

MINUTES

MIDWESTERN INTERMEDIATE UNIT IV BOARD

June 24, 2015

453 Maple Street, Grove City, PA 16127

Members Present: Charles Branca, Cedric Butchy, J. Dayle Ferguson, Merle Glass, William Halle, Karen Houk, John Tucker, and Dr. Wayde Killmeyer, Executive Director.

Others Present: Laura Urbach, Brenda Marino, Toby Woodward, Jill Manczka, John Suchonic, Scott Powner (Act 93), Melissa Wyllie, Cindy Knies (PSEA), and Robert Sonnenberg (Solicitor).

- I. The meeting was called to order by the President.
- II. The President announced that an Executive Session was held beginning at 6:45 p.m. and ending at 9:12 p.m. for the discussion of negotiations and personnel matters.
- III. Roll call by the Secretary showed seven members present.
- IV. Minutes of the May 27, 2015 meeting, held at Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127 were approved on a motion by Mr. Tucker, seconded by Mrs. Houk, with all members present voting in favor.
- V. On a motion by Mrs. Houk, seconded by Mr. Tucker, with all members present voting in favor, the Agenda was approved with the following additions:
 1. ADDITION: Program Budget – PA Institute for Instructional Coaching
 2. ADDITION: Program Budget – Distance Education (Cyber Svcs)
 3. ADDITION: Termination – Amy Bartley
 4. ADDITION: Termination – Odis Hamilton
 5. ADDITION: Decrease in Days – Joy Cendrowski
 6. ADDITION: Decrease in Days – Amy Hathaway
 7. ADDITION: Leave Request – Dawn Book
 8. ADDITION: Recall to Full Time – Amanda Smith
 9. ADDITION: Employment – Lia Noel
 10. ADDITION: Employment Keystone Tutor – Amy Donston
 11. ADDITION: Job Description Revision – Director of Nonpublic School Svcs
 12. ADDITION: Contract Authorization – Lawrence County Commissioners
 13. ADDITION: Contract Authorization – Virginia Moore
 14. ADDITION: Hazardous Waste Management Program Bid Award
 15. ADDITION: Policy Revision - #435 Family Medical Leaves
 16. ADDITION: Policy Revision - #411 Suspensions/Furloughs/Demotions

President

Secretary

MINUTES, June 24, 2015

VI. NEW BUSINESS

A. Program Budgets

On a motion by Mrs. Ferguson, seconded by Mr. Branca, with all members present voting in favor, the following attached program budgets were approved:

<u>Budget</u>	<u>Amount</u>
State ABE/GED (15-16)	\$ 75,000.00
Federal ABE/GED (15-16)	\$ 119,675.00
WIA Program Svc for Older Youth (2015)	\$ 54,833.00
State Core Special Education (15-16 estimate)	\$ 11,862,000.00
IDEA School Age (15-16)	\$ 10,656,926.00
Transportation (15-16)	\$ 185,500.00
State Early Intervention/EI Access (15-16)	\$ 5,401,607.00
IDEA 611 –Component 1 (15-16)	\$ 742,849.00
IDEA 619 (15-16)	\$ 382,042.00
School-Age Access (15-16)	\$ 520,000.00
State Core Special Education (14-15)	\$ 13,400,000.00 – <i>revision</i>
School-Age Access (14-15)	\$ 421,000.00 – <i>revision</i>
Act 89 Nonpublic School Services (14-15)	\$ 1,665,714.00 – <i>revision</i>
Act 89 Nonpublic School Services (15-16)	\$ 1,934,172.00
Title I Nonpublic Administration (15-16)	\$ 14,455.00
PA Institute for Instructional Coaching (15-16)	\$ 42,381.00
Distance Education (Cyber Services) (15-16)	\$ 327,802.00

