

**APPALACHIA INTERMEDIATE UNIT 8
BOARD OF SCHOOL DIRECTORS
ALTOONA, PENNSYLVANIA
SEPTEMBER 27, 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, September 27, 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, Mr. Rick Hoover, Ms. Kathy Hough, Ms. Malika Karunaratne, Mr. William Pataki, Mr. Marion Pheasant, and Mr. Michael Revak – 9 – present. Absent – 4 – Ms. Cynthia Ahlborn, Ms. Tracy Helsel, Dr. Russell Miller, and Ms. Tammy Witherite

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

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:

Ms. Patti Burlingame, Assistant Superintendent of Curriculum & Instruction-Altoona Area School District, and Dr. Francine Endler, Assistant Superintendent-Hollidaysburg Area School District, shared information regarding the upcoming Blair County-Wide Inservice Day.

ADDITIONS, DELETIONS OR CORRECTIONS TO WRITTEN AGENDA OF SEPTEMBER 27, 2018: On a motion by Mr. Hoover and seconded by Ms. Hough and carried by unanimous voice vote, the written Agenda, as well as the supplemental were approved.

MINUTES: On a motion by Mr. Hoover and seconded by Ms. Hough and carried by voice vote, the minutes of the August 23, 2018 regular meeting, numbered pages 1-10, which were previously distributed to each member, were approved.

AGENDA ITEMS APPROVED....On a motion by Mr. Hoover, seconded by Dr. Eckley and carried by roll call vote, the following Agenda items were approved – Treasurer’s Reports, Listing of Bills, Bills to be Paid, Postage Machine, Additional Drivers, and Copier Replacement and Lease Approval:

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

A. TREASURER’S REPORTS: The Treasurer’s Report, including Payroll Checking, General Checking and Online Registration Accounts as submitted on blue colored pages for August 2018, included in the September 27, 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 08/01/18 to 08/31/18 as listed on gold summary pages, General Checking Account from 08/13/18 – 09/14/18, as listed on gold summary pages and Online Registration Account from 08/01/18 to 08/31/18 as listed on gold summary pages, which were included in the September 27, 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 August 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 August 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.

POSTAGE MACHINE:

Approval was given to purchase the existing postage machine at the end of the lease agreement for a price not to exceed \$866.03, enter into a monthly rental agreement for the postage meter at \$53.00 per month, and enter into an annual maintenance agreement for \$699.00 per year.

ADDITIONAL DRIVERS:

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

Contractor:

Maxwell Trans Inc.

Miller Motor Co.

Ribblett Corp.

Driver:

Myers, Samantha

Stefanka, Pamela

Leverknight, Ronald

Orris, Michelle

Kosaber, Janel

Lydic, Sharon

COPIER REPLACEMENT AND LEASE APPROVAL:

Approval was given to replace and lease two (2) new copiers at a monthly cost of \$157.26 for a term of sixty (60) months. Additional costs for maintenance and supplies are \$.008 per black and white page and \$.06 per color page. Copiers to be removed are Sharp MX 2615N ID#14335 Sharp AR 355NB ID#12119.

AGENDA ITEMS APPROVED....On a motion by Mr. Revak, seconded by Ms. Hough and carried by roll call vote, the following Agenda items were approved – Rain Public Planning Agreement, Additional Hours, Central Cambria School District Agreement, Special Education Plan Revision, Service Provider Agreement, Professional Service Agreements, Intermediate Unit 17, Canvas Learning Management System, Mail Ballot for IU8 Board Members Term 2018-2021, PSBA Election Vote, Resignations and Retirements, Leaves of Absence, Recommended to be Hired and Approval of Day-to-Day Substitutes:

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

EDUCATION PROGRAMS & SERVICES**RAIN PUBLIC PLANNING AGREEMENT:**

Approval was given to enter into an Agreement with Garret Rain Public Planning to provide a Safe Schools Family Reunification Workshop for school districts and non-public schools at a cost not to exceed \$4,500.00.

