

**MINUTES of March 23, 2016**  
**MIDWESTERN INTERMEDIATE UNIT IV BOARD OF DIRECTORS**  
453 Maple Street, Grove City, PA 16127

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Members Present: Charles Branca, Matthew Cimbala, Eric DiTullio, J. Dayle Ferguson, Lynn Foltz, Merle Glass, William Halle, Karen Houk, Mark Kirkwood, Renee Pitrelli, Richard Rossi, John Tucker, and Dr. Wayde Killmeyer, Executive Director.

Others Present: Laura Urbach, Patricia Connolly, Brenda Marino, Melissa Wyllie, Jill Manczka, Cindy Kniess (PSEA), and Amy Walker.

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- I. The Vice President called for an Executive Session beginning at 7:01 p.m. and ending at 7:49 p.m. for the discussion of personnel matters and purchase of property.
- II. The meeting was called to order by the Vice President.
- III. Roll call by the Secretary showed twelve members present.
- IV. Minutes of the February 24, 2016 meeting, held at Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127 were approved on a motion by Mr. Tucker, seconded by Mr. Kirkwood, with all members present voting in favor.

**V. ADDITIONS TO AGENDA**

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

- 1. ADDITION: Position Elimination - Interpreter
- 2. ADDITION: Support Staff Layoff – Maureen Lewis
- 3. ADDITION: Resignation – Paula Bredl
- 4. ADDITION: Resignation – Anne Crowe
- 5. ADDITION: Resignation – Gary Crowe
- 6. ADDITION: Contract Authorization – Communications Dept. / Pittsburgh Ballet Theatre
- 7. ADDITION: Contract Authorization – Communications Dept./ Diana Walters
- 8. ADDITION: 2016-17 Calendar – Early Intervention
- 9. ADDITION: 2016-17 Calendar – Early Intervention Preschool Assessment Team

**VI. PUBLIC PARTICIPATION**

The Vice President asked if there were any questions or comments from the public. Jill Manczka, Director of Communications reminded everyone that the Very Special Arts Exhibit is scheduled for April 10, 2016 with participation from 1,018 students.

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President

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Secretary

**MINUTES, March 23, 2016**

**VII. NEW BUSINESS**

**A. Financial Statements and Bills**

On a motion by Mr. Halle, seconded by Mr. Kirkwood with all members present voting in favor, the following financial statements and bills for the various IU Budgets were accepted:

**FINANCIAL STATEMENTS**

1.	State and Federal Programs (Pink)	\$ 29,921,950.00
2.	Special Education (Yellow)	\$ 11,862,000.00
3.	Capital Projects (Green)	\$ 485,500.00
4.	Nonpublic Schools (Blue)	\$ 1,933,259.00
5.	IU General Fund (White)	\$ 4,075,793.00
6.	Internal Service Fund – UC/WC	\$ 292,500.00
7.	Internal Service Fund – OPEB	\$ 444.00
8.	OPEB Trust	\$ 35,000.00
	TOTAL	\$ 48,606,446.00

**BILLS February 17, 2016 thru March 16, 2016**

1.	State and Federal Programs (Pink)	\$ 3,049,661.56
2.	Special Education (Yellow)	\$ 102,414.50
3.	Capital Projects (Green)	\$ 0
4.	Nonpublic Schools (Blue)	\$ 6,479.93
5.	IU General Fund (White)	\$ 1,097,469.81
6.	UC/WC	\$ 16,662.28
	TOTAL	\$ 4,272,688.08

**B. Position Elimination**

BE IT RESOLVED, that on a motion by Mr. Branca, seconded by Mr. Kirkwood, with all members present voting in favor, the Board of Directors of Midwestern Intermediate Unit IV, upon the recommendation of the Executive Director, eliminated the following position effective March 11, 2016 due to declining student enrollment and in order to reallocate the resources of the Intermediate Unit:

- (1) Interpreter

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President

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Secretary

**MINUTES, March 23, 2016**

**VII. NEW BUSINESS (continued)**

**C. Support Staff Layoff**

BE IT RESOLVED, that on a motion by Mr. Tucker, seconded by Mrs. Ferguson, with all members present voting in favor, the Board of Directors of Midwestern Intermediate Unit IV, approved layoff of the following ESPA employee, effective March 11, 2016 in order to reallocate the financial resources of the Intermediate Unit:

- Maureen Lewis

**D. Resignations**

On a motion by Mr. Tucker, seconded by Mrs. Houk, with all members present voting in favor, the following resignations were approved:

Human Resources

1. Donna Urey, 506 Grove City Road, Slippery Rock, PA 16057, Secretary to the Director of Human Resources, effective at the close of work on June 30, 2016 due to retirement.

Special Education

2. Lee Ann McDowell, 1156 Sandy Lake Road, Grove City, PA 16127, Secretary/Clerk, effective at the close of work on June 15, 2016 due to retirement.
3. Cindy Kniess, 167 Kniess Road, Harmony, PA 16037, Special Education Teacher, effective at the close of work on June 21, 2016 due to retirement.
4. Barbara Sylvester, 12 Madison Drive, Zelienople, PA 16063, Special Education Teacher, effective at the close of work on June 30, 2016 due to retirement.
5. Ann Hoyson, 8129 Brittany Place, Pittsburgh, PA 15237, Special Education Teacher, effective at the end of the 2015-16 school year due retirement.
6. Paula Bredl, 12 Glacial Till Road, Grove City, PA 16127, Supervisor of Special Education, effective at the close of work on June 13, 2016.

