

MINUTES, June 28, 2023

MINUTES of June 28, 2023, MIDWESTERN INTERMEDIATE UNIT IV BOARD OF DIRECTORS

453 Maple Street, Grove City, PA 16127

Members Present: Rodney Bobby, Eric DiTullio, Merle Glass, Tara Hackwelder, Karen Houk, Debra Miller, Renee Pitrelli, Patty Wilson and Dr. Wayde Killmeyer, Executive Director.

Others Present: Donna Volpe, Brenda Marino, Maureen Werwie, Dr. David Zupsic Gary Shingleton, Steve Sheirer, Teena Sipos

The meeting was called to order by the President.

II. Roll call by the Secretary showed eight members present.

III. The President called for an Executive Session. There were no items for Executive Session.

IV. Minutes of the May 24, 2023, meeting, held at Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127 was approved on a motion by Mr. DiTullio seconded by Mrs. Houk with all members present voting in favor.

V. On a motion by Mr. DiTullio, seconded by Mrs. Wilson with all members present voting in favor, the agenda was approved with the following:

ADDITION: Employment-Jessica Garzarelli

ADDITION: Employment-Brittany Deer

VI. PUBLIC PARTICIPATION

The President asked if there were any questions or comments from the public.

VII. OLD BUSINESS

President

Secretary

MINUTES, June 28, 2023

VIII. NEW BUSINESS

A. Financial Statements and Bills

On a motion by Mr. DiTullio, seconded by Mr. Bobby with all members present voting in favor, the following financial statements and bills for the various IU Budgets were approved.

FINANCIAL STATEMENTS May 1, 2023 through May 31, 2023

| | | |
|----|-----------------------------------------|------------------|
| 1. | State and Federal Programs (Fund 10) | \$ 23,878,134.10 |
| 2. | Special Education (Fund 20) | \$ 13,657,894.68 |
| 3. | Capital Projects (Fund 30) | \$ 745,000.00 |
| 4. | Nonpublic Schools (Fund 10) | \$ 2,162,208.11 |
| 5. | IU General Fund (Fund 10) | \$ 3,339,177.41 |
| 6. | Internal Service Fund – UC/WC (Fund 70) | \$ 220,000.00 |
| 7. | Internal Service Fund – OPEB (Fund 71) | \$ 0.00 |
| 8. | OPEB Trust (Fund 73) | \$ 410,000.00 |
| | TOTAL | \$ 44,412,414.30 |

BILLS May 1, 2023 through May 31, 2023

| | | |
|----|----------------------------------------|-----------------|
| 1. | General Fund (Fund 10) | \$ 2,975,777.04 |
| 2. | State and Federal Programs | |
| 3. | Nonpublic School Services General Fund | |
| 4. | Special Education (Fund 20) | \$ 701,794.25 |
| | TOTAL | \$ 3,677,571.29 |

President

Secretary

MINUTES, June 28, 2023

VIII. NEW BUSINESS (continued)

B. Program Budgets

On a motion by Mr. Bobby, seconded by Mr. DiTullio with all members present voting in favor, the following programs budget were approved.