B. Financial Statement and Bills

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

FINANCIAL STATEMENTS

1.	IU General Fund (White)	\$ 4,334,053.00
2.	Nonpublic Schools (Blue)	\$ 1,665,574.00
3.	Special Education (Yellow)	\$ 19,652,500.00
4.	Federal Programs/Projects (Pink)	\$ 73,788,969.00
5.	Frew Mill School (Green)	\$ 0.00
	TOTAL	\$ 99,141,096.00

President

Secretary

MINUTES, June 24, 2015

VI. NEW BUSINESS (continued)

B. **Financial Statement and Bills** (continued)

BILLS

1.	IU General Fund (White)	\$	1,557,519.10
2.	Nonpublic Schools (Blue)	\$	13,778.59
3.	Special Education (Yellow)	\$	144,602.73
4.	Federal Programs/Projects (Pink)	\$	1,087,042.14
5.	Frew Mill School (Green)	\$	0.00
	TOTAL	\$	2,802,942.56

C.1 **NonBargaining Unit Compensation Plan – Act 93**

Mr. Branca made a motion, seconded by Mr. Glass, that the 2015-16 Compensation and Benefits Agreement for the Act 93 Group be approved.

After discussion, Mr. Glass made an amended motion, seconded by Mr. Halle, with all members present voting in favor that the 2015-16 Compensation and Benefits Agreement for the Act 93 Group be approved and that the Board reserves the right to open and potentially change the healthcare benefits which would become effective for the third (3rd) year after the effective date of the Agreement.

C.2 **NonBargaining Unit Compensation Plan – Non Act 93**

Mr. Tucker made a motion, seconded by Mr. Glass, that the 2015-16 Compensation and Benefits Agreement for the Non-Act 93 employees be approved.

After discussion, Mr. Branca made an amended motion, seconded by Mr. Glass, with all members present voting in favor that the 2015-16 Compensation and Benefits Agreement for the Non-Act 93 employees including Executive Director, Director of Business Services, Director of Human Resources, Administrative Secretaries, and Board Secretary, be approved and that the Board reserves the right to open and potentially change the healthcare benefits which would become effective for the third (3rd) year after the effective date of the Agreement.

President

Secretary

MINUTES, June 24, 2015

VI. NEW BUSINESS (continued)

D.1 Elimination of Staff Positions

BE IT RESOLVED, that upon recommendation of the Executive Director, on a motion by Mrs. Houk, seconded by Mr. Tucker, with all members present voting in favor, the Board of Directors of Midwestern Intermediate Unit IV eliminated the following positions effective June 30, 2015, due to declining student enrollment and in order to reallocate the resources of the Intermediate Unit:

- (25) Paraprofessionals
- (1) Custodian

D.2 Support Staff Layoff

BE IT RESOLVED, that on a motion by Mrs. Houk, seconded by Mr. Tucker, with all members present voting in favor, the Board of Directors of the Midwestern Intermediate Unit IV, laid off the following ESPA employees, effective June 30, 2015, due to declining student enrollment and in order to reallocate the resources of the Intermediate Unit:

<p><u>Butler County-Paraprofessionals:</u> Patricia Allshouse Staci Ringler Christine Wisda Nicole Hacke Dora Sefton Cindy Lewis Christal Gentile Risa Eiger Georgia Krause Beth Bitting Theresa McCaslin</p> <p><u>Butler County-Custodian</u> Harold Brydon</p>	<p><u>Lawrence County-Paraprofessionals:</u> Tina Hammond Christine Wagner Michelle Soltis Mary Ann Shropshire Renee Shoaff Valerie Homner</p> <p><u>Mercer County-Paraprofessionals:</u> Tammie Spier Cynthia Mathieson Rebecca Bowers Ruthie Hazlett Julie Oris Shannon Windhorst Rochelle Bennett Sensarah Gould</p>
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President

Secretary

MINUTES, June 24, 2015

VI. NEW BUSINESS (continued)

D.3. Termination

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

Special Education Core Services

1. Amy Bartley, 56 Upper Idlewild Drive, New Castle, PA 16101, Secretary/Clerk, effective June 25, 2015.

D.4. Termination

Coordinator of District Technology

BE IT RESOLVED, that upon recommendation of the Executive Director, on a motion by Mrs. Houk, seconded by Mr. Tucker, with all members present voting in favor, the Board of Directors of Midwestern Intermediate Unit IV, terminated Odis Hamilton, 269 Amsterdam Road, Grove City, PA 16127, Coordinator of District Technology, effective at the close of work on June 30, 2015 due to curtailment of programs.

