

**MINUTES of June 23, 2021 MIDWESTERN INTERMEDIATE UNIT IV BOARD OF DIRECTORS**

453 Maple Street, Grove City, PA 16127

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Members Present: Jeanne Bacon, Charles Branca, Eric DiTullio Merle Glass, Karen Houk, Debra Miller(V), Anna Pascarella, Renee Pitrelli, Deborah Roberson, Richard Rossi, Patty Wilson, and Dr. Wayde Killmeyer, Executive Director.

Others Present: Charles Sapienza (Solicitor), Donna Volpe, Brenda Marino, Melissa Wyllie, Maureen Werwie, Teena Sipos, Diane McGaffic, Steve Shierer, Becca Brunetta,

- I. The meeting was called to order by the President.
- II. Roll call by the Secretary showed eleven members present.
- III. The President called for an Executive Session beginning at 7:15 p.m. and ending at 7:47 p.m. for the discussion of negotiations, and personnel issues.
- IV. Minutes of the May 26, 2021 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 Mr. DiTullio seconded by Mrs. Houk with all members present voting in favor, the Agenda was approved with the following:
  - 1. ADDITION: Dr. David Zupsic – Annual Safety Report (Act 44)
  - 2. ADDITION: Family Medical Leave – Melanie Mars
  - 3. ADDITION: Merit Salary Increase – Assistant to the Executive Director and Director of Special Education

**VI. PUBLIC PARTICIPATION**

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

**VII. OLD BUSINESS**

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President

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Secretary

**MINUTES, June 23, 2021**

**VIII. NEW BUSINESS**

**A. Financial Statements and Bills**

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

FINANCIAL STATEMENTS May 1, 2021 through May 31, 2021

1.	State and Federal Programs (Fund 10)	\$ 21,699,496.00
2.	Special Education (Fund 20)	\$ 13,376,729.00
3.	Capital Projects (Fund 30)	\$ 150,000.00
4.	Nonpublic Schools (Fund 10)	\$ 1,733,536.00
5.	IU General Fund (Fund 10)	\$ 3,511,821.70
6.	Internal Service Fund – UC/WC (Fund 70)	\$ 220,000.00
7.	Internal Service Fund – OPEB (Fund 71)	\$ 2,000.00
8.	OPEB Trust (Fund 73)	\$ 543,000.00
	TOTAL	\$ 41,236,582.70

BILLS May 1, 2021 through May 31, 2021

1.	General Fund (Fund 10)	\$ 1,674,836.78
	• State and Federal Programs	
	• Nonpublic School Services	
	• General Fund	
2.	Special Education (Fund 20)	\$ 658,291.88
	TOTAL	\$ 2,333,128.66

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President

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Secretary

**MINUTES, June 23, 2021**

**VIII. NEW BUSINESS (continued)**

**B. Program Budgets**

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

<u>Budget</u>	<u>Amount</u>
SPAC 2021-22	\$ 243,938.64
Title1 – Part A Preliminary 2021-22	\$ 5,159,029.00
Tite11 – Part A Preliminary 2021-22	\$ 591,572.00
Title IV – Part A Preliminary 2021-22	\$ 397,313.00
Title 1 – Part D Preliminary 2021-22	\$ 379,162.00
ELECT Proposed 2021-22	\$ 483,312.00
PA Pre-K Counts 2021-22	\$ 737,981.23
Homelessness 2021-23	\$ 518,901.00
RAST <i>revised</i> 2020-21	\$ 170,881.00
OPEB (Fund 73) 2021-22	\$ 410,000.00
Dental & Vision Internal Service Fund (72) 2021-22	\$ 155,200.00
Unemployment & Worker’s Comp (Fund 70)	\$ 220,000.00
Capital Reserve (Fund 30)	\$ 745,000.00
Title 1 Nonpublic Final 2020-21	\$ 337,567.00
IDEA Nonpublic Final 2020-21	\$ 169,417.00
Act 89 Final 2020-21	\$ 2,043,320.00
Title 1 Nonpublic 2021-22	\$ 341,436.00
IDEA Nonpublic 2021-22	\$ 219,721.00
Act 89 Nonpublic 2021-22	\$ 2,097,222.00
Early Intervention ACCESS 2021-22	\$ 456,044.00
IDEA Section 619 2021-22	\$ 456,285.00
Transportation 2021-22	\$ 88,234.00
Special Ed CORE 2021-22	\$ 4,900,026.00
State Early Intervention 2021-22	\$ 7,573,533.00
Component 1 IDEA 2021-22	\$ 1,169,123.00
Component 2 IDEA 2021-22	\$ 1,294,390.00
School Age ACCESS 2021-22	\$ 526,349.00

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President

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Secretary

**MINUTES, June 23, 2021**

**VIII. NEW BUSINESS (continued)**

**C. Resignation**

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

Special Education

1. Kathleen Stanley, 711 Little Creek Lane, Cranberry Twp. Pa. 16066, Occupational Therapist, effective the close of work on August 12, 2021.
2. Carol Long, 619 Mudbridge Road, Enon Valley, Pa. 16120, Educational Consultant, effective the close of work on September 30, 2021 due to retirement.

