

**APPALACHIA INTERMEDIATE UNIT 8
BOARD OF SCHOOL DIRECTORS
ALTOONA, PENNSYLVANIA
OCTOBER 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, October 22, 2015, 6:30 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: Mr. Thomas Bullington, Mr. John Klingeman, Mr. Chris McCartney, Ms. Carrie Mourey, Mr. Sean O'Dowd, Mr. Keith Perl, Mr. Francis Truscello, Sr., Ms. Tammy Witherite and Mr. Ronald Yoder – 9 – present. Absent – 4 – Ms. Amy Acker-Knisely, Mr. Thomas Dadey, Mr. B. Wayne Lohr, and Dr. Thomas Woods.

OTHERS ATTENDING: Others in attendance were: Dr. Thomas Butler – Executive Director, Dr. Shawn Kovac, Assistant Executive Director, Ms. Jennifer Anderson, Dr. Derek Jones, Mr. Karl Olschesky, Mr. Corey Reffner, Ms. Janel Vancas, Ms. Sue Wolf, Ms. Amy Woomeer and Ms. Valerie Wyper – Staff; Mr. Sam Clapper – Solicitor.

VISITORS: Mr. William Batzel, IU8 Educator and PSEA Representative, Dr. Kara Madara and Melanie Belcher were present. The press was not in attendance.

EXECUTIVE DIRECTOR'S UPDATE:

Dr. Butler welcomed new Board Member Mr. Sean O'Dowd, representing Richland School District.

The Executive Director introduced Dr. Kara Madara who presented information on the success of the BrainSTEPS program.

ADDITIONS, DELETIONS OR CORRECTIONS TO WRITTEN AGENDA OF OCTOBER 22, 2015: On a motion by Mr. Klingeman and seconded by Ms. Mourey 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 September 24, 2015 regular meeting, numbered pages 1-15, which were previously distributed to each member, were approved.

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 – Treasurer’s Reports:

Roll call vote – yes – 9 – Mr. Thomas Bullington, Mr. John Klingeman, Mr. Chris McCartney, Ms. Carrie Mourey, Mr. Sean O’Dowd, Mr. Keith Perl, Mr. Francis Truscello, Sr., Ms. Tammy Witherite and Mr. Ronald Yoder.

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 2015, included in the October 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. Truscello, seconded by Mr. Klingeman and carried by roll call vote, the following Agenda item was approved – Listing of Bills:

Roll call vote – yes – 9 – Mr. Thomas Bullington, Mr. John Klingeman, Mr. Chris McCartney, Ms. Carrie Mourey, Mr. Sean O’Dowd, Mr. Keith Perl, Mr. Francis Truscello, Sr., Ms. Tammy Witherite and Mr. Ronald Yoder.

B. LISTING OF BILLS: Approval was given for payment of the listing of bills as follows: Payroll Checking Account – from 09/01/15 to 09/30/15 as listed on gold summary pages, General Checking Account from 09/14/15 to 10/09/15, as listed on gold summary pages and Online Registration Account from 09/01/15 to 09/30/15 as listed on gold summary pages, which were included in the October 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:

- 1) Investments – The report to the Board on the securities presently held and the record of investments for September 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 September 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. Perl, seconded by Mr. Klingeman and carried by roll call vote, the following Agenda items were approved – Bills to be Paid, Petty Cash Accounts, Lease Agreement, Credit Card Authorization, Agreements, Preschool Memorandum of Understanding, Internship, and Coleen Heim Consulting Contract:

Roll call vote – yes – 9 – Mr. Thomas Bullington, Mr. John Klingeman, Mr. Chris McCartney, Ms. Carrie Mourey, Mr. Sean O’Dowd, Mr. Keith Perl, Mr. Francis Truscello, Sr., Ms. Tammy Witherite and Mr. Ronald Yoder.

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 2015 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 2016.

GENERAL OPERATING BUDGET – *For Information Only:*

The Administration is beginning work on preparation of the 2016-2017 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.

PETTY CASH ACCOUNTS:

Approval was given to change the custodianship of the Hearing Programs petty cash to Barbara Cassel from Heather Rhine in the amount of \$250.00 (green attachment).

LEASE AGREEMENT:

Approval was given of a revised lease with St. Demetrius Parish and the Community Action Partnership of Cambria County for a preschool classroom. The amount of the monthly payment (including utilities) is \$407.00 effective October 1, 2015 through September 30, 2020.

CREDIT CARD AUTHORIZATION:

Approval was given to open a credit card account for Carol Overly (AmeriCorps) with a limit of \$2,000.00.

