

**APPALACHIA INTERMEDIATE UNIT 8
BOARD OF SCHOOL DIRECTORS
ALTOONA, PENNSYLVANIA
SEPTEMBER 25, 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, September 25, 2014, 6:46 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, Mr. John Klingeman, Mr. Marion Pheasant, Mr. Michael Revak, Mr. Francis Truscello, Sr., and Dr. Thomas Woods. – 9 – present. Absent – 4 – Dr. Kamal Gella, Mr. Chris McCartney, Ms. Carrie Mourey, and Mr. Keith Perl.

OTHERS ATTENDING: Others in attendance were: Dr. Thomas Butler – Executive Director, Ms. Jennifer Anderson, Mr. Matt Danel, Ms. Diane Hubona, 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, and Dr. Shawn Kovac were present. The press was not in attendance.

EXECUTIVE DIRECTOR'S UPDATE:

Dr. Butler presented a PowerPoint on the IU8 University.

EXECUTIVE SESSION:

An Executive Session was held during the Committee Meeting, September 25, 2014, Altoona Office Board Room, from 6:00 p.m. to 6:06 p.m. to discuss personnel issues.

ADDITIONS, DELETIONS OR CORRECTIONS TO WRITTEN AGENDA OF SEPTEMBER 25, 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. Pheasant and carried by unanimous voice vote, the minutes of the August 28, 2014 regular meeting, numbered pages 1-23, which were previously distributed to each member, were approved.

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 – Treasurer’s Reports:

Roll call vote – yes – 9 – Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Mr. Thomas Dadey, Mr. John Klingeman, Mr. B. Wayne Lohr, 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 August 2014, included in the September 25, 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. Bullington, seconded by Mr. Truscello and carried by roll call vote, the following Agenda item was approved – Listing of Bills:

Roll call vote – yes – 9 – Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Mr. Thomas Dadey, Mr. John Klingeman, Mr. B. Wayne Lohr, 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 08/01/14 to 08/30/14 as listed on gold summary pages, General Checking Account from 08/22/14 to 09/12/14, as listed on gold summary pages and Online Registration Account from 08/01/14 to 08/30/14 as listed on gold summary pages, which were included in the September 25, 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 August 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 August 2014 was presented to the Board for final review and filed with the Supplemental to Official Minutes for final audit.

BUILDINGS & GROUNDS INFORMATION REPORT: *presented by Mr. Bullington*

AGENDA ITEMS APPROVED....On a motion by Mr. Truscello, seconded by Mr. Pheasant and carried by roll call vote, the following Agenda items were approved – Bills to be Paid, Petty Cash Accounts, Postage Meter, Credit Application, Special Education Service Rates, Disposal of GMC Delivery Van, Title IIB Math-Science Partnership (MSP) Program Grant, and Contract for External Evaluation Services for MSP Grant:

Roll call vote – yes – 9 – Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Mr. Thomas Dadey, Mr. John Klingeman, Mr. B. Wayne Lohr, Mr. Marion Pheasant, Mr. Michael Revak, Mr. Francis Truscello, Sr., and Dr. Thomas Woods.

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.

PETTY CASH ACCOUNTS:

Approval was given to reopen the Special Projects petty cash account under the custodianship of Matt Danel (green attachment).

POSTAGE METER:

Approval was given to replace the postage meter at the Park Street Office with a lease from Alternative Business Equipment at \$42.00/month and maintenance at a cost of \$283.15/year.

CREDIT APPLICATION:

Approval was given to execute a credit agreement with Hoogland Foods, LLC (Marco's Pizza) with a limit of \$500.00.

SPECIAL EDUCATION SERVICE RATES:

Approval was given for annual service rates for 2014-2015 special education programs per the attached schedule (gray attachment).

DISPOSAL OF GMC DELIVERY VAN:

Approval was given to dispose of a 2001 GMC Delivery Van that is at the end of its useful life.

CURRICULUM**TITLE IIB MATH-SCIENCE PARTNERSHIP (MSP) PROGRAM GRANT:**

Approval was given to contract with Saint Francis University, the designated higher education partner, as required through the Title IIB MSP grant funded through the PA Department of Education. The amount of the Saint Francis contract is approximately \$130,000.00 for the 2014-2015 program year.

CONTRACT FOR EXTERNAL EVALUATION SERVICES FOR MSP GRANT:

Approval was given to contract with Capital Area Intermediate Unit 15, the designated external program evaluator, as required by the Title IIB MSP grant funded through the PA Department of Education. The amount of the contract will be approximately \$43,000.00 for the 2014-2015 program year.

