

**APPALACHIA INTERMEDIATE UNIT 8  
BOARD OF SCHOOL DIRECTORS  
ALTOONA, PENNSYLVANIA  
MARCH 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, March 27, 2014, 7:02 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, Mr. Thomas Dadey, Dr. Kamal Gella, Ms. Kathy Hough, Mr. John Klingeman, Mr. Wayne Meekins, Ms. Carrie Mourey, Mr. Keith Perl, and Mr. Michael Revak – 11 – present. Absent – 2 – Mr. Norman Huff and Mr. Marion Pheasant.

**OTHERS ATTENDING:** Others in attendance were: Dr. Thomas Butler – Executive Director, Ms. Jennifer Anderson, Ms. Joan Conway, Mr. Derek Jones, Mr. Brian Myers, Mr. Karl Olschesky, Ms. Laura Toki, Ms. Janel Vancas, Ms. Sue Wolf, Ms. Amy Woomeer, 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 the IU8 Planning by Design at the Board meeting.

Dr. Butler updated the Board Members on MCL/Stem.

**EXECUTIVE SESSION:**

An Executive Session was held during the Committee Meeting, March 27, 2014, Altoona Office Board Room, from 6:00 p.m. to 6:20 p.m. to discuss personnel issues.

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

**MINUTES:** On a motion by Mr. Dadey and seconded by Mr. Meekins and carried by unanimous voice vote, the minutes of the February 27, 2014 regular meeting, numbered pages 1-11, which were previously distributed to each member, were approved.

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

Roll call vote – yes – 11 – Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Mr. Thomas Dadey, Dr. Kamal Gella, Ms. Kathy Hough, Mr. John Klingeman, Mr. B. Wayne Lohr, Mr. Wayne Meekins, Ms. Carrie Mourey, Mr. Keith Perl, 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 February 2014, included in the March 27, 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. Acker-Knisely and carried by roll call vote, the following Agenda item was approved – Listing of Bills:**

Roll call vote – yes – 11 – Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Mr. Thomas Dadey, Dr. Kamal Gella, Ms. Kathy Hough, Mr. John Klingeman, Mr. B. Wayne Lohr, Mr. Wayne Meekins, Ms. Carrie Mourey, Mr. Keith Perl, and Mr. Michael Revak.

**B. LISTING OF BILLS:** Approval was given for payment of the listing of bills as follows: Payroll Checking Account – from 02/01/14 to 02/28/14 as listed on gold summary pages, General Checking Account from 02/21/14 to 03/14/14, as listed on gold summary pages and Online Registration Account from 02/01/14 to 02/28/14 as listed on gold summary pages, which were included in the March 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 February 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 February 2014 was presented to the Board for final review and filed with the Supplemental to Official Minutes for final audit.

**BUSINESS**

**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 - Bills to be Paid, PA Initiatives Budget, Budget Transfers, Unemployment Compensation, Interfund Transfer, Additional Driver, Discovery Education Contract, SanctionCheck Sanction Screening Agreement, Agreements, and Evaluation of Professional Employees:**

Roll call vote - yes - 11 - Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Mr. Thomas Dadey, Dr. Kamal Gella, Ms. Kathy Hough, Mr. John Klingeman, Mr. B. Wayne Lohr, Mr. Wayne Meekins, Ms. Carrie Mourey, Mr. Keith Perl, 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.

**PA INITIATIVES BUDGET:**

Approval was given for the PA Projects/Initiatives Budget for 2013-2014 in the amount of \$200,000.00.

**BUDGET TRANSFERS:**

Approval was given for the budgetary transfers per the attached list (see green attachment).

**UNEMPLOYMENT COMPENSATION:**

Approval was given that the Board of Directors set the rate of Unemployment Compensation for 2014-2015 at 0%. Last years' rate was .35%.

**INTERFUND TRANSFER:**

Approval was given for the transfer of excess AmeriCorps local funds to the GOB at an amount to be determined before year end.

**ADDITIONAL DRIVER:**

Approval of the following additional contracted transportation driver is requested for the 2013-2014 school year.