EDUCATION PROGRAMS & SERVICES**AGREEMENTS:**

Approval was given to enter into a service provider agreement with Blacklick Valley, Central Cambria, Forest Hills, and Portage Area School Districts, whereby Appalachia Intermediate 8 will provide instructional services in accordance with Title I requirements. IU8 will receive \$43,202.74 for instructional services provided in school year 2015-2016 under this agreement.

PRESCHOOL MEMORANDUM OF UNDERSTANDING:

Approval was given to enter into a Memorandum of Understanding for school year 2015-2016 between Appalachia Intermediate Unit 8 and Somerset County Head Start, regarding the preschool program located at the Somerset County Tech Center.

INFORMATION TECHNOLOGY

INTERNSHIP:

Approval was given for Appalachia Intermediate Unit 8 to enter into an agreement for the purpose of IU8 to provide an internship for a student in the Computer Systems Technician program at YTI Career Institute during the period from February 4, 2016 to April 28, 2016.

EXECUTIVE OFFICE

COLEEN HEIM CONSULTING CONTRACT:

Approval was given to enter into a contract with Coleen Heim Consulting to provide consulting services to the IU8 to organize and lead the Regional Safe Schools Consortium meeting for the 2015-2016 school year. There will be two meetings each not to exceed \$1,000.00 in costs. The funding for this is covered by the Safe Schools Grant.

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 – Resignations/Retirements, Leaves of Absence, Recommended to be hired, Approval of Day-to-Day Substitutes, Travel and Other Business (A, B & C):

Roll call vote – yes – 9 – Mr. Thomas Bullington, Mr. John Klingeman, Mr. Chris McCartney, Ms. Carrie Mourey, Mr. Sean O’Dowd, Mr. Keith Perl, Mr. Francis Truscello, Sr., Ms. Tammy Witherite and Mr. Ronald Yoder.

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 2015-2016 was provided.

RESIGNATIONS/RETIREMENTS:

A. Professional:

- 1) Approval was given to accept the resignation of Julie A. Kevenk, Teacher – DD, Itinerant – Cambria County, effective the close of business 10/09/2015.
- 2) Approval was given to accept the resignation of Amanda N. Winfield, Instructional Designer, Altoona Office, effective the close of business 10/30/2015.

B. Support Staff – Aides: None

C. Support Staff – Secretaries: None

D. Support Staff – Other:

- 1) Approval was given to accept the resignation of Vanessa G. Pisarski, Hourly Custodian, Treasure Times, Ebensburg, effective the close of business 12/17/2015.

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

- 1) Approval was given to grant FMLA Leave, without pay, for Barbara J. Kotelnicki, Guidance Counselor, intermittent upon exhaustion of accrued leave for a maximum of 60 days.
- 2) Approval was given to deny the Unpaid Leave of Absence for Melissa M. Flynn, Educational Consultant, from 01/04/2016 through 05/11/2016.

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

- 1) Approval was given to grant the Unpaid Leave of Absence for Edith M. McCloskey from 01/04/2016 through 04/22/2016.

D. Support Staff – Other: None**RECOMMENDED TO BE HIRED:****A. Professional:**

- 1) Approval was given for the hiring of Melanie A. Belcher (**Pending required paperwork**), Special Education PK-8, Carlow University, Teacher – AS, Itinerant – Somerset County, 1-B, \$41,254.85 (Prorated), effective 10/19/2015.
- 2) Approval was given for the hiring of Michael R. Jimerson (**Pending required paperwork**), Early Childhood N-3, St. Vincent College, Teacher – DD, Itinerant – Cambria County, 1-A, \$40,954.85 (Prorated), effective 10/19/2015.

B. Support Staff – Aides:

- 1) Approve was given for the hiring of Betsy L. Perrone, Transferred Position, Aide – DD, Northern Cambria Preschool (NBUCP), \$8.94/hr., Max. of 18 hrs/wk, Part-Time Hourly, effective 10/05/2015.

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

- 1) Approval was given for the hiring of Charity L. Batman (**Pending required paperwork**), Early Childhood N-3, Eastern Mennonite University & Special Education PK-8, Salem College, Early Intervention Service Coordinator, Altoona Office (NBUCP), \$38,380.00 (Prorated), start date to be determined.

