

MINUTES

MIDWESTERN INTERMEDIATE UNIT IV BOARD

May 22, 2013

453 Maple Street, Grove City, PA 16127

Members Present: Joseph Boltz, Cedric Butchy, J. Dayle Ferguson, Lynn Foltz, Merle Glass, Robert Hill, Karen Houk, Richard Sefton, David Spears, John Tucker, and Angelo Pezzuolo.

Others Present: Laura Urbach, Robert Barber, Brenda Marino, Toby Woodward, Virginia Moore, Tim McNickle (Solicitor), Debra Allebach, Edna Black, Bill Kruck, Robert Massella, Cindy Kniess (PSEA), Ellen Dummett, Ramona John, Deb Nichols, Jean O'Connor, Bernie Holt, Rose Marie Neff, Natasha Duska, Chuck Davies, Mary Horodyski, Sharon Cascavilla, Tammie Speir, Amber Nagle, LJ Mardis, Shana Cook, Diane McGaffic, Michael Lucidore, Mary Jo Kelly, John Suchonic, Li Knappenbegr, Jeff Black, Stephanie Cubberley, Lisa Novak, Rick Mancino, Karen Mitentri, Nathan Burtner, Marian Bratnik, Denise Martone, Robin Pavia, Bill Vidonic, Brenda McAdams, Bonnie Fodor, Camille Valenza-Hazelton, and Mowana Thompson.

- I.** The meeting was called to order by the President.
- II.** Roll call by the Secretary showed (10) ten members present.
- III.** Minutes of the April 24, 2013 meeting held at Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, Pennsylvania were approved on a motion by Mr. Tucker, seconded by Mr. Hill, with all members present voting in favor.
- IV.** The President called for an Executive Session beginning at 7:08 p.m. and ending at 8:38 p.m. for the discussion of personnel matters.

President

Secretary

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

1. ADDITION: Job Description Revision – Director of Communications
2. ADDITION: Job Description Revision – Director of Educational Planning Services & Distance Education
3. ADDITION: Transfer – Manczka, Jill
4. ADDITION: Transfer – Glaros, Justi
5. ADDITION: Elimination of Professional Positions (14 additional)
6. ADDITION: Elimination of Support Staff Positions
7. ADDITION: Request for Contract Approval – vendor Dave Tomko
8. ADDITION: Request for Contract Approval – vendor Tim Erson
9. ADDITION: Hazardous Waste Management Program Bid Award

VI. NEW BUSINESS

A. Program Budgets

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

<u>Budget</u>	<u>Amount</u>
IDEA (12-13)	\$ 10,766,158 – <i>revision</i>
State Early Intervention / EI Access (12-13)	\$ 4,990,450 – <i>revision</i>
IDEA Section 611 –Component 1 (12-13)	\$ 943,690 – <i>revision</i>
PA Institute for Instructional Coaching (12-13)	\$ 37,653 – <i>revision</i>
Child Care Information Service (13-14)	\$ 3,547,957

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VI. NEW BUSINESS

B. Financial Statements and Bills

On a motion by Ms. Foltz, seconded by Mr. Tucker, with all members present voting in favor except for Mr. Spears who abstained, the following financial statements and bills for the various IU Budgets were approved:

FINANCIAL STATEMENTS

1.	IU General Fund (White)	\$ 3,920,998.00
2.	Nonpublic Schools (Blue)	\$ 1,608,236.00
3.	Special Education (Yellow)	\$ 20,935,450.00
4.	Federal Programs/Projects (Pink)	\$ 75,006,685.40
5.	Frew Mill School (Green)	\$ 2,202,000.00
	TOTAL	\$103,673,369.40

BILLS

1.	IU General Fund (White)	\$ 1,925,264.48
2.	Nonpublic Schools (Blue)	\$ 52,802.49
3.	Special Education (Yellow)	\$ 249,152.21
4.	Federal Programs/Projects (Pink)	\$ 1,204,255.16
5.	Frew Mill School (Green)	\$ 15,983.64
	TOTAL	\$ 3,447,457.98

C. Voluntary Suspension

On a motion by Mr. Sefton, seconded by Mr. Glass, with all members present voting in favor, the following voluntary suspension was approved:

Special Education Core Services

Kerri McCowien, 301 Kossuth Street, Hermitage, PA 16148, has agreed to a voluntary suspension effective August 12, 2013 so as to initiate her transfer rights under Section 1113 of the PA School Code as amended. This suspension is recommended with the understanding that such a suspension is necessary as a result of the Hermitage School District assuming operational responsibilities for the Autistic Support-School Based Inclusion Program that was operated by MIU IV in 2012-2013.

