

**APPALACHIA INTERMEDIATE UNIT 8  
BOARD OF SCHOOL DIRECTORS  
ALTOONA, PENNSYLVANIA  
SEPTEMBER 24, 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, September 24, 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: Dr. Kamal Gella, Ms. Kathy Hough, Ms. Nora Hrubochak, Mr. Ron Johnston, Mr. William Pataki, Mr. Marion Pheasant, Mr. Michael Revak, Ms. Linda Smith, Mr. Stephen Thompson, and Ms. Tammy Witherite – 11 – present – absent – 2 – Ms. Kathy Burch and Dr. Leland Wood

**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. Connie Way ESPA/PSEA/NEA Representative, and Ms. Lori Carrier were present. The press was not in attendance.

**EXECUTIVE DIRECTOR'S UPDATE:**

Dr. Kara Madara presented information and shared a video on telehealth occupational therapy.

**ADDITIONS, DELETIONS OR CORRECTIONS TO WRITTEN AGENDA OF SEPTEMBER 24, 2020:** On a motion by Ms. Hough and seconded by Dr. Gella and carried by unanimous voice vote, the written Agenda as well as the supplemental were approved, with the correction of dates for Item#18C Leaves of Absence.

**MINUTES:** On a motion by Ms. Hough and seconded by Dr. Gella and carried by voice vote, the minutes of the August 27, 2020 regular meeting, numbered pages 1-8, which were previously distributed to each member, were approved.

**AGENDA ITEMS APPROVED....On a motion by Ms. Hough 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. Thomas Bullington, Dr. Kamal Gella, Ms. Kathy Hough, Ms. Nora Hrubochak, Mr. Ron Johnston, Mr. William Pataki, Mr. Marion Pheasant, Mr. Michael Revak, Ms. Linda Smith, Mr. Stephen Thompson, and Ms. Tammy Witherite.

\*Dr. Gella abstained from voting on Highmark & Subsidiaries under the Listing of Bills item.

**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 2020, included in the September 24, 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 08/01/20 – 08/31/20 as listed on gold summary pages, General Checking Account from 08/24/20 – 09/11/20, as listed on gold summary pages and Online Registration Account from 08/01/20 – 08/31/20 as listed on gold summary pages, which were included in the September 24, 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 reports to the Board on the securities presently held and the record of investments for August 2020 was filed with the Supplemental to Official Minutes for final audit.
- 2) Budget Summary Report – The detailed fiscal reports, pages 1-63, General Fund, Special Revenue Funds, Capital Projects Fund, Enterprise Funds and Internal Service Funds for August 2020 were presented to the Board for final review and filed with the Supplemental to Official Minutes for final audit.

**BUILDINGS AND GROUNDS INFORMATION REPORT:**

Mr. Bullington reported on the items covered in the Building and Grounds Meeting held Thursday, September 24, 2020.

**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.

**TRANSPORTATION – DRIVERS/AIDES:**

Approval was given to add the following additional contracted transportation drivers and aide for the 2020-2021 school year.

<b>Contractor:</b>	<b>Driver:</b>	<b>Aide:</b>
Maxwell Trans Inc.	Williams, Kenneth	
Ribblett Corp.	Botteicher, John	Percinsky, Lynne

**OPEN PETTY CASH ACCOUNT:**

Approval was given to open a petty cash account for Custodian Charlotte Ecklund Treasure Times Preschool Account in the amount of \$100.00.

**AFFORDABLE CARE ACT:**

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.

**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 – Bills to be Paid, Transportation-Drivers/Aides, Open Petty Cash Account, and Affordable Care Act:**

Roll call vote – yes – Mr. Thomas Bullington, Dr. Kamal Gella, Ms. Kathy Hough, Ms. Nora Hrubochak, Mr. Ron Johnston, Mr. William Pataki, Mr. Marion Pheasant, Mr. Michael Revak, Ms. Linda Smith, Mr. Stephen Thompson, and Ms. Tammy Witherite.

**EDUCATION PROGRAMS & SERVICES**

**SOFTWARE LICENSE RENEWAL:**

Approval was given to renew the student data management software, DaRTS, with BLaST Intermediate Unit 17. Annual cost is \$8,850.00.

**AGREEMENTS:**

- A.** Approval was given to renew the annual Eduplanet21 Marketplace Building solution for Mass Customized Learning (MCL) learning paths at a cost not to exceed \$5,250.00.
- B.** Approval was given to enter into an Independent Contractor Agreement with Standing Stone Consulting, Inc. to provide a series of Safe Schools trainings for our member school districts at a cost not to exceed \$5,000.00.