AGENDA ITEMS APPROVED....On a motion by Mr. Dadey, seconded by Mr. Klingeman and carried by roll call vote, the following Agenda items were approved – Early Intervention Letters of Agreement, Special Education Plan Revisions 2014-2015, Software, Teacher Induction Program Plan, Sophos Renewal, Desktop Computers, Mail Ballot for IU8 Board Members Term 2015-2018, PSBA Election Vote, Pennsylvania Public Energy Entity Consortium (PPEEC) and Personnel (B):

Roll call vote – yes – 9 – Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Mr. Thomas Dadey, Mr. John Klingeman, Mr. B. Wayne Lohr, Mr. Marion Pheasant, Mr. Michael Revak, Mr. Francis Truscello, Sr., and Dr. Thomas Woods.

EDUCATIONAL PROGRAMS & SERVICES

EARLY INTERVENTION LETTERS OF AGREEMENT:

Approval was given to affirm agreements for the school year 2014-2015 with the following agencies:

Blair County Local Interagency Coordinating Council (LICC)

SPECIAL EDUCATION PLAN REVISIONS 2014-2015:

Approval was given to revise the 2014-2015 Intermediate Unit 8 Special Education Plan. All additions, deletions or moves of special education programs/ positions are contingent upon the Pennsylvania Department of Education approval as set forth in the Special Education Revision Notice process and Chapter 14 of the Pennsylvania School Code. The revisions are as follows:

A. ADD:

One (1) part-time paraeducator position in the MDS classroom at Cambria Heights High School (30 hrs/week maximum).

B. INCREASE IN HOURS:

Approval was given to increase the hours of Lisa Jennings, paraeducator, from 15 hours per week to 25 hours per week to implement the IEP of a preschool student.

SOFTWARE:

Approval was given to enter an agreement with Teachscape, Inc. to support IU8 Effective Teaching Practices, including observation and evaluation. This customized observation and evaluation system in the amount of approximately \$7,600.00 includes annual license fee, face to face training (for observers or teacher trainers), virtual training (observers or teacher trainers), as well as the setup and support fees.

TEACHER INDUCTION PROGRAM PLAN:

Approval was given to authorize staff to submit the 2014 IU8 Teacher Induction Program.

INFORMATION TECHNOLOGY

SOPHOS RENEWAL:

Approval was given to renew IU8's Sophos Endpoint Protection license and support subscription for one year at a cost not to exceed \$6,500.00.

DESKTOP COMPUTERS:

Approval was given to purchase 90 refurbished desktop computers at a cost not to exceed \$37,500.00. These computers come with a 5-year warranty.

EXECUTIVE OFFICE

MAIL BALLOT FOR IU8 BOARD MEMBERS TERM 2015-2018:

With respect to the election of IU8 Board members for a three-year term ending June 30, 2018, approval was given to continue the composition of the Board at 13 members with the election of nominees/members to be accomplished through mail ballot, all in accord with the IU's long-standing practice.

PSBA ELECTION VOTE:

Approval was given to authorize the Board Secretary to cast one vote for each Pennsylvania School Board Association (PSBA) officer (President-elect; Vice President; Treasurer) and the Central Region at-large representative, using the 2015 Slate of Candidates for PSBA Offices. Each school entity is required to vote collectively on one candidate per position by majority vote.

PENNSYLVANIA PUBLIC ENERGY ENTITY CONSORTIUM (PPEEC):

Approval was given to join the Pennsylvania Public Energy Entity Consortium (PPEEC). There is no charge for the membership.

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. SCHOOL BUS DRIVER TRAINING INSTRUCTORS:

Approval was given to hire the following individuals as school bus driver training instructors from October 6, 2014 through July 9, 2015 at \$11.00/hr.

Pamela Bowen-Mardis	Judy Messersmith	Lisa Shankle
Gregg A. Carbaugh	Albin F. Milavec, Jr.	Linda Shultz
Brenda Glover	Joy Nave	Budd Siverd
Robert Hauger	Todd Ribblett	Gary Smith
Debra Keen	Maureen Sands	Mort B. Snider
Russell Keen	Cathy Schmuck	
Cheryl Macy	Carol Shaffer	

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 – Resignations/Retirements, Leaves of Absence, 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, Mr. John Klingeman, Mr. B. Wayne Lohr, Mr. Marion Pheasant, Mr. Michael Revak, Mr. Francis Truscello, Sr., and Dr. Thomas Woods.