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President

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Secretary

**MINUTES, March 23, 2016**

**VII. NEW BUSINESS** (continued)

**D. Resignations** (continued)

Special Education (continued)

7. Anne Crowe, 3347 Old Pittsburgh Road, New Castle, PA 16101, Supervisor of Special Education, effective at the close of work on June 30, 2016 due to retirement.
8. Gary Crowe, 3347 Old Pittsburgh Road, New Castle, PA 16101, Coordinator of Early Intervention, effective at the close of work on June 30, 2016 due to retirement.

**E. Leave Request**

On a motion by Ms. Foltz, seconded by Mr. Kirkwood, with all members present voting in favor, the following leave request was approved:

Technology

1. Robert Ghering, 905 Liberty Street, Apartment 1, Meadville, PA 16335, Technician, an unpaid leave from March 2, 2016 through May 25, 2016 with MIU IV coverage of all health benefits as provided by MIU IV policy 535, Family and Medical Leaves.

**F. Employment**

On a motion by Mrs. Houk, seconded by Mr. Kirkwood, with all members present voting in favor, the following persons are recommended for employment in the positions as indicated below:

Special Education

1. Stephanie Kean, 306 S. Home Avenue, Butler, PA 16001, as a part-time Paraprofessional effective March 2, 2016 through the end of the 2015-16 school year at no more than 19 hours/week. Her salary will be based on Level A, Paraprofessional on the 2015-16 ESPA salary schedule.
2. Carly Hertneky, PO Box 78773, Charlotte, NC 28271, Special Education Teacher, effective April 11, 2016. Her salary will be set at Step 1, Master's in accordance with the 2015-16 PSEA salary schedule. She will be issued a Temporary Professional Contract.

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President

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Secretary

**MINUTES, March 23, 2016**

**VII. NEW BUSINESS (continued)**

**F. Employment (continued)**

Nonpublic School Services

3. Kimberley Walker, P.O. Box 442, Lyndora, PA 16045, as a Long Term Substitute Teacher effective March 10, 2016 through the end of the 2015-16 school year to fill the vacancy created by Charlene Gorney's leave. Her salary will be based on 92% of Step 1, Master's level on the 2015-16 PSEA salary schedule.

**G. 2015-16 Substitutes**

On a motion by Mr. Kirkwood, seconded by Mrs. Ferguson, with all members present voting in favor, the attached list of substitutes for the 2015-16 school year was approved.

**H. Request for Contract Authorization**

In order to comply with PA Public School Code Section 508, on a motion by Mr. Tucker, seconded by Ms. Foltz, with all members present voting in favor, approval was granted 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.

**I. Joint Purchasing Cooperative Bid Awards**

Bids closed on February 18, 2016 at 3:30 p.m. Bids were tabulated and reviewed following the bid openings for School Supplies, Maintenance Supplies, Nursing Supplies, Copier Paper, and Athletic Supplies as part of the Joint Purchasing Cooperative. On a motion by Ms. Foltz, seconded by Mr. Kirkwood, with all members present voting in favor, the attached bid awards for vendors with the lowest bid price meeting bid specifications were approved.

Bids received from: See attached list.

Recommended bid awards: See attached list.

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President

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Secretary

**MINUTES, March 23, 2016**

**VII. NEW BUSINESS (continued)**

**J. Permission to Advertise for Bids**

On a motion by Mr. Halle, seconded by Mr. Rossi, with all members present voting in favor, permission was granted to advertise for bids regarding the following:

**AV & Microcomputer Supplies** -- bid proposals will be sought for the purchase of Audiovisual and Microcomputer Supplies for the time period of July 1, 2016 through June 30, 2017.

**K. Permission to Advertise for Bids**

On a motion by Mr. Kirkwood, seconded by Mr. Branca, with all members present voting in favor, permission was granted to advertise for bids regarding the following:

**Hazardous Waste Management** -- bid proposals will be sought for a comprehensive hazardous waste management program for local educational agencies in Butler, Lawrence, and Mercer Counties for a period from June 1, 2016 through September 30, 2016.

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

On a motion by Mr. Rossi, seconded by Mr. Kirkwood, with all members present voting in favor, the attached updated listing of credit cards and authorized employees as shown, was approved 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 the Office of the Director of Human Resources.

**M. 2016-17 Calendars**

On a motion by Mrs. Houk, seconded by Ms. Foltz, with all members present voting in favor, the attached 2016-17 Calendars were approved:

1. MIU IV Early Intervention
2. MIU IV Early Intervention Preschool Assessment Team

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President

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Secretary

**MINUTES, March 23, 2016**

**VII. NEW BUSINESS (continued)**

**N. Policy Adoptions for Universal Grant Guideline Requirements**

In order to comply with Universal Grant Guideline (UGG) policies required by the Division of Federal Programs at the PA Department of Education, on a motion by Mrs. Ferguson, seconded by Mr. Tucker with all members present voting in favor, the following attached draft policies were given first reading and tentative approval:

1. UGG # 1 – Allowability of Costs
2. UGG # 2 – Cash Management
3. UGG # 3 – Conflict of Interest
4. UGG # 4 – Procurement
5. UGG # 5 – Travel Reimbursement

*Note: PDE provided these templates with sections highlighted in yellow that need addressed. Items in red print are proposed language to include. Items in strike-through print are suggested deletions.*

**VIII. ADJOURNMENT**

On a motion by Mr. Tucker, seconded by Mr. Kirkwood, with all members present voting in favor, the meeting was adjourned.

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President

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Secretary