \$500.
- 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.

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G. Collectors for Act 511 Per Capita Tax of \$5 and Occupational Tax of \$5. Elected tax collectors are currently collecting these taxes.

10. APPOINTING SCHOOL BOARD TREASURER

Motion_____Second_____Vote_____

The Board moves to appoint _____ to serve a one-year term as school board treasurer beginning June 1, 2025. John Jubina currently serves.

11. APPOINTING SCHOOL BOARD SECRETARY

Motion_____Second_____Vote_____

The Board moves to appoint _____ to serve a four-year term as school board treasurer beginning July 1, 2025. Matthew Decort currently serves.

12. APPROVING COLLABORATIVE AGREEMENT BETWEEN SCHOOL PHYSICIAN AND CRNP

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends approving the Collaborative Agreement between Mark Ratchford, DO and Brady Ratovsky, CRNP which outlines the terms and responsibilities for the collaborative working relationship between the Physician and the CRNP in providing healthcare services to the district's students. The fee for this Agreement will be an annual payment to Dr. Ratchford in the amount of \$500 and an annual payment to Mr. Ratovsky of \$3,000.

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13. APPROVING AGREEMENT WITH RAPTOR TECHNOLOGIES

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends approving a Purchase and Subscription Services Agreement with Raptor Technologies to provide security services for both buildings. This technology will screen visitors before they are granted access to either building. The total amount of this Agreement is \$4,617.99 which breaks down to a one-time cost of \$2,928.99 with annual recurring costs of \$1,689.

14. APPROVING SUBSTITUTE TEACHER AGREEMENT

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends approving the Substitute Teacher Agreement with Ignite Education Solutions for the 2025-2026 school year. Ignite will provide substitute teachers, nurses and aides on an as needed basis.

15. APPROVING BIDS FOR MILK

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends approving Vale Wood Farms' bid in the amount of \$66,194.50 for milk for the 2025-2026 school year.

Galiker's Dairy	\$66,194.50
Vale Wood Farms	\$66,194.50

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**16. APPROVING PROPOSAL FOR PUBLIC ANNOUNCEMENT
REPLACEMENT SYSTEM**

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends approving DirecTec's proposal in the amount of \$201,711.97 for the replacement of PA and mass notification systems in the junior-senior high school and elementary school.

17. APPROVING PURCHASE OF LAPTOPS

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends purchasing 120 laptops for student use from the CTI Group in the amount of \$47,180.

18. APPROVING MOU WITH APPALACHIAN YOUTH SERVICE

Motion_____Second_____Vote_____

The Administration recommends approving a Memorandum of Understanding with Appalachian Youth Service for the 2025-2026 school year to provide service to eligible students. The district will only incur a fee if it places eligible students in the facility.

19. APPROVING STUDENT TEACHING ASSIGNMENTS

Motion_____Second_____Vote_____

The Administration recommends approving the following student teacher assignments for the fall of the 2025-2026 school year:

<u>Student</u>	<u>Cooperating Teacher</u>	<u>College</u>
Lyndsey Kitchen	Mary Walls	UPJ
Ashlyn Hamera	Aileen Miller	UPJ

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Isak Kudlawiec

Josh Burkett

UPJ

20. APPROVING AGREEMENT FOR POLICE PROTECTION

Motion_____Second_____Vote_____

The Administration recommends approving an Agreement for Police Protection to provide police coverage on all district properties for the period July 1, 2025 to June 30, 2027.

21. ADOPTING DISTRICT POLICY

Motion_____Second_____Vote_____

The Administration recommends adopting Policy 815.1 Use of Generative Artificial Intelligence in Education.

22. APPROVING DISTRICT POLICY REVISIONS

Motion_____Second_____Vote_____

The Administration recommends approving revisions to the following policy which is recommended by the PSBA Policy Review Service:

807 Opening Exercises/Moment of Silence/Flag Displays

23. REVISING 2024-2025 SCHOOL YEAR CALENDAR

Motion_____Second_____Vote_____

The Administration recommends revising the 2024-2025 school year calendar to accommodate the school closing due to lack of power on Wednesday, April 30, 2025. The last day of school for students and graduation will be June 4, 2025.

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VII. PERSONNEL MATTERS

1. ACCEPTING LETTER OF RESIGNATION

Motion _____ Second _____ Vote _____

The Administration recommends accepting, with regret, Kelli Swire's letter of resignation due to retirement as an elementary school teacher effective the last day of the 2024-2025 school year. The administration further requests permission to advertise this position.

2. ACCEPTING LETTER OF RESIGNATION

Motion _____ Second _____ Vote _____

The Administration recommends accepting, with regret, Melissa Rakar's letter of resignation as a member of the cafeteria staff effective April 23, 2025. The administration further requests permission to advertise this position.

3. ACCEPTING LETTER OF RESIGNATION

Motion _____ Second _____ Vote _____

The Administration recommends accepting, with regret, the resignation of Kirstin Chappell as a member of the cafeteria staff effective April 10, 2025. The administration further requests permission to advertise this position.

