

Labor and Management Committee

Wednesday, February 26, 2020

1. **Recorder of Minutes-** Linda Delvaux
2. **Board Presentations-** Early Intervention Presentation for at the Board Meeting
 - ★ Tracy Bellis and Amber Fassinger
3. **Correspondence-** Nothing to report
4. **Kudos to You!**
 - ★ **Teena's Update (from the field):** Melissa Wyllie read the Caught in the Act posted on the MIU IV's, *What's New*, regarding Challenge of Champions, a nonpublic event held at Butler Catholic in its 27th year. Peggy King, Non-Public School Teacher, organizes and plans academic and physical challenges on her own time and other Act 89 NPSS teachers volunteer to run the event for over 170 students from all three counties.
 - ★ **Pat's Update (from the central office):** Pat highlighted:
 - The Super Bowl Party
 - The grant work done by Dr. Zupsic
 - Julie McElroy mentioned that March is National Social Worker's Month. Bryda Drumm will be highlighted on the MIU IV website.
 - Reminder to submit Caught in the Act information for the website
5. **Wellness Challenge-** Alec Gawne has been researching informative and fun facts to share with staff along with encouraging reminders to Drink Water!
 - ★ Contest Ends 2/28
 - ★ Tracking Sheets are Due 3/6
 - ★ Winner will receive \$25 Gift Card from the Reschini Group and a Britta Filtered Water Bottle
6. **Recognition of Staff-**
 - ★ Winner of the monthly Perfect Attendance Raffle- Nichole Allen
7. **Spring Shirt Drive-** Pat shared another style option to consider. Decision by April for prices. New Hires are interested in the shirts.
8. **Sub- Committee Reports by Committee Chairs**
 - ★ Special Projects- Super Bowl Party-\$135
 - ★ Special Projects Support Committee-February-Arctic Wolves
 - Encouraged to send in letters/cards of encouragement
 - Donate items like candy, toiletries, chips, etc.
 - Monetary Donations to cover cost of shipping
 - Jeans Day on February 28, 2020 with a donation
 - Katy Hudak's mother wrote a poem to be included with the package
 - ★ Special Projects Support Committee for March- Highmark Caring Place
9. **Strategic Plan Update-** Reports and updates shared by committee members specifically mention how the actions and work of MIU IV employees are aligned with the Strategic Plan.
10. **Director and Coordinator Reports**

- ★ Brenda Marino- Communications/Very Special Arts/Courier System/Salary Survey
 - Devon, Melanie and Brenda meet each morning for Communications
 - Marketing -Posters and Brochures
 - Selling Print Services to IU 6
 - Devon did a majority of the work for the Salary Survey
 - Courier System Changes- Supply orders can be made 2x a month followed by a delivery
 - Jason Williams helped create a new system for art entries for Very Special Arts program
 - Melanie Turner reported that teachers are happy with the system
 - As of 2/25/20 there are over 400 entries
- ★ Brenda Marino- Human Resources
 - Executive Team- Mid-year Check Up Survey/Questionnaire regarding budget, staff member highlights, challenges as a director and goals
 - Brenda will create a PowerPoint for the Board members with the data/information collected
 - Feedback was informative and a great way to keep the line of communication open
- ★ Cheryl Pilch- PreK Counts/Professional Development
 - Monitoring went well. Teachers were observed all using the Heggerty, Phonological Program that Edna Black provided training for
 - SPAC Conference- March 9 &10, finalizing speakers
 - Professional Development- Finalizing the Service Book
 - PDE has approved over 200 courses for IU IV over the years. Cheryl is looking into individuals to do courses previously approved, but not conducted recently
 - “Summer School” for Teachers- 15 hours classwork +15 hours homework= Act 48 Hours/Credit
- ★ Melissa Wyllie-Special Education
 - 22 out of 27 Needs Assessments have been returned- All intend to continue services
 - The number of services being sold is increasing
 - E.I will present at the Board Meeting- Tracy and Amber
 - Random Acts of Kindness Day was 2/17. 15 teachers shared various activities. Photos on the website.
 - Federal Programs-March 5th and 6th
 - Alice Training is online. Needs to be completed by the end of March.
- ★ Jason Williams-Technology
 - Slippery Rock School District Professional Development with tours of the Lending Library and Diane McGaffic working with curriculum to implement tools from lending library
 - Tyler Financial System

- Phone System-3/6- Cost effective change and welcome change! Calls regarding fingerprinting will no longer be fielded by receptionist, 7 additional sites will have same phone system
- ★ Pat Connelly- Business
 - Budget and Audit Passed
 - Cross training to prepare for retirees (thinking/planning ahead)
 - Insurance Renewals
 - Phase out printers with a multifunctional printer, copier, scanner
 - Issues with heating, cooling, roof
 - Dan Bishop will be working on improvements to maintain the building and grounds as planned in the strategic plan

11. Executive Director- Dr. Wade Killmeyer

- ★ March Jeans Day- benefit Highmark Caring Place
- ★ IU 6 is interested in the Print Shop Services of MIU IV
- ★ Looking to share with IU 27
- ★ Encouraged to look at what we do at IU IV to sell as a service
- ★ Governor's Budget-Money back into education in Early Intervention, Head Start and Pre-K Counts!
- ★ PA IU Training Providing TOT for Seven Habits of Effective People, Dr. K and Brenda will be trained and provide as a service to our school districts
- ★ Voice of Advocacy- Nominated Director of the Caring Place