**D. Leave Requests**

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

1. Rachel Patterson, 2654 Leesburg Volant Road, Leesburg, Pa. 16156, Secretary/Clerk, unpaid leave from July 23, 2021 through October 18, 2021, with MIU IV coverage of all health benefits as provided by MIU IV Policy 535, Family and Medical Leave.
2. Melanie Mars, 413 East Winter Avenue, New Castle, Pa. 16105, Occupational Therapist, an unpaid leave from July 12, 2021 through September 30, 2021 with MIU IV coverage of all health benefits as provided by MIU IV Policy 435, Family and Medical Leave.

**E. Suspension Due to Curtailment/Alteration of Program**

On a motion from Mrs Houk, 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, 2021, 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)

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President

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Secretary

**MINUTES, June 23, 2021**

**VIII. NEW BUSINESS (continued)**

**F. Employment**

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

Special Education

Amy Hathaway, 585 Diamond Street, Grove City, Pa. 16127, Occupational Therapist, effective August 10, 2021, to fill the vacancy created by Kathleen Stanley's resignation. Her salary will be placed on Step 6, Masters, of the PSEA 2021-2022 salary schedule.

**G. Voluntary Transfers**

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

Special Education

1. It is recommended that Gretchen Burr, 134 Wonderland Park, Evans City, Pa. 16033, is voluntarily transferred from a 185-day, Speech Language Therapist position to a 185-day Educational Specialist July 1, 2021 due to the retirement of Carol Long. Her pay and benefits will not change.
2. It is recommended that Sarah Cole, 115 East Spring Street, Zelienople, Pa. 16063, is voluntarily transferred from a PSEA, 185-day, Educational Specialist position to an Act 93, 210-day Supervisor of Special Education position effective June 14, 2021 due to the resignation of Walinda Nicholson. Her salary will be set at \$72,00 in accordance with the Board approved Act 93 Nonbargaining Unit Compensation Agreement with all benefits provided in the Board approved Act 93 Nonbargaining Unit Agreement.

**H. Transfer**

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

It is recommended that Brittany Buzzard, 229 East Metzger Avenue, Butler, Pa. 16001, is transferred from a 185-day, part-time Teen Parenting Counselor and part-time Nonpublic School Services Guidance Counselor to a full-time, 185-day Nonpublic School Services Guidance Counselor effective July 1, 2021. Her pay and benefits will not change.

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President

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Secretary

MINUTES, June 23, 2021

VIII. NEW BUSINESS (continued)

I. **Tenure**

On a motion by Mr. DiTullio, 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 2021:

Becca Brunetta  
Kathy Dlugonski  
Haley Fuller

J. **Days Beyond Contracted School Year**

On a motion by Mrs. Houk, seconded by Mr. DiTullio with all members present voting in favor, approval was given for staff to work extra days beyond the 2020-21 contract year at their per diem salary pro-rated for actual time worked:

Special Education: Listing of Special Education staff attached.

K. **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 24, 2021 through August 11, 2021. Persons so employed shall be presented to the Board for ratification of action at its next regular monthly meeting on August 11, 2021.

L. **Contract Authorization – Executive Director**

On a motion by Mr. DiTullio, 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 2021-22 school year

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President

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Secretary

**MINUTES, June 23, 2021**

**VIII. NEW BUSINESS (continued)**

**M. 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.

**N. 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.

**O. Appointment of Labor Counsel**

On a motion by Mr. DiTullio, seconded by Mrs. Houk, 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, 2021 through June 30, 2022 remaining at a rate of \$205 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.

**P. Appointment of Solicitor**

On a motion by Mr. DiTullio, seconded by Mrs. Houk, 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, 2021 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.

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President

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Secretary

**MINUTES, June 23, 2021**

**VIII. NEW BUSINESS (continued)**

**Q. 2021-22 Contribution to Pennsylvania OPEB Trust**

On a motion by Mr. DiTullio, seconded by Mrs. Houk, with all members present voting in favor, a Resolution authorizing a contribution of \$355,805 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 **NEW BUSINESS (continued)**

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, 2017 under the following investment options:

- 50% Fixed Income and 50% Equity

A copy of the resolution has been provided.

**R. 2021-22 Insurance Package**

On a motion by Mr. DiTullio seconded by Ms. Pascarella, with all members present voting in favor it is recommended that Encova provide 2021-22 worker's compensation coverage at a cost of \$73,340; 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 \$50, 613; Swett provide cyber liability insurance at a cost of \$16,501; and Travelers provide equipment breakdown insurance at a cost of \$978.