RESIGNATIONS/RETIREMENTS:

A. Professional:

Name	Position Location	Date Received	Effective Date of Service Termination
George D. Christ	Teacher – CBI/Transition Cambria County	09/08/2014	Close of Business 09/08/2014 (Resignation)

B. Support Staff – Aides:

Name	Position Location	Date Received	Effective Date of Service Termination
Janice Smolko	Aide – CBI/MDS Cambria County/ Cambria Heights H.S.	09/11/2014	Close of Business 09/15/2014 (Resignation)
Linda M. Plummer	Hourly Aide – DD Ed/Dev. Center	09/08/2014	Close of Business 09/26/2014 (Resignation)
Neta M. Knisely	Hourly Aide – MDS Everett Area Middle/ Sr. High	09/16/2014	Close of Business 09/26/2014 (Resignation)

C. Support Staff – Secretaries:

Name	Position Location	Date Received	Effective Date of Service Termination
Constance L. Mosel	Secretary Altoona Office	08/27/2014	Close of Business 08/27/2014 (Resignation)

D. Support Staff – Other: None

LEAVES OF ABSENCE:

A. Professional:

Name	Type of Leave	From --- Through	Pay
Laura R. Miltenberger (Teacher)	FMLA	09/11/2014 for a maximum of 60 work days	Without
Rebecca A. Babik (Teacher)	Sabbatical	½ School Term	With ½ Pay

B. Support Staff – Aides:

Name	Type of Leave	From --- Through	Pay
Victoria Svencer	Unpaid	08/25/2014 through 09/05/2014	Without
Vanessa G. Pisarski	Unpaid (Extension)	09/02/2014 through 09/05/2014	Without

C. Support Staff – Secretaries: None

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
Ashley T. Kelly	Speech & Language Impaired PK-12 Clarion University	Transfer of Tricia Noonan, Long-Term Sub. Teacher assigned to Speech & Language Support Program	\$40,433.00 (Prorated)	09/16/2014	End of 2014/2015 School Year
Julie A. Della	Special Education N-12 Indiana Univ. of PA	Resignation of Kerry Mastrine, Educational Consultant without Supv. Certification, Ed/Dev. Center (NBUCP)	\$61,500.00 (Prorated)	To be determined.	
John-Michael Werking	Special Education N-12 Saint Francis University	Transfer of Matthew Hale, Teacher – ES/LS, Cresson Secure Treatment Unit	\$40,433.00 (Prorated)	09/29/2014	
Amanda N. Winfield	Business, Computer and Information Technology IUP	New Position, Instructional Designer, Altoona Office (NBUCP)	\$47,000.00 (Prorated)	To be determined.	

RECOMMENDED TO BE HIRED continued:

B. Support Staff – Aides:

Name	Cert & College	Position Created by Exceptionality & Location	Step & Amount on Salary Schedule	Date Employment Begins	Date Employment Ends
Pauline V. Fairman	N/A	Resignation of Christina Semelsberger, Aide – MDS, Cambria Heights High School	\$10.05/hr., Max. of 30 hrs/wk, Regular Part-Time	09/16/2014	End of 2014/2015 School Year

C. Support Staff – Secretaries: None

D. Support Staff – Other:

Name	Cert & College	Position Created by Exceptionality & Location	Step & Amount on Salary Schedule	Date Employment Begins	Date Employment Ends
Heather A. Kennedy	N/A	Resignation of Heidi Niebauer, AmeriCorps Regional Coordinator, Park Street (NBUCP)	\$34,000.00 (Prorated)	10/01/2014	

APPROVAL OF SUBSTITUTES (DAY-TO-DAY):

A. Professional:

Name	College Graduate	Certification Held
Kathleen T. Bodenschatz*	Yes	Various Areas
William P. McMahon*	Yes	Various Areas
Raymond Todd Rowley*	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	Name	Name	Name	Name
Julie M. Weamer				

C. Support Staff – Secretaries:

Name	Name	Name	Name	Name
Kerri M. Hostetler				

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>
EDUCATION PROGRAMS & SERVICES:							
Don Arotin Principal	Hershey	10/07/14 10/09/14	Safe Schools Conference	No	3	No	\$590.04
Don Arotin Principal	Seven Springs	10/27/14 10/29/14	N & D Symposium	No	3	No	\$263.40
Olivia Dumm MDS Teacher	Harrisburg	10/21/14 10/23/14	Intensive Skill Training in ABA	No	3	No	\$450.24
Heather Hrivnak Math Specialist	Hershey	11/05/14 11/07/14	PCTM Annual Conference	No	3	No	\$520.40
Lance Hudak Head Teacher	Johnstown	10/16/14 10/17/14	PA Council for the Social Studies	No	2	No	\$157.92
Lance Hudak Head Teacher	Seven Springs	10/27/14 10/29/14	N & D Symposium	No	3	No	\$246.60
Erica Kaurudar Educ Consultant	Pittsburgh	10/07/14 10/09/14	RtII in PA	Yes	3	No	\$451.55
Christine Lewis Supervisor	Harrisburg	10/21/14 10/23/14	Intensive Skill Training in ABA	No	3	No	\$570.08
Monica Neri-Hamer School Couselor/ESL	Harrisburg	10/15/14 10/17/14	Migrant Ed & ESL Conference	No	3	No	\$467.88

