

**APPALACHIA INTERMEDIATE UNIT 8  
BOARD OF SCHOOL DIRECTORS  
ALTOONA, PENNSYLVANIA  
DECEMBER 10, 2015  
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, December 10, 2015, 6:57 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: Mr. Thomas Bullington, Mr. Thomas Dadey, Mr. John Klingeman, Ms. Carrie Mourey, Mr. Sean O'Dowd, Ms. Suzie St. Clair, Mr. Francis Truscello, Sr., Ms. Tammy Witherite and Dr. Thomas Woods – 10 – present. Absent – 3 – Ms. Amy Acker-Knisely, Mr. Chris McCartney, and Mr. Ronald Yoder.

**OTHERS ATTENDING:** Others in attendance were: Dr. Thomas Butler – Executive Director, Dr. Shawn Kovac – Assistant Executive Director, Ms. Jennifer Anderson, Dr. Derek Jones, Ms. Malynda Maurer, Mr. Karl Olschesky, Mr. Corey Reffner, 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, Ms. Jennifer Herncane, Ms. Carol Overly, and Ms. Connie Way were present. The press was not in attendance.

**EXECUTIVE DIRECTOR'S UPDATE:**

Dr. Butler welcomed new Board Member, Ms. Suzie St. Clair, representing Shanksville-Stonycreek School District.

The Executive Director introduced Ms. Carol Overly who presented information on the AmeriCorps program.

**ADDITIONS, DELETIONS OR CORRECTIONS TO WRITTEN AGENDA OF DECEMBER 10, 2015:** On a motion by Ms. Mourey 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 Ms. Mourey and carried by voice vote, the minutes of the October 22, 2015 regular meeting, numbered pages 1-8, which were previously distributed to each member, were approved, with one noted correction.

**EXECUTIVE SESSION:**

An Executive Session was held during the Committee Meeting, December 10, 2015, Altoona Office Board Room, from 6:01 p.m. to 6:05 p.m. to discuss a personnel issue.

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

Roll call vote – yes – 10 – Mr. Thomas Bullington, Mr. Thomas Dadey, Mr. John Klingeman, Mr. B. Wayne Lohr, Ms. Carrie Mourey, Mr. Sean O’Dowd, Ms. Suzie St. Clair, Mr. Francis Truscello, Sr., Ms. Tammy Witherite 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 October 2015, included in the December 10, 2015 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. Truscello, seconded by Mr. Dadey and carried by roll call vote, the following Agenda item was approved – Listing of Bills:**

Roll call vote – yes – 10 – Mr. Thomas Bullington, Mr. Thomas Dadey, Mr. John Klingeman, Mr. B. Wayne Lohr, Ms. Carrie Mourey, Mr. Sean O’Dowd, Ms. Suzie St. Clair, Mr. Francis Truscello, Sr., Ms. Tammy Witherite and Dr. Thomas Woods.

**B. LISTING OF BILLS:** Approval was given for payment of the listing of bills as follows: Payroll Checking Account – from 10/01/15 to 10/31/15 as listed on gold summary pages, General Checking Account from 10/12/15 to 11/25/15, as listed on gold summary pages and Online Registration Account from 10/01/15 to 10/31/15 as listed on gold summary pages, which were included in the December 10, 2015 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 October 2015 was filed with the Supplemental to Official Minutes for final audit.
- 2) Budget Summary Report – The detailed fiscal report, pages 1-45, General Fund, Special Revenue Funds, Capital Projects Fund, Enterprise Funds and Internal Service Funds for October 2015 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. Bullington, seconded by Mr. Truscello and carried by roll call vote, the following Agenda items were approved – Bills to be Paid, Hospitalization Rates, Section 125 Plan, AmeriCorps Contract, Equipment Disposal, Software, Regional Math Design, and Collins Education Associates:**

Roll call vote – yes – 10 – Mr. Thomas Bullington, Mr. Thomas Dadey, Mr. John Klingeman, Mr. B. Wayne Lohr, Ms. Carrie Mourey, Mr. Sean O'Dowd, Ms. Suzie St. Clair, Mr. Francis Truscello, Sr., Ms. Tammy Witherite and Dr. Thomas Woods.