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VI. NEW BUSINESS (continued)

D. Suspension Due to Curtailment / Alteration of Program

BE IT RESOLVED, that upon recommendation of the Acting Executive Director, on a motion by Mr. Hill, seconded by Mrs. Ferguson, with all members present voting in favor, the Board of Directors of the Midwestern Intermediate Unit IV, hereby displaces and suspends the following named professional employees pursuant to Section 1124(1) and (2) of the Public School Code, effective June 30, 2013 due to curtailment/alteration of certain course offerings at the Frew Mill School and due to a substantial decline in pupil enrollment at school, subject to the employee's rights to a hearing before the Board:

- Michelle Schwartz, Special Education Supervisor
- Kim Zippie, Coordinator PIL

E. Reassignment Based on Seniority and Certification

As a result of the program curtailment and pursuant to Sections 1124 (1) and (2) of the Public School Code, on a motion by Mr. Tucker, seconded by Mrs. Houk, with all members present voting in favor, the following reassignments were approved:

1. Dean Hoffman, 3210 Meadow Lane, New Castle, PA 16105, from the position of Principal, Frew Mill School to the position of Supervisor of Special Education effective May 6, 2013. His salary will be in accordance with the Act 93 Nonbargaining Unit Compensation Plan.
2. Timothy Nesbit, 3 Lucas Circle, Grove City, PA 16127, from the position of Assistant Principal, Frew Mill School to the position of Coordinator of PIL effective May 6, 2013. His salary will be in accordance with the Act 93 Nonbargaining Unit Compensation Plan.

F.1 Job Description Revision – Director of Communication Services

On a motion by Ms. Foltz, seconded by Mrs. Ferguson, with all members present voting in favor, the attached job description revision for Director of Communication Services was approved with two (2) amendments as indicated:

- 3 years experience “preferred”
- Bachelor's Degree “required”

President

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VI. NEW BUSINESS (continued)

F.2 **Job Description Revision – Director of Educational Planning Services & Distance Education**

On a motion by Mr. Hill, seconded by Mrs. Ferguson, with all members present voting in favor, the attached job description revision for Director of Educational Planning Services & Distance Education was approved.

G. **Transfers**

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

IU

1. Jill Manczka, 3321 Long Branch Drive, New Castle, PA 16105, from a 260-day Director of Distance Education, Professional I position to a 260-day Director of Communications, Professional I position effective July 1, 2013. Her salary will be in accordance with the Board approved Act 93 Nonbargaining Unit Compensation Plan.
2. Justi Glaros, 107 Bestwick Road, Mercer, PA 16137, from a 260-day Supervisor of Training and Consultation, Professional II position to a 260-day Director of Distance Education, Professional I position effective July 1, 2013. Her salary will be in accordance with the Board approved Act 93 Nonbargaining Unit Compensation Plan.

H.1 **Elimination of Professional Positions**

BE IT RESOLVED, that on recommendation of the Acting Executive Director, on a motion by Mr. Hill, seconded by Mrs. Ferguson, with all members present voting in favor, the Board of Directors of Midwestern Intermediate Unit IV hereby eliminates the following positions effective June 30, 2013, pursuant to Section 1124(2) of the Public School Code because of the curtailment/alteration of the educational program as a result of substantial decline in course enrollments and to conform with standards of organization or educational activities required by law or recommended by the Department of Public Instruction:

- (1) Behavior Coach
- (1) Supervisor of Training & Consultation (TAC)
- (1) TAC / Math Teacher
- (12) Special Education Teachers
- (1) Teacher Itinerant Services

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VI. NEW BUSINESS (continued)

H.2 Elimination of Support Staff Positions

BE IT RESOLVED, that on recommendation of the Acting Executive Director, on a motion by Mr. Hill, seconded by Mr. Tucker, with all members present voting in favor, the Board of Directors of Midwestern Intermediate Unit IV hereby eliminates the following positions effective June 30, 2013, due to declining student enrollment and in order to reallocate the resources of the Intermediate Unit

- (17) Teaching Assistants
- (1) Interpreter

I. Suspension Due to Curtailment/Alteration of Program

BE IT RESOLVED, that on recommendation of the Acting Executive Director, on a motion by Mrs. Ferguson, seconded by Ms. Foltz, with all members present voting in favor, the Board of Directors of the Midwestern Intermediate Unit IV, hereby suspends the following named professional employee pursuant to Section 1124(2) of the Public School Code, effective June 30, 2013, due to curtailment/alteration of certain course offerings due to a substantial decline in course enrollments and to conform with standards of organization or educational activities required by law or recommended by the Department of Public Instruction, subject to the employee's rights to a hearing before the Board:

- Laura Dieter

J. Resignations

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

IU / Special Education Core Services

1. Sally Conley, P.O. Box 125 Jackson Center, PA 16133, Secretary/Clerk, effective at the close of work on August 1, 2013 due to retirement.
2. Kathleen Molsky, 305 Bessemer Avenue, Grove City, PA 16127, Secretary/Clerk, effective at the close of work on July 31, 2013 due to retirement.

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VI. NEW BUSINESS (continued)

J. Resignations (continued)

Special Education Core Services

1. Deborah Rowe, 211 Janice Lane, Saxonburg, PA 16056, as a part-time Teaching Assistant, effective at the close of work on May 23, 2013.

K. Acting Executive Director Stipend

On a motion by Mr. Tucker, seconded by Mr. Hill, with all members present voting in favor, it was approved that the compensation for Angelo Pezzuolo to serve in the capacity of Acting Executive Director be set at the rate of \$400 per day plus board approved expenses effective April 25, 2013 and ending in accordance with the employment date of an Executive Director to fill the vacancy created by the resignation of Cecelia H. Yauger.

