

**APPALACHIA INTERMEDIATE UNIT 8
BOARD OF SCHOOL DIRECTORS
ALTOONA, PENNSYLVANIA
FEBRUARY 27, 2014
6:30 P.M.**

MINUTES

The regular monthly meeting of the Appalachia Intermediate Unit 8 Board of School Directors was held at 4500 6th Avenue, Altoona on Thursday, February 27, 2014, 6:30 p.m. Mr. Thomas Bullington, Board Vice President, led the group in the flag salute and moment of silence.

ROLL CALL: The meeting was called to order by the Board Vice President, Mr. Thomas Bullington, with the following additional board members present: Mr. Thomas Dadey, Ms. Kathy Hough, Mr. Norman Huff, Mr. John Klingeman, Ms. Carrie Mourey, Mr. Keith Perl, Mr. Marion Pheasant and Mr. Michael Revak – 9 – present. Absent – 3 – Ms. Amy Acker-Knisely, Dr. Kamal Gella, Mr. B. Wayne Lohr and Mr. Wayne Meekins.

OTHERS ATTENDING: Others in attendance were: Dr. Thomas Butler – Executive Director, Ms. Jennifer Anderson, Mr. Derek Jones, Mr. Brian Myers, Mr. Karl Olschesky, Ms. Laura Toki, Ms. Janel Vancas, Ms. Sue Wolf, Ms. Amy Woomer, and Ms. Valerie Wyper – Staff; Mr. Sam Clapper – Solicitor.

VISITORS: Mr. William Batzel, IU8 Educator and PSEA Representative, was present. The press was not in attendance.

EXECUTIVE DIRECTOR'S UPDATE:

Dr. Butler stated that the Planning by Design process has been very productive and he will present the results at the March Board meeting.

Dr. Butler stated that second interviews were scheduled for next week for the position of Assistant Executive Director.

EXECUTIVE SESSION:

An Executive Session was held during the Committee Meeting, February 27, 2014, Altoona Office Board Room, from 6:02 p.m. to 6:11 p.m. to discuss personnel issues.

ADDITIONS, DELETIONS OR CORRECTIONS TO WRITTEN AGENDA OF FEBRUARY 27, 2014: On a motion by Mr. Klingeman and seconded by Ms. Mourey and carried by unanimous voice vote, the written Agenda, as well as the supplemental were approved.

MINUTES: A correction was made to page #4 (General Operating Budget) this item was for review and **preliminary** adoption; on a motion by Mr. Klingeman and seconded by Ms. Mourey and carried by unanimous voice vote, the minutes of the January 23, 2014 regular meeting, numbered pages 1-12, which were previously distributed to each member, were approved as amended.

AGENDA ITEMS APPROVED....On a motion by Mr. Dadey, seconded by Mr. Perl, and carried by roll call vote, the following Agenda items were approved – Treasurer’s Report (A & B), Listing of Bills, Bills to be Paid, General Operating Budget, PA Mountain Service Corps Evaluation Agreement, AmeriCorps Budget Revision, GMC Delivery Van, Depositories, and IU8 Paper Bid:

Roll call vote – yes – 9 – Mr. Thomas Bullington, Mr. Thomas Dadey, Ms. Kathy Hough, Mr. Norman Huff, Mr. John Klingeman, Ms. Carrie Mourey, Mr. Keith Perl, Mr. Marion Pheasant and Mr. Michael Revak.

A. TREASURER’S REPORTS: The Treasurer’s Report, including Payroll Checking, General Checking and Online Registration Accounts as submitted on blue colored pages for January 2014, included in the February 27, 2014 Agenda, were presented and approved subject to audit. Reports were included in the Supplemental to Official Minutes.

B. LISTING OF BILLS: Approval was given for payment of the listing of bills as follows: Payroll Checking Account – from 01/01/14 to 01/31/14, as listed on gold summary pages, General Checking Account from 01/17/14 to 02/14/14, as listed on gold summary pages and Online Registration Account from 01/01/14 to 01/31/14, as listed on gold summary pages, which were included in the February 27, 2014 Agenda, and also in the detailed Listing of Bills booklet, which is included with the Supplemental to Official Minutes.