E.1. Decrease in Days

Special Education Core Services

BE IT RESOLVED, that upon the recommendation of the Executive Director, on a motion by Mr. Branca, seconded by Mr. Halle, with all members present voting in favor, the Board of Directors of Midwestern Intermediate Unit IV reduced the Secretary/Clerk position held by Susan Steim, 106 Spruce Lane, Kittanning, PA 16201, from 260 days/year to 210 days/year, effective July 1, 2015 due to a substantial decline in student enrollment, reallocation of resources necessary to maintain an efficient educational system and part of a larger Intermediate Unit realignment of staff.

President

Secretary

MINUTES, June 24, 2015

VI. NEW BUSINESS (continued)

E.2 Decrease in Days

Early Intervention

BE IT RESOLVED, that upon the recommendation of the Executive Director, on a motion by Mr. Branca, seconded by Mr. Halle, with all members present voting in favor, the Board of Directors of Midwestern Intermediate Unit IV reduced the following Early Intervention Coordinator positions from a 210 day/year to 190/day/year, effective July 1, 2015, due to the curtailment/alteration of certain course offerings and the subsequent realignment of staff:

- Shana Cook, Early Intervention Coordinator
- Gary Crowe, Early Intervention Coordinator

E.3 Decrease in Hours

Special Education Core Services

BE IT RESOLVED, that upon the recommendation of the Executive Director, on a motion by Mr. Branca, seconded by Mr. Halle, with all members present voting in favor, the Board of Directors of Midwestern Intermediate Unit IV reduced the following Teacher positions from 14 hours per week to 10.5 hours per week, effective July 1, 2015, subject to rights to a hearing, pursuant to Section 1124 (2) of the Public School Code because of curtailment/alteration of educational program as a result of substantial decline in course enrollments and to conform with standards of organization or educational activities required by law or recommended by the Department of Instruction.

- Susan Brydon, Teacher
- Charles Davies, Teacher

President

Secretary

MINUTES, June 24, 2015

VI. NEW BUSINESS (continued)

E.4. Decrease in Days

ELECT

BE IT RESOLVED, that upon the recommendation of the Executive Director, on a motion by Mr. Branca, seconded by Mr. Halle, with all members present voting in favor, the Board of Directors of Midwestern Intermediate Unit IV reduced the position of Guidance Counselor held by Melissa Henthorn, 146 Staff Road, Slippery Rock, PA 16057 from a full-time to part-time position, effective July 1, 2015, subject to her right to a hearing, pursuant to Section 1124 (2) of the Public School Code because of curtailment/alteration of educational program as a result of substantial decline in course enrollments and to conform with standards of organization or educational activities required by law or recommended by the Department of Instruction.

E.5 Decrease in Days

BE IT RESOLVED, that upon the recommendation of the Executive Director, on a motion by Mr. Branca, seconded by Mr. Halle, with all members present voting in favor, the Board of Directors of Midwestern Intermediate Unit IV reduced the following Occupational Therapist, Physical Therapist, Guidance Counselor and Social Worker positions to 185 days/year, effective July 1, 2015, to be aligned with the PSEA contractual bargaining agreement.

