

MIU IV
Labor & Management Committee
October 23, 2019

Present: Management-Dr. Wayde Killmeyer, Brenda Marino, Melissa Wyllie, Patricia Connolly, Co-chair; **Resource** – Cheryl Pilch; **Labor** – Teena Sipos, PSEA President, Co-Chair, Linda Delvaux, Erin Moser, Paula Slater, Melanie Turner, Devon Agostino, David Zupsic, Alec Gawne, Rachel Patterson, Donna Volpe; **Board of Directors** – Mr. Bill Halle

Linda Delvaux was introduced as a new member.

Recorder of Minutes: Melanie Turner, October 23, 2019

Correspondence: None

Board Presentations: Strategic Plan, Dr. David Zupsic

- Dr. Zupsic shared with the Committee that a Strategic Plan update was presented to staff at the MIU IV Annual In-service.
- Two priorities were identified:
 - MIU IV physical location (Building)
 - Lead by Patricia Connolly
 - Marketing
 - College internship program for the purpose of developing a brand and marketing the MIU IV is being developed by Dr. Zupsic and Cheryl Pilch.

Kudos to You!

- Patty Connolly thanked Rachel Patterson for making Starfish Café T-Shirts. Pat explained the Starfish Café as a coffee house in the IU.

Recognition of Staff

- Perfect Attendance Award: For each month of perfect attendance your name goes into an envelope. Labor & Management will pull a name monthly to win a gift card.
 - All the perfect attendance monthly participants will go into a drawing for the end of the year Perfect Attendance Award.
- The October Monthly Perfect Attendance Award goes to Scott McCreary. Scott will receive a \$10 Sheetz gift card.
- Big Cheese Award is gone. Patty Connolly will send an email to staff to inform them on the IU “Caught in the Act” award. To participate you need to snap a picture of a colleague doing something good, caption the picture, and send it to your supervisor. Our “Caught in the Act” people will be put on the website under the MIU IV News tab.

Other News

- Penny Wars, Patty explained how the game is played. The IU is divided up into teams. For each penny that is put into your teams bucket you receive 1 point. For each bill, you receive the equivalent in points (\$1 100 points, \$5 500 points etc.). For silver deposited into your teams bucket you lose a point (a nickel is -5 points, a dime is -10 points etc.). Penny Wars will be over on November 22. Proceeds will benefit Aldon Blom, a 2 year who is battling cancer.
- Patty explained the MIU IV News link on our website. It is a link to everything going on at the IU. She encourages everyone to check it out.

Shirt Drive

- Patricia Connolly thanked everyone that participated.
- 167 shirts were purchased
- Netted \$700.00
- On goal to deliver by October 31, 2019

Sub-Committee Reports:

- Awards Committee, Brenda Marino (Co-Chair) and Melissa Wyllie 9Co-Chair)
 - This is the year for the Leadership Award.
- Special Projects, Devon Agostino
 - Creepy Halloween Luncheon
 - \$5.00 to eat and to vote for favorite costume
 - Dress up winner will get a gift card
 - Proceeds benefit Caring and Sharing, Scholarship, and Employee Recognition Fund
- Professional Development Committee. Cheryl Pilch, Chair
 - Contract has been signed at New Castle Area School District
 - Cheryl is in the process of looking for a speaker for In-Service

Strategic Plan Update, Dr. David Zupsic

- Marketing
 - Restructured the Web Site. Three main areas now: Administrators, Educators, and Parents and Community creepy Halloween Luncheon
 - The website is ADA Compliant
 - Highlight employees. For October the OTs/PTs were highlighted.
 - Cultivating Local Colleges for marketing students. Working on a flyer. This will start in the winter.

