

**MINUTES, August 9, 2023**

**MINUTES of August 9, 2023, MIDWESTERN INTERMEDIATE UNIT IV BOARD OF DIRECTORS**

453 Maple Street, Grove City, PA 16127

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Members Present: Rodney Bobby, Merle Glass, Tara Hackwelder, Karen Houk, Michael Lenzi, Debra Miller, Anna Pascarella, Renee Pitrelli, Richard Rossi, Gary Shingleton, and Dr. Wayde Killmeyer, Executive Director.

Others Present: Donna Volpe, Brenda Marino, Melissa Wyllie, Maureen Werwie, Chuck Sapienza

The meeting was called to order by the President.

**II.** Roll call by the Secretary showed ten members present.

**III.** The President called for an Executive Session beginning at 6:38 p.m. and ending at 6:43 p.m. for the discussion of personnel issues.

**IV.** Minutes of the June 28, 2023, meeting, held at Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127 was approved on a motion by Mr. Bobby seconded by Ms. Pascarella with all members present voting in favor.

**V.** On a motion by Ms. Pitrelli, seconded by Mrs. Houk with all members present voting in favor, the agenda was approved with the following:

ADDITION: Bid Award

ADDITION: Employment, David DeRaleau

ADDITION: Employment, Madison Schultz

ADDITION: Employment Jennine Converse

CHANGE: Attachment C. – Contracts for approval

CHANGE: (M) Permission to travel out of state

**VI. PUBLIC PARTICIPATION**

The President asked if there were any questions or comments from the public.

**VII. OLD BUSINESS**

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President

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Secretary

**MINUTES, August 9, 2023**

**VIII. NEW BUSINESS**

**A. Financial Statements and Bills**

On a motion by Ms. Pitrelli, seconded by Mr. Bobby with all members present voting in favor, the following financial statements and bills for the various IU Budgets were approved.

FINANCIAL STATEMENTS June 1, 2023, through June 30, 2023

1.	State and Federal Programs (Fund 10)	\$ 23,906,836.10
2.	Special Education (Fund 20)	\$ 13,657,894.68
3.	Capital Projects (Fund 30)	\$ 745,000.00
4.	Nonpublic Schools (Fund 10)	\$ 2,162,208.00
5.	IU General Fund (Fund 10)	\$ 3,339,177.41
6.	Internal Service Fund – UC/WC (Fund 70)	\$ 220,000.00
7.	Internal Service Fund – OPEB (Fund 71)	\$ 0.00
8.	OPEB Trust (Fund 73)	\$ 410,000.00
	TOTAL	\$ 44,441,116.19

BILLS June 1, 2023, through June 30, 2023

1.	General Fund (Fund 10)	\$ 1,835,320.51
2.	State and Federal Programs	
3.	Nonpublic School Services General Fund	
4.	Special Education (Fund 20)	\$ 867,439.98
	TOTAL	\$ 2,702,760.49

**B. Updated Listing of Credit Card Corporations and Authorized Employees**

On a motion by Ms. Pitrelli seconded by Mr. Bobby with all members present voting in favor, The attached updated listing of credit cards and authorized employees as shown in compliance with MIU IV Policy #610.1 – Credit Cards. Each authorized employee will sign the credit card employee usage agreement and it will be made part of the employee’s personnel file maintained in Human Resources.

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President

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Secretary

**MINUTES, August 9, 2023**

**VIII. NEW BUSINESS** (continued)

**C. Request for Contract Authorization**

On a motion by Ms. Pitrelli, seconded by Mrs. Houk with all members present voting in favor, the following was approved. In order to comply with PA Public School Code Section 508, approval is requested for Midwestern Intermediate Unit IV to enter into contracts in excess of one hundred dollars (\$100) with service providers as indicated on the attached listing.

**D. Resignations**

On a motion by Ms. Pitrelli, seconded by Ms. Pascarella, with all members present voting in favor, the following resignations were approved:

Special Education

Jennifer Johnston, Educational Consultant/School Psychologist, effective the close of work on August 9, 2023.

Amy Hayes, Teacher of Deaf and Hard of Hearing, the close of work on September 28, 2023 due to retirement.

Judy Campagna, Speech Language Therapist, effective the close of work on October 8, 2023 due to retirement.

Edna Black, Educational Consultant, effective the close of work on October 20, 2023 due to retirement.

Molly Moses, Special Education Teacher, effective the close of work on August 31, 2023.

**E. Employment**

On a motion by Ms. Pitrelli, seconded by Mrs. Houk with all members present voting in favor, the following employments were approved.

Special Education

Makayla Guntrum, Floating Substitute Teacher, effective August 7, 2023 and ending the 2023-2024 school year. Her salary will be set at 92%, Bachelor's, Step 1 on the PSEA 2023-2024 salary schedule.

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President

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Secretary

**MINUTES, August 9, 2023**

**VIII. NEW BUSINESS (continued)**

**Employment (continued)**

David Carfang, Paraprofessional/LPN, effective August 7, 2023. His pay will be based upon Bachelor level, Paraprofessional, on the 2023-2024 ESPA salary schedule. Continued employment is based upon successful completion of the probationary period.

Kaitlyn Rothwell, Special Education Teacher, effective August 7, 2023. Her salary will be based upon Step 1, Masters in Special Education on 2023-2024 PSEA salary schedule. She will be issued a Temporary Professional Contract.

Jamin Wentling, Speech Language Therapist, effective August 7, 2023 to fill the position created by Judy Campagna's retirement. His salary will be based on Step 1, Masters on the 2023-2024 PSEA salary schedule. He will be issued a Temporary Professional Contract. Continued employment is based upon receiving all necessary certifications.