L. Leave Request

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

Special Education Core Services

1. Janean Stringer, 120 Fisher Lane, Baden, PA 15005, Supervisor, an unpaid intermittent leave from April 29, 2013 through October 1, 2013 with MIU IV coverage of all health benefits as provided by MIU IV Policy 335, Family and Medical Leaves.

M. 2012-13 Substitutes

On a motion by Mrs. Houk, seconded by Ms. Foltz, with all members present voting in favor, the attached list of substitutes for the 2012-13 school year was approved.

N. State and Federal Project Submission Authorization

On a motion by Ms. Foltz, seconded by Mr. Sefton, 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 2013-14 school year on behalf of the IU and/or local district consortiums when applicable.

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VI. NEW BUSINESS (continued)

O. Resolution for Electronic Signature with PDE

On a motion by Mr. Glass, seconded by Mrs. Houk, with all members present voting in favor, the attached resolution allowing Angelo Pezzuolo, Acting Executive Director the option of submitting an electronic signature on documents from PDE requiring a signature of the Executive Director was approved.

P. 2012-13 Contribution to Pennsylvania OPEB Trust

Approval of a Resolution authorizing a contribution of \$813,530 by Midwestern Intermediate Unit IV (MIU IV) to the Pennsylvania Other Post Employment Benefits (OPEB) trust was granted on a motion by Mr. Tucker, seconded by Mrs. Ferguson, with all members present voting in favor on roll call except for Mr. Sefton who voted against. 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. 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 September 1, 2007 under the following investment option:

- 50% Fixed Income and 50% Equity

A copy of the resolution has been provided.

Q. 2013-14 MIU IV Board Meeting Dates

On a motion by Mr. Glass, seconded by Mrs. Houk, with all members present voting in favor, the following dates were set 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 2013 – No Meeting	January 22, 2014
August 14, 2013	February 26, 2014
September 25, 2013	March 26, 2014
October 23, 2013	April 23, 2014
November 20, 2013	May 28, 2014
December 18, 2013	June 25, 2014

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VI. NEW BUSINESS (continued)

R. **Midwestern PA School Employee Benefit Trust - MIU IV Representatives**

On a motion by Ms. Foltz, seconded by Mr. Tucker, 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, 2013 through June 30, 2014:

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

S. **Request for Contract Authorization**

In order to comply with PA Public School Code Section 508, on a motion by Mr. Hill, seconded by Mr. Glass with all members present voting in favor, approval was given 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.

T. **Computer Room Generator Payment**

On a motion by Mr. Glass, seconded by Mr. Tucker, with all members present voting in favor, the attached application for final payment submitted by A&MP Electric in an amount of \$3,862.50 was approved for payment. Equipment warranty went into effect on March 22, 2013.

On a motion by Mr. Tucker, seconded by Mr. Sefton, with all members present voting in favor, Motions U. through X. were approved under one motion:

U. **New MIU IV Policy Proposal - #610.1 Credit Cards**

The attached newly proposed MIU IV Policy for #610.1 – Credit, was given first reading and tentative approval.

V. **MIU IV Policy Revision - #611 Purchases Budgeted**

The attached MIU IV Policy revision for #611 – Purchases Budgets, was given first reading and tentative approval. The attached revision to the policy shows (highlighted) sections to be added and (crossed out) sections to be deleted.

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VI. NEW BUSINESS (continued)

W. MIU IV Policy Revision - #616 Payment of Bills

The attached MIU IV Policy revision for #616 – Payment of Bills, was given first reading and tentative approval. The attached revision to the policy shows (highlighted) sections to be added and (crossed out) sections to be deleted.

X. New MIU IV Policy Proposal - #828 Fraud

The attached newly proposed MIU IV Policy for #828 – Fraud, was given first reading and tentative approval.

Y. Answer to Federation Grievance Nos. 2-2013 and 3-2013

BE IT RESOLVED, that on a motion by Mrs. Houk, seconded by Mr. Hill, with all members present voting in favor, Grievance Nos. 2-2013 and 3-2013 filed by the Frew Mill Federation of Teachers were denied as follows:

Step 4. Answer to Grievance No. 2-2013

The Grievance is denied. Neither the Agreement nor any Board Policy was violated.

The Grievance is not arbitrable. The Agreement is no longer in effect.

Step 4. Answer to Grievance No. 3-2013

The Grievance is denied. Neither the Agreement nor any Board Policy was violated.

The Grievance is not arbitrable. The Agreement is no longer in effect.

Moreover, Ms. Hamilton is on sabbatical leave. She may be subject to suspension (furlough) upon the expiration of her leave.

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VI. NEW BUSINESS (continued)

Z. Hazardous Waste Management Program Bid Award

Bids closed on May 20, 2013 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, 2013 through September 30, 2013.

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

On a motion by Mr. Glass, seconded by Mr. Tucker, 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 \$ 8,002 based on cost, references, acceptability of removal plan, and adequacy of insurance. The bid award summary is attached.

VII. ADJOURNMENT

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

President

Secretary