

**APPALACHIA INTERMEDIATE UNIT 8  
BOARD OF SCHOOL DIRECTORS  
ALTOONA, PENNSYLVANIA  
AUGUST 23, 2018  
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, August 23, 2018. Mr. Thomas Bullington, Board President, led the group in the flag salute and moment of silence.

**ROLL CALL:** The meeting was called to order at 6:30 p.m. by the Board President, Mr. Thomas Bullington, with the following additional board members present: Ms. Cynthia Ahlborn, Mr. Brian Bressler, Dr. Mona Eckley, Ms. Tracy Helsel, Mr. Rick Hoover, Ms. Kathy Hough, Dr. Russell Miller, Mr. William Pataki, Mr. Marion Pheasant, Mr. Michael Revak, and Ms. Tammy Witherite – 12 – present. Absent – 1 – Ms. Malika Karunaratne.

**OTHERS ATTENDING:** Others in attendance were: Ms. Jennifer Anderson, Dr. Malynda Maurer, Mr. Jason McMillen, Ms. Sue Wolf, and Ms. Amy Woomer – Staff – Mr. Sam Clapper – Solicitor.

**VISITORS:** Ms. Connie Way ESPA/PSEA/NEA Representative, was present. The press was not in attendance.

**EXECUTIVE DIRECTOR'S UPDATE:**

Mr. Jeff Malaspino, Superintendent of Turkeyfoot Valley Area School District, and Dr. Malynda Maurer presented information on Summit Learning and how successful it has been at Turkeyfoot Valley.

**ADDITIONS, DELETIONS OR CORRECTIONS TO WRITTEN AGENDA OF AUGUST 23, 2018:** On a motion by Mr. Hoover and seconded by Ms. Ahlborn and carried by unanimous voice vote, the written Agenda, as well as the supplemental were approved, with noted correction in Travel.

**MINUTES:** On a motion by Mr. Hoover and seconded by Ms. Hough and carried by voice vote, the minutes of the July 26, 2018 regular meeting, numbered pages 1-8, which were previously distributed to each member, were approved.

**BUILDINGS AND GROUNDS INFORMATION REPORT:**

Mr. Bullington reported on the items covered in the Building and Grounds Meeting held Tuesday, August 21, 2018.

**AGENDA ITEMS APPROVED....On a motion by Dr. Eckley, seconded by Dr. Miller and carried by roll call vote, the following Agenda items were approved – Treasurer’s Reports, Listing of Bills, Bills to be Paid, Resignation of Board Treasurer, Election of Board Treasurer, Designation of Authorized Persons with the PA Local Government Investment Trust (PLIGIT), Additional Driver, Authorized Banking Procedures, Credit Card, and Equipment Disposal:**

Roll call vote – yes — Ms. Ahlborn, Mr. Bressler, Mr. Bullington, Dr. Eckley, Ms. Helsel, Mr. Hoover, Ms. Hough, Dr. Miller, Mr. Pataki, Mr. Pheasant, Mr. Revak and Ms. Witherite.

**A. TREASURER’S REPORTS:** The Treasurer’s Report, including Payroll Checking, General Checking and Online Registration Accounts as submitted on blue colored pages for July 2018, included in the August 23, 2018 Agenda, were presented and approved subject to audit. Reports were included in the Supplemental to Official Minutes.

**B. LISTING OF BILLS:** Approval was given for payment of the listing of bills as follows: Payroll Checking Account – from 07/01/18 to 07/31/18 as listed on gold summary pages, General Checking Account from 07/16/18 – 08/10/18, as listed on gold summary pages and Online Registration Account from 07/01/18 to 07/31/18 as listed on gold summary pages, which were included in the August 23, 2018 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 July 2018 was filed with the Supplemental to Official Minutes for final audit.
- 2) Budget Summary Report – The detailed fiscal reports, pages 1-51, General Fund, Special Revenue Funds, Capital Projects Fund, Enterprise Funds and Internal Service Funds for July 2018 were presented to the Board for final review and filed with the Supplemental to Official Minutes for final audit

## **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.

### **RESIGNATION OF BOARD TREASURER:**

Approval was given to accept the resignation of Jennifer L. Anderson as Board Treasurer, effective August 23, 2018.

**ELECTION OF BOARD TREASURER:**

Approval was given to elect Jason S. McMillen as Board Treasurer with an effective date of August 24, 2018. Also approval was given for the required position bond.

**DESIGNATION OF AUTHORIZED PERSONS WITH THE PA LOCAL GOVERNMENT INVESTMENT TRUST (PLIGIT):**

Approval was given for Dr. Thomas Butler, Amy Woomer, Jason McMillen, and Karlie Travis to be authorized persons with the PA Local Government Investment Trust effective August 24, 2018.