4. ACCEPTING LETTER OF RESIGNATION

Motion _____ Second _____ Vote _____

The Administration recommends accepting, with regret, Kathleen T. Bodenschatz's letter of resignation as the elementary reading competition advisor.

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5. HIRING SECONDARY MATH TEACHER

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends hiring Robert Sekerak as a full time, permanent secondary math teacher beginning with the 2025-2026 school year. Salary will be Step 7, with benefits, based on the current contract between the district and the PAEA.

6. HIRING ELEMENTARY SCHOOL TEACHERS

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends hiring Kara Jarvie as a permanent, full-time elementary school teacher beginning with the 2025-2026 school year. Salary will be Step 3, with benefits pursuant to the current contract with the PAEA.

7. HIRING ELEMENTARY SCHOOL TEACHERS

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends hiring Brittany Crain as a permanent, full-time elementary school teacher beginning with the 2025-2026 school year. Salary will be Step 13, with benefits pursuant to the current contract with the PAEA.

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8. HIRING ELEMENTARY SCHOOL TEACHERS

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends hiring Courtney Harabaugh as a permanent, full-time elementary school teacher beginning with the 2025-2026 school year. Salary will be Step 2, with benefits pursuant to the current contract with the PAEA.

9. HIRING SPECIAL EDUCATION TEACHERS

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends hiring Megan Hamilton as a permanent, full-time special education teacher beginning with the 2025-2026 school year. Salary will be Step 2, with benefits pursuant to the current contract with the PAEA.

10. HIRING CO-ATHLETIC DIRECTORS

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends hiring Jeremy Hill and Craig Castel as co-athletic directors beginning with the 2025-2026 school year. The stipend for each will be \$5,000 for a total cost of \$10,000.

11. HIRING BOYS VARSITY BASKETBALL HEAD COACH

Motion_____Second_____Vote_____
(Roll Call Vote)

The Administration recommends hiring Jade Zatek as the boys varsity basketball head coach beginning with the 2025-2026 school year. Salary

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will be based on the current contract between the district and the PAEA for extra-curricular activities. The district requests permission to advertise for a junior high head boys basketball coach which Mr. Zatak will vacate as he assumes this position.

12. HIRING BAND FRONT COACH

Motion _____ Second _____ Vote _____
(Roll Call Vote)

The Administration recommends hiring Kelsey Baumgardner as a Band Front Coach beginning with the 2025-2026 school year. Salary will be based on the current contract between the district and the PAEA for extra-curricular activities.

13. 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 grant a staff member's request for April 8, 9 and May 2, 2025 as three full days off without pay.

14. APPROVING REVISION TO FAMILY MEDICAL LEAVE OF ABSENCE

Motion _____ Second _____ Vote _____

The Administration recommends approving a revision to a staff member's request for a Family Medical Leave of Absence to adjust the period to May 12, 2025 and extending to June 4, 2025.

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15. APPROVING A FAMILY MEDICAL LEAVE OF ABSENCE

Motion_____Second_____Vote_____

The Administration recommends approving a staff member's request for a Family Medical Leave of Absence for a period to begin May 12, 2025 and extend intermittently as provided by the Family and Medical Leave Act.

VIII. BOARD REQUESTS / USE OF FACILITIES

Motion_____Second_____Vote_____
(Roll Call Vote)

Request for Approved Field Trip:

Requester	Destination	Date(s)	Approximate Cost	Budgeted Y/N
Lisa Stivers	Grade 3-6 Discipline Incentive Millrats Baseball	May 28, 2025	\$0.00	N/A
Sixth Grade Teachers	End of Year Picnic at Crichton McCormick Park	May 29, 2025	\$0.00	N/A
Third Grade Teachers	Field trip to Home Depot (technical career opportunities) and lunch at the 1889 Park.	May 29, 2025	\$0.00 (Paid through Grant)	N/A
Christina Franey	Portage Bus Tour	May 8, 2025	\$0.00 (Paid by the Historical Society)	
Tina Lutz, Senior Class Advisor	Senior trip to Hershey Park, PA	May 27, 2025	\$420 (Substitutes)	Yes
Tara Williams	Art students to Allied Artist Student Show, Community Arts Center of Cambria County	May 22, 2025	\$105.00 (Substitutes)	Yes
Fifth Grade Teachers	Field trip to the Altoona Railroad Museum and ride the train from Johnstown to Altoona	May 21, 2025	\$0.00 (Paid by the Historical Society)	N/A

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Requests for Use of Facilities:

Requester	Purpose	Facility	Date(s)	Rental Fee/ Amount
Mike Hudak, Johnstown Old Timers	National AAABA Tournament	Baseball Field	August 4, 5, 6, 2025	
Portage Stallions Football	Physicals for players	ES Nurse's Suite	TBD	No Charge

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: _____