## **BUSINESS**

### **GENERAL OPERATING BUDGET – *For Information Only:***

The Administration will present preliminary budget information for the General Operating Budget for the 2016-2017 fiscal year.

### **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: REPLACEMENT ON PAGE 8 – OTHER BUSINESS ITEM A~~**

- ~~A. Approval was requested to close the Barb Cassel, custodian, Hearing Programs petty cash account in the amount of \$250.00.~~
- ~~B. Approval was requested to open a petty cash account for Hearing Programs with Charlotte Ecklund as custodian in the amount of \$250.00.  
(green attachment)~~

### **HOSPITALIZATION RATES:**

Approval was given for the revised hospitalization rates effective January 1, 2016 in accordance with the adoption of our Qualified High Deductible Health Plan and associated Health Savings Accounts (buff attachment).

### **SECTION 125 PLAN:**

Approval was given for the Appalachia Intermediate Unit Health Care Premium Conversion Plan restated January 1, 2016 and that it supersede any existing Premium Conversion Plan (gray attachment).

### **AMERICORPS CONTRACT:**

Approval was given to enter into an AmeriCorps contract in the amount of \$5,100.00 for a worker to perform duties within the administration function.

### **~~LOAN RESOLUTION: REPLACEMENT ON PAGE 8 – OTHER BUSINESS ITEM B~~**

~~Approval was requested for the administration and solicitor to execute any necessary documents as well as approval of the included resolution and proposal to enable the Intermediate Unit to borrow up to \$5,000,000 from First Commonwealth Bank (lilac attachment).~~

**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.

<b>Item</b>	<b>Tag #</b>	<b>Cost</b>	<b>Year Purchased</b>
Forklift - Clark	0084	\$5,600.00	1991
Laptop - Dell	8123L	\$1,624.00	2010

**EDUCATION PROGRAMS & SERVICES****SOFTWARE:**

Approval was given to renew an agreement with Teachscape, Inc. to support IU8 Effective Teaching Practices, including observation and evaluation. The approximate cost of \$1,000.00 includes annual license fee, reporting tools, and support fees.

**REGIONAL MATH DESIGN:**

Approval was given to enter into a one-year professional service agreement with Capital Area Intermediate Unit 15 to perform Regional Math Design Collaborative services to participating LEAs servicing grades 3-5. IU8 will receive a maximum of \$10,000.00 to carry out the requirements of this grant.

**COLLINS EDUCATION ASSOCIATES:**

Approval was given to enter into a contract with Collins Education Associates, LLC to provide professional development services for teachers in grades K-12 to support the writing process. The total amount in services not to exceed \$8,000.00. There will be a fee for teachers to attend this professional development.

**AGENDA ITEMS APPROVED....On a motion by Mr. Klingeman seconded by Ms. Mourey and carried by roll call vote, the following Agenda items were approved – Assistant Executive Director Unused Vacation, Eduplanet 21 Marketplace Agreement, Board Policy Revisions, Resignations/Retirements, Recommended to be Hired, and Day-to-Day Substitutes:**

Roll call vote – yes – 10 – Mr. Thomas Bullington, Mr. Thomas Dadey, Mr. John Klingeman, Mr. B. Wayne Lohr, Ms. Carrie Mourey, Mr. Sean O'Dowd, Ms. Suzie St. Clair, Mr. Francis Truscello, Sr., Ms. Tammy Witherite and Dr. Thomas Woods.

**EXECUTIVE OFFICE****ASSISTANT EXECUTIVE DIRECTOR UNUSED VACATION:**

Approval was given to rollover the Assistant Executive Director's unused vacation days as of December 31, 2015 for the 2016 contract year.

**EDUPLANET 21 MARKETPLACE AGREEMENT:**

Approval was given to enter into an agreement with Eduplanet 21 Marketplace to build and design Mass Customized Learning modules in the amount of \$3,000.00.

**BOARD POLICY REVISIONS:**

Approval was given for the first reading and preliminary approval of the following Board Policy (white attachment):

**Policy#    Policy Name**

819            Suicide Awareness, Prevention & Response

**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:**

1. Approve the resignation of Linda H. Breen, Teacher – ES, Itinerant – Somerset/Bedford Counties, effective the Close of Business 12/23/2015.
2. Approve the resignation of Beth A. Fluke, Teacher – HIS, Itinerant – Cambria County, effective the Close of Business 01/14/2016.

