

## MINUTES

### MIDWESTERN INTERMEDIATE UNIT IV BOARD

December 18, 2013

453 Maple Street, Grove City, PA 16127

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Members Present: Debra Allebach, Joseph Boltz, Charles Branca, Cedric Butchy, J. Dayle Ferguson, Lynn Foltz, Merle Glass, Robert Hill, Karen Houk, Karen Humphrey, Richard Rossi, John Tucker, and Dr. Wayde Killmeyer, Executive Director.

Others Present: Laura Urbach, Kimberly Eaton, Brenda Marino, Toby Woodward, Jill Manczka, John Suchonic, Scott Powner, Cathleen Cubelic, and Chuck Davies.

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- I. The meeting was called to order by the President.
- II. Roll call by the Secretary showed twelve (12) members present.
- III. Minutes of the November 20, 2013 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.
- IV. The President called for an Executive Session beginning at 7:06 p.m. and ending at 7:36 p.m. for the discussion of personnel and litigation matters.
- V. On a motion by Mr. Branca, seconded by Mrs. Houk, with all members present voting in favor, the Agenda was approved with the following additions:
  1. ADDITION: Employment – Hancox, Caitlin
  2. ADDITION: Employment – Erson, Tim
  3. ADDITION: 2013-14 Substitutes - Jones, Ruth
  4. ADDITION: MIU IV Smart Contract - Computer Bid Awards
  5. ADDITION: Transportation Contract
  6. ADDITION: Authorize Executive Director to Engage Solicitor

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President

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Secretary

**MINUTES, December 18, 2013**

**VI. NEW BUSINESS**

**A. Financial Statements and Bills**

On a motion by Mrs. Ferguson, seconded by Ms. Allebach, 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)	\$ 1,664,381.00
3.	Special Education (Yellow)	\$ 19,957,500.00
4.	Federal Programs/Projects (Pink)	\$ 74,648,602.40
5.	Frew Mill School (Green)	\$ 0.00
	<b>TOTAL</b>	<b>\$100,132,853.40</b>

**BILLS**

1.	IU General Fund (White)	\$ 2,149,791.49
2.	Nonpublic Schools (Blue)	\$ 15,561.96
3.	Special Education (Yellow)	\$ 271,279.01
4.	Federal Programs/Projects (Pink)	\$ 1,424,581.75
5.	Frew Mill School (Green)	\$ 947.51
	<b>TOTAL</b>	<b>\$ 3,862,161.72</b>

**B. Leave Requests**

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

**IU**

1. Candi Dlugozima, 68 Tait Road, Mercer, PA 16137, Secretary/Clerk, an extension of unpaid intermittent leave from November 25, 2013 through May 30, 2014 with MIU IV coverage of all health benefits as provided by MIU IV Policy 535, Family and Medical Leaves.
2. David Hofing, 563 Mercer Avenue, Hermitage, PA 16148, Technician, an extension of unpaid leave from January 1, 2014 through June 30, 2014 with MIU IV coverage of all health benefits as provided by MIU IV Policy 535, Family and Medical Leaves.

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President

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Secretary

**MINUTES, December 18, 2013**

**VI. NEW BUSINESS** (continued)

**B. Leave Requests** (continued)

Special Education Core Services

3. Stacy Randall, 239 Oakville Road, Beaver Falls, PA 15010, Teacher, an unpaid leave from February 14, 2014 through June 30, 2014 with MIU IV coverage of all health benefits as provided by MIU IV Policy 435, Family and Medical Leaves.
4. Beth Axe, 2504 Muzzy Drive, New Castle, PA 16101, Teacher, an unpaid leave from January 7, 2014 through January 27, 2014 with MIU IV coverage of all health benefits as provided by MIU IV Policy 435, Family and Medical Leaves.
5. Karen Thompson, 330 North Bluff Street, Butler, PA 16001, Teacher, an unpaid leave from December 3, 2013 through June 30, 2014 with MIU IV coverage of all health benefits as provided by MIU IV Policy 435, Family and Medical Leaves.