Madison Schultz, Speech Language Therapist, effective August 14, 2023. Her salary will be based on Step 1, Masters on the 2023-2024 PSEA salary schedule. She will be issued a Temporary Professional Contract. Continued employment is based upon receiving all necessary certification.

Jennine Converse, Floating Substitute Teacher, effective August 14, 2023 and ending the 2023-2024 school year. Her salary will be set at 92%, Bachelor's, Step 1 on the PSEA 2023-2024 salary schedule.

Technology

David DeRaleau, IU Technician, effective August 21, 2023. His salary will be based on ESPA 2023-2024, IU Technician, Bachelor degree level. Continued employment is contingent on successful completion of the probationary period.

**F. Voluntary Transfers**

On a motion by Mr. Bobby, seconded by Ms. Pascarella with all members present voting in favor, the following was approved:

Shannon Baker be transferred from a part-time Occupational Therapist and part-time Teacher of the Visually Impaired to a full time Teacher of the Visually Impaired effective August 14, 2023. Her salary and benefits will remain the same. She will be issued a Temporary Professional Contract.

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President

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Secretary

**MINUTES, August 9, 2023**

**VIII. NEW BUSINESS (continued)**

**Voluntary Transfer (continued)**

Katie Jordan be voluntarily transferred from 185-day Behavior Coach position to a part-time Special Education Teacher and part-time Behavior Coach position effective August 14, 2023. Her salary and benefits will remain the same.

**G. Leave**

On a motion by Ms. Pitrelli, seconded by Mr. Lenzi with all members present voting in favor, the following was approved:

Deb Totin, Paraprofessional, an unpaid leave beginning September 1, 2023, and ending June 30, 2024, with MIU IV coverage of all health benefits as provided by MIU IV Policy 535, Family and Medical Leave.

Jessica Nemeth, Supervisor of Special Education, an unpaid leave beginning September 6, 2023, and ending October 31, 2023 with MIU IV coverage of all health benefits as provided by MIU IV Policy 335, Family and Medical Leave.

**H. Bus Drivers 2023-2024 School Year**

On a motion by Mr. Bobby, seconded by Ms. Pascarella with all members present voting in favor, the following bus drivers for the 2023-2024 school year were approved.

**Watson's Bus Company**

<b>Barbara Bookwalter</b>	<b>Kimberly Davis</b>
<b>Linda Gibbs</b>	<b>Kimberly Miller</b>
<b>Karen Reasor</b>	<b>Michael Vasil</b>

**I. 2023-2024 Substitutes**

On a motion by Ms. Pitrelli, seconded by Mrs. Houk with all members present voting in favor, the attached list of substitutes for the 2023-2024 school year was approved.

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President

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Secretary

**MINUTES, August 9, 2023**

**VIII. NEW BUSINESS (continued)**

**J. Referral Incentive**

On a motion by Mr. Bobby seconded by Ms. Pascarella with all members present voting in favor, the following was approved:

Midwestern Intermediate Unit IV implement an Employment Referral Incentive from September 1, 2023, through September 1, 2024 providing any MIU IV employee \$500 when the following criteria are met:

- Make a referral under the guidelines issued by Human Resources.
- The referring candidate is subsequently hired.
- The referring candidate remains employed for a minimum of 60 days.

**K. Permission to Advertise for Bids**

On a motion by Mrs. Hackwelder, seconded by Ms. Pascarella with all members present voting in favor the following was approved:

Advertise for bids to procure an air handler and a high efficiency boiler, and windows to be used by Summit Academy as approved under the ARP ESSER 2.5% Set Aside Neglected and Delinquent Grant.

**L. Capitalization Threshold Effective Date**

On a motion by Ms. Pitrelli, seconded by Ms. Pascarella with all members present voting in favor the following was approved.

It is recommended that the Board approve July 1, 2023 as the effective date for the increase in the capitalization threshold from \$1,500 to \$5,000 as per Policy 706, (Property Records) approved on May 24, 2023.

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President

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Secretary

**MINUTES, August 9, 2023**

**M. Permission to Travel out of State**

On a motion by Mrs. Houk, seconded by Ms. Hackwelder with all members present voting in favor, the following was approved:

Wendy Kinnear, Coordinator of Regional Homelessness Program be approved to travel to the NAEHCY National conference in New Orleans from November 10 – November 14, 2023. Attendance as a Regional Coordinator is a requirement from PDE (it is in every grant application that the Regional Coordinator must attend the annual National NAEHCY Conference).

Dr. Juliann Mangino and Sarah Burdett, Teen Parenting Counselors be approved to travel to the Parents as Teachers conference in New Orleans, LA on October 15 - October 19, 2023. This is professional development tailored at the needs of ELECT personnel & students. The conference is paid for out of the ELECT budget.

**N. Stipend – Special Education Staff**

On a motion by Mr. Bobby, seconded by Ms. Pitrelli with all members present voting in favor, the following was approved:

Tracy Bordelon, Supervisor of Special Education, and Melissa Wyllie, Director of Special Education, receive a stipend of \$1,500 each for the month of September 2023 and \$1,500 each for the month of October 2023 to cover the vacancy created by Jessica Nemeth's leave. The amounts will not be added to their base salary.

**O. Bid Award**

On a motion by Ms. Pitrelli, seconded by Mr. Bobby with all members present voting in favor, the following was approved:

It is recommended that the Board approve Hertz Furniture as the successful bidder for the purchase of furniture on behalf of Summit Academy under the Emergency Assistance to Nonpublic School II Grant.

**X. ADJOURNMENT**

On a motion by Ms. Pitrelli, seconded by Ms. Pascarella with all members present voting in favor the meeting was adjourned.

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President

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Secretary