

MINUTES

MIDWESTERN INTERMEDIATE UNIT IV BOARD

May 28, 2014

453 Maple Street, Grove City, PA 16127

Members Present: Debra Allebach, Joseph Boltz, Cedric Butchy, J. Dayle Ferguson, Merle Glass, Karen Houk, Karen Humphrey, Richard Roberts, Richard Rossi, John Tucker, and Dr. Wayne Killmeyer, Executive Director.

Others Present: Laura Urbach, Kimberly Eaton, Toby Woodward, Jill Manczka, John Suchonic, Scott Powner (Act 93), Melissa Wyllie, Cindy Kniess (PSEA), Charles Davies, Mark Turnley (CPA), Janean Stringer, Shana Cook, and Michael Lucidore.

- I. The meeting was called to order by the President.
- II. Roll call by the Secretary showed ten (10) board members present. The President acknowledged the late arrival of Mrs. Karen Humphrey and indicated her addition to the number of board members present as part of roll call.
- III. Minutes of the April 23, 2014 meeting, held at Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127 were approved on a motion by Mr. Tucker, seconded by Mrs. Ferguson, with all members present voting in favor.
- IV. The President called for an Executive Session beginning at 7:28 p.m. and ending at 8:15 p.m. for the discussion of negotiations and personnel matters.
- V. On a motion by Mrs. Houk, seconded by Mr. Boltz, with all members present voting in favor, the Agenda was approved with the following additions:
 1. ADDITION: Resignation – Shelly Masluk
 2. ADDITION: Substitute – Rebecca McClure
 3. ADDITION: Request for Contract Authorization – The Diversity Training Group

President

Secretary

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VI. PUBLIC PARTICIPATION

- Cindy Kniess expressed concerns on behalf of the Executive Board of PSEA regarding lack of professional attire of staff. She indicated a willingness to volunteer on a committee if the Board wished to review the current policy on dress code and consider any changes.
- Charles Davies added that there are safety concerns related to the lack of professional attire of staff since in some cases students need to be restrained. If staff members are wearing shorts or flip-flop shoes, this can be a safety issue for those involved.

VII. NEW BUSINESS

A. Program Budgets

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

<u>Budget</u>	<u>Amount</u>
Title I (13-14)	\$ 9,074,545.00 – <i>revised</i>
Title I Delinquent (13-14)	\$ 1,578,052.00 – <i>revised</i>
Title II Part A (13-14)	\$ 1,894,740.00 – <i>revised</i>
Special Education – IDEA (13-14)	\$10,248,850.00 – <i>revised</i>
Special Education – IDEA Section 611 (13-14)	\$ 783,600.00 – <i>revised</i>
Special Education – IDEA Section 619 (13-14)	\$ 366,410.00 – <i>revised</i>
Special Education – Access (13-14)	\$ 277,000.00 – <i>revised</i>
State Early Intervention/EI Access (13-14)	\$ 4,250,084.00 – <i>revised</i>
Act 89 Nonpublic School Services (13-14)	\$ 1,668,661.00 – <i>revised</i>
Nonpublic Title I Administration (13-14)	\$ 12,177.00 – <i>revised</i>
Nonpublic Title I Instructional (13-14)	\$ 240,194.00 – <i>revised</i>
Child Care Information Services (14-15)	\$ 3,677,215.00

President

Secretary

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VII. NEW BUSINESS

B. Financial Statements and Bills

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

FINANCIAL STATEMENTS

1.	IU General Fund (White)	\$ 3,862,370.00
2.	Nonpublic Schools (Blue)	\$ 1,668,661.00
3.	Special Education (Yellow)	\$ 19,957,500.00
4.	Federal Programs/Projects (Pink)	\$ 74,594,437.00
5.	Frew Mill School (Green)	\$ 0.00
	TOTAL	\$100,082,968.00

BILLS

1.	IU General Fund (White)	\$ 1,768,200.28
2.	Nonpublic Schools (Blue)	\$ 131,029.58
3.	Special Education (Yellow)	\$ 548,933.72
4.	Federal Programs/Projects (Pink)	\$ 1,746,849.18
5.	Frew Mill School (Green)	\$ 881.73
	TOTAL	\$ 4,195,894.49

C. Rescind and Change Retirement Date

On a motion by Mr. Tucker, seconded by Mr. Rossi, with all members present voting in favor, the resignation date for the following employee originally approved at the March 26, 2014 Board of Directors Meeting was rescinded, and changed.

Special Education Core Services

Lillie Miller, 286 Old Sharon Road, Mercer, PA 16137, Speech Therapist, retirement date effective at the close of work on ~~July 29, 2014~~ June 2, 2014.

D. Resignations

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

President

Secretary

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VII. NEW BUSINESS (continued)

D. Resignations (continued)

ABE / GED

1. Joyce Kysor, 381 Stonepile Road, Mercer, PA 16137, part-time instructor in the Adult Basic Education / GED Program effective at the close of work on May 30, 2014.

Field Technician

2. Michele Enyon, 306 Jackson Street, Apt. A, Jamestown, PA 16134, Technician, effective at the close of work on May 7, 2014.
3. Leslie Wilt, 88 Mitchell Road, Lot 80, West Middlesex, PA 16159, Technician, effective at the close of work on May 5, 2014.