**Contractor:**  
**Maxwell Trans Inc.**

**Driver:**  
**Lashinsky, Gary**

**CURRICULUM****DISCOVERY EDUCATION CONTRACT:**

Approval was given to manage the Discovery Education discoverystreaming contract for IU8 districts during the 2014-2015 fiscal year. Participating districts will pay the cost, which will not exceed \$60,000.00.

## **EDUCATIONAL PROGRAMS & SERVICES**

### **~~\*SANCTIONCHECK SANCTION SCREENING PRECHECK AGREEMENT:~~**

Approval was given to enter into an Agreement with ~~\*SanctionCheck Sanction Screening~~ PreCheck, to provide sanction screening checks in order to assist IU8 to maintain ACCESS program integrity not to exceed \$3,000.00. The screenings include a multitude of searches of both federal and state agencies, and a choice of Annual Comprehensive and monthly OIG and state list searches.

*\*correction approved at the April 24, 2014 board meeting*

### **AGREEMENTS:**

- A.** Approval was given for Appalachia Intermediate Unit 8 to amend the approved 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 to include the following university:  
Shenandoah University
- B.** Approval was given for Appalachia Intermediate Unit 8 to amend the approved agreements list of colleges and universities 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) to include the following university:  
Shenandoah University

### **EVALUATION OF PROFESSIONAL EMPLOYEES:**

Approval was given to adopt the revised IU8 Standards of Professional Practice as required by Board Policy #412 – Evaluation of Professional Employees.

## **EXECUTIVE OFFICE**

**AGENDA ITEMS APPROVED...On a motion by Ms. Mourey, seconded by Mr. Revak and carried by roll call vote, the following Agenda items were approved – Proposed Working Calendar for School Year 2014-2015, Personnel (B & C), Resignations & Retirements, Leaves of Absence, Recommended to be Hired, Other Business (A), Eduplanet21 Agreement and Chief Operations Officer:**

Roll call vote – yes – 11 – Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Mr. Thomas Dadey, Dr. Kamal Gella, Ms. Kathy Hough, Mr. John Klingeman, Mr. B. Wayne Lohr, Mr. Wayne Meekins, Ms. Carrie Mourey, Mr. Keith Perl, and Mr. Michael Revak.

### **PROPOSED WORKING CALENDAR FOR SCHOOL YEAR 2014-2015:**

Approval was given for adoption of the proposed 2014-2015 working calendar included with the agenda (see white attachment).

**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. INCREASE IN HOURS:**

Approval was given to increase the hours of Vanessa Pisarski, paraeducator, from 25 to 28 hours per week in order to support a child in a typical program.

**C. 2014 ATOMS SCHOLARS PROGRAM – INSTRUCTORS:**

Approval was given of the following list of personnel (pending receipt of required employment forms and information) to be hired for the 2014 ATOMS Scholars Program from June 16, 2014 through July 31, 2014. Due to possible unforeseen absences of staff members, the number of programs worked and total amount paid may change.

<b><u>Name</u></b>	<b><u>Area of Expertise/ College</u></b>	<b><u>Total Hours</u></b>	<b><u>Total Pay</u></b>
Ashley Beard	Elem. Ed. Clarion Univ.	15	\$ 420.00
Tricia Beidle	Spanish Shippensburg Univ.	45	\$1,440.00
Christopher Carrier	Citizenship/Health St. Francis	75	\$2,400.00
Marissa Cerully	Health & Phys. Ed. Lock Haven Univ.	45	\$1,260.00
Shawn Cerully	Social Studies Penn State	135	\$3,780.00
Christopher Claar	Mathematics Frostburg Univ.	15	\$ 420.00
Jason Clever	Biology/Chemistry St. Francis	30	\$ 960.00
Sharon Clewell	Elem/Special Ed. IUP	45	\$1,440.00
Denise Condo	Biology/Chemistry Penn State/University of Pittsburgh	45	\$1,440.00