**B. Support Staff – Aides: None****C. Support Staff – Secretaries: None****D. Support Staff – Other: None****LEAVES OF ABSENCE:****A. Professional: None****B. Support Staff – Aides: None****C. Support Staff- Secretaries: None****D. Support Staff – Other: None****RECOMMENDED TO BE HIRED:****A. Professional:**

1. Approval was given for the hiring of Jessica M. Musselman, Speech & Language Impaired PK-12, Penn State University, Teacher – SLS, Itinerant – Bedford County, 1-B, \$41,254.85 (Prorated), effective 12/01/2015.
2. Approval was given for the hiring of Stephanie M. Abrams, Speech & Language Impaired PK-12, Clarion University of PA, Teacher – SLS, Itinerant – Cambria County, 1-B, \$41,254.85 (Prorated), effective 12/11/2015.
3. Approval was given for the hiring of Megan L. Skillings, School Psychologist PK-12, Eastern Washington University, Psychologist – 4 Counties, \$69,000.00 (Prorated), NBUCP, start date to be determined.

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

1. Approval was given for the hiring of Alli E. Bossler, Secretary, Altoona Office, \$23,278.51 (Prorated), effective 01/04/2016.

**D. Support Staff – Other: None**

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

1. Approval was given for the hiring of Kelly M. Baker\*, Various Areas of Certification.

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

**B. Support Staff – Aides:**

1. Approval was given for the hiring of Carrie A. Lute.
2. Approval was given for the hiring of Sara J. McGlynn (**Pending required paperwork**).

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

**AGENDA ITEMS APPROVED....On a motion by Ms. Mourey seconded by Mr. Dadey and carried by roll call vote, the following Agenda items were approved – Travel, Other Business (A-G), Time Clock Plus Support Agreement Renewal, and Timber Bid:**

Roll call vote – yes – 10 – Mr. Thomas Bullington, Mr. Thomas Dadey, Mr. John Klingeman, Mr. B. Wayne Lohr, Ms. Carrie Mourey, Mr. Sean O’Dowd, Ms. Suzie St. Clair, Mr. Francis Truscello, Sr., Ms. Tammy Witherite and Dr. Thomas Woods.

**TRAVEL:**

Approval was given of the following conference travel:

<u>Name</u>	<u>Place</u>	<u>Conference Date(s)</u>	<u>Organization</u>	<u>Part. In Conf. Program</u>	<u>Days at Event</u>	<u>Paid by Conference or Grant</u>	<u>Total Anticipated Expense</u>
<b>EXECUTIVE OFFICE:</b>							
Dr. Thomas Butler Executive Director	Phoenix, AZ	02/10/16 02/13/16	MCL National Planning Conf.	Yes	4	No	\$1,044.90
							<b>Executive Office Budget Total \$1,044.90</b>
<b>FACILITIES:</b>							
David Stultz Facilities Manager	Hershey	03/08/16 03/11/16	PASBO Conf.	No	4	No	\$1,098.69
							<b>Facilities Budget Total \$1,098.69</b>
<b>INFORMATION TECHNOLOGY:</b>							
Derek Jones Tech Administrator	Washington D.C.	04/04/16 04/06/16	CoSN Annual Conf.	No	3	No	\$1,450.25
							<b>Information Technology Budget Total \$1,450.25</b>

**SUMMARY OF TRAVEL:**

<b>Executive Office Budget Total</b>	<b>\$1,044.90</b>
<b>Facilities Budget Total</b>	<b>\$1,098.69</b>
<b>Information Technology Budget Total</b>	<b>\$1,450.25</b>
<b>GRAND TOTAL</b>	<b>\$3,593.84</b>

**OTHER BUSINESS:****A. ITEM#12 – PAGE 2 – PETTY CASH ACCOUNTS REVISED:**

- A. Approval was given to close the Suzie St. Clair, custodian, Richland Office petty cash account in the amount of \$100.00.
- B. Approval was given to open a petty cash account for Richland Office with Charlotte Ecklund as custodian in the amount of \$100.00.  
(green attachment)

**B. ITEM#16 – PAGE 3 – LOAN RESOLUTION REVISED:**

Approval was given for the administration and solicitor to execute the attached resolution to enable the Intermediate Unit to borrow up to \$5,000,000 from First Commonwealth Bank (**additional** lilac attachment).