<p>Occupational Therapist (190 days to 185 days/year)</p> <ul style="list-style-type: none">• Shannon Baker• Lynn Bresnan• Joy Cendrowski• Debra Eshelman• Richard Feury• Gretchen Gross Kralj• Amy Hathaway• Kelly Irvine• Melanie Mars• Erin Moser• Mary Savannah• Kris Staab• Denise Thompson• Michelle Viggiano	<p>Physical Therapist (190 days to 185 days/year)</p> <ul style="list-style-type: none">• Tim Erson• Jody Huston• Karen McDaniel• Kristen Pavlina• Cathy Petty• Nicole Stephens <p>Social Worker (200 days to 185 days/year)</p> <ul style="list-style-type: none">• Bryda Drumm• Robert Papa <p>Guidance Counselor (190 days to 185 days/year)</p> <ul style="list-style-type: none">• Thomas Long
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President

Secretary

MINUTES, June 24, 2015

VI. NEW BUSINESS (continued)

F. Resignations

On a motion by Mr. Tucker, seconded by Mr. Glass, with all members present voting in favor, the following resignations were approved:

State Early Intervention

1. Alice Clark, 3482 Countyline Road, New Castle, PA 16101, Teaching Assistant, effective at the close of work on June 30, 2015 due to retirement.

IU

2. David Hofing, 563 S. Mercer Avenue, Hermitage, PA 16148, Technician, effective at the close of work on June 30, 2015 due to retirement.

G. Leave Requests

On a motion by Mrs. Houk, seconded by Mr. Glass, with all members present voting in favor, the following leave requests were approved:

IU / Special Education Core Services

1. Kenneth Palkovich, P.O. Box 65, Hillsville, PA 16132, Warehouser, an extension of unpaid leave from July 1, 2015 through October 1, 2015 with coverage of all health benefits as provided by MIU IV Policy 535, Family and Medical Leaves.
2. Dawn Book, 1331 Harbor-Edinburg Road, Edinburg, PA 16116, Staff Accountant an extension of unpaid leave from June 15, 2015 through September 7, 2015 with coverage of all health benefits as provided by MIU IV Policy 335, Family and Medical Leaves.

H. Tenure

On a motion by Mrs. Ferguson, seconded by Mr. Branca, with all members present voting in favor, it was approved that the minutes of the June 24, 2015 Board Meeting show that tenure was granted to the following Teacher who was hired after June 1, 1996 and has attained 3 years of satisfactory service by the end of June 2015:

- Gretchen Burr

President

Secretary

MINUTES, June 24, 2015

VI. NEW BUSINESS (continued)

I. Days Beyond Contract

On a motion by Mrs. Ferguson, seconded by Mrs. Houk, with all members present voting in favor, approval was granted for staff to work extra days beyond the 2014-15 contract year at their per diem salary pro-rated for actual time worked:

Special Education

Listing of Special Education staff attached.

J. Recall to Full-Time

Special Education Core Services

On a motion by Mrs. Houk, seconded by Mr. Glass, with all members present voting in favor, it was approved that Amanda Smith, 704 Ferne Drive, Kittanning, PA 16201, Teacher, be recalled from a part-time to full-time position effective August 17, 2015 due to retirements of Rebecca Plymale and Richard Patton. She will be paid on the 2015-16 PSEA salary schedule.

K.1 Employment – Administration Authorization

On a motion by Mr. Tucker, seconded by Mrs. Houk, with all members present voting in favor except for Mrs. Ferguson who voted against, authorization was granted 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 25, 2015 through August 11, 2015. Persons so employed shall be presented to the Board for ratification of action at its next regular monthly meeting on August 12, 2015.

President

Secretary

MINUTES, June 24, 2015

VI. NEW BUSINESS (continued)

K.2 Continuation of Employment

On a motion by Mr. Branca, seconded by Mr. Halle, with all members present voting in favor, it was approved that the following positions continue to be 260 days per year as indicated:

IU

1. Custodian position currently held by Elizabeth Bennett, 1346 South Center Street, Ext. Grove City, PA 16127, effective July 1, 2015 due to consolidation of custodial staff. Her salary will be Level C, Custodian on the 2015-16 ESPA salary schedule.
2. Van Driver position currently held by William Nichols, 3030 Georgetown Road, Kennerdell, PA 16374, effective July 1, 2015 due to a consolidation of van driver staff. His salary will be Level D, Driver on the 2015-16 ESPA salary schedule.

