

**APPALACHIA INTERMEDIATE UNIT 8  
BOARD OF SCHOOL DIRECTORS  
ALTOONA, PENNSYLVANIA  
FEBRUARY 27, 2020  
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, February 27, 2020. 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 6:36 p.m. by the Board President, Mr. Thomas Bullington, with the following additional board members present: Ms. Kathy Burch, Ms. Kathy Hough, Ms. Nora Hrubochak, Mr. Ron Johnston, Mr. William Pataki, Mr. Marion Pheasant, Mr. William Rievel, and Ms. Linda Smith – 9 – present; 4 absent – Mr. Galen George, Dr. Kamal Gella, Mr. Michael Revak, and Ms. Tammy Witherite.

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

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

**EXECUTIVE DIRECTOR'S UPDATE:**

Dr. Butler welcomed new board member Ms. Kathy Burch.

**ADDITIONS, DELETIONS OR CORRECTIONS TO WRITTEN AGENDA OF FEBRUARY 27, 2020:** On a motion by Ms. Hough and seconded by Ms. Hrubochak and carried by unanimous voice vote, the written Agenda as well as the supplemental were approved, with the removal of Item#22-Technology Agreement.

**MINUTES:** On a motion by Ms. Hough and seconded by Ms. Hrubochak and carried by voice vote, the minutes of the January 23, 2020 regular meeting, numbered pages 1-6, which were previously distributed to each member, were approved.

**AGENDA ITEMS APPROVED....On a motion by Ms. Smith seconded by Ms. Hough and carried by roll call vote, the following Agenda items were approved – Treasurer’s Reports, Listing of Bills, Bills to be Paid, Bills to be Paid, General Operating Budget, Single Audit Report, Management Discussion and Analysis MD&A, Petty Cash, Paper Bid, Equipment Disposal, Transportation, Position Descriptions, Graduation Ceremony, Rain Public Planning Agreement, Contracted Services, Service Provider Agreement, Addendum to Non-Bargaining Unit Compensation Plan, Resignation and Retirements, Leaves of Absence, Recommended to be Hired, New Policy #006.1 – Attendance at Meeting Via Electronic Communications, and Travel:**

Roll call vote – yes – Mr. Bullington, Ms. Burch, Ms. Kathy Hough, Ms. Nora Hrubochak, Mr. Ron Johnston, Mr. William Pataki, Mr. Marion Pheasant, Mr. William Rievel, and Ms. Linda Smith.

**A. TREASURER’S REPORTS:** The Treasurer’s Report, including Payroll Checking, General Checking and Online Registration Accounts as submitted on blue colored pages for January 2020, included in the February 27, 2020 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 01/01/20 – 01/31/20 as listed on gold summary pages, General Checking Account from 01/13/20 – 02/14/20, as listed on gold summary pages and Online Registration Account from 01/01/20 – 01/31/20 as listed on gold summary pages, which were included in the February 27, 2020 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 January 2020 was filed with the Supplemental to Official Minutes for final audit.
- 2) Budget Summary Report – The detailed fiscal reports, pages 1-59, General Fund, Special Revenue Funds, Capital Projects Fund, Enterprise Funds and Internal Service Funds for January 2020 were presented to the Board for final review and filed with the Supplemental to Official Minutes for final audit.

## **BUSINESS**

**SINGLE AUDIT REPORT PRESENTATION – *For Information Only:***

Mr. Dan Bradley and Mr. Chris Shirock of Young, Oakes, Brown & Company presented the Single Audit Report and audit summary to the Board during the work session prior to the regular 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.

**GENERAL OPERATING BUDGET:**

The administration presented the General Fund Administrative Budget for 2020-2021 in the amount of \$4,462,058.24 for review and final adoption. Approval of this budget included approval for indirect and operational costs to be processed as follows: 1) State and local programs are to be assessed at a maximum of 6% plus interest (where allowed) or at the maximum rate permitted by the granting entity. 2) Federal programs are to be assessed at the PDE approved indirect cost rate or specific project rate.

**SINGLE AUDIT REPORT, MANAGEMENT DISCUSSION AND ANALYSIS MD&A:**

- A. Approval was given to accept the Single Audit Report for the year ending June 30, 2019, prepared by Young, Oakes, Brown & Company.
- B. Approval was given to accept the Management Discussion and Analysis (MD&A) which is incorporated into the Single Audit Report. The MD&A is prepared by the Business Office.

