

**MINUTES, June 26, 2024**

**MINUTES of June 26, 2024, MIDWESTERN INTERMEDIATE UNIT IV BOARD OF DIRECTORS**

453 Maple Street, Grove City, PA 16127

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Members Present: Rodney Bobby, Merle Glass, Michael Lenzi, Dr. Michael Panza, Anna Pascarella, Deborah Roberson, Gary Shingleton, Patty Wilson, Dr. Wayde Killmeyer, Executive Director.

Others Present: Donna Volpe, Brenda Marino, Melissa Wyllie, Maureen Werwie, Charles Sapienza, Jason Williams

- 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, which will be at the end of the regular meeting. Start time: 6:30 p.m. ending at 7:00 p.m.
- IV. Minutes of the May 22, 2024, meeting, held at Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127 was approved on a motion by Dr. Panza, seconded by Ms. Pascarella with all members present voting in favor.
- V. On a motion by Ms. Pascarella, seconded by Dr. Panza with all members present voting in favor, the agenda was approved with the following:

CHANGE: Attachment D. Contracts for Approval

CHANGE: Attachment K. Days Beyond the Contracted School Year

CHANGE: Attachment H. Policy Review (#614 was added to the group)

CHANGE: Removal of the motion (E) to hire Megan Brandan.

**Dr. David Zupsic – Annual Safety Report**

**VI. PUBLIC PARTICIPATION**

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

**VII. OLD BUSINESS**

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President

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Secretary

**MINUTES, June 26, 2024**

**VIII. NEW BUSINESS**

**A. Financial Statements and Bills**

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

FINANCIAL STATEMENTS May 1, 2024 through May 31, 2024

1.	State and Federal Programs (Fund 10)	\$ 21,884,420.60
2.	Special Education (Fund 20)	\$ 13,770,082.00
3.	Capital Projects (Fund 30)	\$ 547,000.00
4.	Nonpublic Schools (Fund 10)	\$ 2,326,725.00
5.	IU General Fund (Fund 10)	\$ 3,829,304.00
6.	Internal Service Fund – UC/WC (Fund 70)	\$ 188,950.00
7.	Internal Service Fund – OPEB (Fund 71)	\$ 0.00
8.	OPEB Trust (Fund 73)	\$ 330,000.00
	TOTAL	\$ 42,876,481.60

BILLS May 1, 2024 through May 31, 2024

1.	General Fund (Fund 10)	\$ 1,708,494.83
2.	State and Federal Programs	
3.	Nonpublic School Services General Fund	
4.	Special Education (Fund 20)	\$ 766,883.15
	TOTAL	\$ 2,475,377.98

**B. Updated Listing of Credit Card Corporations and Authorized Employees**

On a motion by Mrs. Roberson seconded by Ms. Pascarella 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.

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President

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Secretary

## MINUTES, June 26, 2024

### VIII. NEW BUSINESS (continued)

#### C. Program Budgets

On a motion by Mr. Bobby, seconded by Ms. Pascarella with all members present voting in favor, the following Program Budgets were approved.