C. PRESENTATION & INCLUSION IN OFFICIAL MINUTES – *No action required:*

1. Investments – The report to the Board on the securities presently held and the record of investments for January 2014 was filed with the Supplemental to Official Minutes for final audit.
2. Budget Summary Report – The detailed fiscal report, pages 1-54, General Fund, Special Revenue Funds, Capital Projects Fund, Enterprise Funds and Internal Service Funds for January 2014 was presented to the Board for final review and filed with the Supplemental to Official Minutes for final audit.

BUSINESS

BILLS TO BE PAID:

Approval was given for Board officers to pay bills before the next meeting, when a scheduled meeting has been postponed or cancelled due to inclement weather or for lack of a quorum.

GENERAL OPERATING BUDGET:

The Administration presented the General Fund Administrative Budget for 2014-2015 in the amount of \$5,018,895.58 for review and final adoption. Approval was given that included indirect and operational costs to be processed as follows: 1) state and local programs are to be assessed at a maximum of 6% plus interest (where allowed) or at the maximum rate permitted by the granting entity, and 2) federal programs are to be assessed at the PDE-approved indirect cost rate or specific project rate.

PA MOUNTAIN SERVICE CORPS EVALUATION AGREEMENT:

Approval was given to enter into an agreement between Trillium Associates and the AmeriCorps program for completion of a required program evaluation in the approved budgeted amount of \$5,000.00.

AMERICORPS BUDGET REVISION:

Approval was given to revise the AmeriCorps Budget for 2013-2014 to reflect the additional supplemental funding of \$21,000.00 awarded through PennSERVE.

GMC DELIVERY VAN:

Approval was given to dispose of a 1997 GMC Delivery Van that is at the end of its useful life.

DEPOSITORIES:

Approval was given to authorize the following depositories for the 2014-2015 fiscal year: AmeriServ Financial Bank, First Commonwealth Bank, Pennsylvania Local Government Investment Trust (PLIGIT), Pennsylvania School District Liquid Asset Trust, M&T Bank, First National Bank, and PNC Bank.

IUS PAPER BID:

Approval was given to award the bids for duplicating paper. The bid results were attached (white attachment).

AGENDA ITEMS APPROVED....On a motion by Mr. Perl, seconded by Ms. Mourey, and carried by roll call vote, the following Agenda items were approved – Math Design Collaborative (MDC), Educational Interpreter Services Agreement, Central PA Digital Learning Foundation Cyber School Agreement, Information Technology Software Support, Graduation Ceremonies-2014, and 2014 PAIU Spring Conference:

Roll call vote – yes – 9 – Mr. Thomas Bullington, Mr. Thomas Dadey, Ms. Kathy Hough, Mr. Norman Huff, Mr. John Klingeman, Ms. Carrie Mourey, Mr. Keith Perl, Mr. Marion Pheasant and Mr. Michael Revak.

CURRICULUM

MATH DESIGN COLLABORATIVE (MDC):

Approval was given to participate in the PA Department of Education's Math Design Collaborative, supported by Race to the Top (RTTT) funds. The project will span two years, beginning in July 2014. IU8 will receive \$10,000.00 to support this initiative.

EDUCATIONAL PROGRAMS & SERVICES

EDUCATIONAL INTERPRETER SERVICES AGREEMENT:

Approval was given to enter into an agreement with Sign Language Specialists of Western PA to provide Educational Interpreter Services, as needed, during the school year 2013-2014, at the rate of \$50.00 per 60-minute unit.

CENTRAL PA DIGITAL LEARNING FOUNDATION CYBER SCHOOL AGREEMENT:

Approval was given to enter into an Agreement with Central PA Digital Learning Foundation Cyber School, to provide related services to children who are eligible and are enrolled in the Cyber Charter School, at the approved IU rates for the school year 2013-2014.

INFORMATION TECHNOLOGY SOFTWARE SUPPORT:

Approval was given for Heurix, Inc. to provide software enhancements and maintenance for Appalachia Intermediate Unit 8 for the school year 2013-2014, not to exceed \$1,500.00. This agreement will end on June 30, 2014.

GRADUATION CEREMONIES-2014:

The graduation ceremony for the Life Skills Support (BRIDGE Program and APAVT) classes in Cambria County will be on held Friday, May 23, 2014 at the Young People's Community Center (YPCC) in Ebensburg. Approval was given for IU8 to cover the cost of graduation expenses in the approximate amount of \$1,000.00.