**S. Unemployment Compensation Risk and Claims Management**

On a motion by Mr. DiTullio, 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, 2021 and ending upon a cancellation notice by either party ninety (90) days before June 30, 2022. Services of the PSBA BUCS Comprehensive program include:

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President

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Secretary



**MINUTES, June 23, 2021**

**VIII. NEW BUSINESS (continued)**

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

The 2021-22 program premiums is projected to be: \$ 112,927.88

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
2021-2022 claims billed and paid	\$ 26,219.73

**T. Budget Transfers**

On a motion by Mr. DiTullio seconded by Mr. Branca, with all members present voting in favor, the administration was given authorization to make any budget transfers necessary to close the 2020-21 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.

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President

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Secretary

**MINUTES, June 23, 2021**

**VIII. NEW BUSINESS (continued)**

**U. 2021-22 Health, Dental & Vision Plan Employer Funding Rates**

On a motion by Mr. DiTullio seconded by Mrs. Houk, 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 2021-22 fiscal year be approved:

Benefit Plan	ESPA	PSEA	ACT 93	NON-SCT 93
<b>HEALTH</b>				
Single	\$ 666.82	\$ 666.82	\$ 666.82	\$ 666.82
Parent & Child(ren)	\$ 1,200.28	\$ 1,200.28	\$ 1,200.28	\$ 1,200.28
Employee & Spouse	\$ 1,467.04	\$ 1,467.04	\$ 1,467.04	\$ 1,467.04
<b>DENTAL</b>				
Single	\$ 28.50	\$ 28.50	\$ 28.50	\$ 28.50
Parent & Child(ren)	\$ 47.59	\$ 47.59	\$ 47.59	\$ 47.59
Employee & Spouse	\$ 56.96	\$ 56.96	\$ 56.96	\$ 56.96
Family	\$ 71.22	\$ 71.22	\$ 71.22	\$ 71.22
<b>VISION</b>				
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

**V. Naming of Depositories**

On a motion by Mr. DiTullio, seconded by Mrs. Wilson, 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 2021-22

**W. Investment of Funds**

On a motion by Mr. DiTullio, 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 2021-22 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.

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President

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Secretary

**MINUTES, June 23, 2021**

**VIII. NEW BUSINESS (continued)**

**X. Payment of Accounts Payable**

On a motion by Mr. DiTullio, seconded by Ms. Pascarella with all members present voting in favor, authorization was granted for the administration to make payment when due in 2021-22 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.

**Y. Facsimile Signature Plate**

On a motion by Mr. DiTullio, seconded by Mrs. Houk, 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 2021-22 should the need arise.

**NEW BUSINESS (continued)**

**Z. Executive Director Travel**

On a motion by Mr. DiTullio, seconded by Ms. Pitrelli 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, 2021 through June 30, 2022.

**AA. Merit Based Salary Increases**

On a motion by Mr. Branca, seconded by Ms. Pitrelli, Merit Based Salary Increases were approved for, Brenda Marino, Assistant to the Executive Director and Melissa

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President

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Secretary

**MINUTES, June 23, 2021**

**VIII. NEW BUSINESS (continued)**

Wyllie, Director of Special Education based on the roll call vote below reflecting a total yearly salary for each of \$125,000 effective July 1, 2021.

Mrs. Bacon – Yes	Mrs. Miller - No
Mr. Glass – No	Mrs. Houk - Yes
Ms. Pitrelli – No	Mr. Branca - Yes
Mr. DiTullio – No	Mrs. Wilson - Yes
Ms. Roberson – Yes	Mr. Rossi - Yes
Ms. Pascarella - No	

**X. BOARD REORGANIZATION FOR 2021-22**

- 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 Ms. Pascarella, with all members present voting in favor.

- B.** Mrs. Houk called for nominations for President.

Mr. Branca nominated Mr. Glass.

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

Mrs. Houk called for nominations for Vice-President.

Mr. DiTullio nominated Mr. Rossi

Ms. Pitrelli made a motion to close nominations, seconded by Mrs. Wilson.

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President

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Secretary

**MINUTES, June 23, 2021**

**XI. BOARD REORGANIZATION FOR 2021-22 (continued)**

Mrs. Houk called for nominations for Secretary.

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

Mrs. Houk called for nominations for Treasurer.

Mr. DiTullio nominated Ms. Pitrelli.

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

Mrs. Houk called for nominations for PSBA Liaison.

Mr. Rossi nominated Mr. Halle.

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

- C. Election of Officers: President, Merle Glass  
Vice-President, Richard Rossi  
Secretary, Donna Volpe\*  
Treasurer, Renee Pitrelli  
PSBA Liaison, Bill Halle

(\*non-voting member)

On a motion by Mr. DiTullio, seconded by Ms Pitrelli, 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 2021-22.

**IX. ADJOURNMENT**

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

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President

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Secretary

**MINUTES, June 23, 2021**

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President

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Secretary