ADDITIONAL HOURS:

Approval was given for Kathy Babik-Kovach to provide homebound instruction at the request of the Central Cambria School District for a maximum of 5 hours per week from Monday, September 24, 2018 through Friday, June 7, 2019. An additional 20 hours to be provided from Monday, September 24, 2018 through Friday, December 21, 2018.

CENTRAL CAMBRIA SCHOOL DISTRICT AGREEMENT:

Approval was given to renew the agreement with the Central Cambria School District to provide 2.0 full time equivalent (FTE) certified special education teachers for educational services to be provided to students residing at the Adelphoi Village, Inc. facility known as "Manor House" located in Ebensburg, PA. The agreement is August 27, 2018 through June 30, 2019.

SPECIAL EDUCATION PLAN REVISION:

Approval was given to revise the 2018-2019 IU8 Special Education Plan to add 1.0 full time equivalent (FTE) special education teacher. All revisions are contingent upon the approval of the Pennsylvania Department of Education through the Special Education Plan Revision Notice (SEPRN) process, when required.

SERVICE PROVIDER AGREEMENT:

Approval was given to enter into a service provider agreement with the Central Pennsylvania Digital Learning Foundation (CPDLF), whereby Appalachia Intermediate Unit 8 will provide Reading Specialist services for a maximum of fifteen (15) hours to provide assistance for review and implementation of the Title I grant and to meet grant requirements. The period of service will be October 1, 2018 through May 31, 2019 at a cost of \$1,200.00.

PROFESSIONAL SERVICE AGREEMENTS:

- A.** Approval was given to enter into an agreement with PREVAIL Educational Solutions to provide training at the School Psychologist and Social Worker Consortium on November 6, 2018, at a cost not to exceed \$600.00.
- B.** Approval was given to enter into an agreement with Dr. Susan Tarasevich to provide a presentation at the Somerset County SAP Networking Day on October 2, 2018, at a cost not to exceed \$600.00.

INTERMEDIATE UNIT 17:

Approval was given for an annual renewal of the DaRTS software for the 2018-2019 school year, at a cost of \$8,850.00.

CANVAS LEARNING MANAGEMENT SYSTEM:

Approval was given to enter into a one-year agreement (August 1, 2018 to July 30, 2019) with Instructure, Inc. to purchase 800 Canvas Learning Management System user licenses at a cost of \$4,400.00.

EXECUTIVE OFFICE**MAIL BALLOT FOR IU8 BOARD MEMBERS TERM 2018-2021:**

With respect to the election of IU8 Board members for a three-year term ending June 30, 2022, approval was given to continue the composition of the Board at 13 members with the election of nominees/members to be accomplished through mail ballot, all in accord with the IU's long-standing practice.

PSBA ELECTION VOTE:

Approval was given to authorize the Board Secretary to cast one vote for each Pennsylvania School Board Association (PSBA) officer (President-elect; Vice President; Treasurer) and the Central Region at-large representative, using the 2019 Slate of Candidates for PSBA Offices. Each school entity is required to vote collectively on one candidate per position by majority vote (gray attachment for candidate information).

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.

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

- 1) Approved the resignation of Laurie N. Troyer, Virtual Learning Facilitator, effective 09/06/2018.
- 2) Approved the resignation of Julie K. Eppley, Guidance Counselor – Non-Public, effective date to be determined.

B. Support Staff – Other:

Approved the resignation of Barry D. Frye, Manager of Student Data Information Systems, Altoona Office, effective the Close of Business 09/27/2018.

LEAVES OF ABSENCE:**Professional:**

Approved change in FMLA leave dates for Amy E. Clouser to 10/09/2018 through 12/05/2018.

RECOMMENDED TO BE HIRED:**Support Staff – Other:**

Approved hiring Brandy L. Locke, Certified Occupational Therapy Assistant (NBUCP), \$22,587.90 (Prorated), effective date to be determined. **(Pending required paperwork)**

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

Approved Brooke A. Meadows – Emergency All Instructional Areas PK-12 **(Pending required paperwork).**

B. Support Staff – Aides:

Approved Susan M. Stager (Pending required paperwork).