**WORLD OF LEARNING:**

- A.** Approval was given to compensate the following WOL Facilitator for work completed for course development and modifications.  
Caroline S. Robinson - \$1,000.00; Arabic development
- B.** Approval was given to hire the following Virtual Learning Instructional Assistant for the World of Learning Institute at the rate of \$25.00 per hour and maximum 10 hours per week:  
Habiba Boumlik (pending required paperwork)

**RESIGNATIONS/RETIREMENTS:**

Approved the resignation of Angela M. Blank Teacher – AS, Itinerant – Cambria County, effective date to be determined.

**LEAVES OF ABSENCE:**

- A.** Approved FMLA/FFCRA leave, with 100% regular pay, for Employee ID 1541, effective 09/01/2020 through 09/04/2020.
- B.** Approved FMLA/FFCRA leave, with 2/3 regular pay, for Employee ID 2711, effective 09/08/2020 through 09/15/2020.
- C.** Approved intermittent FMLA/FFCRA leave, with 2/3 regular pay, for Employee ID 5622, effective ~~08/24/2020~~ 09/08/2020 through ~~10/31/2020~~ 10/28/2020.

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

Approved Stone W. Gesser as a Day-to-Day Sub. Aide.

**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.

**MAIL BALLOT FOR IU8 BOARD MEMBERS TERM 2021-2024:**

With respect to the election of IU8 Board members for a three-year term ending June 30, 2024, 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 2021 Slate of Candidates for PSBA Offices. Each school entity is required to vote collectively on one candidate per position by majority vote (white attachment for candidate information).

**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>							
Megan Hetrick	Virtual	11/04/20	ASPP Fall Conf.	No	Virtual	No	\$150.00
Psychologist		11/05/20					
<b>SUMMARY OF TRAVEL:</b>							
<b>Education Programs &amp; Services Budget Total</b>							<b>\$150.00</b>
<b>GRAND TOTAL</b>							<b>\$150.00</b>

**OTHER BUSINESS:****A. SUPPLEMENTAL:****1) LEAVES OF ABSENCE:**

Approved FMLA/FFCRA leave, with 100% regular pay, for Employee ID 6205, effective 09/15/2020 through 09/17/2020.

**2) RECOMMENDED TO BE HIRED:**

a) Approved hiring Amy E. Peruso-Lytle, Teacher – AS, Itinerant – Cambria County, 2-B - \$44,217.56 (Prorated), effective date to be determined (Pending required paperwork).

b) Approved hiring Tessa M. Smith, Open Assignment Teacher, Itinerant – 4 Counties, 1-A - \$43,698.85 (Prorated), effective date to be determined (Pending required paperwork).

c) Approved hiring Sara Q. McConnell, Project Manager, \$50,053.00 (Prorated), effective date to be determined. This position is Grant Funded through March 2022. (Pending required paperwork).

**3) TRAVEL/CONFERENCE APPROVAL:**

Approval was given that Olivia Grugan, Virtual Learning Specialist, attend the ACTFL Conference (virtually) from November 20-22, 2020 at a cost of \$245.00 for the registration fee.

**AGREEMENTS:**

**A.** Approval was given for an additional \$3,000.00 to be added to the one-year agreement with Schoology. This additional cost is a required fee for initial setup prior to implementation of this Learning Management System (LMS).

**B.** Approval was given to enter into a one-year service agreement with RAVE Mobile Safety at a cost not to exceed \$6,250.00.

**JOB DESCRIPTIONS:**

Approval was given to adopt these revised job descriptions (gray attachments):

**A.** Supervisor of Human Resources

**B.** Coordinator of Programs and Projects (replaces Coordinator of Programs and Support Services)

**AMERICORPS GRANT:**

Approval was given to apply for a three-year AmeriCorps grant that will run from August 20, 2021 to August 19, 2024. The grant would request federal funds of approximately 1 million dollars for each grant year, and support approximately 85 AmeriCorps members. The dollar amount and member counts are an estimation based upon information currently available and may vary slightly dependent upon final grant instructions. The application submission deadline is March 2, 2021.

**TRANSFER:**

Approval was given to transfer Karen Makin from Coordinator of Programs and Support Services to Coordinator of Programs and Projects at a pro-rated salary of \$60,000.00 effective September 25, 2020.

**FUTURE MEETINGS...**The next Committee/Board Meeting is scheduled for **Thursday, October 22, 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 6:45 p.m. on a motion by Ms. Hough seconded by Mr. Thompson and carried by unanimous voice vote.

Respectfully submitted,

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Dr. Amy Woomeer, Board Secretary

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Thomas Bullington, Board President

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