

**APPALACHIA INTERMEDIATE UNIT 8  
BOARD OF SCHOOL DIRECTORS  
ALTOONA, PENNSYLVANIA  
JANUARY 23, 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, January 23, 2014, 7:12 p.m. Mr. B. Wayne Lohr, Board President, led the group in the flag salute and moment of silence.

**ROLL CALL:** The meeting was called to order by the Board President, Mr. B. Wayne Lohr, with the following additional board members present: Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Dr. Kamal Gella, Ms. Kathy Hough, Mr. Norman Huff, Mr. John Klingeman, Mr. Keith Perl, Mr. Marion Pheasant and Mr. Michael Revak – 10 – present. Absent – 3 – Mr. Thomas Dadey, Ms. Carrie Mourey, 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 presented a Proclamation for School Director Recognition Month, distributed a Certificate of Appreciation and thanked the Board members for their dedication and commitment to public service and public education.

Dr. Butler was pleased at the success of the Focus Group meetings that were held this week and stated that the Planning by Design meetings will be held next week.

Dr. Butler stated that the MCL (Mass Customized Learning) planning board meeting was held on January 24, 2014 was very productive.

**EXECUTIVE SESSION:**

An Executive Session was held during the Committee Meeting, January 23, 2014, Altoona Office Board Room, from 6:28 p.m. to 6:58 p.m. to discuss personnel issues.

**ADDITIONS, DELETIONS OR CORRECTIONS TO WRITTEN AGENDA OF JANUARY 23, 2014:** On a motion by Mr. Klingeman and seconded by Mr. Pheasant and carried by unanimous voice vote, the written Agenda, as well as the supplemental were approved.

**MINUTES:** On a motion by Mr. Perl and seconded by Ms. Hough and carried by unanimous voice vote, the minutes of the December 12, 2013 regular meeting, numbered pages 1-12, which were previously distributed to each member, were approved.

**AGENDA ITEM APPROVED....On a motion by Mr. Bullington, seconded by Mr. Pheasant and carried by roll call vote, the following Agenda item was approved – Treasurer’s Report:**

Roll call vote – yes – 10 – Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Dr. Kamal Gella, Ms. Kathy Hough, Mr. Norman Huff, Mr. John Klingeman, Mr. B. Wayne Lohr, 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 November and December 2013, included in the January 23, 2014 Agenda, were presented and approved subject to audit. Reports were included in the Supplemental to Official Minutes.

**AGENDA ITEM APPROVED....On a motion by Dr. Gella, seconded by Mr. Bullington and carried by roll call vote, the following Agenda item was approved – Listing of Bills:**

Roll call vote – yes – 10 – Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Dr. Kamal Gella, Ms. Kathy Hough, Mr. Norman Huff, Mr. John Klingeman, Mr. B. Wayne Lohr, Mr. Keith Perl, Mr. Marion Pheasant and Mr. Michael Revak.

**B. LISTING OF BILLS:** Approval was given for payment of the listing of bills as follows: Payroll Checking Account – from 11/01/13 to 11/30/13 and 12/01/13 to 12/31/13 as listed on gold summary pages, General Checking Account from 12/06/13 to 01/10/14, as listed on gold summary pages and Online Registration Account from 11/01/13 to 11/30/13 and 12/01/13 to 12/31/13, as listed on gold summary pages, which were included in the January 23, 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 November and December 2013 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 November and December 2013 was presented to the Board for final review and filed with the Supplemental to Official Minutes for final audit.

**BUSINESS****STATEMENT OF FINANCIAL INTEREST – *For Information Only:***

The 2013 Statement of Financial Interest forms and instructions were distributed at the Board meeting. Board members are required to file this statement prior to May 1, 2014.

**MILEAGE REIMBURSEMENT RATE – *For Information Only:***

Effective January 1, 2014 the IRS mileage rate allowance was decreased from 56.5 cents to 56 cents.

**SINGLE AUDIT REPORT PRESENTATION – *For Information Only:***

Mr. Dave Baumgartner and Mr. Chris Shirock of Young, Oakes, Brown & Company presented the Single Audit Report and audit summary to the Board during the work session prior to the regular meeting.

**REPLACEMENT OF SPECIAL EDUCATION VANS – *For Information Only:***

Discussion was held regarding the replacement of two special education vans with the purchase of new items through either the Costars or other purchasing consortium. The displaced special education vans will be repurposed to replace two IMS vans.

**AGENDA ITEMS APPROVED....On a motion by Mr. Klingeman, seconded by Mr. Revak, and carried by roll call vote, the following Agenda items were approved – Bills to be Paid, Single Audit Report-Management Discussion and Analysis (MD&A), General Operating Budget, Title IIB Math and Science Partnership Budget, Petty Cash Accounts, Raytheon Education Foundation Grant, and ATOMS Program Database Development:**

Roll call vote – yes – 10 – Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Dr. Kamal Gella, Ms. Kathy Hough, Mr. Norman Huff, Mr. John Klingeman, Mr. B. Wayne Lohr, Mr. Keith Perl, Mr. Marion Pheasant and Mr. Michael Revak.

