

**APPALACHIA INTERMEDIATE UNIT 8
BOARD OF SCHOOL DIRECTORS
ALTOONA, PENNSYLVANIA
MARCH 26, 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, March 26, 2015, 6:56 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 Dadey, Mr. John Klingeman, Mr. Chris McCartney, Ms. Carrie Mourey, Mr. Keith Perl, Mr. Marion Pheasant, Mr. Michael Revak, and Dr. Thomas Woods – 10 – present. Absent – 3 – Mr. Thomas Bullington, Dr. Kamal Gella, and Mr. Francis Truscello, Sr.

OTHERS ATTENDING: Others in attendance were: Dr. Thomas Butler, Executive Director, Executive Director; Dr. Shawn Kovac – Assistant 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 introduced Diane Hubona, Instructional Coach/Literacy Specialist, who shared information about literacy initiatives for school districts.

EXECUTIVE SESSION:

An Executive Session was held during the Committee Meeting, March 26, 2015, Altoona Office Board Room, from 6:01 p.m. to 6:15 p.m. to discuss personnel issues.

ADDITIONS, DELETIONS OR CORRECTIONS TO WRITTEN AGENDA OF MARCH 26, 2015: 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. McCartney and seconded by Mr. Klingeman and carried by unanimous voice vote, the minutes of the February 26, 2015 regular meeting, numbered pages 1-13, which were previously distributed to each member, were approved.

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

Roll call vote – yes – 10 – Ms. Amy Acker-Knisely, Mr. Thomas Dadey, Mr. John Klingeman, Mr. B. Wayne Lohr, Mr. Chris McCartney, Ms. Carrie Mourey, Mr. Keith Perl, Mr. Marion Pheasant, Mr. Michael Revak, 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 February 2015, included in the March 26, 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. Pheasant, seconded by Mr. Dadey and carried by roll call vote, the following Agenda item was approved – Listing of Bills:

Roll call vote – yes – 10 – Ms. Amy Acker-Knisely, Mr. Thomas Bullington, Mr. Thomas Dadey, Mr. John Klingeman, Mr. B. Wayne Lohr, Ms. Carrie Mourey, 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 02/01/15 to 02/28/15 as listed on gold summary pages, General Checking Account from 02/16/15 to 03/13/15, as listed on gold summary pages and Online Registration Account from 02/01/15 to 02/28/15 as listed on gold summary pages, which were included in the March 26, 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 February 2015 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 February 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. Klingeman, seconded by Ms. Mourey and carried by roll call vote, the following Agenda items were approved – Bills to be Paid, Budget Transfers, Unemployment Compensation, Petty Cash, Interfund Transfer, Equipment Disposal, Discovery Education Contract, and 2015 ATOMS Program (A & B):

Roll call vote – yes – 10 – Ms. Amy Acker-Knisely, Mr. Thomas Dadey, Mr. John Klingeman, Mr. B. Wayne Lohr, Mr. Chris McCartney, Ms. Carrie Mourey, Mr. Keith Perl, Mr. Marion Pheasant, Mr. Michael Revak, 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.

BUDGET TRANSFERS:

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

UNEMPLOYMENT COMPENSATION:

Approval was given to set the rate of Unemployment Compensation for 2015-2016 at .35%. Last year's rate was 0%.

PETTY CASH:

Approval was given to close the petty cash accounts of Susan Phillips and reopen the accounts in the name of Susan Knarr. A revised schedule of all petty cash accounts was included (pink attachment).

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.

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	6048	\$1,641	2005
Laptop – Dell	6050	\$1,641	2005

CURRICULUM

DISCOVERY EDUCATION CONTRACT:

Approval was given to manage the Discovery Education discoverystreaming contract for IU8 districts during the 2015-2016 fiscal year. Participating districts will pay the cost, which will not exceed \$65,000.00.

2015 ATOMS PROGRAM:

- A. Approval was given for the operation of the summer 2015 ATOMS Scholars Program with an estimated total budget of approximately \$175,000.00. The program provides Advanced Training for Outstanding Math and Science Scholars.
- B. Approval was given to send fundraising letters to area businesses and service organizations for the 2015 ATOMS Scholars Program. Funds will be used for scholarships for economically disadvantaged students attending the program.