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>
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EDUCATION PROGRAMS & SERVICES continued:

Jason Wasovich Supervisor	State College	10/22/14 10/24/14	Nonpublic Schools Conference	No	3	No	\$355.80
<i>Education Programs & Services Budget Total \$4,073.91</i>							

FACILITIES SERVICES:

David Stultz Facilities Manager	Grantville	10/15/14 10/17/14	Facilities Mngmt. Transportation Conf.	No	3	No	\$668.08
<i>Facilities Services Budget Total \$668.08</i>							

INFORMATION TECHNOLOGY

Derek Jones Technology Administrator	Hershey	02/08/15 02/11/15	PETE&C Conf.	Yes	3	No	\$1,050.00
<i>Information Technology Budget Total \$1,050.00</i>							

SUMMARY OF TRAVEL:

Education Programs & Services Budget Total	\$4,073.91
Facilities Services Budget Total	\$668.08
Information Technology Budget Total	<u>\$1,050.00</u>
GRAND TOTAL	\$5,791.99

AGENDA ITEMS APPROVED....On a motion by Mr. Dadey, seconded by Mr. Bullington and carried by roll call vote, the following Agenda items were approved – Other Business (A, B, C, D, and E):

Roll call vote – yes – 9 – Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Mr. Thomas Dadey, Mr. John Klingeman, Mr. B. Wayne Lohr, Mr. Marion Pheasant, Mr. Michael Revak, Mr. Francis Truscello, Sr., and Dr. Thomas Woods.

OTHER BUSINESS:

A. GRANT WRITING CONSORTIUM:

Approval was given to adjust the source of funding for the independent contractor agreement with The Write Group, Inc. to include a contribution from the IU of up to \$10,000.00.

B. DIRECT BILL APPLICATION:

Approval was given to execute a direct bill application with Omni Bedford Springs Hotel for upcoming events.

C. ITEM #20 – PAGE 3 SPECIAL EDUCATION PLAN REVISIONS 2014-2015:

A. ADD:

One (1) part-time paraeducator position in the MDS classroom at Forest Hills Middle School (30 hrs/week maximum).

D. ITEM#30 – PAGE 6 – LEAVES OF ABSENCE:

Actual start date for Rebecca A. Babik's Sabbatical Leave of Absence is 09/22/2014.

E. ITEM#33 – PAGE 11 – TRAVEL:

Approval was given for Heather Rhine, Supervisor, to attend the Successful Practices in Secondary Transition for Continuous Improvement conference from September 30 through October 1, 2014 at an approximate cost of \$336.36 for travel, meals and lodging.

AGENDA ITEM APPROVED....On a motion by Mr. Truscello, seconded by Mr. Klingeman and carried by roll call vote, the following Agenda item was approved – Assistant Executive Director:

Roll call vote – yes – 9 – Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Mr. Thomas Dadey, Mr. John Klingeman, Mr. B. Wayne Lohr, Mr. Marion Pheasant, Mr. Michael Revak, Mr. Francis Truscello, Sr., and Dr. Thomas Woods.

ASSISTANT EXECUTIVE DIRECTOR:

Resolved that Dr. Shawn Kovac be employed as Assistant Executive Director of Appalachia Intermediate Unit 08 for a four-year term beginning (to be determined), at an initial annual salary of \$120,000.00 and on the terms specified in the Agreement presented to the Board at this meeting, a copy of which shall be kept with the records of this meeting. The Agreement is hereby approved and the appropriate Board officers are hereby authorized to execute the Agreement on behalf of the Intermediate Unit, to be binding when executed by both parties.

FUTURE MEETINGS.....The next Committee/Board Meeting is scheduled for **Thursday, October 23, 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 6:52 p.m. on a motion by Mr. Bullington, seconded by Mr. Truscello and carried by unanimous voice vote.

Respectfully submitted,

Brian Myers, Board Secretary

B. Wayne Lohr, Board President

sdw