

**APPALACHIA INTERMEDIATE UNIT 8
BOARD OF SCHOOL DIRECTORS
ALTOONA, PENNSYLVANIA
JUNE 26, 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, June 26, 2014, 6:34 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: Ms. Amy Acker-Knisely, Mr. Thomas Dadey, Ms. Kathy Hough, Mr. Norman Huff, Mr. John Klingeman, Mr. Wayne Meekins, Mr. Marion Pheasant and Mr. Michael Revak – 9 – present. Absent – 4 – Dr. Kamal Gella, Mr. B. Wayne Lohr, Ms. Carrie Mourey, and Mr. Keith Perl.

OTHERS ATTENDING: Others in attendance were: 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:

Mr. Brian Myers recognized departing Board Members, Ms. Kathy Hough, Mr. Norman Huff, and Mr. Wayne Meekins by presenting them with a Certificate of Distinguished Service and thanked them for serving on the IU8 Board.

ADDITIONS, DELETIONS OR CORRECTIONS TO WRITTEN AGENDA OF JUNE 26, 2014: A correction was made on the Petty Cash Accounts; it should read 2014-2015 fiscal year. On a motion by Mr. Klingeman and seconded by Mr. Dadey and carried by unanimous voice vote, the written Agenda, as well as the supplemental were approved as amended.

MINUTES: On a motion by Mr. Klingeman and seconded by Mr. Dadey and carried by unanimous voice vote, the minutes of the May 22, 2014 regular meeting, numbered pages 1-18, which were previously distributed to each member, were approved.

B. LISTING OF BILLS: Approval was given for payment of the listing of bills as follows: Payroll Checking Account – from 05/01/14 to 05/31/14 as listed on gold summary pages, General Checking Account from 05/16/14 to 06/13/14, as listed on gold summary pages and Online Registration Account from 05/01/14 to 05/31/14 as listed on gold summary pages, which were included in the June 26, 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 May 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 May 2014 was presented to the Board for final review and filed with the Supplemental to Official Minutes for final audit.

BUILDINGS & GROUNDS INFORMATION REPORT: *Mr. Bullington, Chairperson*

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 – Bills to be Paid, Budget Revision (A & B), Special Education, Institution Program, Early Intervention, Capital Projects Budget, IDEA Section 619, Employee Benefits (A & B), Workers Compensation Insurance, Fiscal Year-End Transfers, GASB 54 Fund Balance Commitment, Petty Cash Accounts, Subgrant Agreements, Lease Renewals, Grant Writing Consortium, Equipment Disposal, Purchase of IMS Van, 2014-2015 Pennsylvania Inspired Leadership (PIL) (A, B & C), 2013-2014 Pennsylvania Inspired Leadership (PIL) Program Budget Revision, Volunteer and Contract Personnel Insurance Indemnification, Purchasing Cooperatives, Transportation – Drivers/Aides 2014-2015, Transportation – Contractor Rates 2014-2015:

Roll call vote – yes – 9 – Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Mr. Thomas Dadey, Ms. Kathy Hough, Mr. Norman Huff, Mr. John Klingeman, Mr. Wayne Meekins, Mr. Marion Pheasant, and Mr. Michael Revak.

BUSINESS

STATEMENT OF FINANCIAL INTERESTS – *For Information Only:*

Board Members and Directors were reminded that if they served on the Intermediate Unit Board at any time during the 2014 calendar year, they are required to submit a Statement of Financial Interests for the year. The necessary forms will be available for distribution early in 2015.

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.

BUDGET REVISION:

A. Early Intervention:

Approval was given for a revision to the 2013-2014 State Early Intervention Budget increasing the total from \$4,091,305.00 to \$4,288,805.00 due to an increase in revenue.

B. IDEA Section 611:

Approval was given for a revision to the 2013-2014 IDEA Section 611 Budget increasing the total from \$11,330,812.00 to \$11,332,973.00 due to an increase in revenue.

SPECIAL EDUCATION:

Approval was given of the 2014-2015 Special Education Budget in the amount of \$15,390,126.00.

INSTITUTION PROGRAM:

Approval was given of the 2014-2015 Institution Program Budget in the amount of \$135,580.00.