| <u>Budget</u> | <u>Amount</u> |
|--------------------------------------------------------|---------------|
| Capital Reserve Internal Service (Fund 30) 2023-24 | \$ 547,000 |
| Transportation – Special Education 2023-24 | \$ 73,107 |
| Unemployment & WC Internal Service (Fund 70) 2023-24 | \$ 188,950 |
| Dental & Vision Internal Service (Fund 72) 2023-24 | \$ 155,200 |
| Preliminary WRAST for IU 13, <i>Proposed</i> 2023-24 | \$ 114,790 |
| Final WRAST for IU 13, <i>revised</i> . 2022-23 | \$ 113,566 |
| Homelessness 2021-24 ARP funding period <i>revised</i> | \$ 536,141 |
| OPEB Trust (Fund 73) | \$ 330,000 |
| IDEA Component 3 Special Education 2023-24 | \$ 11,708,126 |
| Act 89 Nonpublic 2023-24 Estimate Budget | \$ 2,326,725 |
| Title1 Nonpublic 2023-24 | \$ 384,547 |
| Act 89 Nonpublic 2022-23 | \$ 2,241,163 |
| Title 1 Nonpublic 2022-23 | \$ 382,885 |
| EANS 2022-23 | \$ 1,468,766 |
| EANS II 2022-23 | \$ 3,040,712 |
| Title 1 Part A. 2023-24 Preliminary | \$ 4,837,831 |
| Title 11 Part A. 2023-24 Preliminary | \$ 547,387 |
| Title IV Part A. 2023-24 Preliminary | \$ 382,604 |
| Title 1 Past D. 2023-24 Preliminary | \$ 397,530 |
| Special Education SA Access 2023-24 | \$ 755,006 |
| Special Education Fee for Service 2023-24 | \$ 3,463,958 |
| Special Education Core2023-24 | \$ 2,534,500 |
| Special Education Early Intervention Access 2023-24 | \$ 687,102 |
| Special Education State Early Intervention 2023-24 | \$ 7,779,309 |
| Special Education IDEA 619 E.I. 2023-24 | \$ 435,143 |
| Special Education IDEA Comp. 1 E.I. 2023-24 | \$ 1,042,562 |
| PreK Counts- <i>Final</i> 2022-2023 | \$ 1,115,705 |

President

Secretary

MINUTES, June 28, 2023

VIII. NEW BUSINESS (continued)

C. Resignations

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

Special Education

Sally Johnston, Paraprofessional/LPN, effective the close of work on June 30, 2023.

Nonpublic School Services

Allison Haines, Nonpublic School Services Speech Language Therapist, effective the close of work on August 13, 2023.

Technology

Hank Houghtaling, IU technician, effective the close of work on June 30, 2023.

D. Employment

On a motion by Mr. DiTullio, seconded by Mrs. Hackwelder with all members present voting in favor, the following employments were approved.

Special Education

Sara Joseph, Social Worker, effective July 1, 2023 due to increase in caseload. Her continued employment is contingent upon receiving the necessary Pennsylvania certification. Her salary will be based upon Step 1, Masters, on the 2023-2024 PSEA salary schedule.

Megan Jones, Paraprofessional/LPN, effective June 26, 2023. Her salary will be based upon Paraprofessional/LPN, Associate Level, on the 2022-2023 ESPA salary schedule. Continued employment is based on upon successful completion of probationary period.

Madison Sloan, Teacher of Hearing Impaired, effective August 7, 2023 to fill the vacancy created by Amanda Smith's resignation. Her salary will be set at Step 1, Bachelor, on the 2023-2024 PSEA salary schedule. She will be issued a temporary professional contract.

Robin Horner, Paraprofessional/LPN, effective June 26, 2023. Her salary will be based upon Paraprofessional/LPN, Associate Level, on the 2022-2023 ESPA salary schedule. Continued employment is based on upon successful completion of probationary period.

President

Secretary

MINUTES, June 28, 2023

VIII. NEW BUSINESS (continued)

Employment (continued)

Jessica Garzarelli, Paraprofessional/LPN, effective June 26, 2023. Her salary will be set at Paraprofessional/LPN, Bachelor level, on the 2022-2023 ESPA salary schedule. Continued employment is contingent upon successful completion of the probationary period.

Brittany Deer, Nonpublic School Services Speech Language Therapist, effective August 7, 2023 to fill the vacancy created by Allison Haines's resignation. Her salary will be based on Step 5, Masters on the 2023-2024 PSEA salary schedule. She will be issued a temporary professional contract.

E. Tenure

On a motion by Mr. Bobby, seconded by Mr. DiTullio with all members present voting in favor the following employee Tenure was approved.