**C. ITEM#24 – PAGE 4 – PERSONNEL:****B. REVOKE ACCEPTANCE OF POSITION – *For Information Only*:**

The Board acknowledged receipt of letter from Melissa M. Peppetti revoking acceptance of Curriculum Specialist/Instructional Coach position.

**C. INCREASE IN HOURS:**

Approval was given to increase in hours for JennyLynn Farabaugh, Hourly Interpreter, an additional 5 hours per week maximum, at the request of Blacklick Valley School District, to provide interpreting services for a student to participate in extracurricular activities effective 12/10/2015 through 02/28/2016.

**D. ITEM#24 – PAGE 4 – RESIGNATIONS/RETIREMENTS:****B. Support Staff - Aides:**

1. Approval was given to accept the resignation of Lynette A. Trotter, Hourly Aide – DD, Altoona Alliance Church, effective 12/03/2015.
2. Approval was given to accept the resignation of Joan B. Carney, Aide – LSS, Mini Mall Apartments, effective 01/02/2016.

**E. ITEM#27 – PAGE 4 – RECOMMENDED TO BE HIRED:****A. Professional:**

4. Approval was given for the hiring of Jennifer A. Herncane, (**Pending Required Paperwork**), Early Childhood N-3, Elementary K-6 and Reading Specialist PK-12, Penn State University, Curriculum Specialist/Instructional Coach, Altoona Office (NBUCP), \$69,000.00 (Prorated). Start date to be determined.

**F. ITEM#28 – PAGE 5 – APPROVAL OF SUBSTITUTES (DAY-TO-DAY):****A. Professional:**

2. Approval was given for the hiring of Kaitlyn J. Walker\*, Various Areas of Certification.

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

**G. ITEM#29 – PAGE 6 – TRAVEL:**

- A. Approval was given for Barry Frye to attend the IU Data Manager Meeting in Hershey on January 10-12, 2016 at an approximate cost of \$715.90 for registration, lodging, meals, and mileage.
- B. Approval was given for Erica Kaurudar to attend the SWIS Facilitator Training in Albany, New York on January 11-12, 2016 at an approximate cost of \$683.55 for registration, lodging, meals, and mileage.



**OTHER BUSINESS continued:****G. ITEM#29 – PAGE 6 – TRAVEL continued:**

- C. Approval was given for Laura Lamont to attend the MTSS Writing Cohort in Harrisburg on January 4-7, 2016 at an approximate cost of \$584.79 for lodging, meals, and mileage.
- D. Approval was given for Christine Lewis to attend the BSE Annual Conference in Hershey on February 10-12, 2016 at an approximate cost of \$523.85 for lodging, meals, and mileage.

**TIME CLOCK PLUS SUPPORT AGREEMENT RENEWAL:**

Approval was given to renew a systems support agreement with TimeClock Plus for one year at a cost of \$1,521.66.

**TIMBER BID:**

Approval was given to accept the bid from Superior Lumber, as recommended by American Forestry Consultants, in the amount of \$16,551.00 to harvest marked trees on the Altoona Executive Office property.

**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 – Assistant Executive Director Increase:**

Roll call vote – yes – 10 – Mr. Thomas Bullington, Mr. Thomas Dadey, Mr. John Klingeman, Mr. B. Wayne Lohr, Ms. Carrie Mourey, Mr. Sean O'Dowd, Ms. Suzie St. Clair, Mr. Francis Truscello, Sr., Ms. Tammy Witherite and Dr. Thomas Woods.

**ASSISTANT EXECUTIVE DIRECTOR INCREASE:**

Approval was given to increase the annual salary of Dr. Shawn Kovac, Assistant Executive Director, by 4.75% in compliance with Sections 3 and 4 of the current employment agreement. This increase is effective January 1, 2016.

**FUTURE MEETINGS.....**The next Committee/Board Meeting is scheduled for **Thursday, January 28, 2016**, 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 7:02 p.m. on a motion by Mr. Klingeman, seconded by Ms. Mourey and carried by unanimous voice vote.

Respectfully submitted,

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Karl Olschesky, Board Secretary

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B. Wayne Lohr  
Board President