Director and Coordinator Updates

- Melissa Wyllie, Director of Special Education

- Looking to hire a new Speech/Language Therapist
 - LEA came in on October 25, 2019
 - Putting together a proposal for George Junior and Grove City for a k-12 Emotional Support Continuum.
 - Promoted Dr. Hammer presentation. 93 people attended.
 - Brenda Marino and Melissa Wyllie did a Mentor training. This was very successful.
 - Butler, Mercer, and nonpublic has reached out to us for Behavior Services.
 - State Police looked at our current CIP and has suggested changes. Melissa Wyllie is working on it.
 - Erin Lunn received the Gale Cox Award. She will be providing food to New Castle EI Classrooms.
- **Building and Grounds, Dan Bishop, Coordinator**
 - Focused first few months on Landscaping. It looks beautiful.
 - Looking into a mechanical contractor for the building.
 - Researching Security Systems.
- **Business Office, Patricia Connelly, Director**
 - Implementing Positive Pay in the Business Office. This makes banking safer. It gives an extra layer of protection on our bank accounts and decrease fraud. It has added extra steps in the Business Office.
 - Employee Assistance Program has been implemented. This program offers counseling for employees and for the family of employees. It offers personal, financial, legal, and health counseling.
 - Swift MD has been implemented. This program allows you to talk directly with a Doctor when ill. Saves time and money. There is no charge for it. Very positive experiences reported from employees.
 - Last 2 months Business Office and Human Resources have been working on Final Expenditure Reports. Auditors were on the grounds the week of the October 21, 2019.
 - Starting the process for draft GOB. Will be done in December.
 - Direct Deposit for Employee Reimbursements has been implemented.
 - Warehouse
 - Devon Agostino, Dan Bishop doing a great job on inventory.
 - Disposal Hazard waste took away all old chemicals.
- **Jason Williams, Director of Technology**
 - Lending Library is completed. On Nov. 4th Jason set up an open house for IU employees.
 - Jason is currently working on a Telapresent Grant
- **Dave Zupsic, Coordinator of Curriculum, Instruction & Assessment Services**
 - Attended State College-PDA-3 session Series

- Working on Trauma Induced Strategies for PreK-3rd grade
- Wrote a 4 part ESSA Plan for Penn State, Shenango Campus
- Spoke with Sharon Middle/High staff about importance of Caring for Students Emotional Support'
- **Brenda Marino, Assistant to the Executive Director**
 - Announced Lorinda Hess as Director of Student Services
 - Announced Cheryl Pilch as Coordinator of Student Services
 - Courier is going well. Have saved an estimated of \$500 a month with the Courier System.
 - Communications
 - Brenda Marino is in charge of Communications. The team consists of Brenda Marino, Patty Connolly, Jason Williams, Melanie Turner, and Devon Agostino
 - IU Directory is completed
 - Team will be going over job tasks, pricing, and marketing in the Print Shop.
 - There will be a 5 day processing normal items and 10 days for new design work in communications.
 - 100 plus copies need to go through the Print Shop and not on the copiers in the business office and Special Education Departments.
 - Went to a PAIU Legal Workshop. We are in compliance.
- **Patricia Connolly, Director of Business Services**
 - The business office is closing 2018-2019.
 - New staff are learning their job duties well.
 - Joint purchasing went well this year.
 - Swift MD is going and has been successfully used by multiple employees.
 - Dan Bishop, Coordinator of Building and Grounds, has been hired and is doing a beautiful job.
 - MIU IV is looking at grants to upgrade our current security system.
 - Warehouse Inventory
 - Devon Agostino, Dan Bishop doing a great job
 - A Hazardous Waste truck came on October 24th and took away all old chemicals

Executive Director Update: Dr. Wayde Killmeyer

- Dr. Killmeyer is on the committee to pick a new Executive Director for PAIU due to Tom Gluck's retirement.
- Dr. Killmeyer is on an Entrepreneurial Committee. This committee sets the rules on how Intermediate Units across the state interact with each other. Also it distributes some funds to the IUs.
- Dr. Killmeyer on Highmark Caring Place board. The Highmark Caring Place is an organization to help the families who have lost a loved one receive counseling. Dr.

Killmeyer spoke of a program that they do. Squares of cloth are made for your loved one and then the squares are made into a quilt to be displayed at caring centers.

- Dr. Killmeyer heard great testimony about MIU IV at a Special Education Funding Formula Committee at IU 5. He was told the our IU works to save money for districts. Dr. Killmeyer also testified to the committee and was told he did excellent.

Bank Account Balances

- Scholarship Fund-\$553.03
- Recognition Fund-\$2948.51 (22,806 is t-shirt money)
- Caring/Sharing Fund-

Comments:

Mr. Bill Halle brought up on-site Mental Health and wondered if this was an opportunity for the IU to start a new program selling the service of counseling the students. The members discussed the idea and believe it is a great idea, but not sure if it feasible to do.