K.3 Employment

On a motion by Mr. Branca, seconded by Mr. Halle, with all members present voting in favor, the following persons were approved for employment in the positions as indicated below:

WIA

1. Diann Ruozzo, 96 South Lafayette Street, New Castle, PA 16102, as a part-time Instructor in the WIA Program for Older Youth effective July 1, 2015 to December 31, 2015.
2. Pat Demko, 3459 Nearwood Drive, New Castle, PA 16101, as a part-time Instructor in the WIA program for Older Youth effective July 1, 2015 to December 31, 2015.

ABE / GED

3. Sam Rauch, 1390 Highland Road, New Castle, PA 16146 as a part-time Instructor in the Adult Basic Education/GED Program effective July 1, 2015 to June 30, 2016.

President

Secretary

MINUTES, June 24, 2015

VI. NEW BUSINESS (continued)

K.3 Employment (continued)

ABE / GED (continued)

4. Christine Ekas, 405 Deer Run Road, Slippery Rock, PA 16057 as a part-time Tutor Trainer Coordinator in the Adult Basic Education/GED Program effective July 1, 2015 to June 30, 2016.
5. Georgiana Luce, 624 Bedford Road, West Middlesex, PA 16159, as a part-time Administrator in the Adult Basic Education/GED Program effective July 1, 2015 to June 30, 2016.

IU

6. Julie Ventura, 975 East Main Street Extension, Grove City, PA 16127, Data Operator, effective July 7, 2015 to fill the vacancy created by Linda Howard's resignation. Her salary will be based on Level A +48, Data Processing Operator, on the 2015-16 ESPA salary schedule. Continued employment is contingent upon the 60-work-day probation.

Special Education Core Services

7. Lia Noel, 322 Cottingham Circle, Cranberry, PA 16066, as a Teacher, effective August 17, 2015 to fill the vacancy created by Mary Kay Soriano's retirement. Her salary will be set at Step 3 in accordance with the 2015-16 PSEA salary schedule. She will be issued a Temporary Professional Contract.

K.4 Employment – Keystone Project Based Assessment Tutors

On a motion by Mr. Branca, seconded by Mr. Halle, with all members present voting in favor, the following persons were approved for employment as Keystone Project Based Assessment Tutors for the 2015-16 school year:

Jerald Barris Antoinette Brucker April Calton Brock Glass Crystal Long	Diane McGaffic Stacy Payne Corrie Schessler Merle Whitmer Amy Donston
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President

Secretary

MINUTES, June 24, 2015

VI. NEW BUSINESS (continued)

L1. Job Description Revision – Fiscal Manager

On a motion by Mrs. Houk, seconded by Mr. Tucker, with all members present voting in favor, the attached revised job description for Fiscal Manager was approved.

L2. Job Description Revision – Director of Nonpublic School Services

On a motion by Mrs. Houk, seconded by Mr. Tucker, with all members present voting in favor, the attached revised job description for Director of Nonpublic School Services was approved.

M. Request for Contract Authorization

In order to comply with PA Public School Code Section 508, on a motion by Mr. Halle, seconded by Mr. Branca, with all members present voting in favor, approval was granted 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.

N. Contract Authorization – Executive Director

On a motion by Mrs. Houk, seconded by Mr. Glass, with all members present voting in favor, it was approved 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 2015-16 school year.