Lewis, Sarah
Bonitsky, Jordyn

F. Memorandum of Understanding

On a motion by Mr. DiTullio, seconded by Mr. Bobby with all members present voting in favor the following was approved. Attached Memorandum of Understanding between The Midwestern Intermediate Unit IV and Midwestern Intermediate Unit IV Education Association regarding the Early Employment Conclusion. 2023-2024 through 2025-2026.

G. Substitute Rates

On a motion by Mr. DiTullio, seconded by Mrs. Hackwelder, with all members present voting in favor the following Substitute Rates were approved effective July 1, 2023.

| | |
|-----------------------------------|-----------------------------------|
| Secretary/Clerk | \$9.00/hour |
| Custodian | \$9.00/hour |
| Paraprofessional/LPN | From \$95.00/day to \$100.00/day |
| Teacher | From \$120.00/day to \$130.00/day |
| Retired MIU IV Professional Staff | \$233.00/day |
| Retired MIU IV Support Staff | \$140.00/day |

President

Secretary

MINUTES, June 28, 2023

VIII. NEW BUSINESS (continued)

H. Job Description

On a motion by Mr. Bobby, seconded by Mr. DiTullio with all members present voting in favor, the attached Job Description for Coordinator of PIMS and State/Federal Services was approved.

I. Voluntary Transfers

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

Lois Roach be voluntarily transferred from 260-day PIMS Coordinator position to a 260-day PIMS and State/Federal Services Coordinator position effective July 1, 2023. Her salary will be \$ 60,000 with all benefits as outlined in the Act 93 agreement.

Katie Jordan be voluntarily transferred from 185-day Special Education Teacher position to a 185-day Behavior Coach position effective June 19, 2023. Her salary and benefits will remain the same.

J. Leave

On a motion by Mr. DiTullio, seconded by Mrs. Hackwelder with all members present voting in favor, the following was approved.

Sarah Lewis, Speech Language Therapist, an extension of unpaid leave from July 3, 2023 through August 18, 2023 with MIU IV coverage of all health benefits as provided by MIU IV Policy 435, Family and Medical Leave.

K. Days Beyond Contracted School Year

On a motion by Mr. Bobby, seconded by Mr. DiTullio with all members present voting in favor, the staff to work extra days beyond the 2022-23 contract year at their per diem salary pro-rated for actual time worked was approved.

Special Education: Listing of Special Education (staff attached.)

Curriculum Instruction & Assessment: Diane McGaffic (attachment)

President

Secretary

MINUTES, June 28, 2023

VIII. NEW BUSINESS (continued)

L. Employment – Administration Authorization

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

Authorization is requested for the administration to fill staff vacancies that, in the judgment of the Executive Director, must be filled to assure continuity of the program during the period of June 29, 2023, through August 8, 2023. Persons so employed shall be presented to the Board for ratification of action at its next regular monthly meeting on August 9, 2023.

M. Contract Authorization – Executive Director

On a motion by Mr. DiTullio, seconded by Mr. Bobby with all members present voting in favor the following was approved:

It is recommended that the Executive Director be authorized to enter into contractual agreements on behalf of the MIU IV Board of Directors. Any contracts in excess of one hundred dollars (\$100) will continue to be presented to the Board retroactively should due dates not coincide with regularly scheduled Board Meetings for the 2023-24 school year.

N. Updated Listing of Credit Card Corporations and Authorized Employees

On a motion by Mr. Bobby seconded by Mr. DiTullio with all members present voting in favor, The attached updated listing of credit cards and authorized employees as shown in compliance with MIU IV Policy #610.1 – Credit Cards. Each authorized employee will sign the credit card employee usage agreement and it will be made part of the employee’s personnel file maintained in Human Resources.

O. Request for Contract Authorization

On a motion by Mr. DiTullio, seconded by Mr. Bobby with all members present voting in favor, the following was approved. In order to comply with PA Public School Code Section 508, approval is requested 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.

