

**APPALACHIA INTERMEDIATE UNIT 8  
BOARD OF SCHOOL DIRECTORS  
ALTOONA, PENNSYLVANIA  
JANUARY 22, 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, January 22, 2015, 6:52 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, Mr. John Klingeman, Mr. Chris McCartney Mr. Keith Perl, Mr. Marion Pheasant, Mr. Michael Revak, Mr. Francis Truscello, Sr., and Dr. Thomas Woods – 12 – present. Absent – 1 – Ms. Carrie Mourey.

**OTHERS ATTENDING:** Others in attendance were: Dr. Thomas Butler – Executive Director, Ms. Jennifer Anderson, Dr. Shawn Kovac, Mr. Brian Myers, Mr. Karl Olschesky, 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 and Dr. Kovac presented a Proclamation for School Director Recognition Month, distributed a Certificate of Appreciation and thanked the Board members for their dedication and commitment to public service and public education.

Dr. Butler shared with the Board that we are working closely with IU10 and IU11 on several new initiatives.

Dr. Kovac discussed background check requirements and how the IU can assist districts with this new requirement.

**ADDITIONS, DELETIONS OR CORRECTIONS TO WRITTEN AGENDA OF JANUARY 22, 2015:** On a motion by Dr. Gella and seconded by Mr. Klingeman and carried by unanimous voice vote, the written Agenda, as well as the supplemental were approved, with the exception of Item #28 Travel – Curriculum – NABE Annual Conference which was deleted.

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

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

Roll call vote – yes – 12 – Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Mr. Thomas Dadey, Dr. Kamal Gella, Mr. John Klingeman, Mr. B. Wayne Lohr, Mr. Chris McCartney, 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 November and December 2014, included in the January 22, 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. Klingeman, seconded by Mr. Pheasant and carried by roll call vote, the following Agenda item was approved – Listing of Bills:**

Roll call vote – yes – 12 – Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Mr. Thomas Dadey, Dr. Kamal Gella, Mr. John Klingeman, Mr. B. Wayne Lohr, Mr. Chris McCartney, 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 11/01/14 to 11/30/14 and 12/01/14 to 12/31/14 as listed on gold summary pages, General Checking Account from 12/01/14 to 01/09/15, as listed on gold summary pages and Online Registration Account from 11/01/14 to 11/30/14 and 12/01/14 to 12/31/14 as listed on gold summary pages, which were included in the January 22, 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:***

- A.** Investments – The report to the Board on the securities presently held and the record of investments for November and December 2014 was filed with the Supplemental to Official Minutes for final audit.
- B.** Budget Summary Report – The detailed fiscal report, pages 1-55, General Fund, Special Revenue Funds, Capital Projects Fund, Enterprise Funds and Internal Service Funds for November and December 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. McCartney, seconded by Mr. Dadey and carried by roll call vote, the following Agenda items were approved – Bills to be Paid, Single Audit Report, Management Discussion and Analysis (MD&A), TimeClock Plus Software, General Operating Budget, Credit Card Authorization, Equipment Disposal, and Transportation:**

Roll call vote – yes – 12 – Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Mr. Thomas Dadey, Dr. Kamal Gella, Mr. John Klingeman, Mr. B. Wayne Lohr, Mr. Chris McCartney, Mr. Keith Perl, Mr. Marion Pheasant, Mr. Michael Revak, Mr. Francis Truscello, Sr., and Dr. Thomas Woods.

## **BUSINESS**

### **STATEMENT OF FINANCIAL INTEREST – *For Information Only:***

The 2014 Statement of Financial Interest forms and instructions were distributed at the Board meeting. Board members are required to file this statement prior to May 1, 2015.

### **MILEAGE REIMBURSEMENT RATE – *For Information Only:***

Effective January 1, 2015 the IRS mileage rate allowance was increased from \$.56 cents to \$.575 cents.

### **SINGLE AUDIT REPORT PRESENTATION – *For Information Only:***

Young, Oakes, Brown & Company presented the Single Audit Report and audit summary to the Board during the work session prior to the regular 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.