President

Secretary

MINUTES, June 24, 2015

VI. NEW BUSINESS (continued)

O. Appointment of Labor Counsel

On a motion by Mr. Tucker, seconded by Mrs. Ferguson, with all members present voting in favor, it was approved that Mark Wassell of Knox, McLaughlin, Gornall & Sennett, P.C., Erie, PA be reappointed as labor counsel for MIU IV from July 1, 2015 through June 30, 2016 at a rate of \$170 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. 2014-15 Contribution to Pennsylvania OPEB Trust

On a motion by Mrs. Houk, seconded by Mr. Branca, with all members present voting in favor, a Resolution authorizing a contribution of \$399,597 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, 2014 under the following investment options:

- 50% Fixed Income and 50% Equity

Q. 2015-16 Insurance Package

On a motion by Mrs. Ferguson, seconded by Mr. Tucker, with all members present voting in favor, it was approved that Highmark provide 2015-16 worker's compensation coverage at a cost of \$158,797; PSBA provide 2015-16 umbrella insurance coverage at a cost of \$17,827 and cyber liability coverage at a cost of \$8,973; and PSBA provide 2015-16 property, general liability, business auto, boiler and machinery, and errors and omissions coverage at a cost of \$34,170 with Arthur J. Gallagher Risk Management Services as broker. A renewal comparison is attached.

President

Secretary

MINUTES, June 24, 2015

VI. NEW BUSINESS (continued)

R. Unemployment Compensation Risk and Claims Management

On a motion by Mr. Tucker, seconded by Mrs. Houk, 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, 2015 and ending upon a cancellation notice by either party ninety (90) days before June 30, 2016. 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 2015-2016 program premium is projected to be: \$97,729

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.

2008-2009 claims billed and paid	\$15,996.96
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 to date:	\$82,095.51
• 3 rd Quarter \$34,476.60	
• 4 th Quarter \$27,914.76	
• 1 st Quarter \$19,704.15	
• 2 nd Quarter \$_____	

President

Secretary

MINUTES, June 24, 2015

VI. NEW BUSINESS (continued)

S. Budget Transfers

On a motion by Mrs. Ferguson, seconded by Mr. Tucker, with all members present voting in favor, the administration was granted authorization to make any budget transfers necessary to close the 2015-16 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.

T. 2015-2016 Health, Dental & Vision Plan Employer Funding Rates

On a motion by Mr. Branca, seconded by Mrs. Houk, with all members present voting in favor, the following employer monthly funding rates for health, dental and vision benefit plans for the 2015-2016 fiscal year were approved:

<u>Benefit Plan</u>	<u>Rates</u>
Health:	
Single	\$ 728.84
Parent & Child(ren)	\$ 1,277.46
Husband & Wife	\$ 1,551.80
Family	\$ 2,100.39
Dental:	
Single	\$ 36.80
Parent & Child(ren)	\$ 61.45
Husband & Wife	\$ 73.55
Family	\$ 91.95
Vision:	
Single	\$ 6.40
Parent & Child(ren)	\$ 10.62
Husband & Wife	\$ 12.80
Family	\$ 16.00

President

Secretary

MINUTES, June 24, 2015

VI. NEW BUSINESS (continued)

U. Naming of Depositories

On a motion by Mr. Glass, seconded by Mr. Halle, with all members present voting in favor, 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 were named as depositories for MIU IV funds for 2015-16.

V. Investment of Funds

On a motion by Mr. Tucker, seconded by Mrs. Houk, 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 2015-16 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.

W. Payment of Accounts Payable

On a motion by Mr. Halle, seconded by Mrs. Houk, with all members present voting in favor, authorization was granted for the administration to make payment when due in 2015-16 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.

President

Secretary

MINUTES, June 24, 2015

VI. NEW BUSINESS (continued)

X. Facsimile Signature Plate

On a motion by Mr. Tucker, seconded by Mrs. Ferguson, 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 2015-16 should the need arise.

Y. Annual Approval of Credit Card Corporations and Authorized Employees

On a motion by Mrs. Ferguson, seconded by Mrs. Houk, with all members present voting in favor, the attached updated listing of authorized employees was approved 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 the Office of the Director of Human Resources.

Z. Executive Director Travel

On a motion by Mr. Branca, seconded by Mr. Glass, with all members present voting in favor, job-related travel in accordance with MIU IV Board Policy 331. Job-Related Expenses for the Executive Director from July 1, 2015 through June 30, 2016 was approved.