EXECUTIVE OFFICE

2014 PAIU SPRING CONFERENCE:

Approval was given for the following administrators and staff to attend the 2014 PAIU Spring Conference to be held May 28-30, 2014 at Omni Bedford Springs. The approximate cost per person will include registration and travel.

<u>Name</u>	<u>Title</u>	<u>Approx. Cost</u>
Jen Anderson	Assistant Director of EPS	\$325.00
Dr. Thomas Butler	Executive Director	\$325.00
Brenda Calhoun	Educational Technology Specialist	\$366.44
Stacy Dabbs	Curriculum Specialist	\$325.00
Derek Jones	Technology Services Administrator	\$442.60

2014 PAIU SPRING CONFERENCE continued:

<u>Name</u>	<u>Title</u>	<u>Approx. Cost</u>
Brian Myers	Director of Human Resources	\$442.60
Karl Olschesky	Director of Business Services	\$442.60
Laura Toki	Curriculum Director	\$325.00
Janel Vancas	Instructional Services Supervisor	\$442.60
Amy Woomer	Director of EPS	\$442.60
Valerie Wyper	Assistant Director of Business Services	\$442.60
TOTAL		\$4,322.04

HUMAN RESOURCES

PERSONNEL:

A. NOTICE TO PERSONNEL – *For Information Only:*

There may be reductions in the number of personnel created by possible programs going back to the districts and/or other program reductions. Teacher contract specifies that the Association shall receive notification at least six months prior to any possible or actual suspension.

B. TEACHER INDUCTION PROGRAM – *For Information Only:*

The following employees have successfully completed the teacher induction program: *KATHLEEN BOOSE – KELLIE REMBOLD*

AGENDA ITEMS APPROVED...On a motion by Mr. Revak, seconded by Mr. Dadey, and carried by roll call vote, the following Agenda items were approved – Resignations/Retirements, Leaves of Absence, Recommended to be Hired, Day-to-Day Substitutes, Travel, Other Business (A & B), Petty Cash and Donation:

Roll call vote – yes – 9 – Mr. Thomas Bullington, Mr. Thomas Dadey, Ms. Kathy Hough, Mr. Norman Huff, Mr. John Klingeman, Ms. Carrie Mourey, Mr. Keith Perl, Mr. Marion Pheasant and Mr. Michael Revak.

RESIGNATIONS/RETIREMENTS:

A. Professional: None

B. Support Staff – Aides:

Name	Position Location	Date Received	Effective Date of Service Termination
Christina A. Semelsberger	Hourly Aide – MDS Cambria Heights High School	02/06/2014	Close of Business 02/17/2014 (Resignation)

C. Support Staff – Secretaries: None

D. Support Staff – Other: None

LEAVES OF ABSENCE:

A. Professional:

Name	Type of Leave	From --- Through	Pay
Laura R. Miltenberger (Teacher)	Military	03/14/2014	Without

B. Support Staff – Aides: None

C. Support Staff – Secretaries:

Name	Type of Leave	From --- Through	Pay
Nancy A. Braniff	FMLA	02/11/2014 through 06/30/2014 (intermittent)	Without

D. Support Staff – Other: None

RECOMMENDED TO BE HIRED:

A. Professional:

Name	Cert & College	Position Created by Exceptionality & Location	Step & Amount on Salary Schedule	Date Employment Begins	Date Employment Ends
Tracy L. Rains	English 7-12 Emergency (Pending)	Transfer of D. Romano, Long-Term Sub. Teacher – Title I, Language Arts/Develop- mental Reading Cresson Secure Treatment Unit	\$40,032.68 (Prorated)	01/27/2014	End of 2013/2014 School Year

B. Support Staff – Aides:

Name	Cert & College	Position Created by Exceptionality & Location	Step & Amount on Salary Schedule	Date Employment Begins	Date Employment Ends
Susan K. Gojmerac	N/A	Vacant Position of T. Hockey, Aide – DD, Johnstown City Center Head Start	\$9.97/hr. Max. of 25 hrs/wk Regular Part-Time	01/27/2014	End of 2013/2014 EI Calendar

