

**APPALACHIA INTERMEDIATE UNIT 8
BOARD OF SCHOOL DIRECTORS
ALTOONA, PENNSYLVANIA
OCTOBER 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, October 23, 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, Dr. Kamal Gella, Mr. John Klingeman, Ms. Carrie Mourey, Mr. Keith Perl, Mr. Marion Pheasant, Mr. Michael Revak, Mr. Francis Truscello, Sr., and Dr. Thomas Woods – 11 – present. Absent – 2 – Mr. B. Wayne Lohr and Mr. Chris McCartney.

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 PowerPoint on Eduplanet21 and shared that there are 65 educators registered for the Literacy Launch conference scheduled for October 30th.

Dr. Butler advised the Board that we have 22 school districts/organizations that have joined the MCL Consortium.

Dr. Butler updated the Board on the status of PPEEC Consortium.

ADDITIONS, DELETIONS OR CORRECTIONS TO WRITTEN AGENDA OF OCTOBER 23, 2014: 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.

MINUTES: On a motion by Mr. Klingeman and seconded by Mr. Dadey and carried by unanimous voice vote, the minutes of the September 25, 2014 regular meeting, numbered pages 1-14, which were previously distributed to each member, were approved.

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

Roll call vote – yes – 11 – Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Mr. Thomas Dadey, Dr. Kamal Gella, Mr. John Klingeman, Ms. Carrie Mourey, Mr. Keith Perl, Mr. Marion Pheasant, Mr. Michael Revak, Mr. Francis Truscello, Sr., and Dr. Thomas Woods.

A. TREASURER’S REPORTS: The Treasurer’s Report, including Payroll Checking, General Checking and Online Registration Accounts as submitted on blue colored pages for September 2014, included in the October 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 Mr. Dadey, seconded by Mr. Pheasant 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, Mr. John Klingeman, Ms. Carrie Mourey, Mr. Keith Perl, Mr. Marion Pheasant, Mr. Michael Revak, Mr. Francis Truscello, Sr., and Dr. Thomas Woods.

B. LISTING OF BILLS: Approval was given for payment of the listing of bills as follows: Payroll Checking Account – from 09/01/14 to 09/30/14 as listed on gold summary pages, General Checking Account from 09/19/14 to 10/10/14, as listed on gold summary pages and Online Registration Account from 09/01/14 to 09/30/14 as listed on gold summary pages, which were included in the October 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:*

- A.** Investments – The report to the Board on the securities presently held and the record of investments for September 2014 was filed with the Supplemental to Official Minutes for final audit.
- B.** Budget Summary Report – The detailed fiscal report, pages 1-56, General Fund, Special Revenue Funds, Capital Projects Fund, Enterprise Funds and Internal Service Funds for September 2014 was presented to the Board for final review and filed with the Supplemental to Official Minutes for final audit.

AGENDA ITEMS APPROVED...On a motion by Mr. Klingeman, seconded by Mr. Truscello and carried by roll call vote, the following Agenda items were approved – Bills to be Paid, Maintenance and Service Agreements, Transfer to Capital Projects Fund, Transportation, PICC (Pennsylvania Institute for Instructional Coaching), BrightBytes, Personnel (C and D), Resignations and Retirements, Leaves of Absence, Recommended to be Hired, Approval of Day-to-Day Substitutes, Travel, and Other Business (A, B, and C):

Roll call vote – yes – 11 – Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Mr. Thomas Dadey, Dr. Kamal Gella, Mr. John Klingeman, Ms. Carrie Mourey, Mr. Keith Perl, Mr. Marion Pheasant, Mr. Michael Revak, Mr. Francis Truscello, Sr., and Dr. Thomas Woods

BUSINESS

STATEMENT OF FINANCIAL INTERESTS – *For Information Only:*

Board Members and Directors were reminded that if they served at the Intermediate Unit 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.

GENERAL OPERATING BUDGET – *For Information Only:*

The Administration is beginning work on preparation of the 2015-2016 General Operating Budget. A draft of the Budget will be presented for discussion at the December Board meeting.

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.