EARLY INTERVENTION:

Approval was given of the 2014-2015 Early Intervention Budget in the amount of \$4,281,501.00.

CAPITAL PROJECTS BUDGET:

Approval was given for a revision to the 2014-2015 Capital Projects Budget in the amount of \$700,000.00.

IDEA SECTION 619:

Approval was given of the 2014-2015 IDEA Section 619 Budget in the amount of \$349,442.00.

EMPLOYEE BENEFITS:

A. Vision Plan:

Approval was given to enter into an administrative services only agreement with Vision Benefits of America for vision benefits at a cost of \$1.20 per employee per month. The projected premiums including administrative costs are as follows:

	Teachers & NBU		Aides & Secretaries	
	2014-2015	2013-2014	2014-2015	2013-2014
Individual	6.01	5.50	4.97	4.55
Two Person	12.02	11.00	9.95	9.10
Family	18.03	16.50	14.92	13.65

B. Stop Loss Insurance:

Approval was given to renew a stop loss insurance agreement with Highmark Casualty Insurance Company at a composite premium of \$88.35 per covered employee per month with a specific deductible of \$100,000.00 per claim for 2014-2015. The estimated total cost is \$317,000.00 compared to \$291,274.00 in 2013-2014.

WORKERS COMPENSATION INSURANCE:

Approval was given to renew the workers’ compensation insurance agreement with Highmark Casualty Insurance Company for 2014-2015 at an estimated premium of ~~\$317,000.00~~ \$121,976.00. The estimated 2013-2014 premium is ~~\$291,274.00~~ \$115,993.00. **See Other Business (A) – Page 20*

FISCAL YEAR-END TRANSFERS:

Approval was given for the administration and local auditors to make line item and fund transfers necessary to properly close out the fiscal year end records. This action is requested to comply with a recommendation made by state auditors.

GASB 54 FUND BALANCE COMMITMENT:

Approval was given for the commitment of a portion of the fund balance identified through the closing audit for June 30, 2014. This commitment by the Board is allowed under GASB Statement #54: Fund Balance Reporting, which allows the specific amount to be determined in a subsequent month.

PETTY CASH ACCOUNTS:

Approval was given for the continuation of Petty Cash Accounts for the 2014-2015 fiscal year. Listings of the accounts were enclosed with the agenda (green attachment).

SUBGRANT AGREEMENTS:

Approval was given for agreements with the IU8’s 35 constituent school districts and two charter schools for the pass-thru of 2014-2015 IDEA and State Early Intervention Funds prescribed by PDE.

LEASE RENEWALS:

Approval was given for the continuation of the following classroom and office rentals for 2014-2015:

Lessor:	2014-2015	2013-2014
Admiral Peary AVTS (Preschool)	\$3,238.50	\$3,238.50
Altoona Alliance Church (Preschool)	\$5,580.00	\$5,580.00
Blacklick Valley School District (Preschool)	\$4,500.00	\$4,500.00
Child Advocates of Blair Count (Preschool)	\$4,392.00	\$4,392.00
Community Action-Head Start (Gallitzin)	\$4,440.00	\$4,440.00
Community Action-Head Start (Johnstown)	\$4,800.00	\$4,800.00
Greater Johnstown Career Technology Ctr.	\$63,002.41	\$63,002.41
Learning Lamp (Preschool) (1)	\$21,600.00	\$21,600.00
Morrison's Cove Memorial Park (Preschool)	\$18,867.48	\$18,317.94
National Museum of the Coverlet (Preschool)	\$18,900.00	\$18,900.00
Oasis Joint Venture (office sp)	\$600.00	\$600.00
Robert McKool (Bloomfield Apt.)	\$5,640.00	\$5,640.00
Williamsburg Public Library (Preschool)	\$11,500.00	\$11,300.00

(1) Approval is conditional on Learning Lamp renewing their lease at this location.

GRANT WRITING CONSORTIUM:

Approval was given to renew the independent contractor agreement for grant writing services with the Write Group, Inc. for 2014-2015. The amount, \$30,000.00, will be reimbursed by the participating school districts.