Special Education Core Services

4. Margaret Zets, 1249 New Bedford Sharon Road, West Middlesex, PA 16159, Teaching Assistant, effective at the close of work on August 15, 2014 due to retirement.
5. Shelly Masluk, 103 Hillview Drive, Hubbard, OH 44425, Teaching Assistant, effective May 27, 2014.

E. Leave Requests

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

CCIS

1. Cheryl Pilch, 1108 Matilda Avenue, New Castle, PA 16101, Director of Child Care Information Services, an unpaid intermittent leave from May 14, 2014 through November 10, 2014 with MIU IV coverage of all health benefits as provided by MIU IV Policy 335, Family and Medical Leaves.

Early Intervention

2. Jaime Flaherty, 4572 Orangeville Road, Sharpsville, PA 16150, Speech Therapist, an unpaid leave from August 8, 2014 through November 12, 2014 with MIU IV coverage of all health benefits as provided by MIU IV Policy 435, Family and Medical Leaves.

President

Secretary

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VII. NEW BUSINESS (continued)

E. Leave Requests (continued)

Early Intervention (continued)

3. Stacey Shields, 1261 Old State Road, New Castle, PA 16101, Teacher, an unpaid leave from August 27, 2014 through November 14, 2014 with MIU IV coverage of all health benefits as provided by MIU IV Policy 435, Family and Medical Leaves.

IU

4. Candi Dlugozima, 68 Tait Road, Mercer, PA 16137, Secretary/Clerk, an extension of unpaid intermittent leave from May 31, 2014 through December 31, 2014 with MIU IV coverage of all health benefits as provided by MIU IV Policy 535, Family and Medical Leaves.
5. Melanie Turner, 218 East Fairmont Avenue, New Castle, PA 16105, Secretary/Clerk, an unpaid intermittent leave from April 24, 2014 through December 31, 2014 with MIU IV coverage of all health benefits as provided by MIU IV Policy 535, Family and Medical Leaves.

IU / Special Education Core Services

6. Carrie Fusco, 1011 Hendersonville Road, Stoneboro, PA 16153, Secretary/Clerk, an unpaid intermittent leave from May 5, 2014 through December 4, 2014 with MIU IV coverage of all health benefits as provided by MIU IV Policy 535, Family and Medical Leaves.
7. Kenneth Palkovich, 133 East Fairmont Avenue, New Castle, PA 16105, Warehouser, an extension of unpaid leave from May 1, 2014 through December 31, 2014 with MIU IV coverage of all health benefits as provided by MIU IV Policy 535, Family and Medical Leaves.

Special Education Core Services

8. Amy Bartley, 56 Upper Idlewild Drive, New Castle, PA 16101, Secretary/Clerk, an unpaid intermittent leave from April 24, 2014 through December 31, 2014 with MIU IV 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)

F. Employment

On a motion by Mr. Rossi, seconded by Ms. Allebach, with all members present voting in favor except for Mr. Glass who abstained, the following persons were approved for employment as Keystone Tutors for the 2013-14 school year :

- Diane McGaffic
- Corrie Schessler
- Stacy Payne
- Brock Glass
- Merle Whitmer
- Jerald Barris

G. 2013-14 Substitutes

On a motion by Mrs. Houk, seconded by Mr. Roberts, with all members present voting in favor, the attached list of substitutes for the 2013-14 school year was approved.

H. Job Description – Entrepreneurship Academy Instructor (part-time)

On a motion by Mrs. Humphrey, seconded by Mrs. Houk, with all members present voting in favor the attached job description for Entrepreneurship Academy Instructor (part-time) was approved.

I. State and Federal Project Submission Authorization

On a motion by Mr. Glass, seconded by Mr. Roberts, with all members present voting in favor, authorization was granted for the Executive Director to submit applications for State and Federal funds through specific projects during the 2014-15 school year on behalf of the IU and/or local district consortiums when applicable.

President

Secretary

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VII. NEW BUSINESS (continued)

J. Request for Contract Authorization

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

K. 2014-15 MIU IV Board Meeting Dates

On a motion by Mrs. Houk, seconded by Ms. Allebach, with all members present voting in favor, the following dates were approved for the MIU IV Board of Directors meetings. The meetings will be held at the MIU IV office beginning at 7:00 p.m. unless otherwise notified.

July 2014 – No Meeting	January 28, 2015
August 13, 2014	February 25, 2015
September 24, 2014	March 25, 2015
October 15, 2014 *	April 22, 2015
November 19, 2014 **	May 27, 2015
December 17, 2014 ***	June 24, 2015

* Early due to PASA-PSBA School Leadership Conference, October 21-24, 2014.