**ADDITIONAL DRIVER:**

Approval of the following additional contracted transportation driver was given for the 2018-19 school year.

**Contractor:**

Maxwell Trans Inc.

**Driver:**

Veres, Douglas

**AUTHORIZED BANKING PROCEDURES:**

Approval was given for the following authorities effective August 24, 2018 with Appalachia Intermediate Unit 8 accounts at First Commonwealth Bank.

- A.** Initiate stop payments and make balance inquiries regarding General Checking Account: Karlie Travis, Sherry Socie, Gina Iorio, Amy Woomer, Jason McMillen, and Dr. Thomas Butler
- B.** Initiate stop payments and make balance inquiries regarding Payroll Checking Account: Karlie Travis, Sherry Socie, Dena Burket, Amy Woomer, Jason McMillen, and Dr. Thomas Butler
- C.** Initiate transfers between IU8 accounts at First Commonwealth: Karlie Travis, Sherry Socie, Amy Woomer, Jason McMillen, and Dr. Thomas Butler
- D.** Make deposits into IU8 accounts: Karlie Travis, Sherry Socie, Michele Klayko, Amy Woomer, Jason McMillen, and Dr. Thomas Butler
- E.** Initiate wire transfers to pre-designated agencies from IU8 accounts: Karlie Travis, Sherry Socie, Amy Woomer, Jason McMillen, and Dr. Thomas Butler

**CREDIT CARD:**

Approval was given to issue a First Commonwealth Bank credit card to Jason McMillen effective August 24, 2018.

**EQUIPMENT DISPOSAL:**

Approval was given to dispose of the following equipment having an original purchase cost of over \$1,500.00 per item. Item(s) are obsolete/unrepairable.

| <b>Item</b>       | <b>Tag #</b> | <b>Cost</b> | <b>Year Purchased</b> |
|-------------------|--------------|-------------|-----------------------|
| Printer – Lexmark | 7944         | \$1,632     | 2009                  |

**AGENDA ITEMS APPROVED....On a motion by Ms. Ahlborn, seconded by Mr. Revak and carried by roll call vote, the following Agenda items were approved – Next Day Data Project, Jeanette Black Consulting Services Agreement, Equipment, School Safety and Security Coordinator, MCL Fall 2018 Summit, AmeriCorps Member, Bennis Public Relations, Agreement-Christine Davis, Personnel (B-D), Resignations and Retirements, Leaves of Absence and Travel:**  
Roll call vote – yes — Ms. Ahlborn, Mr. Bressler, Mr. Bullington, Dr. Eckley, Ms. Helsel, Mr. Hoover, Ms. Hough, Dr. Miller, Mr. Pataki, Mr. Pheasant, Mr. Revak and Ms. Witherite.

## **EDUCATION PROGRAMS & SERVICES**

### **NEXT DAY DATA PROJECT:**

Approval was given to enter into a one-year agreement with Central Susquehanna Intermediate Unit (CSIU) to participate in Next Day Data Project. This service involves the development and creation of interactive spreadsheets to assist in the analysis of school district and intermediate unit data from PSSAs and Keystone Exams.

### **JEANETTE BLACK CONSULTING SERVICES AGREEMENT:**

Approval was given for contracted services with Jeanette Black to provide Federal Program Coordinator trainings and consultation for the school year 2018-2019 at a cost not to exceed \$4,350.00.

### **EQUIPMENT:**

Approval was given to purchase equipment to create a “One Touch” video recording space at a cost not to exceed \$8,500.00.

### **SCHOOL SAFETY AND SECURITY COORDINATOR:**

Approval was given to appoint Donald Arotin as IU8’s School Safety and Security Coordinator.

## **EXECUTIVE OFFICE**

### **MCL FALL 2018 SUMMIT:**

Approval was given to enter into an agreement with Omni Bedford Springs to host the MCL Fall 2018 Summit. Fees will be processed through the MCL Consortium Fund to cover the costs incurred.

### **AMERICORPS MEMBER:**

Approved the following as AmeriCorps Member for the 2018-2019 grant year:  
Melissa McHugh

**BENNIS PUBLIC RELATIONS:**

Approval was given to enter into a one-year contract with Bennis Public Relations for communication/marketing services. Up to 12 hours per month will be provided at a cost of \$1,000.00 per month.

**AGREEMENT - CHRISTINE DAVIS:**

Approval was given to enter into an Agreement with Christine Davis to create elementary virtual art classes. This agreement shall not to exceed \$6,000.00.