**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.

**SINGLE AUDIT REPORT, MANAGEMENT DISCUSSION AND ANALYSIS (MD&A):**

- A.** Approval was given to accept the Single Audit Report for the year ending June 30, 2013, prepared by Young, Oakes, Brown & Company.
- B.** Approval was given for the Management, Discussion and Analysis (MD&A) which is incorporated into the Single Audit Report. The MD&A is prepared by the Business Office.

**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~~ \*preliminary adoption. Approval was given of the budget 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.

*\*correction approved at the February 27, 2014 board meeting*

**TITLE IIB, MATH AND SCIENCE PARTNERSHIP BUDGET:**

Approval was given to increase the 2013-2014 Math and Science Partnership budget from \$417,213.00 to \$532,195.00 due to an increase in the grant amount.

**PETTY CASH ACCOUNTS:**

Approval was given to change the custodian for the following account:

Fund	Current Custodian	New Custodian	Account For	Impressed Amt.
23	Barbara Cassel	Barbara Cassel	CBI Programs	\$200.00

*\*Previously this account was for CBI (Olivia Dumm)*

**CURRICULUM**

**RAYTHEON EDUCATION FOUNDATION GRANT:**

Approval was given to apply for a Raytheon Education Foundation grant for the 2014-2015 school year in the amount of approximately \$40,000.00 to conduct the Aiming for Aviation – Introducing a New Generation of Students to the Science of Flight program. This program will provide services directly to elementary and secondary students and teachers in the IU8 region. IU8 will serve as the grant administrator for this project.

**ATOMS PROGRAM DATABASE DEVELOPMENT:**

Approval was given to have a new online database developed by Intermediate Unit 13 staff to efficiently manage the IU8 ATOMS Scholars project. The scope of work will involve two phases: creation of a customized student information entry system and the development of reporting tools. The cost will be approximately \$9,750.00 and will be completed on or before by June 30, 2014.

**AGENDA ITEMS APPROVED....On a motion by Ms. Hough, seconded by Mr. Pheasant, and carried by roll call vote, the following Agenda items were approved – Agora Cyber Charter School Agreement, Resignations/Retirements, Leaves of Absence, Recommended to be Hired, Day-to-Day Substitutes, and Travel:**

Roll call vote – yes – 10 – Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Dr. Kamal Gella, Ms. Kathy Hough, Mr. Norman Huff, Mr. John Klingeman, Mr. B. Wayne Lohr, Mr. Keith Perl, Mr. Marion Pheasant and Mr. Michael Revak.

**EDUCATIONAL PROGRAMS & SERVICES****AGORA CYBER CHARTER SCHOOL AGREEMENT:**

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

**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.

**RESIGNATIONS/RETIREMENTS:**

**A. Professional: None**

**B. Support Staff – Aides: None**

**C. Support Staff – Secretaries: None**

**D. Support Staff – Other:**

<b>Name</b>	<b>Position Location</b>	<b>Date Received</b>	<b>Effective Date of Service Termination</b>
Rebecca L. Ritchey	Hourly Interpreter	12/12/2013	Close of Business 12/20/2013 (Resignation)

**LEAVES OF ABSENCE:**

**A. Professional:**

<b>Name</b>	<b>Type of Leave</b>	<b>From --- Through</b>	<b>Pay</b>
Barbara J. Ramirez (Teacher) <b>*See Item #28 A</b>	To be determined.	12/9/2013 (1/2 day), 12/10/2013, 12/12/2013, 12/16/2013 and 01/07/2014	Without
Heather J. Rhine (Supervisor)	Personal Illness or Disability (continuation)	02/03/2014 through 02/14/2014	Without

**B. Support Staff – Aides: None**

**C. Support Staff – Secretaries: None**

**D. Support Staff – Other: None**

**RECOMMENDED TO BE HIRED:**

**A. Professional:**

<b>Name</b>	<b>Cert &amp; College</b>	<b>Position Created by Exceptionality &amp; Location</b>	<b>Step &amp; Amount on Salary Schedule</b>	<b>Date Employment Begins</b>	<b>Date Employment Ends</b>
Brad D. Theys	Supervisor Special Education K-12 (St. Francis)	Continuation of Program, Supervisor/ Ed. Consultant, Richland Office (NBUCP)	\$62,465.00 (Prorated)	01/02/2014	
Brenna M. Durst	Special Education N-12 (IUP)	Transfer of Olivia Dumm, Long-Term Substitute Teacher – CBI/ Transition Cambria County	\$40,032.68 (Prorated)	01/21/2014	End of 2013/2014 School Year
Brandi S. Bender	Early Childhood N-3 (Frostburg State Univ.) Special Ed. N-12 (Pending)	Resignation of Cynthia Zimmerman, Teacher – DD, Itinerant – Somerset County	\$40,332.68 (Prorated)	01/28/2014	