EQUIPMENT DISPOSAL:

Approval was given to dispose of the following equipment having an original purchase cost of over \$1,500.00 per item. These items are obsolete/unrepairable.

Item	Tag #	Cost	Year Purchased
Computer – Gateway	797	\$2,500	1996
Computer – Gateway	840	\$2,000	1996
Computer – IBM	2540	\$1,877	1998
Computer – Gateway	3068	\$1,532	1999
Computer – Gateway	3247	\$1,577	1999
Computer – IBM	3429	\$2,436	2000
Computer – Gateway	3536	\$1,532	2000
Computer – Macintosh	3621	\$3,450	2000
Computer – Dell	4879	\$1,831	2002
Projector – Epson	5606	\$1,514	2003
Projector – Sharp	5683	\$3,702	2003
Laptop – Dell	5847	\$2,191	2004

PURCHASE OF IMS VAN:

Approval was given to purchase a 2014 GMC Savana Cargo Van with available funds at a cost \$23,298.26.

2014-2015 PENNSYLVANIA INSPIRED LEADERSHIP (PIL):

A. 2014-2015 PIL Budget:

Approval was given to operate the PA Inspired Leadership (PIL) budget for 2014-2015 through an agreement with PDE. The total budget will be approximately \$2,019,503.00 IU8 provides fiscal management and technical assistance for this statewide project.

B. PIL Regional Contracts:

Approval was given for contracts with the eight Intermediate Units serving as coordinators for PIL regions in 2014-2015. The amounts of the contracts and the region budgets will be approved by PDE.

C. PIL Contracts and Purchases:

Approval was given to make purchases and contracts at the requests of PDE in order to implement PIL initiatives during the 2014-2015 program year. The amounts will not exceed \$75,000.00 and will be funded through the PIL budget.

2013-2014 PENNSYLVANIA INSPIRED LEADERSHIP (PIL) PROGRAM BUDGET REVISION:

Approval was given for a revision to the 2013-2014 PIL program budget. PDE has requested a reduction to the original budget based upon program needs. The allocation will be reduced by \$192,015.23 bringing the total budget to \$1,835,587.77.

VOLUNTEER AND CONTRACT PERSONNEL INSURANCE INDEMNIFICATION:

Approval was given to indemnify contractors and their employees along with any volunteers from claims, losses, damages and expenses arising out of their authorized operation and use of IU owned vehicles during the 2014-2015 fiscal year.

PURCHASING COOPERATIVES:

Approval was given to continue participation in governmental purchasing cooperatives. These would include PEPPM (Pennsylvania Educational Purchasing Program for Microcomputers), COSTARS (Cooperative Sourcing to Achieve Reduction in Spending). NJPA (National Joint Powers Alliance), U.S. Communities, TCPN (The Cooperative Purchasing Network), CCIU's Joint Purchasing Marketplace program and others that may be made available.

TRANSPORTATION – DRIVERS/AIDES 2014-2015:

Approval of the attached list of contracted transportation drivers/aides was given for the 2014-2015 school year (beige attachment).

TRANSPORTATION – CONTRACTOR RATES 2014-2015:

Approval of the attached contractor rates was given for the 2014-2015 School Year (includes Extended School Year Program, Summer Early Intervention Program and Regular School Year) {white attachment}.

AGENDA ITEMS APPROVED....On a motion by Mr. Klingeman, seconded by Ms. Acker-Knisely and carried by roll call vote, the following Agenda items were approved – Agreement (A&B), Early Intervention Agreements, Northern Cambria School District Agreement, Equipment, Agreements Associated with August Institute 2014, Contracted Services, and Pennsylvania Low Incidence Institute:

Roll call vote – yes – 9 – Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Mr. Thomas Dadey, Ms. Kathy Hough, Mr. Norman Huff, Mr. John Klingeman, Mr. Wayne Meekins, Mr. Marion Pheasant, and Mr. Michael Revak.