President

Secretary

MINUTES, June 28, 2023

VIII. NEW BUSINESS (continued)

P. Permission to Advertise for Bids

On a motion by Mr. DiTullio, seconded by Mrs. Houk with all members resent voting in favor, the following was approved:

Advertise for bids to procure cleaning supplies, equipment, and furniture to be used by Summit Academy as approved under the Emergency Assistance to Non-Public Schools II.

Q. Appointment of Labor Counsel

On a motion by Mr. DiTullio, seconded by Mrs. Hackwelder with all members present voting in favor, the following was approved:

It is recommended that Mark Wassell of Knox, McLaughlin, Gornall & Sennett, P.C., Erie, PA be reappointed as labor counsel for MIU IV from July 1, 2023 through June 30, 2024 at a rate of \$225 per hour. Services on an as-needed basis will include discipline and discharge, demotions, transfers, performance evaluations; the interpretation and administration of bargaining agreements; grievance processing and arbitration; unfair labor practice litigation; policy review; EEO claims defense and court litigation related to employment matters.

R. Appointment of Solicitor

Karen Houk offered a friendly amendment that was accepted by Mr. Bobby and Mr. DiTullio to increase the retainer from \$2,500 to \$3,000. With all members present voting in favor, it was approved.

It is recommended that Charles Sapienza of Law Offices of Charles Sapienza, New Castle, PA be appointed as Solicitor of MIU IV effective July 1, 2023 for the period of 1 year at a **\$2,500** retainer for attendance at eleven board meetings during the year including review of the Board Agenda and any other necessary preparation for the Board Meeting, and an hourly rate of \$150 billed on tenth of an hour increments.

S. 2023-24 Contribution to Pennsylvania OPEB Trust

On a motion by Mr. DiTullio, seconded by Mr. Bobby with all members present voting in favor the following was approved: Approval of a Resolution authorizing a contribution of \$18,660 by Midwestern Intermediate Unit IV (MIU IV) to the Pennsylvania Other Post-Employment Benefits (OPEB) Trust is requested. MIU IV

President

Secretary

MINUTES, June 28, 2023

VIII. NEW BUSINESS (continued)

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, 2022, under the following investment options:

- 50% Fixed Income and 50% Equity

A copy of the resolution has been provided.

T. 2023-24 Insurance Package

On a motion by Mr. DiTullio, seconded by Mr. Bobby with all members present voting in favor the following was approved:

It is recommended that Encova provide 2023-24 worker's compensation coverage at a cost of \$80,021; PSBA Insurance through CM Regent provide coverage for auto insurance, property and general liability insurance, school leader's insurance, umbrella insurance at a cost of \$55,641; Ace American provide cyber liability insurance at a cost of \$21,539; and Travelers provide equipment breakdown insurance at a cost of \$1,326.

U. Unemployment Compensation Risk and Claims Management

On a motion by Mr. DiTullio, Seconded by Mrs. Houk with all members present voting in favor, the following was approved:

It is recommended that Pennsylvania School Boards Association Insurance Trust (PSBA Better Unemployment Compensation (BUCS) Comprehensive Program) be retained to provide a program for management of unemployment compensation risks and claims and related services for a term commencing July 1, 2023 and ending upon a cancellation notice by either party ninety (90) days before June 30, 2024. Services of the PSBA BUCS Comprehensive program include:

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

The 2023-24 Claim Stop Loss Point \$103,950.00

President

Secretary

MINUTES, June 28, 2023

VIII. NEW BUSINESS (continued)

| | |
|----------------------------------|---------------|
| 2009-2010 claims billed and paid | \$ 48,795.57 |
| 2010-2011 claims billed and paid | \$ 21,718.64 |
| 2011-2012 claims billed and paid | \$ 172,736.17 |
| 2012-2013 claims billed and paid | \$ 183,995.22 |
| 2013-2014 claims billed and paid | \$ 104,941.10 |
| 2014-2015 claims billed and paid | \$ 80,208.02 |
| 2015-2016 claims billed and paid | \$ 67,398.16 |
| 2016-2017 claims billed and paid | \$ 28,365.31 |
| 2017-2018 claims billed and paid | \$ 10,811.02 |
| 2018-2019 claims billed and paid | \$ 82,692.24 |
| 2019-2020 claims billed and paid | \$ 32,723.84 |
| 2020-2021 claims billed and paid | \$ 12,355.28 |
| 2021-2022 claims billed and paid | \$ 27,460.31 |
| 2022-2023 claims billed and paid | \$ 16,632.00 |

V. Budget Transfers

On a motion by Mr. Bobby, seconded by Mr. DiTullio with all members present voting in favor the following was approved:

The administration is requesting authorization to make any budget transfers necessary to close the 2023-24 fiscal year and effect any budget transfers necessitated by local audit reclassification. A detailed list of the transfers, if made, will be provided to the Board for approval after they have been made.

W. 2023-24 Health, Dental & Vision Plan Employer Funding Rates

On a motion by Mr. DiTullio, seconded by Mrs. Houk with all members present voting in favor, the following was approved.

| Benefit Plan | ESPA | PSEA | Act 93 | Non-Act 93 |
|---------------------|-------------|-------------|---------------|-------------------|
| HEALTH | | | | |
| Single | \$ 690.83 | \$ 690.83 | \$ 690.83 | \$ 690.83 |
| Parent & Child(ren) | \$ 1,243.49 | \$ 1,243.49 | \$ 1,243.49 | \$ 1,243.49 |
| Employee & Spouse | \$ 1,519.86 | \$ 1,519.86 | \$ 1,519.86 | \$ 1,519.86 |
| Family | \$ 2,072.54 | \$ 2,072.54 | \$ 2,072.54 | \$ 2,072.54 |
| DENTAL | | | | |
| Single | \$ 30.69 | \$ 30.69 | \$ 30.69 | \$ 30.69 |
| Parent & Child(ren) | \$ 51.25 | \$ 51.25 | \$ 51.25 | \$ 51.25 |
| Employee & Spouse | \$ 61.34 | \$ 61.34 | \$ 61.34 | \$ 61.34 |
| Family | \$ 76.69 | \$ 76.69 | \$ 76.69 | \$ 76.69 |

President

Secretary

MINUTES, June 28, 2023

VIII. NEW BUSINESS (continued)

2023-24 Health, Dental & Vision Plan Employer Funding Rates (continued)

| VISION | | | | |
|---------------------|----------|----------|----------|----------|
| Single | \$ 6.40 | \$ 6.40 | \$ 6.40 | \$ 6.40 |
| Parent & Child(ren) | \$ 10.62 | \$ 10.62 | \$ 10.62 | \$ 10.62 |
| Employee & Spouse | \$ 12.80 | \$ 12.80 | \$ 12.80 | \$ 12.80 |
| Family | \$ 16.00 | \$ 16.00 | \$ 16.00 | \$ 16.00 |

X. Naming of Depositories

On a motion by Mr. DiTullio, seconded by Mr. Bobby with all members present voting in favor the following was approved:

It is recommended that PNC Bank, First National Bank, PA Local Government Investment Trust/Wells Fargo Bank, PA School District Liquid Asset Fund/PNC Bank, and Pennsylvania Invest/Wells Fargo Bank be named as depositories for MIU IV funds for 2023-24.

Y. Investment of Funds

On a motion by Mr. DiTullio, seconded by Mrs. Hackwelder with all members present voting in favor, the following was approved:

It is recommended that the Director of Business Services and/or the Executive Director be authorized to invest MIU IV funds during the 2023-24 year in accordance with the Public School Code of 1949, as amended, federal regulation and Board policy. Investments will be restricted to those institutions that are secured by pledged collateral, secured by FDIC/FSLIC insurance or pooled securities as provided under Act 72 of 1971.