### **SINGLE AUDIT REPORT, MANAGEMENT DISCUSSION AND ANALYSIS (MD&A):**

- A.** Approval was given to accept the Single Audit Report for the year ending June 30, 2014, prepared by Young, Oakes, Brown & Company.
- B.** Approval was given for the Management Discussion and Analysis (MD&A) which is incorporated into the Single Audit Report. The MD&A is prepared by the Business Office.

### **TIMECLOCK PLUS SOFTWARE:**

Approval was given to purchase TimeClock Plus software at a cost not to exceed \$9,500.00.

**GENERAL OPERATING BUDGET:**

The Administration presented the General Fund Administrative Budget for 2015-2016 in the amount of \$5,179,321.41 for review and preliminary final adoption. Approval of this budget included approval for indirect and operational costs to be processed as follows: 1) State and local programs are to be assessed at a maximum of 6% plus interest (where allowed) or at the maximum rate permitted by the granting entity. 2) Federal programs are to be assessed at the PDE approved indirect cost rate or specific project rate.

**CREDIT CARD AUTHORIZATION:**

Approval was given to open a credit card account for Dr. Shawn Kovac with a limit of \$3,200.00.

**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
Laptop – Dell	3806	\$2,416.00	2001
Laptop – Dell	4072	\$2,416.00	2001
Laptop – Dell	4960	\$1,955.00	2003
Laptop – Dell	5990	\$1,641.00	2005

**TRANSPORTATION:**

Approval of the following additional contracted transportation drivers is requested for the 2014-2015 school year.

Contractor:	Driver:
Maxwell Transit Systems	Bailey, Janet
	McCord, Charles
	Styers, Nellie

**AGENDA ITEMS APPROVED...On a motion by Mr. Revak, seconded by Mr. Pheasant and carried by roll call vote, the following Agenda items were approved – Agreements, Graduation Ceremonies-2015, Internship, Personnel (C & D), Resignations/Retirements, Leaves of Absences, and Recommended to be Hired):**

Roll call vote – yes – 12 – Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Mr. Thomas Dadey, Dr. Kamal Gella, Mr. John Klingeman, Mr. B. Wayne Lohr, Mr. Chris McCartney, Mr. Keith Perl, Mr. Marion Pheasant, Mr. Michael Revak, Mr. Francis Truscello, Sr., and Dr. Thomas Woods.

**EDUCATION PROGRAMS & SERVICES**

**AGREEMENTS:**

- A. Approval was given to enter into a service provider agreement with Westmont Hilltop School District, whereby Appalachia Intermediate 8 will conduct assessment activities to provide required assessment data and information pursuant to implementation of the KtO grant requirements. The agreed upon rate for service is \$65.76 per contact hour.

**AGREEMENTS continued:**

**B.** Approval was given to enter into a service provider agreement with Central Cambria, Blacklick Valley, Portage Area and Penn Cambria School Districts, whereby Appalachia Intermediate 8 will provide instructional services in accordance with Title I requirements. IU8 will receive \$34,111.80 for instructional services provided in school year 2014-2015 under this agreement.

**GRADUATION CEREMONIES-2015:**

The graduation ceremony for the Life Skills Support (four BRIDGE Programs and GJCTC), and Multiple Disabilities Support (FHMS, CHHS, PCHS) classes in Cambria County will be held on Friday, May 22, 2015 at the Young People's Community Center (YPCC) in Ebensburg. There are 19 students graduating this year. Approval was given for IU8 to cover the cost of graduation expenses in the approximate amount of \$2,000.00.

**INFORMATION TECHNOLOGY****INTERNSHIP:**

Approval was given for Appalachia Intermediate Unit 8 to enter into an agreement for the purpose of IU8 to provide an unpaid internship for a student in the Computer Systems Technician program at YTI Career Institute during the period from February 9, 2015 to May 5, 2015.

**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 employee has successfully completed the teacher induction program:  
*HEATHER HRIVNAK*

**C. ADDITIONAL HOURS:**

1. Approval was given for the following paraprofessionals to work two (2) additional hours (one hour each on December 16 and 18, 2014) in order to provide assistance to students while parents attend an IU8 sponsored Professional Learning Community session at the Somerset preschool:

Karen Betker            2 additional hours

Samantha Holt        2 additional hours

2. Approval was given for the following Speech and Language Therapists to work additional hours for the completion of preschool screenings at the request of Westmont Hilltop School District. Screenings will be provided solely during weeks that are outside of the normal work schedule.

