

MINUTES of September 23, 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, John Tucker, and Dr. Wayde Killmeyer, Executive Director.

Others Present: Laura Urbach, Kim Eaton, Brenda Marino, Tom Zelesnik, Melissa Wyllie, Jill Manczka, John Suchonic, Cindy Kniess (PSEA), Chuck Davies, Chris Brewer, Esq. (Dinsmore & Shohl's Public Finance Practice Group), and Sean Garin, Esq. (Dinsmore & Shohl's Public Finance Practice Group).

- I. The meeting was called to order by the President.
- II. Roll call by the Secretary showed nine members present.
- III. The President called for an Executive Session beginning at 7:16 p.m. and ending at 9:14 p.m. for the discussion of negotiations, potential sale of real estate, potential litigation matters, and personnel matters.
- IV. Minutes of the August 12, 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. Roberts, with all members present voting in favor.

V. ADDITIONS / CHANGES / DELETIONS TO AGENDA

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

1. ADDITION: Program Budget – Transportation (14-15) *revision*
2. ADDITION: Leave Request – Betty DeSimone
3. ADDITION: Job Description – Assistant Fiscal Manager
4. CHANGE: Transfer – Marykatherine Sternthal
5. ADDITION: Refusal of Recall – Theresa McCaslin
6. ADDITION: Refusal of Recall – Beth Bitting
7. ADDITION: Refusal of Recall – Georgia Krause
8. ADDITION: Recall from Layoff – Risa Eiger

President

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V. ADDITIONS / CHANGES / DELETIONS TO AGENDA (continued)

- 9. ADDITION: Employment of Interim Fiscal Manager – Terri Clark
- 10. ADDITION: Employment – Valerie Homner
- 11. ADDITION: Employment (part-time) – Veronica Martin
- 12. ADDITION: Employment (part-time) – Cindy Lewis
- 13. ADDITION: Employment (part-time) – Judy Humphrey
- 14. ADDITION: Employment (part-time) – Becky Bowers
- 15. ADDITION: Substitute Paraprofessional – Becker, Michelle
- 16. ADDITION: Substitute Paraprofessional – Reeves, Kara
- 17. ADDITION: Substitute Interpreter – McClintock, Erin
- 18. ADDITION: Contract for Approval – Bruening Signs & Advertising

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.

VII. NEW BUSINESS

A. Financial Statements and Bills

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

FINANCIAL STATEMENTS

1.	Federal Programs/Projects (Pink)	\$ 29,519,790.00
2.	Special Education (Yellow)	\$ 11,862,000.00
3.	Nonpublic Schools (Blue)	\$ 1,934,172.00
4.	IU General Fund (White)	\$ 4,075,793.00
5.	Capital Projects (Green)	\$ 485,500.00
6.	Internal Service Fund – UC/WC	\$ 292,500.00
7.	Internal Service Fund – OPEB	\$ 444.00
8.	OPEB Trust	\$ 35,000.00
	TOTAL	\$ 48,205,199.00

President

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VII. NEW BUSINESS (continued)

A. Financial Statement and Bills (continued)

<u>BILLS</u>		<u>August 1, 2015 thru August 31, 2015</u>	
1.	Federal Programs/Projects (Pink)	\$	1,549,832.29
2.	Special Education (Yellow)	\$	147,681.22
3.	Nonpublic Schools (Blue)	\$	2,765.97
4.	IU General Fund (White)	\$	1,434,173.24
5.	Capital Projects (Green)	\$	91,872.00
TOTAL		\$	3,226,324.72

<u>BILLS</u>		<u>September 1, 2015 thru September 16, 2015</u>	
1.	Federal Programs/Projects (Pink)	\$	23,333.55
2.	Special Education (Yellow)	\$	8,160.96
3.	Nonpublic Schools (Blue)	\$	1,991.59
4.	IU General Fund (White)	\$	31,982.03
TOTAL		\$	65,468.13

B. Program Budgets

On a motion by Ms. Foltz, seconded by Mrs. Houk, with all members present voting in favor, the following attached program budgets were approved:

<u>Budget</u>	<u>Amount</u>
RAST (15-16)	\$ 188,200 – <i>revision</i>
Act 89 Nonpublic School Services (15-16)	\$ 1,933,259 – <i>revision</i>
Title I Nonpublic Administration (15-16)	\$ 15,783 – <i>revision</i>
Title I Nonpublic Instructional (15-16)	\$ 212,803
ELECT (14-15)	\$ 418,000 – <i>revision</i>
Field Technicians (15-16)	\$ 413,089
Coordinators of District Technology (15-16)	\$ 73,500
Transportation (14-15)	\$ 169,584 – <i>revision</i>

President

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VII. NEW BUSINESS (continued)

C.1 IU Board Resignation

On a motion by Ms. Foltz, seconded by Mr. Glass, with all members present voting in favor, the following resignation from the MIU IV Board of Directors was accepted:

Robert Hill, Seneca Valley School District Board Member on the MIU IV Board of Directors, effective September 14, 2015.