AGENDA ITEMS APPROVED....On a motion by Mr. Perl, seconded by Mr. Klingeman and carried by roll call vote, the following Agenda items were approved – Computers, PAIUNET, Board Policy Revisions, and Proposed Working Calendar for School Year 2015-2016:

Roll call vote – yes – 10 – Ms. Amy Acker-Knisely, Mr. Thomas Dadey, Mr. John Klingeman, Mr. B. Wayne Lohr, Mr. Chris McCartney, Ms. Carrie Mourey, Mr. Keith Perl, Mr. Marion Pheasant, Mr. Michael Revak, and Dr. Thomas Woods.

INFORMATION TECHNOLOGY**COMPUTERS:**

Approval was given to purchase 45 laptops and 5 desktop computers at a cost not to exceed \$20,000.00.

PAIUNET:

- A. Approval was given to enter into a contract with PAIUNet to continue participating in the PAIUNet statewide network consortium.
- B. Approval was given to enter into agreements with IU9 and IU10 for those Intermediate Units to continue accessing IU8's PAIUNet node.
- C. Approval was given to enter into agreements with IU8 school entities that are participating in the PAIUNet consortium.

EXECUTIVE OFFICE**BOARD POLICY REVISIONS:**

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

Policy# Policy Name**Board Procedures:**

000 Board Policy/Procedure/Administrative Regulations
004 Membership

Programs:

100 Comprehensive Planning (Previously titled Strategic Plan)
101 Mission Statement
102 Academic Standards
102.1 Academic Standards (delete)
105 Curriculum
105.1 Review of Instructional Materials by Parents/Guardians & Students
113 Special Education

BOARD POLICY REVISIONS continued:**Pupils:**

- 203.1 HIV Infection
- 235 Students Rights & Responsibilities (Previously titled Students Rights/Surveys)
- 235.1 Surveys

Administrative Employees:

- 302 Employment of Executive Director/Assistant Executive Director
- 304 Employment of Intermediate Unit Staff
- 305 Employment of Substitutes
- 309 Assignment and Transfer
- 317 Conduct/Disciplinary Procedures
- 317.1 Educator Misconduct
- 333 Professional Development

Professional Employees:

- 413 Evaluation of Temporary Professional Employees
- 417 Conduct/Disciplinary Procedures
- 417.1 Educator Misconduct
- 433 Professional Development

Support Staff Employees:

- 517 Conduct/Disciplinary Procedures

Finances:

- 610 Purchases Subject to Bid/Quotation (Previously titled Purchases Subject to Bid)
- 611 Purchases Budgeted (Previously titled Purchasing)

Property

- 701 Facilities Planning

Operations:

- 806 Child Abuse (Previously titled Child/Student Abuse)
- 818 Contracted Services

PROPOSED WORKING CALENDAR FOR SCHOOL YEAR 2015-2016:

Approval was given for adoption of the proposed 2015-2016 working calendar included with the agenda (gray 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.

AGENDA ITEMS APPROVED....On a motion by Mr. Revak, 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 to Substitutes, Travel, and Other Business (A, B, & C):

Roll call vote – yes – 10 – Ms. Amy Acker-Knisely, Mr. Thomas Dadey, Mr. John Klingeman, Mr. B. Wayne Lohr, Mr. Chris McCartney, Ms. Carrie Mourey, Mr. Keith Perl, Mr. Marion Pheasant, Mr. Michael Revak, and Dr. Thomas Woods.

RESIGNATIONS/RETIREMENTS:

A. Professional: None

B. Support Staff – Aides:

Name	Position Location	Date Received	Effective Date of Service Termination
Constance L. Simmons	Hourly Aide – DD Westmont Learning Lamp	03/05/2015	03/05/2015 (Resignation)
Barbara A. Henzel	Hourly Aide – DD Admiral Peary AVTS	03/10/2015	Close of Business 03/19/2015 (Resignation)
Barbara L. Moschgat	Hourly Aide – LSS Westmont Middle School	02/20/2015	06/30/2015 (Resignation)
Victoria Svencer	Hourly Aide – LSS Westmont Elementary	03/16/2015	Close of 2014/2015 School Year (Resignation)

