

MINUTES of June 22, 2022, MIDWESTERN INTERMEDIATE UNIT IV BOARD OF DIRECTORS

453 Maple Street, Grove City, PA 16127

Members Present: Eric DiTullio Merle Glass, William Halle, Karen Houk, Debra Miller, Anna Pascarella, Renee Pitrelli, Richard Rossi, and Dr. Wayde Killmeyer, Executive Director.

Others Present: Charles Sapienza (Solicitor), Donna Volpe, Brenda Marino, Melissa Wyllie, Maureen Werwie, Jason Williams, Julie McElroy, Teena Sipos, Diane McGaffic, Steve Shierer, Dr. David Zupsic

- I. 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 beginning at 7:10 p.m. and ending at 8:10 p.m. for the discussion of negotiations, and personnel issues.
- IV. Minutes of the May 25, 2022 meeting, held at Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127 were approved on a motion by Mr. DiTullio seconded by Mrs. Houk, with all members present voting in favor.
- V. On a motion by Mrs. Houk seconded by Mr. DiTullio with all members present voting in favor, the Agenda was approved with the following:

CORRECTION: Lacey Mangino’s effective date of resignation is from August 12, 2022 to August 19, 2022.

ADDITION: Resignation – Erin Lunn

ADDITION: Resignation – Becca Brunetta

Dr. David Zupsic – Annual Safety Report

VI. PUBLIC PARTICIPATION

The President asked if there were any questions or comments from the public, there were none.

VII. OLD BUSINESS

President

Secretary

MINUTES, June 22, 2022

VIII. NEW BUSINESS

A. Financial Statements and Bills

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

FINANCIAL STATEMENTS May 1, 2022 through May 31, 2022

1.	State and Federal Programs (Fund 10)	\$ 8,521,906.93
2.	Special Education (Fund 20)	\$ 12,561,793.00
3.	Capital Projects (Fund 30)	\$ 745,000.00
4.	Nonpublic Schools (Fund 10)	\$ 2,097,222.00
5.	IU General Fund (Fund 10)	\$ 3,428,511.00
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	\$ 27,984,432.93

BILLS May 1, 2022 through May 31, 2022

1.	General Fund (Fund 10)	\$ 2,345,768.57
	• State and Federal Programs	
	• Nonpublic School Services	
	• General Fund	
2.	Special Education (Fund 20)	\$ 676,625.08
	TOTAL	\$ 3,022,023.65

President

Secretary

MINUTES, June 22, 2022

VIII. NEW BUSINESS (continued)

B. Program Budgets

On a motion by Mrs. Houk, seconded by Ms. Pascarella, with all members present voting in favor, the following attached program budgets were approved:

<u>Budget</u>	<u>Amount</u>
OPEB Trust (Fund 73) 2022-23	\$ 410,000
Dental & Vision Internal Fund (Fund 72) 2022-23	\$ 155,200
Unemployment & Workers Comp. (Fund 70) 2022-23	\$ 220,000
PA Pre-K Counts 2021-22 (<i>revision</i>)	\$ 976,357
PA Pre-K Counts 2022-23	\$ 978,541
ELECT Teen Parenting 2022-23	\$ 481,167
Educating Children & Youth, Homelessness 2022-23	\$ 284,483
Title 1-Part A Preliminary 2022-23	\$ 5,241,200
Title 11- Part A Preliminary 2022-23	\$ 649,816
Title IV-Part A Preliminary Budget 2022-23	\$ 397,810
Title 1 Nonpublic Schools 2021-22	\$ 365,998
Title 1 Nonpublic Schools 2022-23	\$ 373,592
Act 89 Nonpublic Schools 2022-23	\$ 2,162,208
Act 89 Nonpublic Schools Final 2021-22	\$ 2,100,095
Transportation – Special Education 2022-23	\$ 81,460
ACCESS-Early Intervention 2022-23	\$ 476,389
State Early Intervention 2022-23	\$ 7,552,366
IDEA 619 American Rescue Plan-E.I. 2022-23	\$ 195,649
IDEA 619 Early Intervention 2022-23	\$ 436,581
IDEA 619 Early Intervention 2021-22	\$ 192,502
IDEA Component 1 Early Intervention 2022-23	\$ 921,390
Special Education-Fee for Service 2022-23	\$ 3,656,375
Special Education-Core 2022-23	\$ 2,367,693
Special Education IDEA Comp (2) 2022-23	\$ 1,109,571
Special Education ACCESS School Age 2022-23	\$ 526,834
Special Education IDEA Comp (2) ARP 2022-23	\$ 172,028
Special Education IDEA Comp (3) 2022-23	\$10,949,488