C.2 Resignations

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

IU

1. Kimberly Eaton, 317 Blaine Street, Grove City, PA 16127, Director of Business Services, effective at the close of work October 19, 2015.

Early Intervention

2. Karen Simpson, 39 East Chestnut Steet, Fredonia, PA 16124, Paraprofessional, effective at the close of work September 30, 2015 due to retirement.
3. Jodell Snyder, 101 Spear Avenue, Butler, PA 16001, Paraprofessional, effective at the close of work December 31, 2015 due to retirement.
4. Jill Budny, 121 Casia Drive, Jefferson Hills, PA 15025, Fiscal Manager, effective at the close of work on September 15, 2015.
5. Betty DeSimone, 730 East Main Street, New Castle, PA 16101, Paraprofessional, effective at the close of work on January 4, 2016 due to retirement.

President

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VII. NEW BUSINESS (continued)

D. Leave Requests

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

IU

1. P.J. Burchfield, 2448 State Route 956, Volant, PA 16156, Secretary/Clerk, an extension of unpaid intermittent leave from September 11, 2015 through December 31, 2015 with coverage of all health benefits as provided by MIU IV Policy 535, Family and Medical Leaves.

IU / Special Education Core Services

2. Carrie Fusco, 1011 Hendersonville Road, Stoneboro, PA 16153, Secretary/Clerk, an unpaid intermittent leave from August 31, 2015 through December 31, 2015 with coverage of all health benefits as provided by MIU IV Policy 535, Family and Medical Leaves.

Special Education Core Services

3. Betty DeSimone, 730 East Main Street, New Castle, PA 16101, Paraprofessional, an unpaid leave from September 21, 2015 through December 31, 2015 with coverage of all health benefits as provided by MIU IV Policy 535, Family and Medical Leaves.

E.1. Job Description Revision – Director of Special Education

On a motion by Mrs. Houk, seconded by Mr. Branca, with all members present voting in favor, the attached revised job description for Director of Special Education was approved.

E.2. Job Description Revision – ACCESS Coordinator

On a motion by Ms. Foltz, seconded by Mr. Roberts, with all members present voting in favor, the attached revised job description for ACCESS Coordinator is was approved.

President

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VII. NEW BUSINESS (continued)

E.3. Job Description – Assistant Fiscal Manager

On a motion by Mrs. Houk, seconded by Mr. Glass, with all members present voting in favor, the attached job description for Assistant Fiscal Manager was approved.

F. Transfers

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

Special Education Core Services

1. Marykatherine Sternthal, 141 South 13th Street, Sharpsville, PA 16150, from 260-day ACCESS Coordinator position to 260-Day ~~Fiscal Manager~~ Assistant Fiscal Manager position effective September 16, 2015. Her salary will be based on \$56,000 in accordance with the Board approved Act 93 Nonbargaining Unit Compensation Agreement with all benefits provided in the Board approved Act 93 Nonbargaining Unit Agreement.

IU

2. April Kisamore, 163 Campbell Drive, Grove City, PA 16127, from 260-day Secretary/Clerk, ESPA position to a 260-day ACCESS/Payroll Coordinator, Act 93 position effective September 16, 2015. Her salary will be set at \$38,259 in accordance with the Board approved Act 93 Nonbargaining Unit Compensation Agreement with all benefits provided in the Board approved Act 93 Nonbargaining Unit Agreement.

G. Refusal of Recall

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

Special Education

1. Theresa McCaslin, 825 Halston Road, West Sunbury, PA 16061, Paraprofessional, refused recall from layoff and therefore will no longer be considered for employment as a laid off employee effective September 24, 2015.

President

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VII. NEW BUSINESS (continued)

G. Refusal of Recall (continued)

2. Beth Bitting, 432 Bicker Road, Cabot, PA 16023, Paraprofessional, refused recall from layoff and therefore will no longer be considered for employment as a laid off employee effective September 24, 2015.
3. Georgia Krause, 297 Freeport Road, Butler, PA 16002, Paraprofessional, refused recall from layoff and therefore will no longer be considered for employment as a laid off employee effective September 24, 2015.