**C. Employment**

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

Special Education Core Services

1. Caitlin Hancox, 669 Baldwin Street, Meadville, PA 16335. Long-Term Substitute Teacher, effective November 25, 2013 through March 10, 2014 to fill the vacancy created by Karen Thompson's leave. Her salary will be set at 92% of Step 1, Bachelor's level on the 2013-14 PSEA salary schedule.

State Early Intervention

2. Timothy Erson, 475 South New Castle Street, New Wilmington, PA 16142, as a Physical Therapist, effective January 2, 2014 to fill the vacancy created by Pauline Peluso's retirement. His salary will be set at Step 2, Master's in accordance with the 2013-14 PSEA salary schedule.

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President

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Secretary

**MINUTES, December 18, 2013**

**VI. NEW BUSINESS (continued)**

**D. 2013-14 Substitutes**

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

**E. Resolution – Pennsylvania OPEB Trust**

On a motion by Mrs. Ferguson, seconded by Mr. Glass, with all members present voting in favor, the attached resolution authorizing Kimberly Eaton, Director of Business Services to serve as the liaison with the Pennsylvania OPEB Trust on behalf of Midwestern Intermediate Unit IV, was approved.

**F. Request for Contract Authorization**

In order to comply with PA Public School Code Section 508, on a motion by Mrs. Houk, seconded by Mr. Branca, 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.

**G. New MIU IV Policy Proposal - #616.2 Electronic Records/Signatures**

On a motion by Ms. Foltz, seconded by Ms. Allebach, with all members present voting in favor, the attached newly proposed MIU IV Policy #616.2 – Electronic Records/Signatures was given first reading and tentative approval.

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President

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Secretary

**MINUTES, December 18, 2013**

**VI. NEW BUSINESS (continued)**

**H. Unemployment Compensation Risk and Claims Management Program**

On a motion by Mrs. Humphrey, seconded by Mrs. Houk, with all members present voting in favor except for Ms. Foltz who abstained, it was approved that the Intermediate Unit's existing contract with the Pennsylvania School Boards Association Insurance Trust (PSBA BUCS Program) to provide a program for the management of unemployment compensation claims and related services be extended for an additional six months from January 1, 2014 and June 30, 2014. This six-month extension will effectively recycle the Program going forward to a June 30 fiscal year. Cancellation policy must be sent no later than March 1, 2014. Services include:

- Claims Control
- Administrative Services
- Management Reports and Informational Services
- Field Services
- Aggregate Excess Insurance Coverage

**I. MIU IV Smart Contract: Computer Bid Awards**

Bids were tabulated and reviewed following the bid deadline for MIU IV Smart Contract on December 3, 2013 at 2:00 p.m. for the purchase of Personal Computers, Communication Equipment, Network Wiring and related Hardware and Software from January 1, 2014 through December 31, 2014.

On a motion by Mr. Rossi, seconded by Mr. Branca, with all members present voting in favor, the attached bid awards were approved.

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President

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Secretary

**MINUTES, December 18, 2013**

**VI. NEW BUSINESS (continued)**

**J. Transportation Contract**

On a motion by Mr. Glass, seconded by Mr. Tucker, with all members present voting in favor, the following transportation contract was approved:

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CONTRACTOR:	Shriver's (SHR-EI-01-13)
# VEHICLES:	1
NOTES:	To Mt. Chestnut ELC from Butler SD
DATE:	10/01/13 to 8/31/14 (120 days)
# STUDENTS:	1
DAY RATE:	\$ 183.00
YEARLY COSTS:	\$ 21,960.00

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**K. Authorize Executive Director to Engage Solicitor**

On a motion by Mr. Rossi, seconded by Mr. Tucker with all members present voting in favor, the Executive Director was authorized to engage a solicitor in order to assist with specific personnel matters prior to the January 22, 2014 Board Meeting.

**VII. ADJOURNMENT**

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

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President

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Secretary