Z. Payment of Accounts Payable

On a motion by Mr. DiTullio, seconded by Mr. Bobby with all members present voting in favor the following was approved:

Authorization is requested for the administration to make payment when due in 2023-24 on amounts owed under any contracts which shall previously have been approved by the Board and by prompt payment will permit the IU to receive a discount or other advantage for goods and services by the date specified on a contract or within 30 days after the invoice date from independently owned and operated for-profit business concerns including any person engaged in a trade, employing one hundred or fewer employees operating as a contractor with a political subdivision (Act 138) and on obligations to contractors, subcontractors and design professionals within 30 days (Act 142) and on any bill or claim falling due during periods when normal monthly board meetings are not conducted, utility bills, payment on gross salaries to employees

President

Secretary

MINUTES, June 28, 2023

VIII. NEW BUSINESS (continued)

Payment of Accounts Payable (continued)

of the MIU IV including employer's share of social security and retirement payments, payment of bills bearing discounts, payment of bills to avoid late charges, payments for postage and petty cash funds, advance expenses of MIU IV personnel as provided in Board Policy.

AA. Facsimile Signature Plate

On a motion by Mr. Bobby seconded by Mr. DiTullio with all members present voting in favor the following was approved:

It is recommended that the Board authorize the use of the existing check signing facsimile plate until such a time that a new plate can be prepared showing any changes in Board Officers for 2023-24 should the need arise.

BB. Executive Director Travel

On a motion by Mr. Bobby, seconded by Mr. DiTullio with all members present voting in favor, the following was approved:

Authorization is requested to approve job-related travel in accordance with MIU IV Board Policy 331. Job-Related Expenses for the Executive Director from July 1, 2023, through June 30, 2024.

IX. BOARD REORGANIZATION FOR 2023-24

A. The President called for nomination of a board member to serve as Temporary Chairperson.

Mr. Glass nominated Mrs. Houk to serve as Temporary Chairperson. Mr. DiTullio made a motion to close nominations, seconded by Mrs. Hackwelder.

B. Mrs. Houk called for nominations for President.

Mr. Bobby nominated Mr. Glass.

Mr. DiTullio made a motion to close nominations, seconded by Ms. Pitrelli, with all members present voting in favor

C. Mrs. Houk called for nominations for Vice-President.

President

Secretary

MINUTES, June 28, 2023

BOARD REORGANIZATION FOR 2023-24 (continued)

Mr. Glass nominated Mr. Rossi.

Mr. Bobby made a motion to close nominations, seconded by Mr. DiTullio

D. Mrs. Houk called for nominations for Secretary.

Mr. DiTullio nominated Donna Volpe. Mr. Bobby made a motion to close nominations, seconded by Ms. Pitrelli., with all members present voting in favor.

E. Mrs. Houk called for nominations for Treasurer.

Mr. DiTullio nominated Ms. Pitrelli.

Mrs. Hackwelder made a motion to close nominations, seconded by Mr. Bobby with all members present voting in favor.

F. Mrs. Houk called for nominations for PSBA Liaison.

Ms. Pitrelli nominated Mr. DiTullio.

Mrs. Wilson made a motion to close nominations, seconded by Mr. Bobby with all members present voting in favor.

Election of Officers: President, Merle Glass
Vice-President, Richard Rossi
Secretary, Donna Volpe*
Treasurer, Renee Pitrelli
PSBA Liaison, Eric DiTullio

(*non-voting member)

On a motion by Mrs. Hackwelder, seconded by Mr. Bobby with all members present voting in favor on roll call, the above-named persons were accepted as elected officers to the Midwestern Intermediate Unit IV Board of Directors for 2023-2024.

X. ADJOURNMENT

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

President

Secretary