**PERSONNEL continued:****C. 2014 ATOMS SCHOLARS PROGRAM – INSTRUCTORS continued:**

<b><u>Name</u></b>	<b><u>Area of Expertise/ College</u></b>	<b><u>Total Hours</u></b>	<b><u>Total Pay</u></b>
Phyllis Conlon- McConnell	Art Ed. Penn State	120	\$3,840.00
Rebecca Conn	Elem. Ed. UPJ	90	\$2,880.00
Paul Conway	Earth & Space Sci. Penn State	45	\$1,440.00
Ellen Doyle	Elem. Ed. California Univ. of PA	60	\$1,440.00
Mandy Dutchcot	Elem. Ed. UPJ	30	\$ 960.00
Nancy Gobert	Biology/Physics St. Francis	45	\$1,080.00
Lisa Hagenbuch	Mathematics UPJ	30	\$ 960.00
Jessica Hetrick	Psych/Soc. Studies Univ. of Pittsburgh	45	\$1,440.00
Mindy Jani	Elem/Special Ed. Temple	60	\$1,680.00
Kristin Joivell	Elem/Special Ed. Millersville Univ.	15	\$ 480.00
Joel Kosmac	Earth & Space Sci. UPJ	75	\$2,400.00
April Kretchman	Elem. Ed. California Univ.	30	\$ 840.00
Heather Kush	Elem. Ed. UPJ	15	\$ 480.00
Joe Kush	Technology Ed./ English UPJ	45	\$1,440.00

**PERSONNEL continued:****C. 2014 ATOMS SCHOLARS PROGRAM – INSTRUCTORS continued:**

<b><u>Name</u></b>	<b><u>Area of Expertise/ College</u></b>	<b><u>Total Hours</u></b>	<b><u>Total Pay</u></b>
Heather Lightner	Elem. Ed. Penn State	30	\$ 720.00
Ethan Maneval	Earth & Space Sci. Penn State	60	\$1,440.00
Amber Marlowe	Elem. Ed. IUP	30	\$ 720.00
Matt McCahan	General Science Juniata College	75	\$2,400.00
Josh McClelland	Elem. Ed. Robert Morris Univ.	30	\$ 960.00
Stephanie McClelland	Elem. Ed. St. Francis	45	\$1,080.00
Tammy McNevin	Elem. Ed. UPJ	60	\$1,920.00
Roger Menard	Physics/Math Ed. Clarion Univ.	30	\$ 960.00
Rick Parker	Math/Physics IUP	90	\$2,880.00
Hillary Piggott	Biology UPJ	30	\$ 960.00
Wanda Pletcher	English/ Communications Penn State	75	\$2,400.00
Todd Russell	Biology Univ. of Pittsburgh	30	\$ 960.00
Stephenie Schroth	Elem. Ed. Penn State	30	\$ 840.00
Jean Sinal	Social Studies Penn State	75	\$2,400.00

**PERSONNEL continued:****C. 2014 ATOMS SCHOLARS PROGRAM – INSTRUCTORS continued:**

<b><u>Name</u></b>	<b><u>Area of Expertise/ College</u></b>	<b><u>Total Hours</u></b>	<b><u>Total Pay</u></b>
Eric Skutch	Tech. Ed. California Univ.	135	\$3,780.00
Sam Solomon	Earth & Space Sci. Penn State	15	\$ 480.00
Patrice Stiffler	Biology Penn State	45	\$1,440.00
Frank Swalga	Science/Biology IUP	15	\$ 480.00
Andrew Tinker	Biology/Gen. Sci. UPJ	30	\$ 960.00
Katie Treese	Math Ed. UPJ	45	\$1,080.00
Todd Wallace	Social Studies/ Special Ed. Shippensburg	60	\$1,920.00
Ron Walters	Elem. Ed. Wesley College	30	\$ 960.00
John Wessner	Elem. Ed. Penn State	90	\$2,880.00
Lauren Wharton	Math./Elem. Ed./ Special Ed. IUP	45	\$1,440.00
Nathaniel Wharton	Gen. Sci./Earth & Space Sci./ Envir. Science Shippensburg	45	\$1,440.00
Kurt Woolslayer	Physics/Chemistry/ Biology/Gen.Science Montana State Univ.	60	\$1,920.00
Jeff Zeak	Biology Penn State	75	\$2,400.00



