Mrs. Susan Berardinelli, Vice President 2023\_\_\_\_\_\_\_

Mr. Jason Corte 2025\_\_\_\_\_\_\_

Mr. Matthew Decort, Secretary 2025\_\_\_\_\_\_\_

Mrs. Kathy Hough, President 2023\_\_\_\_\_\_\_

Mr. John Jubina 2025\_\_\_\_\_\_\_

Mrs. Tina Latoche 2023\_\_\_\_\_\_\_

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

Mr. Dennis Squillario, Treasurer 2023\_\_\_\_\_\_\_

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 Vice 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**

Policy 624 Taxable Fringe Benefits – First Reading

**VI. ROUTINE MATTERS**

**1. NEXT REGULAR MEETING**

The next Committee of the Whole Meeting will be held **Wednesday, October 11, 2023,** 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 $1,720,501.26**

**Cafeteria Fund Invoices $39,099.93**

**Capital Reserve Fund Invoices $0.00**

**Capital Projects Fund Invoices $11,841.50**

**Total Invoices paid $1,771,442.69**

**C.**

**Mrs. Molnar - Cassandra Boro –**

**Property, Per Capita, Occupation $13,881.59**

**Mr. Layo - Portage Boro –**

**Property, Per Capita, Occupation $320,482.84**

**Mrs. Molnar Portage Township –**

**Property, Per Capita, Occupation $838,161.31**

**Berkheimer Tax Administrators**

**PASD – EIT (Current) $40,834.68**

**Total Taxes $1,213,360.42**

**6. APPROVING SCHOOL-TO-WORK TRANSITION PROGRAM WITH CAMBRIA COUNTY ASSOCIATION FOR THE BLIND**

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 remains the same for this school year at $65 per student for Vocational Assessment Testing and $45 per student for pre-vocational/vocational training.

**7. APPROVING SUBSTITUTE TEACHER AGREEMENT WITH IGNITE EDUCATION SOLUTIONS**

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

(Roll Call Vote)

The Administration recommends approving an Agreement with Ignite Education Solutions to provide substitute teachers and other types of temporary staff. The rates are as follows:

Substitute teacher $140.91/day

Substitute Nurse $20.13/hour

Substitute Aide $13.42/hour

This is the amount paid to Ignite and covers the position rate and administrative fees.

**8. APPROVING ISSUE OF NOTICE OF AWARD**

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

(Roll Call Vote)

The Administration recommends approving the Issue of the Notice of Award to Allegheny Restoration Inc. for the Football Stadium Bleachers Rehabilitation Project in the amount of $415,540.

**9. APPROVING ISSUE OF NOTICE TO PROCEED**

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

(Roll Call Vote)

The Administration recommends approving the Issue of the Notice to Proceed to Allegheny Restoration for the Football Stadium Bleachers Rehabilitation Project.

**10. APPROVING EXECUTION OF AGREEMENT**

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

(Roll Call Vote)

The Administration recommends approving the Execution of the Agreement with Allegheny Restoration Inc. for the Football Stadium Bleachers Rehabilitation Project in the amount of $415,540.

**11. APPROVING ARCHITECTURAL/ENGINEERING SERVICES PROPOSAL FOR DESIGN OF LOCKER ROOMS**

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

(Roll Call Vote)

The Administration recommends approving the Architectural/Engineering Services Fee Proposal for the design of the new locker room building at the football stadium, the scope of work as detailed in the proposal for a fee of $104,900. The Administration further authorizes the EADS Group to proceed with this project.

**12. APPROVING ARCHITECTURAL SERVICE FEE PROPOSAL/AGREEMENT FOR HIGH SCHOOL EXTERIOR DOOR FRAME REPLACEMENT**

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

(Roll Call Vote)

The Administration recommends approving the Professional Architectural Services Fee Proposal/Agreement for the high school exterior door frame replacement project. The scope of work is outlined in the proposal. The fee for these services $27,500. The Administration further authorizes the EADS Group to proceed with this project.

**13. PERMISSION TO ADVERTISE FOR BIDS**

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

(Roll Call Vote)

The Administration requests permission to advertise for bids for laptops to be paid for from ESSER Funds.

**14. REQUESTING PERMISSION TO ADVERTISE FOR BIDS FOR VAN**

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

(Roll Call Vote)

The Administration requests permission to advertise for bids for a 10 passenger van the cost of which will be paid from ACCESS funds.

**15. approving memorandum of UNDERSTANDING**

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

The Administration recommends approving a Memorandum of Understanding with the Cambria County Backpack Project for the 2023-2024 school year. The purpose of this project is to provide healthy and sustainable food options on the weekends to eligible students.