President

Secretary

MINUTES, June 22, 2022

VIII. NEW BUSINESS (continued)

C. Resignation

On a motion by Ms. Pitrelli, seconded by Mr. DiTullio with all members present voting in favor, the following resignations were accepted:

Special Education

1. Carla Krisuk, Educational Consultant, effective June 23, 2022.
2. Erin Lunn, Speech Language Therapist, effective the close of work on August 19, 2022.
3. Becca Brunetta, Behavior Coach, effective the close of work on June 21, 2022.

D. Suspension Due to Curtailment/Alteration of Program

On a motion from Ms. Pitrelli, seconded by Mr. DiTullio with all members present voting in favor the following was approved. The Midwestern Intermediate Unit IV, hereby displaces and suspends the following named professional employee pursuant to Section 1124 (2) of the Public School Code, effective June 30, 2022, due to curtailment/alteration of certain course offerings and due to a substantial decline in pupil enrollment, subject to the employee's rights to a hearing before the Board:

Amanda Smith (Teacher of the Hearing Impaired)

E. Voluntary Transfer

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

It is recommended that Julie McElroy be voluntarily transferred from a 260-day Coordinator of Technology to a 260-day Assistant Director of Technology effective July 1, 2022. Her pay will be \$65,000.

President

Secretary

MINUTES, June 22, 2022

VIII. NEW BUSINESS (continued)

F. Employment

On a motion by Ms. Pitrelli, seconded by Ms. Pascarella with all members present voting in favor the following employment was approved.

Special Education

1. Sean Emrick, Paraprofessional/LPN, effective August 8, 2022. His salary will be set at Bachelor's level on the 2022-2023 ESPA salary schedule for Paraprofessional//LPN. Continued employment is contingent upon successful completion of the probationary period.
2. Jennifer Guthrie, Social Worker, effective August 11, 2022. Her salary will be based on Step 1, Masters, on the PSEA salary schedule.
3. Amy Miller, Speech Language Therapist, effective August 11, 2022. Her salary will be based upon Step 4, Masters, on the PSEA salary schedule. She will be issued a Temporary Professional Contract.
4. Jacob Graham, Special Education Teacher (SEL), effective August 11, 2022. His salary will be based upon Step 5, Masters in Special Education, on the PSEA salary schedule. He will be issued a Professional Contract.

G. Intern

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

It is recommended that Raelyn Horne, student at Slippery Rock University, serve as an unpaid intern in the Communication and Homeless Departments from August 2022 through December 2022.

H. Tenure

On a motion by Mrs. Houk, seconded by Ms. Pascarella with all members present voting in favor, the following was approved. Tenure was granted to the following professional staff members who were hired after June 1, 1996 and have attained 3 years of satisfactory service by the end of June 2022:

Taylor Emhoff

President

Secretary

MINUTES, June 22, 2022

VIII. NEW BUSINESS (continued)

I. EANS II Agreement

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

It is recommended that the attached EANS II Agreement between Midwestern Intermediate Unit IV and participating nonpublic schools be approved.

The agreement is from July 1, 2022 – September 24, 2022.