<u>Budget</u>	<u>Amount</u>
PA Pre-K Counts 2023-24 Final	\$ 1,086,174.00
PA Pre-K Counts 2024-25 Proposed	\$ 1,086,371.00
ELECT Teen Parenting 2024-25 Proposed	\$ 503,657.00
WRAST 2024-25 Preliminary	\$ 123,075.00
WRAST 2023-24 Final ( <i>revised</i> )	\$ 118,134.00
Homelessness 2023-24 Final ( <i>revised</i> )	\$ 309,206.00
Homelessness 2024-25 Proposed	\$ 290,804.00
Title 1 Part A. 2023-24 Final	\$ 4,904,314.00
IDEA-Nonpublic 2024-25 Estimated	\$ 220,559.00
Title 1 Nonpublic 2024-25 Estimated	\$ 392,250.00
Title 1 Nonpublic 2023-24 Final	\$ 375,188.00
Act 89 Nonpublic 2024-25 Estimated	\$ 2,364,384.00
Act 89 Nonpublic 2023-24 Final	\$ 2,474,350.00
Early Intervention Access 2023-24 Final	\$ 655,253.00
Early Intervention Access 2024-25 Estimated	\$ 685,389.00
School Age Access 2023-24 Final	\$ 783,848.00
School Age Access 2024-25 Preliminary	\$ 955,811.00
IDEA Component 1 Budget 2023-24 E.I.	\$ 1,040,148.00
IDEA Component 1 Budget 2024-25 Preliminary E.I.	\$ 1,038,798.00
IDEA Component 2 Budget 2023-24 Final	\$ 1,094,063.00
IDEA Component 2 Budget 2024-25 Preliminary	\$ 1,075,552.00
IDEA 619 Budget 2023-24 E.I.	\$ 463,004.00
IDEA 619 Budget 2024-25 Preliminary E.I.	\$ 464,599.00
CORE Budget 2023-24	\$ 5,628,487.00
CORE Budget 2024-25	\$ 5,499,764.00
Component 3 Budget 2024-25 Preliminary	\$ 11,378,828.00
Component 3 Budget 2023-24 Final	\$ 11,537,642.00
Transportation Budget 2023-24	\$ 73,282.00
Transportation Budget 2024-25	\$ 77,007.00
State E.I. Budget 2024-25	\$ 9,260,664.00
State E.I. Budget 2023-24	\$ 8,732,339.00

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President

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Secretary

**MINUTES, June 26, 2024**

**VIII. NEW BUSINESS (continued)**

**D. Request for Contract Authorization**

On a motion by Dr. Panza 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.

**E. Employment**

On a motion by Mrs. Roberson, seconded by Mr. Bobby with all members present voting in favor, the following persons were approved for employment.

Special Education

Makayla Guntrum, Floating Substitute Teacher, effective July 22, 2024 and ending the 2024-2025 school year. Her salary will be set at 92%, Bachelor's, Step 1 on the PSEA 2024-2025 salary schedule. She will be issued a Temporary Professional Contract for 2024-2025 school year.

~~Megan Brandan, Paraprofessional, effective August 7, 2024 to fill the vacancy created by David Carfang's resignation. Her salary will be based on Bachelor level, Paraprofessional, on the 2024-2025 ESPA salary schedule. Continued employment is contingent upon successful completion of the probationary period.~~

Joshua Neal, Special Education Teacher, effective June 24, 2024 due to the retirement of Katie Dietz. His salary will be based on Step 1, Bachelor's degree, on the 2023-2024 PSEA salary schedule. He will be issued a Temporary Professional contract.

**F. Tenure**

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

It is recommended that the minutes of the June 26, 2024 Board Meeting show that 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 2024:

Chrostowski, Carly  
Gagliano, Darin  
Harris, Micaela

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President

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Secretary

**MINUTES, June 26, 2024**

**VIII. NEW BUSINESS (continued)**

**G. Stipend**

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

It is recommended that Shawn Hedglin, Maintenance Technician, receive \$500 on the July 14th pay and \$500 on the July 29th pay for extra duties assigned while the Coordinator of Buildings and Grounds is on leave.

**H. Policy Review**

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

It is recommended that the following MIU IV Policies: **Finances, 601, 602, 603, 604, 608, 609, 612, 613, 614, 615, 616, 619, 620, be** given a first read and tentative approval.

**I. Permission to Advertise for Bids**

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

Permission to advertise for bids is requested for the use of facilities for the 2025 State Parent Advisor Council Annual Conference.

**J. Bid Award- Transportation**

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

Bids were reviewed following the bid deadline on June 3, 2024 at 10:00 a.m. for transportation services for students with disabilities in Butler, Lawrence and Mercer Counties as needed for the time period of September 1, 2024 through August 31, 2026. 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. Roberson seconded by Ms. Pascarella with all members present voting in favor, the following was approved.

Approval is recommended for staff to work extra days beyond the 2023-2024 contract year at their per diem salary pro-rated for actual time worked. Listing is attached.

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President

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Secretary

**MINUTES, June 26, 2024**

**VIII. NEW BUSINESS (continued)**

**L. Employment – Administration Authorization**

On a motion by Dr. Panza seconded by Mr. Bobby 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 27, 2024 through August 6, 2024. Persons so employed shall be presented to the Board for ratification of action at its next regular monthly meeting on August 7, 2024.