G.1 Recall From Layoff

BE IT RESOLVED, that on a motion by Mr. Glass, seconded by Mr. Halle, with all members present voting in favor, the Board of Directors of Midwestern Intermediate Unit IV, approved administration to create one (1) Paraprofessional position effective September 13, 2015 and recall the appropriate employee who is on layoff:

- Carol Thomas

G.2 Recall From Layoff

BE IT RESOLVED, that on a motion by Mr. Glass, seconded by Mr. Halle, with all members present voting in favor, the Board of Directors of Midwestern Intermediate Unit IV, approved administration to fill one (1) Paraprofessional position effective October 1, 2015, due to the vacancy created by Karen Simpson's retirement, and recall the appropriate employee who is on layoff:

- Deb Totin

G.3 Recall From Layoff

BE IT RESOLVED, that on a motion by Mr. Glass, seconded by Mr. Halle, with all members present voting in favor, the Board of Directors of Midwestern Intermediate Unit IV, approved administration to create one (1) Paraprofessional position effective September 28, 2015 and recall the appropriate employee who is on layoff:

- Risa Eiger

President

Secretary

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VII. NEW BUSINESS (continued)

H.1 Employment of Interim Fiscal Manager

On a motion by Mr. Roberts, seconded by Mrs. Houk, with all members present voting in favor, it was approved that Terri Clark, 516 Moss Lane, Greenville, PA 16125, serve as Interim Fiscal Manager on an as needed basis for a period not to exceed 90 days, due to the resignation of Jill Budny. She will be paid \$55.00/hour with no additional payment for expenses.

H.2 Employment

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

IU

1. Patricia Connolly, 1134 Greenridge Lane, Pittsburgh, PA 15220, Director of Business Services effective upon her release from her current employer (Allegheny Intermediate Unit 3). Her salary will be based on \$95,000 in accordance with the Board approved Act 93 Nonbargaining Unit Compensation Agreement with all benefits provided in the Board approved Act 93 Nonbargaining Unit Agreement.
2. Ruthie Hazlett, 1100 Bend Road, Mercer, PA 16137, Long-Term Substitute Graphic Reproduction Operator Printer, effective August 18, 2015 through December 31, 2015 to fill the vacancy created by Karen Walter's leave. Her salary will be based on Level A, Graphic Reproduction Operator Printer, on the 2014-15 ESPA salary schedule.

Entrepreneurship Academy

3. Christen Dunn, 545 Randall Drive, New Castle, PA 16105, part-time Entrepreneurship Academy Instructor, effective August 18, 2015 to be funded by the Entrepreneurship Academy Grant. She will be paid \$19.50/hour.

President

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VII. NEW BUSINESS (continued)

H.2 Employment (continued)

Special Education Core Services

4. Joy Cendrowski, 108 Deer Creek Road, Saxonburg, PA 16056, Occupational Therapist, effective September 14, 2015 due to an increase in student caseload. Her salary will be based on Step 3, Master's, \$54,974, in accordance with the 2015-16 PSEA salary schedule.
5. Valerie Homner, 610 Franklin Avenue, Ellwood City, PA 16117, Long-Term Substitute Paraprofessional effective September 21, 2015 through December 31, 2015 to fill the vacancy created by Betty DeSimone's leave. Her salary will be based on Level A, Teaching Assistant, on the 2014-15 ESPA salary schedule.

H.3 Employment of Interpreters and Regular Part-Time Employees

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).

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

Special Education Core Services / Early Intervention

1. Lorie Volland, 119 Oakdale Drive, Zelienople, PA 16063, Interpreter, for the 2015-16 school year, not to exceed 25 hours/week. Her salary will be set at Level A + 300L + \$0.25/hour on the 2014-15 ESPA salary schedule.

Special Education Core Services

2. Diane Thompson, 2509 Romar Drive, Hermitage, PA 16148, Interpreter, for the 2015-16 school year, not to exceed 35 hours/week. Her salary will be set at Level A + 600L + \$0.25/hour on the 2014-15 ESPA salary schedule.

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VII. NEW BUSINESS (continued)

H.3 Employment of Interpreters and Regular Part-Time Employees (continued)

Special Education Core Services (continued)

3. Veronica Martin, 219 Cemetery Road, Hilliards, PA 16040, part-time Paraprofessional, for the 2015-16 school year, not to exceed 19 hours/week. Her salary will be set at Level A on the 2014-15 ESPA salary schedule.
4. Cindy Lewis, 30 Centertown, Road, Grove City, PA 16127, part-time Paraprofessional, for the 2015-16 school year, not to exceed 19 hours/week. Her salary will be set at Level A on the 2014-15 ESPA salary schedule.
5. Judy Humphrey, 149 Fredonia Road, Greenville, PA 16125, part-time Paraprofessional, for the 2015-16 school year, not to exceed 19 hours/week. Her salary will be set at Level A on the 2014-15 ESPA salary schedule.
6. Becky Bowers, 497 Bend Road, New Wilmington, PA 16142, part-time Paraprofessional, for the 2015-16 school year, not to exceed 19 hours/week. Her salary will be set at Level A on the 2014-15 ESPA salary schedule.