J. Bid Award – Transportation

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

Bids were reviewed following the bid deadline on June 1, 2022 at 12:00 p.m. for transportation services for students with disabilities in Butler, Lawrence, and Mercer Counties as needed for the time period of September 1, 2022 through August 31, 2024. It is recommended that the total bid award be made to Watson's, Inc.

K. Days Beyond Contracted School Year

On a motion by Mrs. Houk, seconded by Ms. Pascarella with all members present voting in favor, approval was given for staff to work extra days beyond the 2021-22 contract year at their per diem salary pro-rated for actual time worked:

Special Education: Listing of Special Education staff attached.

Curriculum Instruction & Assessment: Diane McGaffic (attachment

L. Employment – Administration Authorization

On a motion by Mr. DiTullio, seconded by Ms. Pascarella, with all members present voting in favor, authorization was given 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 23, 2022 through August 10, 2022. Persons so employed shall be presented to the Board for ratification of action at its next regular monthly meeting on August 10, 2022.

President

Secretary

MINUTES, June 22, 2022

VIII. NEW BUSINESS (continued)

M. Contract Authorization – Executive Director

On a motion by Mrs. Houk, seconded by Ms. Pascarella, with all members present voting in favor, the Executive Director was 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 2022-23 school year.

N. Updated Listing of Credit Card Corporations and Authorized Employee

On a motion by Mr. DiTullio, seconded by Ms. Pascarella, with all members present voting in favor. The following was approved. 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 Ms. Pascarella 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.

P. Appointment of Labor Counsel

On a motion by Mrs. Houk, seconded by Ms. Pascarella, with all members present voting in favor, Mark Wassell of Knox, McLaughlin, Gornall & Sennett, P.C., Erie, PA was appointed as labor counsel for MIU IV from July 1, 2022 through June 30, 2023 at a rate of \$215 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.

President

Secretary

MINUTES, June 22, 2022

VIII. NEW BUSINESS (continued)

Q. Appointment of Solicitor

On a motion by Mrs. Houk, seconded by Ms. Pascarella, with all members present voting in favor, Charles Sapienza of Law Offices of Charles Sapienza, New Castle, PA was appointed as Solicitor of MIU IV effective July 1, 2022 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.

R. 2022-23 Contribution to Pennsylvania OPEB Trust

On a motion by Mr. Halle, seconded by Mrs. Houk, with all members present voting in favor, a Resolution authorizing a contribution of \$108,240 by Midwestern Intermediate Unit IV (MIU IV) to the Pennsylvania Other Post-Employment Benefits (OPEB) Trust was approved. 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. 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, 2021 under the following investment options:

- 50% Fixed Income and 50% Equity

A copy of the resolution has been provided.

S. 2022-23 Insurance Package

On a motion by Ms. Pascarella, seconded by Ms. Pitrelli with all members present voting in favor, it was approved that Encova provide 2022-23 worker's compensation coverage at a cost of \$74,258; 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 \$54,334; Ace American provide cyber liability insurance at a cost of \$21,641; and Travelers provide equipment breakdown insurance at a cost of \$1,078.

President

Secretary

MINUTES, June 22, 2022

VIII. NEW BUSINESS (continued)

T. Unemployment Compensation Risk and Claims Management

On a motion by Mrs. Houk, seconded by Ms. Pascarella, with all members present voting in favor, it was approved 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, 2022 and ending upon a cancellation notice by either party ninety (90) days before June 30, 2023. 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 2022-23 Claim Stop Loss Point: \$ 113, 276.69

The recommendation that MIU IV participate in the PSBA BUCS Comprehensive Program which includes the aggregate excess insurance coverage feature is based on a review of MIU IV's prior claims experience.

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	\$ 26,219.73
2022-2023 claims billed and paid	\$ 25,685.21

President

Secretary

MINUTES, June 22, 2022

VIII. NEW BUSINESS (continued)

U. Budget Transfers

On a motion by Ms. Pascarella seconded by Ms. Pitrelli, with all members present voting in favor, the administration was given authorization to make any budget transfers necessary to close the 2022-23 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.