EDUCATIONAL PROGRAMS & SERVICES**AGREEMENT:**

- A.** Approval was given for Appalachia Intermediate Unit 8 to continue the Agreement of Participation for the purpose of using IU8 as the intern and practicum site for Graduate Level Psychology, Special Education Supervisor, and Social Work Programs for the following colleges and universities:

California University of Pennsylvania

Clarion University of Pennsylvania

*Drexel University

Duquesne University

Edinboro University of Pennsylvania

Grand Canyon University

Indiana University of Pennsylvania

Missouri State University

The Pennsylvania State University

AGREEMENT continued:

Saint Francis University
Shenandoah University
University of Pittsburgh
University of Pittsburgh at Johnstown

- B.** Approval was given for Appalachia Intermediate Unit 8 to enter into agreements for the purpose of IU8 to provide observations, field experiences, internships, student teaching, and learning opportunities for students in Education, Nursing, Occupational Therapy (OT), and Physical Therapy (PT) with the following colleges and universities:

Allegany College of Maryland
Bloomsburg University of Pennsylvania
California University of Pennsylvania
Carlow University
Clarion University of Pennsylvania
*Drexel University
Duquesne University
Edinboro University of Pennsylvania
Grand Canyon University
Indiana University of Pennsylvania
Missouri State University
Mount Aloysius College
The Pennsylvania State University
Saint Francis University
Saint Vincent College
Shenandoah University
Slippery Rock University of Pennsylvania
University of Pittsburgh
University of Pittsburgh at Johnstown

EARLY INTERVENTION AGREEMENTS:

Approval was given to continue the agreement with Blair County Board of Commissioners whereby IU8 will provide Early Intervention Vision Services and Early Intervention Hearing Services to children enrolled in the Blair County Infant/Toddler Early Intervention Program for the school year 2014-2015.

NORTHERN CAMBRIA SCHOOL DISTRICT AGREEMENT:

Approval was given to enter into an Agreement with Northern Cambria School District, to provide psychological and special education supervision at the approved IU rates beginning July 1, 2014 through June 30, 2015.

EQUIPMENT:

Approval was given to purchase AZTEC Learning Essential-Ready Software in the amount of approximately \$15,000.00 for GED preparation at the CSTU.

AGREEMENTS ASSOCIATED WITH AUGUST INSTITUTE 2014:

Approval was given to enter into agreements with the following entities in association with the August Institute 2014 which will be held on August 11 and 12, 2014 at St. Francis University, Loretto, Pennsylvania. Costs are not to exceed amounts stated:

Gail Davis & Associates (GDA) for keynote speaker: \$8,500.00
 St. Francis University for lunch/refreshments: \$5,000.00

CONTRACTED SERVICES:

Approval was given for the continuation of contracted services with Terry Tallman, MSN, CRNP for IEP reviews of ACCESS claims during the 2014-2015 program year. Payments would include a one-time per year flat fee of \$700.00 and fees for services at a rate of \$6.75 per IEP, not to exceed a total maximum of \$19,700.00.

PENNSYLVANIA LOW INCIDENCE INSTITUTE:

Approval was given for the following staff members to attend the Pennsylvania Low Incidence Institute to be held at the Hershey Lodge & Convention Center from August 4-7, 2014.

<u>Staff Members</u>	<u>Approx. Cost</u>
Wendy Black	\$797.52
Allena Davis	\$658.65
Julia Fitz	\$834.48
Beth Fluke	\$844.56
Janis Gerney	\$791.20
Molly McCaffrey	\$573.36
Samantha Miller	\$777.04
Alexandra Moore	\$582.32
L. Jo O'Brien	\$614.56
Heather Rhine	\$1,123.84
Heidi Wadlinger	\$860.73
APPROXIMATE TOTAL	\$8,458.26

AGENDA ITEMS APPROVED....On a motion by Ms. Hough, seconded by Mr. Meekins and carried by roll call vote, the following Agenda items were approved – Nearpod Agreement, Surface Tablets, E-Rate Services, iPads, All-In-One Desktop Computers, Aruba Airwave Licenses, Video Switching Equipment, Board of Directors Meeting Dates for 2014-2015, Solicitor Services, Pennserve Grant, Dr. Duff Rearick Agreement, and D&M Solutions Agreement:

Roll call vote – yes – 9 – Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Mr. Thomas Dadey, Ms. Kathy Hough, Mr. Norman Huff, Mr. John Klingeman, Mr. Wayne Meekins, Mr. Marion Pheasant, and Mr. Michael Revak.