AGENDA ITEMS APPROVED....On a motion by Mr. Hoover, seconded by Dr. Eckley and carried by roll call vote, the following Agenda items were approved – Travel and Other Business (A-E):

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

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:							
Rita Buhite Curriculum Specialist	State College	10/01/18 10/01/18	PSTA Conf.	Yes	1	No	\$274.49
Barbara Gdula School Counselor	Hershey	11/29/18 11/30/18	Annual School Counselors Conf.	No	2	No	\$485.00
Kellie Hankinson Guidance Counselor	Hershey	11/29/18 11/30/18	Annual School Counselors Conf.	No	2	No	\$775.50
Brandy Harpster School Counselor	Hershey	11/29/18 11/30/18	Annual School Counselors Conf.	No	2	No	\$726.25
Megan Horsh School Psychologist	State College	10/24/18 10/25/18	School Psychologist Fall Conf.	No	2	No	\$383.03
April Morealli School Psychologist	State College	10/24/18 10/25/18	School Psychologist Fall Conf.	No	2	No	\$189.38
Patty Motchenbaugh Transportation Coordinator	Grantville	10/24/18 10/26/18	PASBO Conf.	No	3	No	\$694.54
Anita Young Virtual Learning Specialist	Albany, NY	11/04/18 11/05/18	R & I School Edu. Conf.	Yes	2	Yes	\$0.00

Education Programs & Services Budget Total \$3,528.19

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>
<u>EXECUTIVE OFFICE:</u>							
Dr. Thomas Butler Executive Director	Colorado Springs, CO	11/28/18 12/01/18	AESA Conference	Yes	4	No	\$2,571.75
Dr. Malynda Maurer Dir. of Innovation	Elizabeth, NJ	10/24/18 10/26/18	Fall Summit Regional Convening	No	3	Yes	\$1,010.82
<i>Executive Office Budget Total</i>							<i>\$3,582.57</i>

SUMMARY OF TRAVEL:

Education Programs & Services Budget Total	\$3,528.19
Executive Office Budget Total	<u>\$3,582.57</u>
GRAND TOTAL	\$7,110.76

OTHER BUSINESS:**SUPPLEMENTAL:****A. BRIGHTBYTES CONTRACT:**

Approval was given to renew a one-year contract with BrightBytes at a cost of \$20,867.25. This shared partnership will enable IU8 to gather and translate complex analyses and cutting-edge research into fast actions that improve student learning. Funds from the Principal Effectiveness, Standards Aligned System (SAS) initiative, will be used to cover the cost.

B. AGREEMENT:

Approval was given to enter into an agreement with Commonwealth Charter Academy Charter School to provide special education and related services to eligible students enrolled in the charter school, at the approved IU8 rates for 2018-2019 school year. Term of the agreement, September 20, 2018 through August 31, 2019.

C. APPTEGY:

Approval was given to enter into an agreement with Apptegy to create a new website and mobile app for IU8 at a one-time fee of \$6,000.00 and an annual fee of \$4,020.00. Upon completion, the IU8 website will be ADA Compliant.

D. RECOMMENDED TO BE HIRED:

- 1) Approved hiring Marie S. Link, Manager of Student Data Information Systems (NBUCP), Altoona Office, \$45,000.00 (Prorated), effective date to be determined. **(Pending required paperwork)**
- 2) Approved hiring Tara R. Dupstadt, Hourly Aide – DD, North Star Middle School, \$11.86/hr., Max. of 25 hrs/wk, effective 10/01/2018.

E. APPROVAL OF SUBSTITUTES (DAY-TO-DAY):**Support Staff – Aides:**

Approved Megan N. Minor. **(Pending required paperwork)**

Approved Jo Ann M. Mishko. **(Pending required paperwork)**

Approved Phoebe M. Smith. **(Pending required paperwork)**

FUTURE MEETINGS...The next Committee/Board Meeting is scheduled for **Thursday, October 25, 2018**, 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 Mr. Hoover, seconded by Mr. Pheasant and carried by unanimous voice vote.

Respectfully submitted,

Amy Woomer, Board Secretary

Thomas Bullington, Board President