

MINUTES of October 28, 2015

MIDWESTERN INTERMEDIATE UNIT IV BOARD OF DIRECTORS

453 Maple Street, Grove City, PA 16127

Members Present: Charles Branca, Cedric Butchy, J. Dayle Ferguson, Lynn Foltz, Merle Glass, William Halle, Karen Houk, Richard Roberts, Richard Rossi, John Tucker, and Dr. Wayde Killmeyer, Executive Director.

Others Present: Laura Urbach, Patricia Connolly, Brenda Marino, Tom Zelesnik, Melissa Wyllie, Jill Manczka, Cindy Kniess (PSEA), and Chuck Davies.

- I. 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 7:19 p.m. and ending at 7:37 p.m. for the discussion of personnel matters.
- IV. Minutes of the September 23, 2015 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. Glass, with all members present voting in favor.

V. ADDITIONS / CHANGES / DELETIONS TO AGENDA

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

1. ADDITION: Bills for October 20, 2015 thru October 26, 2015
2. ADDITION: Contract for Approval – Leslie Lorow
3. ADDITION: Contract for Approval – Uscreen.tv, LLC
4. ADDITION: Procurement card for Mary Sternthal, Assistant Fiscal Manager
5. CHANGE: Credit limit for Dr. Beth Glew increased from \$200 to \$500 due to travel
6. ADDITION: 2015-16 Bus Driver with Watson's
7. ADDITION: Substitute – Michele Becker
8. ADDITION: Substitute – Mary Gibala
9. ADDITION: Substitute – Katherine Trepasso

VI. PUBLIC PARTICIPATION

The President asked if there were any questions or comments from the public. There were no questions or comments from the public.

President

Secretary

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VII. NEW BUSINESS

A. Financial Statements and Bills

On a motion by Mr. Roberts, seconded by Mr. Tucker 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 September 1, 2015 thru September 30, 2015

1.	State and Federal Programs (Pink)	\$ 895,937.19
2.	Special Education (Yellow)	\$ 43,501.98
3.	Capital Projects (Green)	\$ 0
4.	Nonpublic Schools (Blue)	\$ 2,680.97
5.	IU General Fund (White)	\$ 1,311,574.46
	TOTAL	\$ 2,253,694.60

BILLS October 1, 2015 thru October 19, 2015

1.	State and Federal Programs (Pink)	\$ 5,257,117.39
2.	Special Education (Yellow)	\$ 23,854.11
3.	Capital Projects (Green)	\$ 9,861.00
4.	Nonpublic Schools (Blue)	\$ 2,635.55
5.	IU General Fund (White)	\$ 164,863.49
	TOTAL	\$ 5,458,061.54

President

Secretary

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VII. NEW BUSINESS (continued)

A. Financial Statement and Bills (continued)

	<u>BILLS</u>	<u>October 20, 2015 thru October 26, 2015</u>
1.	State and Federal Programs (Pink)	\$ 138,270.87
2.	Special Education (Yellow)	\$ 31,129.05
3.	Capital Projects (Green)	\$ 9,861.00
4.	Nonpublic Schools (Blue)	\$ 5,094.30
5.	IU General Fund (White)	\$ 96,355.78
	TOTAL	\$ 280,711.00

B. Program Budgets

On a motion by Mr. Roberts, seconded by Mr. Rossi, with all members present voting in favor, the following attached program budgets were approved:

<u>Budget</u>	<u>Amount</u>
ELECT (15-16)	\$ 418,000
Title I (13-14)	\$ 9,074,545 – <i>revision</i>
Title I Delinquent (13-14)	\$ 1,578,052 – <i>revision</i>
Title II Part A (13-14)	\$ 1,894,740 - <i>revision</i>

C. Resignations

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

ABE / GED

1. Dr. Kenneth Yossa, 124 Duncan Drive, Butler, PA 16001, as a part-time Adult Basic Education/GED Instructor, effective on October 12, 2015.

Special Education

2. Stacey Lauter, 329 Glaser Avenue, Apt C, Pittsburgh, PA 15202, School Psychologist, effective at the close of work on October 23, 2015.
3. Lois Bates, P.O. Box 89, Jamestown, PA 16134, Secretary/Clerk, effective October 18, 2015.

President

Secretary

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VII. NEW BUSINESS (continued)

C. Resignations (continued)

4. Beth Axe, 2504 Muzzy Drive, New Castle, PA 16101, Teacher, effective at the close of work on October 19, 2015 due to retirement.
5. Valerie Homner, 610 Franklin Avenue, Ellwood City, PA 16117, Long-Term Substitute Paraprofessional, effective at the close of work on October 12, 2015 due to recall to full-time status.