~~**PETTY CASH: SEE OTHER BUSINESS A. SUPPLEMENTAL - #2 PETTY CASH (page 7):**~~

~~Approval was given to change the Special Project petty cash custodianship of \$350.00 from Shawn Cerully (resigned) to Sarah Cox (gray attachment).~~

**PAPER BID:**

Approval was given to award the bids for duplicating paper (white attachment).

**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>
Stander (PT/OT Equip)	7916	\$3,810.00	2009

**TRANSPORTATION:**

Approval of the following additional contracted transportation drivers was given for the 2019-2020 school year.

<b>Contractor:</b>	<b>Driver:</b>
Kountry Kids Express, LLC	Hagans, Cindy
Maxwell Trans Inc.	Foor, Brenda

## **EDUCATION PROGRAMS & SERVICES**

### **POSITION DESCRIPTIONS, Second Read (gray attachments were included with January Agenda):**

Revised Position Descriptions: Approval was given for the second reading and final approval of the following revised position descriptions:

Director of Curriculum Innovation (Replaces Director of Mass Customized Learning & Curriculum Innovation)

Teacher Aide – Full Time

Teacher Aide – Part Time

Substitute Teacher Aide

### **GRADUATION CEREMONY:**

Approval was given for Appalachia Intermediate Unit 8 to sponsor the annual graduation ceremony, recognizing students who have participated in multi-district IU8 Life Skills Support, Multiple Disabilities Support, and BRIDGE classrooms and will be graduating in 2020. The cost of this event is not to exceed \$1,000.00 and is held on May 22, 2020.

### **RAIN PUBLIC PLANNING AGREEMENT:**

Approval was given to enter into an Agreement with Garret Rain Public Planning to provide an Emergency Operation Plan 2-Stage Visitor Vetting workshop for school districts and non-public schools at a cost not to exceed \$4,000.00.

### **CONTRACTED SERVICES:**

Approval was given for IU8 to contract with JC Casas and Associates to provide a half-day workshop at the MCL Spring Summit on June 17, 2020 at a cost not to exceed \$9,500.00.

### **SERVICE PROVIDER AGREEMENT:**

Approval was given to enter into a service provider agreement with the Central Pennsylvania Digital Learning Foundation (CPDLF) for IU8 to provide a maximum of fifteen (15) hours of Reading Specialist services required for implementation of CPDLF's Title I grant. The period of service will be January 14, 2020 through May 29, 2020 at a cost of \$1,000.00.

### **ADDENDUM TO NON-BARGAINING UNIT COMPENSATION PLAN:**

Approval was given for an addendum to the NBUCP as outlined in the attachment and effective for the term of the approved Plan (blue attachment).

### **RESIGNATIONS/RETIREMENTS:**

Approved the resignation of April E. Morealli, Psychologist – Ed/Dev. Center, effective 06/30/2020.

**LEAVES OF ABSENCE:**

- A. Approved Unpaid leave for Paulina A. Miller for ½ Day AM on 02/12/2020.
- B. Approved FMLA leave, without pay, for Marilyn J. Neal, intermittent effective 02/13/2020 for a maximum of 60 days.
- C. Approved FMLA leave, without pay, for Brooke A. Hoskins, effective 03/06/2020 through 03/18/2020.
- D. Approved FMLA leave, without pay, for Ellen C. Koontz, intermittent upon the exhaustion of accrued leave for a maximum of 60 days.
- E. Approved Unpaid leave for Tara R. Bass, effective 03/09/2020 through 05/01/2020.

**RECOMMENDED TO BE HIRED:**

- A. Approved hiring Megan N. Hammer, Teacher – DD, Itinerant – Blair/Bedford Counties, 1-A - \$43,158.85 (prorated), effective 02/19/2020.
- B. Approved hiring Jillian Ferragonio, Open Assignment Teacher, Itinerant – Four Counties, 1-A - \$43,158.85 (prorated), effective 03/05/2020.
- C. Approved hiring Lisa R. Lieb, Secretary, Altoona Office, \$26,701.41 (prorated), effective date to be determined (Pending required paperwork).

**EXECUTIVE OFFICE****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.

**NEW POLICY#006.1 – ATTENDANCE AT MEETING VIA ELECTRONIC COMMUNICATIONS:**

Approval was given for the first reading of Policy 006.1 “Attendance at Meeting via Electronic Communications” (see purple attachment).