AA. Consulting Services for Bank Reconciliation

On a motion by Mrs. Houk, seconded by Mr. Branca, with all members present voting in favor, it was approved that Midwestern Intermediate Unit IV contract with Maher Duessel, Certified Public Accountants Firm to provide assistance with performing bank reconciliations as of June 30, 2015 at a rate of \$100 per hour. The consulting service will not exceed 150 hours. A status meeting will be held at the end of 40 hours of work to update management. Upon completion, the accounting firm will review observations and make recommendations to management. Scheduled work is to be completed prior to August 31, 2015.

President

Secretary

MINUTES, June 24, 2015

VI. NEW BUSINESS (continued)

BB. Audiovisual and Microcomputer Supplies Bid

Bids were tabulated and reviewed following the bid deadline on June 4, 2015 at 11:00 a.m. for Audiovisual and Microcomputer Supplies. On a motion by Mrs. Ferguson, seconded by Mr. Halle, with all members present voting in favor, the attached bid award summary was approved.

Bids received from:	Academic Supplier	Scott Electric
	American Toner	Supplies Outlet
	Grafix Business Solutions	Tree House
	Mid-Atlantic Media	

CC. Hazardous Waste Management Program Bid Award

Bids closed on June 22, 2015 at 10:00 a.m. Bids have been tabulated and reviewed for a comprehensive hazardous waste management program for local educational agencies located in Butler, Lawrence, and Mercer Counties for a period from June 1, 2015 through September 30, 2015.

Bids received from: The Environmental Service Group, Inc.
Tradebe Treatment and Recycling, LLC

On a motion by Mr. Tucker, seconded by Mr. Glass, with all members present voting in favor, the following bid award was approved:

Bid Award: The Environmental Service Group, Inc. at a projected cost of \$ 11,758.00 based on cost, references, acceptability of removal plan, and adequacy of insurance. A bid award summary is attached.

DD. Policy Revision - #435 Family and Medical Leaves

The attached revised Policy #435 – Family and Medical Leaves was given first reading.

EE. Policy Revision - #411 Suspensions / Furloughs / Demotions

The attached revised Policy #411 – Suspensions / Furloughs / Demotions was given first reading.

President

Secretary

MINUTES, June 24, 2015

VII. BOARD REORGANIZATION FOR 2015-2016

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

Mr. Glass nominated Mr. Tucker to serve as Temporary Chairperson. Mrs. Houk made a motion to close nominations, seconded by Mr. Butchy, with all members present voting in favor.

- B.** Mr. Tucker called for nominations for President.

Mrs. Houk nominated Mr. Butchy. Mr. Glass made a motion to close nominations, seconded by Mr. Branca, with all members present voting in favor.

Mr. Tucker called for nominations for Vice-President.

Mr. Butchy nominated Mr. Glass. Mrs. Houk made a motion to close nominations, seconded by Mrs. Ferguson, with all members present voting in favor.

Mr. Tucker called for nominations for Secretary.

Mr. Butchy nominated Laura Urbach. Mrs. Houk made a motion to close nominations, seconded by Mr. Glass, with all members present voting in favor.

Mr. Tucker called for nominations for Treasurer.

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

Mr. Tucker called for nominations for PSBA Liaison.

Mr. Butchy nominated Mr. Tucker. Mr. Glass made a motion to close nominations, seconded by Mrs. Ferguson, with all members present voting in favor.

President

Secretary

MINUTES, June 24, 2015

VII. BOARD REORGANIZATION FOR 2015-2016 (continued)

- C. Election of Officers: President, Cedric Butchy
Vice-President, Merle Glass
Secretary, Laura Urbach*
Treasurer, Richard Rossi
PSBA Liaison, John Tucker

(*non-voting member)

On a motion by Mr. Branca, seconded by Mrs. Houk, 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 2015-16.

VIII. ADJOURNMENT

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

President

Secretary