**16. approving Policy Revisions**

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

The Administration recommends approving revisions to the following policies:

Policy 008 Organization Chart

Policy 251 Students Experiencing Homelessness, Foster Care and Other Educational Instability

Policy 602 Budget Planning

Policy 603 Budget Preparation

Policy 604 Budget Adoption

Policy 605 Tax Levy

Policy 606 Tax Collection

Policy 607 Tuition Income

Policy 609 Investment of District Funds

Policy 610 Purchases Subject to Bid/Quotation

Policy 611 Purchases Budgeted

Policy 612 Purchases Not Budgeted

Policy 613 Cooperative Purchasing

Policy 614 Payroll Authorization

Policy 617 Petty Cash

Policy 618 Student Activity Funds

Policy 623 Fund Balance (new number only)

Policy 620 Internal Funds (new number only)

Policy 621 Local Taxpayer Bill of Rights

Policy 622 GASB Statement 34

**17. retiring district policies**

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

The Administration recommends retiring the following district policies:

Policy 610.1 Work Done Under Contract Bids

Policy 623 Fund Balance

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

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

The Class of 2024 and their advisor, Tina Lutz, request permission to host a Homecoming Dance at the Cassandra Firehall for grades 9-12 on September 30, 2023.

**19. APPROVING STUDENT PRE-TEACHER OBSERVERS**

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

The Administration recommends approving pre-student teacher observers for the 2023-2024 school year:

Chase Forberger with Mary Kenny, Science

Jada Graham with Tina Lutz, Math

Madelyn Kline with Marry Walls, ELA

**VII. PERSONNEL MATTERS**

**1. ACCEPTING LETTERS OF RESIGNATION**

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

The Administration recommends accepting, with regret, the following letters of resignation:

Leann Decort cafeteria staff effective September 1, 2023

Jody Hale teacher’s aide effective September 22, 2023

Nicole Hunt speech league coach effective September 13, 2023

The administration further requests permission to advertise these positions.

**2. HIRING CUSTODIAN**

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

(Roll Call Vote)

The Administration recommends hiring Thomas Myers as a full-time custodian, with benefits, based on the current contract between the district and the Portage Chapter of the Service Employees International Union Local 32BJ.

**3. HIRING A SUBSTITUTE STAFF**

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

(Roll Call Vote)

The Administration recommends hiring the following substitute staff:

Joseph Wills Custodian

Leann Decort Cafeteria

**4. ADDING VOLUNTEER COACHES**

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

The Administration recommends adding the following volunteer coaches for the 2023-2024 school year:

Gavin Gouse Football

Todd Hershberger Football

**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** |
| Troy Eppley | Gifted Bootcamp | September 19 and October 4, 2023 | $100.00 | Yes |
| Laura Gressick | ES/AS Networking Cohort | October 11, and  December 13, 2023  January 31 and  March 20, 2024 | $0.00 | N/A |
| Troy Eppley and Tobi Burkett | Gifted Network | November 15, 2023  March 26, 2024 | $60.00 | Yes |
| Hannah Shaffer | Complex Learner Seminar | October 4, 2023  8:00 a.m. – 3:00 p.m. | $18.75  (travel) | Yes |

Request for Approved Field Trip:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requester** | **Destination** | **Date(s)** | **Approximate Cost** | **Budgeted**  **Y/N** |
| Addison Holyfield | Take the marching band to perform at the Johnstown Halloween parade | October 24, 2023 | $203.10 | Yes |
| Jennifer Thomas, PTO | PTO Incentive to Slinky Action Zone | October 24, 2023 | $0.00  (Paid by PTO) | N/A |
| Jennifer Thomas, PTO | Take students to the Young People’s Concert Johnstown Symphony | November 14, 2023 | $0.00  (JSO free concert) | N/A |
| Jen Szpala | Take two students to visit the PAES lab at Admiral Peary Vo Tech | September 14 & 15, 2023  11:45 a.m. – 2:30 p.m. | $0.00  (Use of Vehicle) | N/A |
| Addison Holyfield | Take students to County Band Auditions at Central Cambria | October 23, 2023 | $174.78  (transportation) | Yes |
| Tammy Jubina | Kindergarten field trip to Vale Wood Farms | May 6, 2024 | $0.00  (paid by PTO) | N/A |
| Jen Szpala | Take Senior Transition students to CTI Career & Transition Fair | October 19, 2023  10:30 a.m. – 2:30 p.m. | $0.00  (Use of Vehicle) | N/A |
| Jen Szpala | Career Fair for Senior Transition | October 4, 2023  10:45 a.m. – 2:30 p.m. | $0.00  (Use of Vehicle) | N/A |
| Jen Szpala | Take Junior transition students to Commonwealth Technical Institute Career & Transition Fair | October 18, 2023  10:30 a.m. – 2:30 p.m. | $0.00  (Use of Vehicle) | N/A |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mary Kenny | Take 15 seniors to St. Francis to the science lab for the Explore Assessments of Stroke | October 24, 2023 | $221.94 | Yes |

Requests for Use of Facilities:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requester** | **Purpose** | **Facility** | **Date(s)** | **Rental Fee/ Amount** |
| Hannah Shaffer, Varsity Cheer coach | Host Jr. Cheer Camp | Elementary School Gymnasium | September 7, 2023  3:30 to 5:30 p.m. | No Charge |
| Joseph Stancovich | 5 & 6 grade boys basketball practice | Elementary School Gymnasium | September-December as can be scheduled | No Charge |
| Sara Richardson | 3 & 4 grade basketball practice | Elementary School Gymnasium | October-December as can be scheduled  6:00 p.m. – 7:30 p.m. | No Charge |
| Dennis Squillario, on behalf of the Portage Rotary | Sausage and Pancake Breakfast | High School Cafeteria and kitchen | November 3, 2023  6:00 am to 12:00 pm | 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_