Sally Drager            35 hours max (to be completed 02/23-27/2015)

Melanie Mergen        35 hours max (to be completed 02/16-20/2015)

**PERSONNEL continued:**

**D. NEW POSITION:**

Approval was given to create the following position and the job description (see white attachment).

1. Supervisor of Physical and Occupational Therapy Services

**RESIGNATIONS/RETIREMENTS:**

**A. Professional:**

<b>Name</b>	<b>Position Location</b>	<b>Date Received</b>	<b>Effective Date of Service Termination</b>
Susan L. Phillips	Supervisor Altoona Office	01/02/2015	Close of Business 03/16/2015 (Resignation)

**B. Support Staff – Aides:**

<b>Name</b>	<b>Position Location</b>	<b>Date Received</b>	<b>Effective Date of Service Termination</b>
Miranda L. Hartzler	Hourly Aide – LSS Greater Johnstown CTC	12/22/2014	Close of Business 01/16/2015 (Resignation)

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

**D. Support Staff – Other: None**

**LEAVES OF ABSENCE:**

**A. Professional:**

Name	Type of Leave	From --- Through	Pay
Rebecca A. Babik (Teacher)	Sabbatical (Extension)	½ School Term	With ½ Pay

**B. Support Staff – Aides:**

Name	Type of Leave	From --- Through	Pay
Joan B. Carney	Unpaid	01/20/2015 through exhaustion of 60 days	Without

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

**D. Support Staff – Other:**

Name	Type of Leave	From --- Through	Pay
Mark W. Kopp (Technology Assistant)	Unpaid	01/07/2015 at 9:45 AM through exhaustion of 60 days (intermittent)	Without



**RECOMMENDED TO BE HIRED:**

**A. Professional:**

<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>
Kelli A. Brown	Special Education N-12 St. Francis University	Continuation of Program, Long-Term Sub. Teacher assigned to Appalachia Youth Services	\$40,433.00 (Prorated)	01/16/2015	End of 2014/2015 School Year
Geneka A. Hollis	Hearing Impaired Support PK-12 (Emergency - Pending)	Resignation of Julia Fitz, Long-Term Sub. Teacher – HIS, Itinerant – Cambria County	\$40,433.00 (Prorated)	01/16/2015	End of 2014/2015 School Year
Ashley D. Weyant	Speech & Language Impaired PK-12 (Emergency - Pending)	Leave of Rebecca Babik, Long-Term Sub. Teacher – SLS, Itinerant – Four Counties	\$40,433.00 (Prorated)	01/19/2015	End of 2014/2015 School Year

**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
Dawn S. Wombacher	N/A	Transfer of Diane Bettwy, Aide – DD, Martinsburg Preschool	\$10.05/hr., Max. of 25 hrs/wk, Regular Part-Time	12/15/2014	
Elin M. Brennsteiner	N/A	Transfer of Tina Lewis, Aide – MDS, Westmont Elementary	\$10.05/hr., Max. of 30 hrs/wk, Regular Part-Time	01/05/2015	

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

**D. Support Staff – Other: None**

**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 ITEM APPROVED...On a motion by Mr. Klingeman, seconded by Mr. Dadey and carried by roll call vote, the following Agenda item was approved (with noted exception) – Travel:**

Roll call vote – yes – 12 – Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Mr. Thomas Dadey, Dr. Kamal Gella, Mr. John Klingeman, Mr. B. Wayne Lohr, Mr. Chris McCartney, Mr. Keith Perl, Mr. Marion Pheasant, Mr. Michael Revak, Mr. Francis Truscello, Sr., and Dr. Thomas Woods.