**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. TERMINATE ESY PROGRAM STAFF:**

Deleted the following employees from ESY Program Staff due to not working during the 2018 ESY Program:

**Professional:**

Louise Abrams  
 Marc Cacciotti  
 Dawn Dunbar  
 Scott Jugan  
 Zachary Long  
 Shana Martin  
 Amber Shaffer

**Support Staff:**

Evan Gerney  
 Ryan Gerney  
 Alyssa Luther  
 Amber Shaffer  
 Lacy Weaverling

**C. TERMINATE ATOMS SCHOLARS PROGRAM STAFF:**

Deleted the following employees from ATOMS Scholars Program Staff due to not working during the 2018 ATOMS Scholars Program:

**Instructor:**

Elissa Boyd  
 Cindy Galinis  
 Kenneth Krott  
 Troy Pincherri  
 Jamie Saylor  
 Ryan Stefan

**Lab Assistant:**

Emily Gottshall  
 Alyssa Luther  
 Malia Schimminger

**D. WORLD OF LEARNING INSTITUTE:**

Approval was given to hire the following individual as Virtual Learning Facilitator for the World of Learning Institute per student/per course rate of \$50.00-\$275.00 depending on the virtual learning model specified by the course.

Laurie Troyer – French (**Pending required paperwork**)

**RESIGNATIONS/RETIREMENTS:****A. Support Staff – Aides:**

- 1) Approved the resignation of Kendra L. Foor, Hourly Aide - DD, Claysburg Preschool, effective 07/27/2018.
- 2) Approved the resignation of Lisa A. Kephart, Hourly Aide - DD, Greater Johnstown CTC Preschool, effective 08/09/2018.
- 3) Approved the resignation of Karen M. Betker, Hourly Aide - DD, Somerset Learning Lamp, effective 08/24/2018.
- 4) Approved the resignation of Susan K. Gojmerac, Hourly Aide - DD, Greater Johnstown CTC Preschool, effective 08/24/2018.

**B. Support Staff – Other:**

- 1) Approved the resignation of Polly J. Simmons, Hourly Interpreter, Forest Hills High School, effective 07/27/2018.
- 2) Approved the resignation of JennyLynn Farabaugh, Hourly Interpreter, Blacklick Valley High School, effective 08/14/2018.
- 3) Approved the resignation of Toni Marie Riskus, Certified Occupational Therapy Assistant, Park Street Office, effective the Close of Business 08/27/2018.

**LEAVES OF ABSENCE:****Professional:**

Approved Unpaid leave for Amy L. Kirsch, Teacher, for 07/10-12 & 31/2018 and 08/1-2/2018 (6 days).

**TRAVEL:**

Approval was given for 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>EDUCATION PROGRAMS &amp; SERVICES:</b>             |              |                                                 |                              |                               |                      |                                    |                                  |
| Barb Cassel<br>Supervisor                             | Harrisburg   | 10/03/18<br><del>10/03/18</del> <b>10/05/18</b> | PA Case Conf.                | No                            | 3                    | Yes                                | \$648.99                         |
| Kristen Gabrielson<br>Admin. Asst. for Projects       | Pittsburgh   | 09/18/18<br>09/21/18                            | Superintendent<br>Conference | Yes                           | 4                    | No                                 | \$823.55                         |
| <b>Education Programs &amp; Services Budget Total</b> |              |                                                 |                              |                               |                      |                                    | <b>\$1,472.54</b>                |
| <b>EXECUTIVE OFFICE:</b>                              |              |                                                 |                              |                               |                      |                                    |                                  |
| Dr. Thomas Butler<br>Executive Director               | Pittsburgh   | 09/19/18<br>09/21/18                            | Superintendent<br>Conference | Yes                           | 3                    | No                                 | \$550.00                         |
| <b>Executive Office Budget Total</b>                  |              |                                                 |                              |                               |                      |                                    | <b>\$550.00</b>                  |
| <b>SUMMARY OF TRAVEL:</b>                             |              |                                                 |                              |                               |                      |                                    |                                  |
| <b>Education Programs &amp; Services Budget Total</b> |              |                                                 |                              | <b>\$1,472.54</b>             |                      |                                    |                                  |
| <b>Executive Office Budget Total</b>                  |              |                                                 |                              | <b>\$550.00</b>               |                      |                                    |                                  |
| <b>GRAND TOTAL</b>                                    |              |                                                 |                              | <b>\$ 2,022.54</b>            |                      |                                    |                                  |

**AGENDA ITEMS APPROVED....On a motion by Dr. Eckley, seconded by Ms. Ahlborn and carried by roll call vote, the following Agenda items were approved – Other Business (A1-A8), Special Education Service Rates, Lindsay Unified School District Agreement, EduPlanet 21 Agreements, and E-Rate Consulting Services:**

Roll call vote – yes — Ms. Ahlborn, Mr. Bressler, Mr. Bullington, Dr. Eckley, Ms. Helsel, Mr. Hoover, Ms. Hough, Dr. Miller, Mr. Pataki, Mr. Pheasant, Mr. Revak and Ms. Witherite.

