

**APPALACHIA INTERMEDIATE UNIT 8
BOARD OF SCHOOL DIRECTORS
ALTOONA, PENNSYLVANIA
DECEMBER 13, 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, December 13, 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: Mr. Brian Bressler, Dr. Mona Eckley, Ms. Tracy Helsel, Ms. Malika Karunaratne, Mr. William Pataki Mr. Marion Pheasant, Mr. Michael Revak, and Ms. Tammy Witherite – 9 – present. Absent – 4 – Ms. Cynthia Ahlborn, Mr. Rick Hoover, Ms. Kathy Hough, and Dr. Russell Miller.

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

VISITORS: Ms. Elissa Ferry, IU8 Educator and PSEA Representative, Ms. Connie Way, ESPA/PSEA/NEA Representative and Sarah Brambley were present. The press was not in attendance.

ADDITIONS, DELETIONS OR CORRECTIONS TO WRITTEN AGENDA OF DECEMBER 13, 2018: On a motion by Dr. Eckley and seconded by Mr. Revak and carried by unanimous voice vote, the written Agenda as well as the supplemental were approved with noted correction to the Transportation Contracts information item.

MINUTES: On a motion by Dr. Eckley and seconded by Mr. Revak and carried by voice vote, the minutes of the October 25, 2018 regular meeting, numbered pages 1-8, which were previously distributed to each member, were approved.

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 – Treasurer’s Reports, Listing of Bills, Bills to be Paid, Salary Adjustment, Additional Driver and Equipment Disposal:

Roll call vote – yes — Mr. Bressler, Mr. Bullington, Dr. Eckley, Ms. Helsel, Ms. Karunaratne, 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 October 2018, included in the December 13 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 10/01/18 to 10/31/18 as listed on gold summary pages, General Checking Account from 10/15/18 – 11/30/18, as listed on gold summary pages and Online Registration Account from 10/01/18 to 10/31/18 as listed on gold summary pages, which were included in the December 13, 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 October 2018 was filed with the Supplemental to Official Minutes for final audit.
- 2) Budget Summary Report – The detailed fiscal reports, pages 1-54, General Fund, Special Revenue Funds, Capital Projects Fund, Enterprise Funds and Internal Service Funds for October 2018 were presented to the Board for final review and filed with the Supplemental to Official Minutes for final audit

BUSINESS

GENERAL OPERATING BUDGET – *For Information Only:*

The Administration presented preliminary budget information for the General Operating Budget for the 2019-2020 fiscal year.

TRANSPORTATION CONTRACTS – *For Information Only:*

The pupil transportation contracts will expire June 30, **2019**. The recommendation is to extend the existing contracts and terms for an additional 3 years. Rates will continue to change using the existing formulas.

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.

SALARY ADJUSTMENT:

Approval was given to pay the amount of \$200.00 per month to Dena Burket to perform the duties of the Accounts Payable Secretary, retro-active to September 1, 2018.

ADDITIONAL DRIVER:

Approval of the following additional contracted transportation driver was given for the 2018-2019 school year.

Contractor:

Kountry Kids
Express, LLC

Driver:

Duppstadt, Clair

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/unreparable.

Item	Tag #	Cost	Year Purchased
Laptop - Dell	3867	\$2,250	2001
DVD/CD Player	7722	\$2,469	2008

AGENDA ITEMS APPROVED....On a motion by Ms. Helsel, seconded by Ms. Karunaratne and carried by roll call vote, the following Agenda items were approved – Service Agreement, Salary Adjustment, Tobii Dynavox, Solutionwhere, Additional Hours, Circle Three Branding, Inc. Agreement, Resignations/Retirements, Leaves of Absence, Recommended to be Hired and Travel:

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

EDUCATION PROGRAMS & SERVICES**SERVICE AGREEMENT:**

Approval was given to enter into an agreement with Reach Cyber Charter School to provide services, effective December 14, 2018 through September 1, 2019 at rates in accordance with the 2018-2019 Intermediate Unit 8 Special Education service rates.

SALARY ADJUSTMENT:

Approval was given to adjust salaries of IU8 interpreters to \$30.00 per hour, effective January 1, 2019:

- A.** Jennifer Bentley
- B.** Celeste Ritchey
- C.** Annette Thompson

TOBII DYNAVOX:

Approval was given to purchase 50 licenses from Tobii Dynavox for Boardmaker Online at a cost not to exceed \$6,000.00. These software licenses are used by teachers and related service providers to support the communication needs of students with disabilities.

SOLUTIONWHERE:

Approval was given to contract with Solutionwhere for a one-year extension for the IU8 Registration System, Wisdomwhere, from January 1, 2019 through December 31, 2019, at a total cost not to exceed \$6,765.00.

ADDITIONAL HOURS:

Approval was given for Shila Matson to work a maximum of five (5) hours per week to provide 1-1 special education instruction to an eligible student at the request of the Central Cambria School District. Period of instruction 11/26/18 through 2/28/19.

EXECUTIVE OFFICE**CIRCLE THREE BRANDING, INC. AGREEMENT:**

Approval was given to enter into an agreement with Circle Three Branding, Inc. in the amount not to exceed \$5,000.00 for work on IU programs.

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.

BUSINESS: NONE**EDUCATION PROGRAMS & SERVICES:****A. RESIGNATIONS/RETIREMENTS:**

- 1) Approved the resignation of Erin M. Myers, Full-Time Substitute Teacher, Itinerant – Four Counties, effective the Close of Business 12/07/2018.
- 2) Approved the resignation of Laura M. Lamont, Educational Consultant (TaC), Ed/Dev. Center, effective the Close of Business 01/04/2019.
- 3) Approved the resignation of Erica J. Kaurudar, Educational Consultant (TaC), Ed/Dev. Center, effective the Close of Business 01/31/2019.
- 4) Approved the resignation of Carrie A. Raus, Hourly Aide – DD, Ed/Dev. Center, effective 12/21/2018.