V. 2022-23 Health, Dental & Vision Plan Employer Funding Rates

On a motion by Ms. Houk seconded by Ms. Pascarella, with all members present voting in favor, it was approved that the following employer monthly funding rates for health, dental and vision benefit plans for the 2022-23 fiscal year be 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	\$ 28.95	\$ 28.95	\$ 28.95	\$ 28.95
Parent & Child(ren)	\$ 48.35	\$ 48.35	\$ 48.35	\$ 48.35
Employee & Spouse	\$ 57.87	\$ 57.87	\$ 57.87	\$ 57.87
Family	\$ 72.35	\$ 72.35	\$ 72.35	\$ 72.35
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

W. Naming of Depositories

On a motion by Mr. DiTullio, seconded by Ms. Pascarella, with all members present voting in favor, it was approved 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 2022-23.

President

Secretary

MINUTES, June 22, 2022

VIII. NEW BUSINESS (continued)

X. Investment of Funds

On a motion by Mrs. Houk, seconded by Ms. Pascarella, with all members present voting in favor, the Director of Business Services and/or the Executive Director were authorized to invest MIU IV funds during the 2022-23 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.

Y. Payment of Accounts Payable

On a motion by Mr. Halle, seconded by Ms. Pascarella with all members present voting in favor, authorization was granted for the administration to make payment when due in 2022-23 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 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.

Z. Facsimile Signature Plate

On a motion by Mrs. Houk, seconded by Ms. Pascarella, with all members present voting in favor, the Board authorized 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 2022-23 should the need arise.

President

Secretary

MINUTES, June 22, 2022

VIII. NEW BUSINESS (continued)

AA. Executive Director Travel

On a motion by Mr. DiTullio, seconded by Mrs. Houk with all members present voting in favor, authorization was given to approve job-related travel in accordance with MIU IV Board Policy 331. Job-Related Expenses for the Executive Director from July 1, 2022 through June 30, 2023

BB. Policy Review & Revision

On a motion by Mr. DiTullio, seconded by Ms. Pascarella with all members present voting in favor, the attached MIU IV Policies #100 – 113.5 (Programs) and #917 Parent & Family Engagement be given second read and approval.

CC. Policy Proposal #918 Parent & Family Engagement- Nonpublic School Services

On a motion by Ms. Pascarella, seconded by Ms. Pitrelli with all members present voting in favor that the attached Policy Proposal #918 was approved for the first read.

DD. Job Descriptions

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

- Floating Substitute
- ESL Teacher / Educational Consultant English

EE. Hazardous Waste Management Program Bid

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

Bids were reviewed following the bid deadline on June 16, 2022, at 10:00 a.m. for the comprehensive hazardous waste management program for local educational agencies located in Butler, Lawrence, and Mercer Counties for a period from July 1, 2022, through September 30, 2022. Bid award went to *Tradebe Environmental Services, LLC*.

President

Secretary

MINUTES, June 22, 2022

IX. BOARD REORGANIZATION FOR 2022-23

Reference Note: 2021-22 Board Officers

President, Merle Glass

Vice-President, Richard Rossi

*Secretary, Donna Volpe**

Treasurer, Renee Pitrelli

PSBA Liaison, William Halle

(*non-voting member)

- A. On a motion by Mrs. Houk, seconded by Ms. Pascarella with all members present voting in favor, Roberts Rules was suspended regarding the reorganization / election of the 2022-23 Board Officers.
- B. On a motion by Mr. Halle, seconded by Ms. Pascarella with all members being present, the Board nominated and voted unanimously to elect the following Board Officers and PSBA Liaison for the 2022-23 Board term.

2022-23 Officers

President, Merle Glass

Vice-President, Richard Rossi

Secretary, Donna Volpe*

Treasurer, Renee Pitrelli

PSBA Liaison, Bill Halle

(*non-voting member)

IX. ADJOURNMENT

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

President

Secretary

President

Secretary