**RECOMMENDED TO BE HIRED continued:**

**B. Support Staff – Aides:**

<b>Name</b>	<b>Cert &amp; College</b>	<b>Position Created by Exceptionality &amp; Location</b>	<b>Step &amp; Amount on Salary Schedule</b>	<b>Date Employment Begins</b>	<b>Date Employment Ends</b>
Marycathryne S. Cairns	N/A	New Position, Aide – LSS, Westmont Elementary	\$9.97/hr. Max. of 30 hrs/wk Regular Part-Time	01/02/2014	End of 2013/2014 School Year
Gloria A. Gates	N/A	Transfer of Glenda Smith, Aide – DD, Bedford Preschool	\$9.97/hr. Max. of 25 hrs/wk Regular Part-Time	01/02/2014	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
Shannon M. Weaver*	Yes	Various Areas

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

**B. Support Staff – Aides: None**

**C. Support Staff – Secretaries: None**

**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>
<b><u>BUSINESS OFFICE BUDGET:</u></b>							
Barry Frye Manager SDIS	Hershey	03/19/14 03/21/14	Child Accounting Conference	No	3	No	\$930.60
							<b><i>Business Office Budget Total \$930.60</i></b>
<b><u>CURRICULUM BUDGET:</u></b>							
Brenda Calhoun Educ Tech Specialist	Atlanta, GA	06/27/14 07/02/14	ISTE Conference	No	4	No	\$1,992.00
							<b><i>Curriculum Budget Total \$1,992.00</i></b>
<b><u>EDUCATIONAL PROGRAMS &amp; SERVICES BUDGET:</u></b>							
Christine Lewis Supervisor	Hershey	02/05/14 02/07/14	PDE Conference	No	3	No	\$697.68
Celeste Ritchey Interpreter	Washington D.C.	02/06/14 02/06/14	Holocaust Museum (field trip – Everett SD)	No	0	Yes	\$0.00
Amy Woomer Director	Hershey	02/05/14 02/07/14	PDE Conference	No	3	No	\$378.00
							<b><i>Educational Programs &amp; Services Budget Total \$1,075.68</i></b>
<b><u>FACILITIES OFFICE BUDGET:</u></b>							
Dave Stultz Facilities Manager	Hershey	03/11/14 03/14/14	PASBO Conf.	No	4	No	\$1,106.90
							<b><i>Facilities Office Budget Total \$1,106.90</i></b>
<b><u>SUMMARY OF TRAVEL:</u></b>							
<b>Business Office Budget Total</b>				<b>\$930.60</b>			
<b>Curriculum Budget Total</b>				<b>\$1,992.00</b>			
<b>Educational Programs &amp; Services Budget Total</b>				<b>\$1,075.68</b>			
<b>Facilities Office Budget Total</b>				<b>\$1,106.90</b>			
<b>GRAND TOTAL</b>				<b>\$5,105.18</b>			

**AGENDA ITEMS APPROVED....On a motion by Mr. Perl, seconded by Mr. Klingeman, and carried by roll call vote, the following Agenda items were approved – Other Business (A) and Grant Writing Services:**

Roll call vote – yes – 10 – Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Dr. Kamal Gella, Ms. Kathy Hough, Mr. Norman Huff, Mr. John Klingeman, Mr. B. Wayne Lohr, Mr. Keith Perl, Mr. Marion Pheasant and Mr. Michael Revak.

**OTHER BUSINESS:**

**A. ITEM 24 - PAGE 6; LEAVES OF ABSENCE:**

**A. Professional:**

**Delete the leave of absence for Barbara J. Ramirez.**

**ADD:**

<u>Name</u>	<u>Type of Leave</u>	<u>From</u> -- <u>Through</u>	<u>Pay</u>
Laura R. Miltenberger (Teacher)	Military	02/21/2014	Without

**GRANT WRITING SERVICES:**

Approval was given to enter into an agreement with the Write Group, Inc. for grant writing services (consulting and training) for 21 IU8 school districts at a cost of \$20,500.00. The member school districts will reimburse the IU for their respective share of the cost.

**ASSISTANT EXECUTIVE DIRECTOR INTERVIEW COMMITTEE – For Information Only:**

The following Board members will serve on the interview committee for the Assistant Executive Director position: Amy Acker-Knisely, Thomas Bullington, Dr. Kamal Gella, Kathy Hough, B. Wayne Lohr, and Keith Perl.

**FUTURE MEETINGS.....**The next Committee/Board Meeting is scheduled for **Thursday, February 27, 2014**, 4500 6<sup>th</sup> 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 7:16 p.m. on a motion by Mr. Perl, seconded by Mr. Klingeman and carried by unanimous voice vote.

Respectfully submitted,

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Brian Myers, Board Secretary

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B. Wayne Lohr  
Board President