I. 2015-16 Substitutes

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

President

Secretary

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VII. NEW BUSINESS (continued)

J. 2015-16 Student Teachers

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

Student	Exceptionality	College or University
Allyn Overfield	Occupational Therapy	Gannon University
Kristen Toole	Audiologist	University of Pittsburgh

K. Request for Contract Authorization

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

L. 2015-16 Calendar Revision

On a motion by Mrs. Houk, seconded by Mr. Branca, with all members present voting in favor, the attached 2015-16 calendar revision for Clarence Brown Community School was approved.

M. Permission to Advertise for Bids – Smart Contract

On a motion by Ms. Foltz, seconded by Mr. Glass, with all members present voting in favor, permission was granted to advertise for bids for personal computers, communications equipment, network wiring, and related hardware and software from January 1, 2016 through December 31, 2016.

Upon request of the administration and permission of the President, Chris Brewer, Esq. and Sean Garin, Esq. of Dinsmore & Shohl's Public Finance Practice Group presented an overview of their familiarity with Santander Bank, N.A. and experience assisting educational entities with revenue anticipation notes.

President

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VII. NEW BUSINESS (continued)

N.1 Approval of Bank for Revenue Anticipation Note

On a motion by Mr. Tucker, seconded by Mr. Halle, with all members present voting in favor, the Midwestern Intermediate Unit IV Board of Directors approved the attached Santander Bank, N.A. resolution to use this bank as a depository of the revenue anticipation note.

N.2 Issuance of Revenue Anticipation Note, Series of 2015 with Santander Bank, N.A.

On a motion by Mr. Branca, seconded by Ms. Foltz, with all members present voting in favor, authorization was given for the issuance of a revenue anticipation note, series of 2015 in an aggregate principal amount not to exceed \$12,000,000.00; providing for the date, interest rate, maturity date, payment and place of payment in respect of the note; accepting the proposal attached hereto as Exhibit "B" from the financial institution named therein for the purchase of the note; naming a sinking fund depository/paying agent; authorizing the appropriate officers of the Board of Directors of the Midwestern Intermediate Unit IV to execute and deliver the note and certain other documents and certificates in connection therewith; authorizing and directing the preparation, certification and filing of the necessary documents with the Department of Community and Economic Development of the Commonwealth of Pennsylvania; setting forth a form of the note.

O. Disposal of Classroom Supplies

On a motion by Mrs. Houk, seconded by Mr. Roberts, with all members present voting in favor, authorization was given for the disposal of classroom furniture and supplies from storage to reduce storage cost for 2015-2016 school year. Disposal process will include:

1. Offering classroom furniture and supplies to public schools
2. Offering classroom furniture and supplies to nonpublic schools
3. Offering classroom furniture and supplies to community
4. Offering classroom furniture and supplies to organizations and libraries
5. Disposal of all remaining items as appropriate

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VII. NEW BUSINESS (continued)

P. Bargaining Unit Contract – ESPA

On a motion by Mr. Roberts, seconded by Ms. Foltz, with all members present voting in favor, the Agreement between Midwestern Intermediate Unit IV Board of Directors and Midwestern Intermediate Unit IV Educational Support Personnel Association (ESPA) for the period of two (2) years, July 1, 2015 through June 30, 2017 was approved.

Q. 2015-16 Bus Drivers

On a motion by Mr. Glass, seconded by Mr. Halle, with all members present voting in favor, the following bus drivers for the 2015-16 school year were approved:

<p>Watson's Arlene Geiwitz Kristy Michelle Wymer Barry Cramer</p>

R. Voting for PSBA Officers

At the request of PSBA, school districts and intermediate units are to conduct voting for PSBA Officers at their local meetings and have the majority vote cast electronically by the entity's Board Secretary during the voting window of August 17 thru September 28, 2015.

Candidates for PSBA President-elect:

- *Mark Miller*
- *Mary Birks*

The President called for Nominations for PSBA President-elect.

Ms. Foltz nominated Mark Miller.

Mr. Halle made a motion to close nominations, seconded by Mr. Roberts.

President

Secretary

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VII. NEW BUSINESS (continued)

R. Voting for PSBA Officers (continued)

Candidates for PSBA Vice President:

- *John Love*
- *Robert Schwartz*
- *Michael Faccinetto*

The President called for nominations for PSBA Vice-President.

Ms. Foltz nominated Robert Schwartz.

Mrs. Houk made a motion to close nominations, seconded by Mr. Roberts.

Election of 2016 PSBA Officers as determined by nominations received:

PSBA President-elect Mark Miller

PSBA Vice President Robert Schwartz

On a motion by Ms. Foltz, seconded by Mr. Branca, with all members present voting in favor, it was approved that the persons named above be voted for in PSBA's electronic election for 2016 by the Board Secretary on behalf of Midwestern Intermediate Unit IV.

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