**M. Contract Authorization – Executive Director**

On a motion by Dr. Panza 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 2024-2025 school year.

**N. Appointment of Labor Counsel**

On a motion by Ms. Pascarella seconded by Mrs. Wilson 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, 2024 through June 30, 2025 at a rate of \$230 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.

**O. Appointment of Solicitor**

On a motion by Dr. Panza seconded by Mr. Bobby with all members present voting in favor, the following 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, 2024 for the period of 1 year at a \$2,500 retainer for attendance at eleven board meetings during the year

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President

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Secretary

**MINUTES, June 26, 2024**

**VIII. NEW BUSINESS (continued)**

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.

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

On a motion by Mrs. Wilson seconded by Ms. Pascarella 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, 2024 and ending upon a cancellation notice by either party ninety (90) days before June 30, 2025. 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 2024-2025 Claim Stop Loss Point \$114,953.65

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	\$ 12,355.28
2021-2022 claims billed and paid	\$ 27,460.31
2022-2023 claims billed and paid	\$ 16,632.00
2023-2024 claims billed and paid	\$ 2,503.77

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President

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Secretary

**MINUTES, June 26, 2024**

**VIII. NEW BUSINESS (continued)**

**Q. Budget Transfers**

On a motion by Mr. Bobby seconded by Ms. Pascarella 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 2023-2024 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.

**R. 2024-2025 Health, Dental & Vision Plan Employer Funding Rates**

On a motion by Dr. Panza seconded by Mrs. Roberson with all members present voting in favor, the following was approved.

<b>Benefit Plan</b>	<b>ESPA</b>	<b>PSEA</b>	<b>Act 93</b>	<b>Non-Act 93</b>
<b>HEALTH</b>				
Single	\$ 750.79	\$ 750.79	\$ 750.79	\$ 750.79
Parent & Child(ren)	\$ 1,351.42	\$ 1,351.42	\$ 1,351.42	\$ 1,351.42
Employee & Spouse	\$ 1,651.78	\$ 1,651.78	\$ 1,651.78	\$ 1,651.78
Family	\$ 2,252.44	\$ 2,252.44	\$ 2,252.44	\$ 2,252.44
<b>DENTAL</b>				
Single	\$ 31.46	\$ 31.46	\$ 31.46	\$ 31.46
Parent & Child(ren)	\$ 52.53	\$ 52.53	\$ 52.53	\$ 52.53
Employee & Spouse	\$ 62.87	\$ 62.87	\$ 62.87	\$ 62.87
Family	\$ 78.61	\$ 78.61	\$ 78.61	\$ 78.61
<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

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President

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Secretary



**MINUTES, June 26, 2024**

**VIII. NEW BUSINESS (continued)**

**S. Naming of Depositories**

On a motion by Mr. Bobby seconded by Ms. Pascarella 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, Pennsylvania Invest/Wells Fargo Bank, and US Bank be named as depositories for MIU IV funds for 2024-2025.

**T. Investment of Funds**

On a motion by Dr. Panza seconded by Ms. Pascarella 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 2024-2025 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.

**U. Payment of Accounts Payable**

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

Authorization is requested for the administration to make payment when due in 2024-2025 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.

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President

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Secretary

**MINUTES, June 26, 2024**

**VIII. NEW BUSINESS (continued)**

**V. Facsimile Signature Plate**

On a motion by Dr. Panza seconded by Mr. Bobby 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 2024-2025 should the need arise.

**W. Executive Director Travel**

On a motion by Mrs. Roberson seconded by Ms. Pascarella 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, 2024, through June 30, 2025.

**IX. BOARD REORGANIZATION FOR 2024-2025**

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

Dr. Panza made a motion to amend item IX. and nominate the existing 2023-2024 Board Officers to be elected as the 2024-2025 Board Officers. Ms. Pascarella seconded the motion

By a roll call vote of 8 YES, the following were named as the 2024-2025 Board Officers:

*President, Merle Glass*  
*Vice-President, Richard Rossi*  
*Secretary, Donna Volpe\**  
*Treasurer, Anna Pascarella*  
*PSBA Liaison, Eric DiTullio*

**X. ADJOURNMENT**

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

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President

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Secretary