INFORMATION TECHNOLOGY**NEARPOD AGREEMENT:**

Approval was given to enter into a partnership with Berks County IU14 and Nearpod to provide marketing and professional development for the Nearpod mobile learning platform to our member districts.

SURFACE TABLETS:

Approval was given to purchase 10 Microsoft Surface Pro tablets for professional development purposes at a cost not to exceed \$10,000.00.

E-RATE SERVICES:

Approval was given to enter into an agreement with the KSL Group for E-Rate consulting services for funding year 2015-2016 at an estimated cost of \$9,950.00.

iPADS:

Approval was given to purchase 60 iPads and 12 mobile charging stations for use by IU8 non-public staff at a cost not to exceed \$41,000.00.

ALL-IN-ONE DESKTOP COMPUTERS:

Approval was given to purchase 15 Dell All-in-One computers for use by IU8 non-public staff at a cost not to exceed \$15,000.00.

ARUBA AIRWAVE LICENSES:

Approval was given to purchase Aruba Airwave Licenses for all IU8 wireless access points at a cost not to exceed \$7,000.00.

VIDEO SWITCHING EQUIPMENT:

Approval was given to purchase video switching equipment for the Altoona Office, Educational Development Center, and Richland Office at a cost not to exceed \$31,000.00.

EXECUTIVE OFFICE**BOARD OF DIRECTORS MEETING DATES FOR 2014-2015:**

Approval was given to advertise in all four counties' newspapers (Bedford, Blair, Cambria and Somerset) the following 2014-2015 schedule of the Appalachia Intermediate Unit 8 Board of Directors Committee and regular Board meetings (per Sunshine Law requirements). The meetings are held the fourth Thursday of each month, with the exception of November and December. A single meeting will be held the second Thursday of December, combining the November and December meetings.

JULY 24, 2014**AUGUST 28, 2014****SEPTEMBER 25, 2014****OCTOBER 23, 2014****NOVEMBER – NO MEETING****DECEMBER 11, 2014****JANUARY 22, 2015****FEBRUARY 26, 2015****MARCH 26, 2015****APRIL 23, 2015****MAY 28, 2015****JUNE 25, 2015**

SOLICITOR SERVICES:

Approval was given that the firm of Barbera, Clapper, Beener, Rullo and Melvin, LLP be retained for the 2014-2015 fiscal year at a retainer fee of \$6,500.00, and that the additional work be approved at \$145.00 per hour.

PENNSERVE GRANT:

Approval was given to submit a small grant to PennSERVE to help cover the costs of a 20th Anniversary event for the IU8's AmeriCorps Program to be held September 12, 2014. The grant will be for approximately \$3,500.00 in support dollars. The IU's AmeriCorps program will serve as the lead program to host the event for all AmeriCorps programs found in the Central region of the Commonwealth.

DR. DUFF REARICK AGREEMENT:

Approval was given to enter into an agreement with Dr. Duff Rearick (RLI, LLC) in order to serve as a mentoring consultant for designated members of the IU8 leadership team, Jennifer Anderson and Janel Vancas. The primary focus of this mentoring will be in the areas of leadership and innovation. The period of this understanding dates from August 1, 2014 to June 30, 2015. The cost of this service is \$8,000.00 for the year.

D&M SOLUTIONS AGREEMENT:

Approval was given to enter into an agreement with D&M Solutions (LLC) in order to serve as a mentoring consultant for the designated member of the IU8 leadership team Laura Toki. The primary focus of this mentoring will be in the areas of leadership and innovation. The period of this understanding dates from July 1, 2014 to June 30, 2015. The cost of this service is \$6,000.00 for the year.

AGENDA ITEMS APPROVED...On a motion by Mr. Meekins, seconded by Mr. Pheasant and carried by roll call vote, the following Agenda items were approved – Personnel (C, D, E, F, and G), Resignations/Retirements, Leaves of Absences, Recommended to be Hired, Day-to-Day Substitutes, and Travel:

Roll call vote – yes – 9 – Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Mr. Thomas Dadey, Ms. Kathy Hough, Mr. Norman Huff, Mr. John Klingeman, Mr. Wayne Meekins, Mr. Marion Pheasant, and Mr. Michael Revak.