C. Support Staff – Secretaries: None

D. Support Staff – Other: None

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

Name	Type of Leave	From --- Through	Pay
Andrea A. Morey-O'Toole (Teacher)	Unpaid	03/16/2015 through the exhaustion of 60 days (intermittent)	Without

B. Support Staff – Aides:

Name	Type of Leave	From --- Through	Pay
Schatze L. Young	Unpaid	02/25/2015 through 03/26/2015	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
Loretta L. Weyant	N/A	Resignation of Miranda Hartzler, Aide – LSS, Greater Johnstown CTC	\$10.05/hr., Max. of 30 hrs/wk, Regular Part-Time	03/09/2015	

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
Bradley R. Scherden	N/A	Continuation of Program, ATOMS Office Assistant, Altoona Office (NBUCP)	\$8.18/hr., Max. of 30 hrs/wk, Part-Time Hourly	05/11/2015	

APPROVAL OF SUBSTITUTES (DAY-TO-DAY):

A. Professional: None

B. Support Staff – Aides:

Name	Name	Name	Name	Name
Amber L. Harden				

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>AMERICORPS:</u>							
*Heather Kennedy Prog. Coordinator	Hartford, Connecticut	05/03/15 05/06/15	Atlantic Cluster National Service Training	Yes	3	Yes	\$1,610.80
*Carol Overly Prog. Manager	Hartford, Connecticut	05/03/15 05/06/15	Atlantic Cluster National Service Training	Yes	3	Yes	\$1,377.20
<i>AmeriCorps Budget Total \$2,988.00</i>							
<u>EDUCATION PROGRAMS & SERVICES:</u>							
Suzanne St. Clair Supervisor	Seven Springs	06/03/15 06/05/15	PAIU Conference	No	3	No	\$650.00
Julie Della Educ. Consultant	**Las Vegas, NV	07/12/15 07/17/15	DIBELS Super Institute	No	5	No	\$2,485.96
<i>**This is the only location for this required training</i>							
<i>Education Programs & Services Budget Total \$3,135.96</i>							
<u>EXECUTIVE OFFICE:</u>							
Janel Vancas Admin of Innovation	Champion	05/03/15 05/04/15	PAFPC Annual Conference	No	2	No	\$480.00
<i>Executive Office Budget Total \$480.00</i>							
<u>SUMMARY OF TRAVEL:</u>							
AmeriCorps Budget Total							\$2,988.00
Education Programs & Services Budget Total							\$3,135.96
Executive Office Budget Total							\$480.00
GRAND TOTAL							\$6,603.96

**AmeriCorps funded*

OTHER BUSINESS:

A. AGREEMENTS:

Approval was given to continue the agreement with Dr. Glenn Kashurba, MD, child psychiatrist, to provide consultation to staff, students and families in Intermediate Unit 8 for the school years 2015-2016, 2016-2017, and 2017-2018.

The following rates are proposed for funding under IDEA-B and will be as follows:

07/01/2015 to 06/30/2016	\$315.00/hour
07/01/2016 to 06/30/2017	\$320.00/hour
07/01/2017 to 06/30/2018	\$325.00/hour

B. ITEM#22 – PAGE 4 – PERSONNEL:

A. REMOVAL OF ENDING DATES:

Previous motions to approve the hiring of part-time aides, interpreters and custodians during the 2014/2015 School Year which had ending dates are hereby amended to delete specific ending dates.

C. ITEM#25 – PAGE 7 – RECOMMENDED TO BE HIRED:

D. Support Staff - Other:

<u>Name</u>	<u>Cert. & College</u>	<u>Position Created By, Exceptionality, and Location</u>	<u>Step & Amt. on Salary Schedule</u>	<u>Date Employ. Begins</u>	<u>Date Employ. Ends</u>
Jill D. Latuch	N/A	Resignation of Julia Herbst, AmeriCorps Regional Coordinator, Park Street (NBUCP)	\$34,000.00 (Prorated)	04/20/2015	

FUTURE MEETINGS.....The next Committee/Board Meeting is scheduled for **Thursday, April 23, 2015**, 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 7:00 p.m. on a motion by Mr. Perl, seconded by Mr. Dadey and carried by unanimous voice vote.

Respectfully submitted,

Karl Olschesky, Board Secretary

B. Wayne Lohr, Board President