**OTHER BUSINESS:**

**A. SUPPLEMENTAL:**

**1) CENTRAL CAMBRIA CONTRACTS:**

- a) Approval was given to continue the contract with Central Cambria School District to provide lunches for students educated by IU8 staff and the Appalachian Youth Services (AYS) Program in Ebensburg during the 2018-2019 school year. The cost of a meal is \$3.05, an increase of \$0.05 per meal over last year.
- b) Approval was given to set the cost of a student lunch at \$1.50 for the 2018-2019 school year at the AYS Program. The Intermediate Unit will follow the federal school lunch guidelines to determine free and reduced lunch eligibility.

**2) PATIENT PROTECTION AND AFFORDABLE CARE ACT COMPLIANCE (PPACA):**

Approval was given to contract with the Reschini Group to prepare the necessary IRS forms to comply with year-end reporting requirements of the PPACA. The cost is \$6.25 per employee. A \$500.00 deposit is required with the agreement.

**3) CHILDREN'S AID HOME PROGRAMS AGREEMENT:**

Approval was given to enter into an agreement with the Children's Aid Home Programs of Somerset County, Inc. for IU8 to provide health and physical education for a maximum of 36 sessions (1x each week) from August 27, 2018 through June 5, 2019.

**4) TRAVEL:**

Approval was given for Brenda Calhoun, Ed Tech Specialist, to attend the Future of Education Technology Conference in Orlando, Florida from January 28-31, 2019 at an approximate cost of \$1,519.05 for registration, travel, airfare, lodging, and meals.

**5) DAY-TO-DAY OCCUPATIONAL THERAPIST SUBSTITUTE:**

Approval was given to create a Day-to-Day Occupational Therapist substitute position to assist with the provision of occupational therapy services to children eligible for occupational therapy service. The 2018-2019 hourly rate for a Day-to-Day Occupational Therapist will be \$35.00 per hour with a maximum of 7 hours per day.

**6) RESIGNATIONS/RETIREMENTS:**

Approved the resignation of Cheryl L. Nolan, Secretary, Altoona Office, effective the Close of Business 08/30/2018.

**OTHER BUSINESS continued:****A. SUPPLEMENTAL continued:**7) **RECOMMENDED TO BE HIRED:**

Approved hiring Danielle L. Bodek, Full-Time Substitute Teacher – SLS, Itinerant – Four Counties, 1-B - \$42,919.85, effective date to be determined. **(Pending required paperwork).**

8) **APPROVAL OF SUBSTITUTES (DAY-TO-DAY):**a) **Support Staff – Aides:**

Approved Gina M. Bruce.

Approved Tara R. Duppsstadt. **(Pending required paperwork).**

b) **Support Staff – Occupational Therapist:**

Approved Madison J. O’Leary. **(Pending required paperwork)**

**SPECIAL EDUCATION SERVICE RATES:**

Approval was given for annual service rates for 2018-2019 special education programs per the attached schedule (lilac attachment).

**LINDSAY UNIFIED SCHOOL DISTRICT AGREEMENT:**

Approval was given to enter into an agreement with Lindsay Unified School District to create a virtual learning platform for professional development. The school district will pay IU8 \$100,000.00 for this work.

**EDUPLANET 21 AGREEMENTS:**

**A.** Approval was given to enter into an agreement with EduPlanet 21 for them to create and develop virtual learning opportunities for IU8. The cost is not to exceed \$21,000.00.

**B.** Approval was given to enter into an agreement with EduPlanet 21 for them to create a customized learning platform for IU8. The cost is not to exceed \$50,000.00.

**ERATE CONSULTING SERVICES:**

Approval was given to enter into an agreement with The KSL Group for consulting services relevant to the federal E-Rate program and the PA E-Fund program applications and requirements at a cost not to exceed \$9,950.00 for the 2018-2019 funding year. The amount, \$9,950.00, is designated as \$5,500.00 for the RWAN and \$4,450.00 for all other IU8 services.

**FUTURE MEETINGS...**The next Committee/Board Meeting is scheduled for **Thursday, September 27, 2018**, 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 7:15 p.m. on a motion by Ms. Ahlborn, seconded by Dr. Miller and carried by unanimous voice vote.

Respectfully submitted,

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Amy Woomer, Board Secretary

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Thomas Bullington, Board President

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