**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>							
Mark DeRubeis Educ Consultant	Pittsburgh	02/27/20 02/28/20	Youth Strategies to Overcome Adversity	Yes	2	Yes	\$377.81
Olivia Grugan Virtual Learning Spec.	Newark, NJ	03/26/20 03/29/20	Maryland Foreign Language Assoc.	No	4	No	\$1,039.00
Dr. Pat Mulroy Supervisor-WOL	Hershey	05/17/20 05/19/20	PASA Women’s Caucus Annual Conf.	Yes	3	No	\$927.00
Tracy Rains Virtual Learning Spec.	Anaheim, CA	06/27/20 07/02/20	ISTE	Yes	6	No	\$2,577.90
<b>Education Programs &amp; Services Budget Total</b>							<b>\$4,921.71</b>
<b>EXECUTIVE OFFICE:</b>							
Dr. Malynda Maurer Director of Innovation	Baltimore, MD	04/01/20 04/03/20	Summit Spring Regional Convening	No	3	Yes	\$999.42
Dr. Malynda Maurer Director of Innovation	Baltimore, MD	05/17/20 05/20/20	National Social Emotional Learning Conf.	Yes	4	Yes	\$1,269.85
<b>Executive Office Budget Total</b>							<b>\$2,269.27</b>
<b>SUMMARY OF TRAVEL:</b>							
<b>Education Programs &amp; Services Budget Total</b>				<b>\$4,921.71</b>			
<b>Executive Office Budget Total</b>				<b>\$2,269.27</b>			
<b>GRAND TOTAL</b>				<b>\$7,190.98</b>			

**AGENDA ITEMS APPROVED....On a motion by Ms. Hrubochak seconded by Mr. Pheasant and carried by roll call vote, the following Agenda items were approved – Other Business A1-6:**

Roll call vote – yes – Mr. Bullington, Ms. Burch, Ms. Kathy Hough, Ms. Nora Hrubochak, Mr. Ron Johnston, Mr. William Pataki, Mr. Marion Pheasant, Mr. William Rievel, and Ms. Linda Smith.

**OTHER BUSINESS:**

**A. SUPPLEMENTAL:**

**1) TRAVEL:**

- a) Approval was given for Olivia Grugan, Virtual Learning Specialist, to attend the PAIU Annual Conference, May 28-29, 2020 at Seven Springs at an approximate cost of \$491.00 for registration, lodging, meals, and travel.
- b) Approval was given for Anita Young, Virtual Learning Specialist, to attend the PAIU Annual Conference, May 28-29, 2020 at Seven Springs at an approximate cost of \$561.19 for registration, lodging, meals, and travel.

**2) ITEM#12 – PETTY CASH REVISED:**

Approval was given to change the Special Project petty cash custodianship of \$350.00 from Shawn Cerully (resigned) to Sarah Cox and the Richland Office petty cash custodianship of \$100.00 from Charlotte Ecklund (transferred) to Troy Eppley (gray attachment).

**3) RESIGNATIONS/RETIREMENTS:**

Approved the resignation of Molly E. Wallace, Teacher – SLS, Itinerant – Cambria County, effective the Close of Business 04/24/2020.

**4) LEAVES OF ABSENCE:**

Approved Sabbatical Leave of Absence, with ½ pay, for Kathleen Babik-Kovach effective 03/05/2020 through the Close of the 2019/2020 School Year.

**5) RECOMMENDED TO BE HIRED:**

- a) Actual effective date for Lisa R. Lieb is 03/09/2020.
- b) Approved hiring Amanda Williamson, Educational Consultant without Supervision – \$63,500.00 (prorated) **(pending required paperwork)**.

**6) OFFICE MANAGER STIPEND:**

Approved a \$1,000.00 stipend to be paid, on an annual basis from July 1 to June 30, to Troy Eppley as office manager of IU8 Richland Office beginning February 17, 2020.

**FUTURE MEETINGS...**The next Committee/Board Meeting is scheduled for **Thursday, March 26, 2020**, 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 6:39 p.m. on a motion by Ms. Smith seconded by Mr. Pheasant and carried by unanimous voice vote.

Respectfully submitted,

---

Dr. Amy Woomer, Board Secretary

---

Thomas Bullington, Board President

sdw