D. Leave Requests

On a motion by Ms. Foltz, seconded by Mr. Roberts, with all members present voting in favor, the following leave requests were approved:

IU / Special Education

1. Kenneth Palkovich, P.O. Box 65, Hillsville, PA 16132, Warehouser, an extension of unpaid leave from October 2, 2015 through December 31, 2015, with coverage of all health benefits as provided by MIU IV Policy 535, Family and Medical Leaves.

Special Education

2. Meredith Elkin, 111 Doyle Road, Sarver, PA 16055, Speech/Language Therapist, an unpaid leave from December 1, 2015 through February 23, 2016 with MIU IV coverage of all health benefits as provided by MIU IV Policy 435, Family and Medical Leaves.
3. Darlene Lavery, 795 Rockdale Road, Butler, PA 16002, Paraprofessional, an unpaid leave from September 24, 2015 through December 31, 2015 with coverage of all health benefits as provided by MIU IV Policy 535, Family and Medical Leaves.

President

Secretary

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VII. NEW BUSINESS (continued)

E. Refusal of Recall

On a motion by Mr. Roberts, seconded by Mrs. Ferguson, with all members present voting in favor, the following refusals of recall were accepted:

Special Education

1. Cynthia Mathieson, 253 Fair Acres Road, Pulaski, PA 16143, Paraprofessional, refused recall from layoff and therefore will no longer be considered for employment as a laid off employee effective September 24, 2015.
2. Mary Ann Shropshire, 301 Harding Street, New Castle, PA 16101, Paraprofessional, refused recall from layoff and therefore will no longer be considered for employment as a laid off employee effective October 29, 2015.
3. Michelle Soltis, 79 Willow Oak Lane, Volant, PA 16156, Paraprofessional, refused recall from layoff and therefore will no longer be considered for employment as a laid off employee effective October 19, 2015.

F. Recall From Layoff

BE IT RESOLVED, that on a motion by Mr. Glass, seconded by Mr. Branca, with all members present voting in favor, the Board of Directors of Midwestern Intermediate Unit IV, hereby approved administration to create two (2) Paraprofessional positions effective October 13, 2015 and recall the appropriate employees who are on layoff:

- Valerie Homner
- Renee Shoaff

President

Secretary

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VII. NEW BUSINESS (continued)

G. Employment

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

Special Education

1. Amanda Smith, 704 Ferne Drive, Kittanning, PA 16201, part-time Teacher, effective October 22, 2015, to work no more than 19 hours/week due to an increase in student caseload. Her salary will be set at Step 9, Master's in accordance with the 2015-16 PSEA salary schedule. She will be issued a Professional Contract.

As per ESPA contract: Interpreters, Licensed Practical Nurses, Puppeteers and regular part-time employees are hired on an annual basis (Article VII, Section 1, page 10).

Special Education

2. Maureen Lewis, 4015 Station Road, New Castle, PA 16101, Interpreter, for the 2015-16 school year effective October 26, 2015, to work no more than 25 35 hours/week. Her salary will be set at Step A + \$300L on the 2015-16 ESPA salary schedule.

H. 2015-16 Student Teacher

On a motion by Ms. Foltz, seconded by Mr. Roberts, with all members present voting in favor, the following student teacher for the 2015-16 school year was approved:

Student	Exceptionality	College or University
Lauren Miller	Physical Therapy	Slippery Rock University

I. Request for Contract Authorization

In order to comply with PA Public School Code Section 508, on a motion by Ms. Foltz, seconded by Mr. Roberts, 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.

President

Secretary

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VII. NEW BUSINESS (continued)

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

On a motion by Mr. Branca, seconded by Mr. Rossi, 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.

K. **Pennsylvania OPEB Trust Liaison**

On a motion by Mr. Roberts, seconded by Mr. Glass, with all members present voting in favor, the attached resolution naming Patricia Connolly, Director of Business Services, as the Midwestern Intermediate Unit IV liaison to perform transactions with Pennsylvania OPEB Trust was approved.

L. **Policy Revisions - #331 / #431 / #531 Job-Related Expenses**

On a motion by Mrs. Ferguson, seconded by Mrs. Houk, with all members present voting in favor, the attached revised policies were given first reading and tentative approval:

- Policy #331 – Job-Related Expenses: Administrative Staff
- Policy #431 – Job-Related Expenses: Professional Staff
- Policy #531 – Job-Related Expenses: Support Staff

M. **Policy Revision - #535 Family and Medical Leaves**

On a motion by Mr. Roberts, seconded by Mr. Tucker, with all members present voting in favor, the attached revised Policy #535 – Family and Medical Leaves was given first reading and tentative approval.

President

Secretary

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VII. NEW BUSINESS (continued)

N. 2015-16 Bus Driver

On a motion by Mr. Glass, seconded by Mrs. Houk, with all members present voting in favor, the following bus driver for the 2015-16 school year was approved:

<p><u>Watson's</u> Jennifer Ann Malott</p>

O. 2015-16 Substitutes

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

VIII. ADJOURNMENT

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

President

Secretary