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: *DEANNA BASSETT – MARIA MALEK – EMILY MCCORMICK – MELANIE MERGEN – ALEXANDRA MOORE*

PERSONNEL continued:**C. ADDITIONAL DAYS/HOURS WORKED BY EMPLOYEES:**

Approval was given for the payment of additional days/hours of work by IU employees beyond the amount of time stipulated in the Collective Bargaining Agreement(s) or the maximum hours approved by the Board. Situations occur that result in the necessity to work beyond the traditional work day/year. All such days/hours submitted for payment must be approved by the appropriate departmental director. This approval will be for additional days/hours worked or may be worked from July 1, 2014 through June 30, 2015.

D. HEAD TEACHER:

Approval was given to name the professional listed below as Head Teacher in the appointed area, and to be compensated an additional \$400.00 per year to account for additional responsibilities:

<u>Head Teacher</u>	<u>Appointed Area</u>
Jeffrey Danel	Visually Impaired Support (VIS)
Janis Gerney	Hearing Impaired Support (HIS)
Lance Hudak	Cresson Secure Treatment Unit
Dina McCarthy	Speech & Language Support (SLS)

E. INSTRUCTIONAL DESIGNER JOB DESCRIPTION REVISION:

Approval was given for the revised Instructional Designer job description as presented (gray attachment).

F. ARMSTRONG vs. KLINE EXTENDED SCHOOL YEAR PROGRAM:

- 1) The following list of personnel (pending receipt of required employment forms and information) were recommended to be hired for the Armstrong vs. Kline Extended School Year Program. The pay rate for teachers participating in the summer program will be set as per contract. The Armstrong vs. Kline Extended School Year Program will be implemented from the end of the 2013-2014 school year to the beginning of the 2014-2015 school year.

Bedford County Professionals:

Rachel Hess
Louisa Jo O'Brien

Blair County Professionals:

Hayley Williams

Somerset County Professionals:

Jill Closeme
Louisa Jo O'Brien

Blair County Paraprofessionals:

Mary Lou Barroner
Brooke Brumbaugh
Marca Weiland

Somerset County Paraprofessionals:

Patricia McGinnis

PERSONNEL continued:**F. ARMSTRONG vs. KLINE EXTENDED SCHOOL YEAR PROGRAM continued:**

- 2) Approval was given to delete following names from the list of Armstrong vs. Kline Extended School Year participants approved at the May 22, 2014 Board Meeting:

Angela Boutiller

Barbara Ramirez

G. 2014 ATOMS SCHOLARS PROGRAM – LAB ASSISTANTS:

Approval was given to delete following names from the list of ATOMS Scholars Program – Lab Assistants approved at the May 22, 2014 Board Meeting:

Sarah Lipitz

H. ~~ADOBE ECHO SIGN:~~

~~Approval was given to enter into a three year agreement with Adobe Echo Sign beginning July 1, 2014, for an electronic signature service/application that will put the majority of IU forms into an electronic format. The cost of the service is not to exceed \$28,000.00 for each of the three years covered by the agreement.~~

~~**See Other Business (C) – Page 20*~~

RESIGNATIONS/RETIREMENTS:

A. Professional:

Name	Position Location	Date Received	Effective Date of Service Termination
Barbara J. Ramirez	Full-Time Sub. Teacher Four Counties	05/28/2014	Close of Business 06/05/2014 (Resignation)

B. Support Staff – Aides:

Name	Position Location	Date Received	Effective Date of Service Termination
Janet L. Ostinowsky	Hourly Aide – DD Admiral Peary AVTS	05/27/2014	06/05/2014 (Resignation)
Amy M. Vargas	Hourly Aide – DD Bedford Preschool/ Language Group	05/13/2014	Close of Business 06/06/2014 (Resignation)
Gilda M. Hammer	Hourly Aide – DD Altoona Alliance Preschool	06/16/2014	06/30/2014 (Resignation)

