

**APPALACHIA INTERMEDIATE UNIT 8  
BOARD OF SCHOOL DIRECTORS  
ALTOONA, PENNSYLVANIA  
OCTOBER 25, 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, October 25, 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 6:31 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. Kathy Hough, Ms. Malika Karunaratne, Dr. Russell Miller, Mr. Marion Pheasant, Mr. Michael Revak, and Ms. Tammy Witherite – 10 – present. Absent – 3 – Ms. Cynthia Ahlborn, Mr. Rick Hoover, and Mr. William Pataki.

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

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

**EXECUTIVE DIRECTOR'S UPDATE:**

Janel Vancas shared the numerous items that the Pittsburgh Penguins donated to the IU8 STEM Lending Library.

**ADDITIONS, DELETIONS OR CORRECTIONS TO WRITTEN AGENDA OF OCTOBER 25, 2018:** On a motion by Ms. Hough and seconded by Dr. Miller and carried by unanimous voice vote, the written Agenda, as well as the supplemental were approved.

**MINUTES:** On a motion by Ms. Hough and seconded by Dr. Miller and carried by voice vote, the minutes of the September 27, 2018 regular meeting, numbered pages 1-8, which were previously distributed to each member, were approved.

**AGENDA ITEMS APPROVED....On a motion by Dr. Miller, seconded by Mr. Pheasant and carried by roll call vote, the following Agenda items were approved – Treasurer’s Reports and Listing of Bills:**

Roll call vote – yes — Mr. Bressler, Mr. Bullington, Dr. Eckley, Ms. Helsel, Ms. Hough, Ms. Karunaratne, Dr. Miller, 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 September 2018, included in the October 25, 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 09/01/18 to 09/30/18 as listed on gold summary pages, General Checking Account from 09/17/18 – 10/12/18, as listed on gold summary pages and Online Registration Account from 09/01/18 to 09/30/18 as listed on gold summary pages, which were included in the October 25, 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 September 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 September 2018 were 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 Dr. Miller, seconded by Dr. Eckley and carried by roll call vote, the following Agenda items were approved – Bills to be Paid, Transportation, Contractor Rate, Equipment Disposal, Dell Laptop Purchases, Personnel (C-D), Resignations/Retirements, Leaves of Absence, Recommended to be Hired, Day-to-Day Substitutes, Travel, and Other Business (A1-8):**

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

**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 2018 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 2019.

**GENERAL OPERATING BUDGET – For Information Only:**

The administration will begin to work on the preparation of the 2019-2020 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.

**TRANSPORTATION:**

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

**Contractor:**

Maxwell Trans Inc.

**Aide:**

Reedy, Jerry

**CONTRACTOR RATE:**

Approval of the following contractor rate was given for the 2018-2019 School Year.

<u>Contractor</u>	<u>Modified Quotation</u> <u>Rate</u>	<u>Vehicle</u> <u>Type</u>
Maxwell Trans Inc.	Aide – 30.00/hour 30.00/day min	Van

**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>
Server – Dell	3619	\$6,176	2000
Server – Dell	4241	\$5,343	2001
Server – Dell	4839	\$3,907	2002
Computer – Dell	5761	\$4,132	2003
Computer – Dell	5763	\$4,132	2003
Computer – Dell	5765	\$3,590	2003
Computer – Dell	5768	\$3,508	2003
Server – Dell	6074	\$4,711	2005
Smartboard	8856	\$3,145	2011

**DELL LAPTOP PURCHASES:**

Approval was given to purchase 70 Dell Latitude E7450 laptops at a price not to exceed \$38,000.00 (\$540.00/unit price).

**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 2018-2019 was distributed at the board meeting.

**C. INCREASE IN HOURS:**

Approval was given to increase hours for David Worst to a maximum of 15 hours per week to support additional students.

**D. WORLD OF LEARNING INSTITUTE:**

Approved hiring the following individuals as Virtual Learning Facilitators for the World of Learning Institute at a per student/per course rate of \$50.00-\$275.00 depending on the virtual learning model specified by the course:

Ashley Nowak – Spanish PK-12 **(Pending required paperwork)**

Budimka Uskokovic – German PK-12 **(Pending Emergency Certification and required paperwork)**

**RESIGNATIONS/RETIREMENTS:****A. Professional:**

- 1) Approved the resignation of Greta L. Yesenosky, Teacher – AS, Northern Cambria Elementary, effective date to be determined.
- 2) Approved the resignation of Rita B. Buhite, Curriculum/Math Specialist – Altoona Office, effective date to be determined.

**B. Support Staff – Aides:**

Approved the resignation of Amanda S. Montenaro, Hourly Aide – DD, Westmont Learning Lamp, effective the Close of Business 10/18/2018.

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

Approved FMLA leave for Janice M. Koenig, intermittent upon exhaustion of accrued leave for a maximum of 60 days.

**B. Support Staff – Aides:**

Approved Unpaid leave for Diane M. Bettwy, effective 10/18/2018 through 11/01/2018.

**C. Support Staff – Other:**

Approved Personal Illness or Disability leave for Fred Boslet, effective 10/24/2018 PM through 10/23/2019. **(Pending required paperwork)**

**RECOMMENDED TO BE HIRED:****A. Professional:**

Approved hiring Marissa L. O'Connor, Guidance Counselor – Non-Public, 1B - \$42,919.85 (Prorated), effective date to be determined. **(Pending required paperwork)**

**B. Support Staff – Aides:**

Approved hiring Jennifer A. Egolf, Hourly Aide – DD, Greater Johnstown CTC, \$11.86/hr., Max. of 25 hrs/wk, effective 10/15/2018.