**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>
<b><u>AMERICORPS:</u></b>							
Lee Kring Coordinator	Austin, Texas	03/02/15 03/06/15	Non-Profit Tech Conference	Yes	5	No	\$2,049.00
							<b><i>AmeriCorps Budget Total \$2,049.00</i></b>
<b><u>CURRICULUM:</u></b>							
Brenda Calhoun Educ Tech Specialist	Philadelphia	06/27/15 07/01/15	ISTE Conference	No	3	No	\$2,388.00
<b>Removed</b> Leonard Shurin ESL Program Specialist	Las Vegas, NV	03/04/15 03/08/15	NABE Annual	No	3	No	\$2,472.04
Amanda Winfield Instructional Designer	Hershey	02/08/15 02/11/15	PETE & C Conf.	No	3	No	\$997.93
Amanda Winfield Instructional Designer	Lancaster	06/23/15 06/25/15	e-Learning Revolution Conf.	No	3	No	\$784.42
							<b><i>Curriculum Budget Total \$6,642.39</i></b>
<b><u>EDUCATION PROGRAMS &amp; SERVICES:</u></b>							
Barry Frye Manager SDIS	Hershey	02/04/15 02/06/15	Spec Ed Data Managers Conf.	No	3	No	\$647.90
Barry Frye Manager SDIS	Hershey	02/25/15 02/27/15	Child Accounting Spring Conf.	No	3	No	\$975.90
							<b><i>Education Programs &amp; Services Budget Total \$1,623.80</i></b>

**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>
<b><u>EXECUTIVE OFFICE:</u></b>							
Dr. Thomas Butler Executive Director	Glendale, Arizona	02/23/15 02/26/15	MCL National Conf. Planning	No	4	No	\$1,294.04
Dr. Shawn Kovac Asst. Executive Dir.	Hershey	03/11/15 03/13/15	PASBO Conf.	No	3	No	\$1,010.00
<b><i>Executive Office Budget Total</i></b>							<b><i>\$2,304.04</i></b>

**SUMMARY OF TRAVEL:**

<b>AmeriCorps Budget Total</b>	<b>\$2,049.00</b>
<b>Curriculum Budget Total</b>	<b>\$6,642.39 \$4,170.35</b>
<b>Education Programs &amp; Services Budget Total</b>	<b>\$1,623.80</b>
<b>Executive Office Budget Total</b>	<b><u>\$2,304.04</u></b>
<b>GRAND TOTAL</b>	<b><del>\$12,619.23</del> \$10,147.19</b>

**AGENDA ITEMS APPROVED....On a motion by Dr. Gella, seconded by Ms. Acker-Knisely and carried by roll call vote, the following Agenda items were approved – Other Business (A & B), and Board Secretary Appointment:**

Roll call vote – yes – 12 – Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Mr. Thomas Dadey, Dr. Kamal Gella, Mr. John Klingeman, Mr. B. Wayne Lohr, Mr. Chris McCartney, Mr. Keith Perl, Mr. Marion Pheasant, Mr. Michael Revak, Mr. Francis Truscello, Sr., and Dr. Thomas Woods.

**OTHER BUSINESS:**

**A. ITEM #24 – PAGE 5 – RESIGNATIONS/RETIREMENTS:**

**C. Support Staff - Secretaries:**

<u>Name</u>	<u>Position</u> <u>Location</u>	<u>Date</u> <u>Received</u>	<u>Effective Date of</u> <u>Service Termination</u>
Shannon R. Stultz	Secretary, Altoona Office	01/16/2015	Close of Business 02/06/2015 (Resignation)

**B. ITEM#25 – PAGE 6 – LEAVES OF ABSENCE:**

**A. Professional:**

<u>Name</u>	<u>Type of</u> <u>Leave</u>	<u>From -- Through</u>	<u>Pay</u>
Julie M. Kovach (Teacher)	Unpaid	12/10/2014 through 04/01/2015 (intermittent)	Without

**BOARD SECRETARY APPOINTMENT:**

Approval was given that Mr. Karl Olschesky is appointed Appalachia Intermediate Unit 8 Board Secretary effective February 2, 2015.

**FUTURE MEETINGS.....**The next Committee/Board Meeting is scheduled for **Thursday, February 26, 2015**, 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 6:57 p.m. on a motion by Dr. Gella, seconded by Mr. Truscello 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