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

- 1) Approval was given for the hiring of Eric W. Kist* (**Pending required paperwork**), 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: None**C. Support Staff – Secretaries: None****D. Support Staff – Other: None**

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>
BUSINESS OFFICE:							
Karl Olschesky Director of Business	Hershey	03/08/16 03/11/16	PASBO Conf.	No	4	No	\$940.45
Patty Motchenbaugh Transportation Coordinator	Hershey	03/08/16 03/11/16	PASBO Conf.	No	4	No	\$1,002.75
Valerie Wyper Director of Business	Hershey	03/08/16 03/11/16	PASBO Conf.	No	4	No	\$967.75

Business Budget Total \$2,910.95

EDUCATION PROGRAMS & SERVICES:

Jen Anderson Asst. Director/EPS	National Harbor, MD	12/04/15 12/09/15	Learning Forward Annual Conference	No	4	No	\$2,754.05
Rita Buhite Curriculum Specialist	Cranberry	11/05/15 11/06/15	2015 PAGE Conference	No	2	No	\$794.10
Brenda Calhoun Ed Tech Specialist	Hershey	02/21/16 02/24/16	PETE&C Conf.	No	4	No	\$1,178.25
Amy Clouser Teacher	Pittsburgh	10/26/15 10/28/15	Intensive Skill Training – Autism	Yes	3	No	\$473.50
Erica Kaurudar Educ. Consultant	National Harbor, MD	12/04/15 12/09/15	Learning Forward Annual Conference	No	4	No	\$1,193.00

TRAVEL continued:

<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>
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EDUCATION PROGRAMS & SERVICES continued:

Laura Lamont Educ. Consultant	National Harbor, MD	12/04/15 12/09/15	Learning Forward Annual Conference	No	4	No	\$2,264.00
Dr. Kara Madara Supervisor	Harrisburg	11/17/15 11/18/15	BrainSTEPS	No	2	No	\$279.10
Janel Vancas Asst. Dir. Curr.	National Harbor, MD	12/04/15 12/09/15	Learning Forward Annual Conference	No	4	No	\$1,114.00

Education Programs & Services Budget Total \$10,050.00

EXECUTIVE OFFICE:

Malynda Maurer Admin. of Innov.	National Harbor, MD	12/04/15 12/09/15	Learning Forward Annual Conference	No	4	No	\$2,633.00
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Executive Office Budget Total \$2,633.00

SUMMARY OF TRAVEL:

Business Budget Total	\$2,910.95
Education Programs & Services Budget Total	\$10,050.00
Executive Office Budget Total	\$2,633.00
GRAND TOTAL	\$15,593.95

OTHER BUSINESS:**A. PAGE #6 – ITEM #25 – TRAVEL:**

Approval was given that Barbara Cassel, Supervisor, attend the 2015 PACEC Annual Conference on 11/18-20/2015 at an approximate cost of \$687.75 for registration, travel, lodging, and meals.

B. PAGE #4 – ITEM #21 – RESIGNATIONS/RETIREMENTS:**A. Professional:**

- 3) Approval was given to accept the resignation of Heather J. Rhine, Supervisor, effective upon release from Appalachia Intermediate Unit 8.

C. PAGE #4 – ITEM #23 – RECOMMENDED TO BE HIRED:**A. Professional:**

- 3) Approval was given to hire Melissa M. Peppetti, **(Pending required paperwork)**, Principal PK-12, Johns Hopkins University, Curriculum Specialist/Instructional Coach, Altoona Office (NBUCP), \$65,000.00 (Prorated). Start date to be determined.
- 4) Approval was given to hire Troy M. Eppley, (Pending required paperwork), Supervisor of Special Education PK-12, Slippery Rock University, Supervisor, Richland Office (NBUCP), \$62,000.00 (Prorated). Start date to be determined.
- 5) Approval was given to hire Charlotte A. Ecklund, Emergency Supervisor of Special Education PK-12 (Pending), Substitute Supervisor, Richland Office (NBUCP), \$65,000.00 (Prorated). Start date upon the issuance of Emergency Supervisor of Special Education PK-12 certificate through 06/30/2016.

B. Support Staff - Aides:

- 2) Approval was given to hire Tiffany M. Parker, Transfer of Cathy DeLattre, Aide – DD, Gallitzin Preschool, \$10.55/hr., Max. of 25 hrs/wk, Regular Part-Time, effective 10/13/2015.
- 3) Approval was given to hire Lynette A. Trotter, Transfer of Diane Bettwy, Aide – DD, Altoona Alliance Church, \$10.55/hr., Max. of 25 hrs/wk, Regular Part-Time, effective 10/13/2015.

FUTURE MEETINGS.....The next Committee/Board Meeting is scheduled for **Thursday, December 10, 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 6:35 p.m. on a motion by Mr. Truscello, seconded by Ms. Mourey and carried by unanimous voice vote.

Respectfully submitted,

Karl Olschesky, Board Secretary

Thomas Bullington
Board Vice President