C. Support Staff – Secretaries:

Name	Position Location	Date Received	Effective Date of Service Termination
Mary Ellen Weber	Secretary Richland Office	06/09/2014	Close of Business 09/15/2014 (Resignation)

D. Support Staff – Other:

Name	Position Location	Date Received	Effective Date of Service Termination
Heidi J. Niebauer	Americorps Regional Coordinator (Currently on Furlough)	06/05/2014	06/05/2014 (Resignation)

LEAVES OF ABSENCE:

A. Professional:

Name	Type of Leave	From --- Through	Pay
Daniel S. Crum (Teacher)	FMLA	04/30/2014	Without
Pamela E. Knott (Teacher)	FMLA (Pending Certification)	05/09/2014 – ½ Day 05/16/2014 – ½ Day 05/29/2014 – 1 Day	Without

B. Support Staff – Aides:

Name	Type of Leave	From --- Through	Pay
Tammy M. Lamer	Unpaid	06/02/2014 through 06/04/2014	Without

C. Support Staff – Secretaries: None

D. Support Staff – Other:

Name	Type of Leave	From --- Through	Pay
Chrystie A. Bodek	FMLA	05/30/2014 PM through 06/25/2014	Without

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
Susan M. Knarr	Supervisor of Special Education K-12 Slippery Rock (Pending)	Transfer of Jennifer Anderson, Supervisor, Altoona Office (NBUCP)	\$62,000.00 (Prorated)	07/14/2014	

B. Support Staff – Aides: None

C. Support Staff – Secretaries:

Name	Cert & College	Position Created by Exceptionality & Location	Step & Amount on Salary Schedule	Date Employment Begins	Date Employment Ends
Cortney P. Durst	N/A	Resignation of Linda Bowman, Secretary, Somerset Office	\$18,728.38	07/01/2014	

D. Support Staff – Other: None

APPROVAL OF SUBSTITUTES (DAY-TO-DAY):

A. Professional:

Name	College Graduate	Certification Held
Juliann B. Isgan	Yes	Grades 4-8 (All subjects 4-6, Social Studies 7-8)
Justin R. Spanko	Yes	Health & Physical Education

B. Support Staff – Aides:

Name	Name	Name	Name	Name
Helen M. Csikos				

C. Support Staff – Secretaries: None

D. Support Staff – Other: None

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>CURRICULUM:</u>							
Brenda Calhoun Educ. Tech Specialist	State College	07/10/14 07/11/14	Leadership Academy	Yes	2	No	\$112.00
Stacy Dabbs Curriculum Specialist	State College	07/10/14 07/11/14	Leadership Academy	Yes	2	No	\$112.00
Curriculum Budget Total							\$224.00

EDUCATION PROGRAMS & SERVICES:

Jen Anderson Asst. Director of EPS	Nashville, TN	12/05/14 12/11/14	Learning Forward Annual Conf.	No	5	No	\$2,664.40
Don Arotin Principal	Altoona	07/08/14 07/10/14	Applied Physical	Yes	3	No	\$1,799.00
Don Arotin Principal	State College	07/11/14 07/11/14	Leadership Academy	Yes	1	No	\$59.36
Jennifer Bently Interpreter	Harrisburg	07/08/14 07/09/14	Educ. Interpreters	No	2	Yes	\$282.92
Carol Battaglia LSS Teacher	Pittsburgh	07/28/14 07/29/14	Verbal Programs for Students with Autism	Yes	2	No	\$189.76
Lori Carrier SLS Teacher	Pittsburgh	07/24/14 07/27/14	ASHA Schools 2014	No	2	No	\$1,462.28
Barb Cassel Supervisor	Memphis, TN	07/28/14 08/01/14	Prof. Learning Communities at Work	No	5	No	\$1,861.72

TRAVEL continued:

<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>EDUCATION PROGRAMS & SERVICES continued:</u>							
Barb Cassel Supervisor	Hershey	08/04/14 08/06/14	Low Incidence Institute	Yes	3	No	\$632.00
Alexandra Moore Teacher	King of Prussia	07/10/14 07/11/14	Visual Phonics	No	2	No	\$221.80
Kate Ruhlman Teacher	State College	07/16/14 07/18/14	Community on Transition Conf.	No	3	No	\$307.92
Polly Simmons Interpreter	Harrisburg	07/08/14 07/09/14	Educ. Interpreter	No	2	Yes	\$169.50
<i>Education Programs & Services Budget Total \$9,650.66</i>							
<u>EXECUTIVE OFFICE:</u>							
Dr. Thomas Butler Executive Director	Portland, ME	07/14/14 07/16/14	MCL Summit	No	3	No	\$1,247.00
Dr. Thomas Butler Executive Director	Ithaca, NY	07/30/14 07/31/14	Engage, Educate Empower Conf.	No	2	No	\$579.00
Janel Vancas Administrator of Innovation	Camp Hill	08/05/14 08/06/14	STEMathon	No	2	No	\$479.00
Janel Vancas Administrator of Innovation	Nashville, TN	12/05/14 12/11/14	Learning Forward Annual Conf.	No	5	No	\$2,664.40
<i>Executive Office Budget Total \$4,969.40</i>							
<u>SUMMARY OF TRAVEL:</u>							
Curriculum Budget Total				\$224.00			
Education Programs & Services Budget Total				\$9,650.66			
Executive Office Budget Total				\$4,969.40			
GRAND TOTAL				\$14,844.06			

AGENDA ITEMS APPROVED....On a motion by Mr. Revak, seconded by Mr. Klingeman and carried by roll call vote, the following Agenda items were approved – Other Business (A, B, C, D and E) and Point Park University Doctoral Program:

Roll call vote – yes – 9 – Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Mr. Thomas Dadey, Ms. Kathy Hough, Mr. Norman Huff, Mr. John Klingeman, Mr. Wayne Meekins, Mr. Marion Pheasant, and Mr. Michael Revak.

OTHER BUSINESS:

A. ITEM #21. – PAGE 4 – WORKERS COMPENSATION INSURANCE-REVISED:

Approval was given to renew the workers’ compensation insurance agreement with Highmark Casualty Insurance Company for 2014-2015 at an estimated premium of \$121,976.00. The estimated 2013-2014 premium is \$115,993.00.

B. ITEM#42. – PAGE 8 – PENNSYLVANIA LOW INCIDENCE INSTITTUE:

Additional staff member attending: Christine Lewis at an approximate cost of \$522.08.

C. ITEM#55H. – PAGE 12 – ADOBE ECHO SIGN:

Approval was given to delete this item from the Board Meeting Agenda.

D. ITEM#58. – PAGE 15 – RECOMMENDED TO BE HIRED:

A. Professional:

<u>Name</u>	<u>Cert. & College</u>	<u>Position Created By, Exceptionality, and Location</u>	<u>Step & Amt. on Salary Schedule</u>	<u>Date Employ. Begins</u>
Erica J. Kaurudar	School Psychologist Millersville Univ.	Resignation of Patrick Noel, Educational Consultant Without Supervisory Certification, Altoona Office (NBUCP)	\$66,000.00	To be determined.

E. ITEM#60. – PAGE 18 – TRAVEL:

Approval was given for Brad Theys to attend the Leadership Academy on July 11, 2014 in State College at an approximate cost of \$78.58 for travel.

POINT PARK UNIVERSITY DOCTORAL PROGRAM:

Approval was given to provide credit reimbursement for IU8 Directors, Assistant Directors and the holder of the Administrator of Innovation, Incubation and Development position of \$500.00 per credit for enrollment in the Point Park University Doctoral program. There is no limitation on the number of credits that are to be reimbursed provided that the credits are for the aforementioned Doctoral degree only, the employee completes the program and receives the degree, and the final grade for each course is no less than a C. The administration was presented with the task to develop conditions of retention associated with participation in this doctoral program. The administration is to present such recommendation to the Board at the July 24, 2014 meeting.

FUTURE MEETINGS.....The next Committee/Board Meeting is scheduled for **Thursday, July 24, 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 6:42 p.m. on a motion by Mr. Dadey, seconded by Ms. Acker-Knisely and carried by unanimous voice vote.

Respectfully submitted,

Brian Myers, Board Secretary

Thomas Bullington
Board Vice President

sdw