**C. Support Staff – Other:**

Approved hiring Cheryl A. Shaffer, Hourly Custodian, IU8 Somerset Office (NBUCP), \$9.58/hr., Max. of 4 hrs/wk, effective 10/08/2018.

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

Approved Shelley R. Helsel – Emergency All Instructional Areas PK-12.

**B. Support Staff – Aides:**

Approved Lydia A. Musser.

**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><u>BUSINESS PROGRAMS &amp; SERVICES:</u></b>							
Jason McMillen Director	Hershey	03/05/19 03/08/19	PASBO Conf.	No	4	No	\$1,066.70
Pat Motchenbaugh Trans. Coordinator	Hershey	03/05/19 03/08/19	PASBO Conf.	No	4	No	\$1,073.22
Sherry Socie Fiscal Manager	Hershey	03/05/19 03/08/19	PASBO Conf.	No	4	No	\$1,162.30
David Stultz Supervisor of Facilities	Hershey	03/05/19 03/08/19	PASBO Conf.	No	4	No	\$958.94
Karlie Travis Fiscal Manager	Hershey	03/05/19 03/08/19	PASBO Conf.	No	4	No	\$1,114.87
<b><i>Business Programs &amp; Services Budget Total \$5,376.03</i></b>							
<b><u>EDUCATION PROGRAMS &amp; SERVICES:</u></b>							
Don Arotin Educ Consultant	Harrisburg	12/10/18 12/12/18	Center for Safe Schools Conf.	No	3	Yes	\$826.70
Brenda Calhoun Ed Tech Specialist	Hershey	02/09/19 02/13/19	PETE & C Conf.	No	5	Yes	\$1,247.75
Nancy Hayes Act 89 Guidance Counselor	Hershey	11/29/18 11/30/18	PSCA Conf.	No	2	No	\$655.81

**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:**

Dr. Malynda Maurer Director of Innovation	Hershey	12/09/18 12/11/18	SAS Institute	No	3	No	\$616.95
Dr. Pat Mulroy Supervisor-WOL	Hershey	11/18/18 11/20/18	PASCD Conf.	No	3	No	\$611.18
Dr. Pat Mulroy Supervisor-WOL	Hershey	12/09/18 12/11/18	SAS Institute	No	3	No	\$596.63
Tracy Rains Virtual Learning Specialist	Hershey	12/09/18 12/11/18	SAS Institute	No	3	No	\$608.05
Tracy Rains Virtual Learning Specialist	Hershey	02/10/19 02/13/19	PETE & C Conf.	No	4	No	\$970.71
Janel Vancas Director of Curriculum	Hershey	12/09/18 12/11/18	SAS Institute	No	3	No	\$599.08
Anita Young Virtual Learning Specialist	Hershey	02/11/19 02/13/19	PETE & C Conf.	No	3	No	\$749.63

***Education Programs & Services Budget Total \$7,482.49***

**SUMMARY OF TRAVEL:**

<b>Business Programs &amp; Services Budget Total</b>	<b>\$5,376.03</b>
<b>Education Programs &amp; Services Budget Total</b>	<b>\$7,482.49</b>
<b>GRAND TOTAL</b>	<b>\$12,858.52</b>

**OTHER BUSINESS:****SUPPLEMENTAL:****1) PETTY CASH ACCOUNTS:**

Approval was given to change the petty cash account of Barbara Cassel from Hearing Programs to Hearing and Vision Programs (see gray attachment).

**2) ADDITIONAL DRIVER:**

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

**Contractor:**

Maxwell Trans Inc.

**Driver:**

Swartzwelder, Donald

**3) MEMORANDUM OF UNDERSTANDING:**

Approval was given to enter into an agreement with Community Action Partnership of Cambria County to provide breakfast/lunch to children at the Appalachia Intermediate Unit 8 Early Intervention classroom at the Johnstown City Center, from November 1, 2018 through June 30, 2019, at a total cost not to exceed \$4,400.00.

**4) INCREASE IN HOURS:**

Approval was given to increase hours for Kelsey Walker, Physical Therapist, to a maximum of 30 hours per week.

**5) TRAVEL:**

Approval was given for Jill Latuch, PMSC Regional Coordinator, to attend the PowerCorps conference in Philadelphia on November 14-15, 2018 at an approximate cost of \$607.50 for lodging, travel and meals.

**6) RESIGNATIONS/RETIREMENTS:**

Approved the resignation of Diane M. Bettwy, Hourly Aide - DD, Martinsburg Preschool, effective 11/02/2018.

**7) RECOMMENDED TO BE HIRED:**

Approved hiring Noreen M. Wesner, Hourly Aide - DD, Martinsburg Preschool, \$11.86/hr., Max. of 25 hrs/wk, effective 10/29/2018.

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

Approved Linda L. Lester - Hearing Impaired PK-12.

**FUTURE MEETINGS...**The next Committee/Board Meeting is scheduled for **Thursday, December 13 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 6:34 p.m. on a motion by Mr. Revak, seconded by Mr. Pheasant and carried by unanimous voice vote.

Respectfully submitted,

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Amy Woomer, Board Secretary

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Thomas Bullington, Board President