B. LEAVES OF ABSENCE:

- 1) Approved FMLA leave, without pay, for Maria L. Malek effective 03/15/2019 through 06/20/2019.
- 2) Approved FMLA leave, without pay, for Molly E. Wallace effective 04/26/2019 through 06/19/2019.

EDUCATION PROGRAMS & SERVICES continued:

C. RECOMMENDED TO BE HIRED:

- 1) Approved hiring Marcy L. Repine, Teacher – AS, Northern Cambria Elementary, 1B - \$42,919.85 (Prorated), effective date to be determined.
(Pending required paperwork)
- 2) Approved hiring Megan N. Minor, Hourly Aide – DD, Greater Johnstown CTC, \$11.86/hr., Max. of 25 hrs/wk, effective 11/13/2018.

EXECUTIVE OFFICE: NONE

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>
EDUCATION PROGRAMS & SERVICES:							
Brenda Calhoun Educ Tech Consultant	Philadelphia	06/22/19 06/24/19	ISTE Conference	No	3	No	\$1,942.70
Education Programs & Services Budget Total							\$1,942.70
EXECUTIVE OFFICE:							
Dr. Thomas Butler Executive Director	Orlando, FL	02/06/19 02/08/19	MCL National Alliance Meeting	Yes	3	No	\$1,429.85
Dr. Malynda Maurer Director of Innovation	Pittsburgh	01/13/19 01/16/19	2019 Title I Improving Schools Conf.	Yes	4	No	\$1,053.55
Executive Office Budget Total							\$2,483.40

SUMMARY OF TRAVEL:

Education Programs & Services Budget Total	\$1,942.70
Executive Office Budget Total	\$2,483.40
GRAND TOTAL	\$4,426.10

AGENDA ITEMS APPROVED....On a motion by Mr. Revak, seconded by Ms. Karunaratne and carried by roll call vote, the following Agenda items were approved – Other Business-Supplemental (A1-9):

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

OTHER BUSINESS:

A. SUPPLEMENTAL:

1) SPECIAL EDUCATION PLAN REVISION:

Approval was given to revise the 2018-2019 Special Education Plan to add .5 full time equivalent (FTE) Special Education Teacher/Teacher of the Hearing Impaired (DHIS). All revisions are contingent upon the approval of the Pennsylvania Department of Education through the Special Education Plan Revision Notice (SEPRN) process, when required. This additional FTE is need to provide services to eligible school age students.

2) ADDITIONAL POSITION:

Approval was given to add a .5 full time equivalent (FTE) Special Education Teacher/Teacher of the Hearing Impaired (DHIS). This additional FTE is needed to provide services to eligible preschool age students, ages 3-5.

3) AGREEMENT:

Approval was given to enter into a service provider agreement with the Central Cambria, Blacklick Valley and Northern Cambria School Districts, whereby Appalachia Intermediate Unit 8 will provide instructional services in accordance with Title I requirements. IU8 will receive \$46,907.00 for services provided August 24, 2018 through June 30, 2019.

4) TECHNOLOGY ASSISTANT:

Approval was given for the revision of the job description for Technology Assistant under the Non-Bargaining Unit Compensation Plan (see gray attachment).

5) RAIN PUBLIC PLANNING AGREEMENT:

Approval was given to enter into an Agreement with Garret Rain Public Planning to provide a Safe Schools Incident Command Systems 200 Training for school districts and non-public schools at a cost not to exceed \$4,000.00.

6) RESIGNATIONS/RETIREMENTS:

- a) Approved the resignation of David S. Byrd, Psychologist, Richland Office, effective the Close of Business 01/18/2019.
- b) Approved the resignation of Erin M. Long, Occupational Therapist, Altoona Office, effective the Close of Business 01/11/2019.

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

- a) Approved hiring Ashley E. Bennett, Teacher – HIS, Itinerant – Four Counties, 1-A - \$42,619.85 (Prorated), effective 01/02/2019 **(Pending certification and required paperwork)**.
- b) Approved hiring Lindsey A. Feath, Long-Term Substitute Teacher – SLS, Itinerant – Four Counties, 1-A - \$42,619.85 (Prorated), effective 01/15/2019 through 06/30/2019 **(Pending certification and required paperwork)**.
- c) Approved hiring Sarah E. Brambley, Curriculum Specialist STEM (NBUCP), Altoona Office, \$63,500.00 (Prorated), effective upon release from current employer **(Pending required paperwork)**.

8) APPROVAL OF SUBSTITUTES (DAY-TO-DAY):

- a) Approved Heather A. Marsh – Emergency All Instructional Areas PK-12 **(Pending required paperwork)**.
- b) Approve Deborah Young – Emergency All Instructional Areas PK-12.

9) TRAVEL:

- a) Approval was given for Brad Theys, Supervisor, to attend the I-SWIS Facilitator Training in Washington, D.C. from February 18-20, 2019, at an approximate cost of \$1,039.40 for registration, lodging, mileage and meals.
- b) Approval was given for Mark DeRubeis, Educational Consultant, to attend the I-SWIS Facilitator Training in Washington, D.C. from February 18-20, 2019, at an approximate cost of \$1,036.20 for registration, lodging, mileage and meals.

FUTURE MEETINGS...The next Committee/Board Meeting is scheduled for **Thursday, January 24, 2019**, 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 6:33 p.m. on a motion by Ms. Helsel, seconded by Dr. Eckley and carried by unanimous voice vote.

Respectfully submitted,

Amy Woomer, Board Secretary

Thomas Bullington, Board President