** Early due to Thanksgiving Holiday.

*** Early due to Christmas Holiday.

L. Midwestern PA School Employee Benefit Trust – MIU IV Representatives

On a motion by Mrs. Ferguson, seconded by Mrs. Humphrey, with all members present voting in favor, the following MIU IV employees were appointed as Trustees representing MIU IV on the Midwestern Pennsylvania School Employee Benefit Trust effective July 1, 2014 through June 30, 2015:

Melissa Hogue, Special Education Teacher
Terri Clark, Fiscal Manager/Special Education
April Kisamore, Secretary/Clerk
Donna Volpe, Secretary to the Director of Business Services

President

Secretary

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VII. NEW BUSINESS (continued)

M. **Hazardous Waste Management Program Bid Award**

Bids closed on May 19, 2014 at 10:00 a.m. Bids were tabulated and reviewed for a comprehensive hazardous waste management program for local educational agencies located in Butler, Lawrence, and Mercer Counties for a period from June 1, 2014 through September 30, 2014.

Bids received from: Ecoflo, Inc.
The Environmental Service Group, Inc.
EQ – The Environmental Quality Company
Tradebe Treatment and Recycling, LLC

On a motion by Mr. Tucker, seconded by Mr. Rossi, with all members present voting in favor, the following bid award was approved:

Bid Award: The Environmental Service Group, Inc. at a projected cost of \$ 11,098.00 based on cost, references, acceptability of removal plan, and adequacy of insurance. A bid award summary is attached.

N. **2013-14 Contribution to Pennsylvania OPEB Trust**

On a motion by Mr. Rossi, seconded by Mrs. Houk, with all members present voting in favor, a resolution authorizing a contribution of \$399,597 by Midwestern Intermediate Unit IV (MIU IV) to the Pennsylvania Other Post-Employment Benefits (OPEB) Trust was approved. MIU IV participates in the Pennsylvania OPEB Trust for the purpose of pooling its assets for investment to fund retiree benefits other than pensions within the meaning of the Governmental Accounting Standards Board Statements 43 and 45. U.S. Bank serves as trustee for the Pennsylvania OPEB Trust. The amount of contribution is the annual required contribution as determined by Conrad Siegel Actuaries who performed a valuation of MIU IV's post-employment benefits plan as of July 1, 2013 under the following investment options:

- 50% Fixed Income and 50% Equity

A copy of the resolution has been provided.

President

Secretary

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VII. NEW BUSINESS (continued)

O. 2014-2015 Health, Dental & Vision Plan Employer Funding Rates

On a motion by Mrs. Houk, seconded by Mr. Tucker, with all members present voting in favor, the following employer monthly funding rates for health, dental and vision benefit plans for the 2014-2015 fiscal year were approved:

<u>Benefit Plan</u>	<u>Rates</u>
Health:	
Single	\$ 659.79 *
Parent & Child(ren)	\$ 1,148.96 *
Husband & Wife	\$ 1,393.37 *
Family	\$ 1,882.54 *
Dental:	
Single	\$ 36.80
Parent & Child(ren)	\$ 61.45
Husband & Wife	\$ 73.55
Family	\$ 91.95
Vision:	
Single	\$ 6.40
Parent & Child(ren)	\$ 10.62
Husband & Wife	\$ 12.80
Family	\$ 16.00

* Under the Early Retirees Reinsurance Program, a federal program established within the Affordable Care Act, MIU IV received \$62,641.26. This federal funding will be used during the 2013-2014 and 2014-2015 fiscal years. It will be used to reduce the health insurance employer rates. The above rates were reduced as follows:

Single	\$ 1.55
Parent & Child(ren)	\$ 2.55
Husband & Wife	\$ 3.10
Family	\$ 4.12

President

Secretary

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VII. NEW BUSINESS (continued)

P. **One-Time Early Retirement Incentive Program for MIU IV EA, MIU IV ESPA, MIU IV Act 93 Group, and MIU IV Non-Act 93 Group**

On a motion by Mrs. Humphrey, seconded by Mr. Glass, with all members present voting in favor, the following one-time modifications to the voluntary early retirement incentive programs available to members of Midwestern Intermediate Unit IV Education Association; Midwestern Intermediate Unit IV Educational Support Personnel Association PSEA-NEA; Midwestern Intermediate Unit IV Act 93 Group; and Midwestern Intermediate Unit IV Non-Act 93 Group were approved:

Notification: One (1) month prior to the effective date of retirement for action to be taken by the Board of Directors.

Eligibility: At least ten (10) years of employment with Midwestern Intermediate Unit IV, and twenty-seven (27) years of credited service with PSERS, and retiring through PSERS.

Rights and Benefits: Contained in respective bargaining unit agreement.

Expiration Date of Program Modifications: June 30, 2014

Q. **2012-2013 Audited Financial Statements for MIU IV**

On a motion by Mrs. Ferguson, seconded by Mr. Roberts, with all members present voting in favor, the audited financial statements of Midwestern Intermediate Unit IV for the year ended June 30, 2013 as prepared by Mark C. Turnley, CPA were accepted.

President

Secretary

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VII. NEW BUSINESS (continued)

R. 2013-14 Bus Drivers

On a motion by Mr. Glass, seconded by Mr. Rossi, with all members present voting in favor, the following bus driver for the 2013-14 school year was approved:

<p><u>STA</u> Suter, Heather</p>

VIII. ADJOURNMENT

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

President

Secretary