MAINTENANCE AND SERVICE AGREEMENTS:

- A.** Approval was given to renew a five-year contract with Honeywell Building Solutions to maintain the HVAC system at the Altoona Office Building. The annual costs for 2014-2015 through 2018-2019 are \$24,597.00; \$25,335.00; \$26,095.00; and \$26,877.00 respectively. The effective date is retroactive to July 1, 2014.
- B.** Approval was given to renew a five-year contract with Honeywell Building Solutions to maintain the HVAC system at the Education Development Center in Duncansville. The annual costs for 2014-2015 through 2018-2019 are \$4,034.32; \$4,155.00; \$4,280.00; and \$4,408.00 respectively. The effective date is retroactive to July 1, 2014.

TRANSFER TO CAPITAL PROJECTS FUND:

Approval was given to transfer an additional \$250,000.00 from the General Operating Fund to the Capital Projects Fund retroactive to June 30, 2014. This will increase the fund balance to approximately \$965,000.00.

TRANSPORTATION:

Approval of the following additional contracted transportation drivers/aide was given for the 2014-2015 school year.

Contractor:

Maxwell Trans Inc.

Maxwell Transit Systems

Miller Motor Co.

Perigo, Carol L.

Driver:

Detweiler, Kathy

Kelly, Elwood

Oldham, Ashley

Tirpak, Janet

Macy, James

Shaffer, Bernadette

Aide:

Dively, Jerry

CURRICULUM**PIIC (PENNSYLVANIA INSTITUTE FOR INSTRUCTIONAL COACHING):**

- A.** Approval was given to contract with Capital Area IU15 to provide PIIC services to participating IU8 districts in the 2014-2015 program year. IU8 will receive approximately \$36,200.00 for services provided.
- B.** Approval was given to contract with Central IU10 to provide PIIC services to participating IU10 districts during the 2014-2015 program year. IU8 will receive approximately \$48,800.00 for services provided.

EXECUTIVE OFFICE**BRIGHTBYTES:**

Approval was given to enter a one-year contract with BrightBytes at a cost of \$20,303.00. This shared partnership will enable IU8 to gather and translate complex analyses and cutting-edge research into fast actions that improve student learning. Funds from the Teacher Evaluation, Standards Aligned System (SAS) initiative, will be used to cover the cost.

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. PERSONNEL LISTING - *For Information Only:*

A listing of Professional and Support Staff Personnel for 2014-2015 was provided.

PERSONNEL continued:**C. ADOBE ECHO SIGN:**

Approval was given to enter into a three-year agreement with Adobe Echo Sign beginning as soon as is practicable 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.

D. ADDITIONAL HOURS:

- 1) Approval was given for Elissa Ferry, Life Skills Support Teacher, to work twenty (20) additional hours beyond her contracted days to provide one-to-one instruction at the request of Conemaugh Township School District.
- 2) Approval was given for Susan Gojmerac, Amanda Montenegro and Constance Simmons (Paraeducators) to work three (3) additional hours on November 6, 2014, to provide childcare during the Family Engagement PLC.

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

Name	Position Location	Date Received	Effective Date of Service Termination
Deborah A. Baker	Supervisor Richland Office	10/06/2014	Close of Business 10/31/2014 (Resignation)

B. Support Staff – Aides:

Name	Position Location	Date Received	Effective Date of Service Termination
Walter L. Graboski	Hourly Aide – DD Altoona Alliance Church	09/19/2014	Close of Business 10/03/2014 (Resignation)
Tammy M. Lamer	Hourly Aide – DD Johnstown City Center Head Start	10/06/2014	Close of Business 10/09/2014 (Resignation)
Julie M. Weamer	Hourly Aide – MDS Cambria Heights High School	10/13/2014	10/13/2014 (Resignation)

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

LEAVES OF ABSENCE:**A. Professional:**

Name	Type of Leave	From --- Through	Pay
Justine J. Kunrod (Teacher)	FMLA	12/02/2014 through 01/15/2015	Without

B. Support Staff – Aides:

Name	Type of Leave	From --- Through	Pay
Amy J. Rapczak	Unpaid (Extension)	10/06/2014 through 10/30/2014	Without

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

RECOMMENDED TO BE HIRED:

A. Professional: None

B. Support Staff – Aides:

Name	Cert & College	Position Created by Exceptionality & Location	Step & Amount on Salary Schedule	Date Employment Begins	Date Employment Ends
Julie M. Weamer	N/A	New Position, Aide – MDS, Cambria Heights High School	\$10.05/hr., Max. of 30 hrs/wk, Regular Part-Time	10/06/2014	End of 2014/2015 School Year

C. Support Staff – Secretaries: None

D. Support Staff – Other: None

APPROVAL OF SUBSTITUTES (DAY-TO-DAY):**A. Professional:**

Name	College Graduate	Certification Held
Bonnie R. Gordon*	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>
<u>BUSINESS PROGRAMS & SERVICES:</u>							
Patty Motchenbaugh Transportation Coordinator	Hershey	03/10/15 03/13/15	PASBO Conf.	No	4	No	\$976.45
Karl Olschesky Director	Hershey	03/10/15 03/13/15	PASBO Conf.	No	4	No	\$953.16
Valerie Wyper Asst. Director	State College	11/12/14 11/14/14	PAIU Fall Conf.	No	3	No	\$252.08
Valerie Wyper Asst. Director	Hershey	03/10/15 03/13/15	PASBO Conf.	No	4	No	\$955.76
<i>Business Programs & Services Budget Total \$3,137.45</i>							
<u>CURRICULUM:</u>							
Brenda Calhoun Educ Tech Specialist	Hershey	02/08/15 02/11/15	PETE&C Conf.	No	3	No	\$1,092.00
<i>Curriculum Budget Total \$1,092.00</i>							
<u>EDUCATION PROGRAMS & SERVICES:</u>							
Julie Della Educ Consultant	Harrisburg	10/28/14 10/29/14	Evidenced Based Practices	No	2	No	\$311.38
<i>Education Programs & Services Budget Total \$311.38</i>							

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>EXECUTIVE OFFICE:</u>							
Janel Vancas Administrator of Innovation, Incubation & Development	Hershey	02/08/15 02/11/15	PETE & C Conf.	No	3	No	\$1,076.00

Executive Office Budget Total \$1,076.00

TECHNOLOGY BUDGET:

Derek Jones Technology Administrator	Atlanta, GA	03/16/15 03/19/15	CoSN Annual Conference	No	2	No	\$1,847.80
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Technology Budget Total \$1,847.80

SUMMARY OF TRAVEL:

Business Programs & Services Budget Total	\$3,137.45
Curriculum Budget Total	\$1,092.00
Education Programs & Services Budget Total	\$311.38
Executive Office Budget Total	\$1,076.00
Technology Budget Total	<u>\$1,847.80</u>
GRAND TOTAL	\$7,464.63

OTHER BUSINESS:

A. TRAVEL:

Approval was given for Barbara Cassel to attend the PACASE & PACEC Conference in Harrisburg from 11/19/14 through 11/21/14 at an approximate cost of \$703.12 for registration, travel, meals and lodging.

B. ITEM #22 - PAGE 8 APPROVAL OF SUBSTITUTES (DAY-TO-DAY):

A. Professional:

<u>Name</u>	<u>College Graduate</u>	<u>Certification Held</u>
Amy L. Farabaugh*	Yes	Various Areas
Joseph P. Schenk, III*	Yes	Various Areas

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

B. Support Staff - Aides:

- Name
- Elin M. Brennsteiner
- Amy L. Farabaugh
- Linda D. Nagle
- Dawn S. Wombacher

C. CANVAS LEARNING MANAGEMENT SYSTEM:

Approval was given to enter into a three-year agreement (November 2014 to June 2017) with Instructure, Inc. to purchase 200 Canvas Learning Management System user licenses at a cost of \$7,147.00. This will allow IU8 to assist educators in our region with the transition of curriculum into a virtual format.

FUTURE MEETINGS.....The next Committee/Board Meeting is scheduled for **Thursday, December 11, 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 6:38 p.m. on a motion by Mr. Truscello, seconded by Mr. Klingeman and carried by unanimous voice vote.

Respectfully submitted,

Brian Myers, Board Secretary

Thomas Bullington
Board Vice President