C. Support Staff – Secretaries: None

D. Support Staff – Other: None

APPROVAL OF SUBSTITUTES (DAY-TO-DAY):

A. Professional:

Name	College Graduate	Certification Held
Michael N. Barzeski*	Yes	Various Areas
Cortney P. Durst*	Yes	Various Areas
Suzanne A. Grove*	Yes	Various Areas
Tracy L. Rains	Yes	Social Studies 7-12 Mid-Level Science 7-9

***Various areas of certification due to the completion of the Substitute Teacher Training Consortium for emergency certification.**

B. Support Staff – Aides:

Name	Name	Name	Name	Name
Jodie L. Garzarelli				

C. Support Staff – Secretaries:

Name	Name	Name	Name	Name
Cortney P. Durst				

D. Support Staff – Other: None

TRAVEL: Approval was given for following conference travel:

<u>Name</u>	<u>Place</u>	<u>Conference Date(s)</u>	<u>Organization</u>	<u>Part. In Conf. Program</u>	<u>Work Days Missed</u>	<u>Paid by Conference or Grant</u>	<u>Total Anticipated Expense</u>
<u>AMERICORPS:</u>							
Carol Overly Program Manager	Atlanta, GA	06/15/14 06/18/14	Points of Light National Conference	Yes	3	No	\$1,462.20
<i>AmeriCorps Budget Total \$1,462.20</i>							
<u>CURRICULUM BUDGET:</u>							
Joan Conway Special Projects Coordinator	Carlisle	05/19/14 05/21/14	PA HS & MS Computer Fairs	No	3	No	\$421.20
Janel Vancas Supervisor	Seven Springs	04/27/14 04/30/14	PAFPC Conference	No	3	No	\$1,248.00
<i>Curriculum Budget Total \$1,669.20</i>							
<u>EDUCATIONAL PROGRAMS & SERVICES BUDGET:</u>							
Barbara Cassel Supervisor	Philadelphia	04/07/14 04/12/14	International CEC Convention	Yes	5	Yes	<i>No cost</i>
Mark DeRubeis Educ. Consultant	Philadelphia	04/08/14 04/09/14	Procedures for Increasing Motivation	No	2	No	\$767.20
Mark DeRubeis Educ. Consultant	Harrisburg	05/28/14 05/29/14	School Wide PBS Implementers Forum	No	2	No	\$333.20
<i>Educational Programs & Services Budget Total \$1,100.40</i>							
<u>SUMMARY OF TRAVEL:</u>							
AmeriCorps Budget Total				\$1,462.20			
Curriculum Budget Total				\$1,669.20			
Educational Programs & Services Budget Total				<u>\$1,100.40</u>			
GRAND TOTAL				\$4,231.80			

OTHER BUSINESS:

A. AFFINITI AGREEMENT:

Approval was given to enter into a three-year agreement with Affiniti (formerly known as Sting Communications) for SIP trunk service, which will provide local and long distance phone service for the Altoona office at a monthly cost of \$510.00 beginning July 1, 2014.

B. ITEM #23 C. PAGE #4 – PERSONNEL – ADDITIONAL HOURS/DAYS:

Deletion of the request for additional hours for Meghan Clark.

PETTY CASH:

Approval was given for the following petty cash account changes (tan attachment):

- A.** Close the account of Jennifer Anderson (29144) for Various Classes.
- B.** Restore the account of Heather Rhine (28293) for Hearing Programs in the amount of \$250.00.
- C.** Close the account of Christine Lewis (29479) for Various Classes.

DONATION:

Approval was given to accept a donation from the Future Educators of Deaf and Hard of Hearing Students Program in the amount of \$100.00.

FUTURE MEETINGS.....The next Committee/Board Meeting is scheduled for **Thursday, March 27, 2014**, 4500 6th Avenue, Altoona, PA. The Committee Meeting begins at 6:00 p.m., and the Board Meeting begins immediately following the Committee Meeting, but not before 6:30 p.m.

ADJOURNMENT.....The meeting was adjourned at 6:37 p.m. on a motion by Mr. Dadey, seconded by Ms. Mourey and carried by unanimous voice vote.

Respectfully submitted,

Brian Myers, Board Secretary

Thomas Bullington
Board Vice President

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