**RESIGNATIONS/RETIREMENTS:****A. Professional:**

<b>Name</b>	<b>Position Location</b>	<b>Date Received</b>	<b>Effective Date of Service Termination</b>
Joan A. Conway	Special Projects Coordinator Altoona Office	03/05/2014	Close of Business 08/15/2014 (Resignation)

**B. Support Staff – Aides:**

<b>Name</b>	<b>Position Location</b>	<b>Date Received</b>	<b>Effective Date of Service Termination</b>
Joyce A. Hoffman	Aide – MDS Hollidaysburg Jr. High	03/07/2014	Close of Business 05/08/2014 (Resignation)

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

**LEAVES OF ABSENCE:**

**A. Professional:**

<b>Name</b>	<b>Type of Leave</b>	<b>From --- Through</b>	<b>Pay</b>
Shila R. Matson (Teacher)	FMLA	02/17/2014 through 03/18/2014	Without
Bonnie E. Slickerman (Teacher)	FMLA	02/27/2014 (PM) through 05/02/2014	Without
Laura R. Miltenberger (Teacher)	Military	03/10-13/2014	Without
Marilyn J. Neal (Teacher)	FMLA	03/14/2014 (PM) through the exhaustion of FMLA (intermittent)	Without

**B. Support Staff – Aides: None**

**C. Support Staff – Secretaries:**

<b>Name</b>	<b>Type of Leave</b>	<b>From --- Through</b>	<b>Pay</b>
Patricia L. Baker	FMLA	04/03/2014 through 04/14/2014	Without

**D. Support Staff – Other: None**

**RECOMMENDED TO BE HIRED:**

**A. Professional: None**

**B. Support Staff – Aides: None**

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

**D. Support Staff – Other:**

<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>
Bradley R. Scherden	N/A	Continuation of Program, ATOMS Office Assistant, Altoona Office (NBUCP)	\$8.10/hr. Max. of 30 hrs/wk Part-Time Hourly	05/07/2014	08/15/2014
Melanie J. Mottin	Mathematics 7-12 UPJ	Continuation of Program, Special Projects Assistant, Altoona Office (NBUCP)	\$9.51/hr. Max. of 30 hrs/wk Part-Time Hourly	07/01/2014	06/30/2015

**APPROVAL OF SUBSTITUTES (DAY-TO-DAY):**

**A. Professional: None**

**B. Support Staff – Aides: None**

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

**D. Support Staff – Other: None**

**AGENDA ITEMS APPROVED....On a motion by Ms. Mourey, seconded by Mr. Revak and carried by roll call vote, the following Agenda items were approved – Other Business (A), Eduplanet21 Agreement and Chief Operations Officer:**

Roll call vote – yes – 11 – Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Mr. Thomas Dadey, Dr. Kamal Gella, Ms. Kathy Hough, Mr. John Klingeman, Mr. B. Wayne Lohr, Mr. Wayne Meekins, Ms. Carrie Mourey, Mr. Keith Perl, and Mr. Michael Revak.

**OTHER BUSINESS:**

**A. TRAVEL:**

Approval was given for Mary Hershberger to attend the 2014 Penn-Del AER Conference from April 23-25, 2014 in Harrisburg at a cost of approximately \$582.10 for registration, lodging, travel and meals.

**EDUPLANET21 AGREEMENT:**

Approval was given to agree to the scope of work presented by Eduplanet21 for one year at the cost of \$16,500.00.

**ITEM #21D. PAGE #8 – PERSONNEL – CHIEF OPERATIONS OFFICER:**

- A.** Approval was given for the creation of the position of Chief Operations Officer.
- B.** Approval was given for the job description for the position of Chief Operations Officer (see gray attachment).
- C.** Approval was given to hire Brian R. Myers for the position of Chief Operations Officer beginning on April 1, 2014. The salary for the position of Chief Operations Officer will be \$103,792.64 (prorated) for 2013-2014 and \$104,830.57 for 2014-2015. This position will be covered by the Non-bargaining Unit Compensation Plan for Directors and Assistant Directors with respect to compensation, benefits and terms and conditions of employment.

**FUTURE MEETINGS.....**The next Committee/Board Meeting is scheduled for **Thursday, April 24, 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 7:07 p.m. on a motion by Ms. Acker-Knisely, seconded by Mr. Bullington 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