

NORTHWEST TRI-COUNTY INTERMEDIATE UNIT

BOARD MEETING

July 31, 2013 ~ 5:45 p.m. ~ IU Board Room

- M I N U T E S -

The special meeting of the Northwest Tri-County Intermediate Unit Board was called to order by Mr. George Trauner, President, at 5:51 p.m. in Conference Room C of the Intermediate Unit office building in Edinboro, Pennsylvania.

Present were Dr. Carol Bocan, Amy Eisert, Dr. Thomas Fortin, Andrew Fynan, Carole Jones, Frank Petrungar, Jr., Robert Snyder, Laura Symes, Ted Szall, Jan Van Tuil, Ronald Wilga, and Donna Zariczny.

Attendance

Absent were Dr. Doris Gernovich, Kelley Majczyk, Shelly Rice and Joseph Walko.

Also present were Frederick Johnson, Ed.D., Executive Director, Dean Maynard, Ed.D., Assistant Executive Director, Molly Bean, Mary Eckart, Jim Gallagher, Cheryl Hamilton, Vince Humes, Paula Varee, and George Joseph, Solicitor.

Mr. Trauner led everyone present in the pledge to the flag.

**Pledge to
the Flag**

Mr. Trauner welcomed Dave Kern, President, representing the Pennsylvania State Education Association.

**Recognition
of PSEA**

Mr. Trauner welcomed visitors and asked them to please sign in. Visitors included many local superintendents and business managers.

**Recognition
of Visitors**

Mrs. Van Tuil, Personnel Committee Chair, had nothing to report at this time.

**Personnel
Committee
Report**

Dr. Thomas Fortin, Budget and Audit Committee Chair, reported that a Budget and Audit Committee meeting was held prior to the July 31, 2013 Board meeting. In attendance were Dr. Thomas Fortin, Andrew Fynan, Dr. Fred Johnson, Carole Jones, George Joseph, Dr. Dean Maynard, George Trauner, Jan Van Tuil, and Ronald Wilga.

**Budget and
Audit
Committee
Report**

Dr. Fortin reported that the committee discussed the following items:

1. Letter from the superintendents

2. Phase I Audit Report
3. Job description for the IU Board Treasurer from George Joseph
4. Role of Treasurer
5. Fraud Prevention Policy
6. RCI
7. IU Operations

Laura Symes, Nominations Committee Chair, reported that a Nominations Committee meeting was held prior to the July 31, 2013 Board meeting for the purpose of discussing and bringing forth the slate of officers that will be voted upon by the Board at the August 28, 2013 IU Board meeting. In attendance were Amy Eisert, Bob Snyder, and Laura Symes. The committee nominated George Trauner to continue as IU Board President and Jan Van Tuil to continue as Board Vice-President.

**Nominations
Committee
Report**

Mrs. Symes also communicated that the committee recommended that the Policy Development Committee review the IU Policy regarding the month in which the IU Board President and Vice-President are elected and have it coincide with Pennsylvania School Code which states that intermediate units shall elect their President and Vice-President during the month of July. If the IU doesn't have a meeting in July then elections are recommended to be held during the month of June. Presently, the Northwest Tri-County Intermediate Unit Board of Directors elects their President and Vice-President during the month of August based on current IU5 Bylaws.

Mrs. Zariczny, Policy Development Committee Chair, acknowledged the request of the Nominations Committee per Mrs. Symes report.

Donna Zariczny reported that a Policy Development Committee Meeting was held prior to the Board meeting on July 31, 2013. In attendance were Andrew Fynan, George Joseph, Frank Petrunger, Jr., Ted Szall, and Donna Zariczny.

**Policy
Development
Committee
Report**

Mrs. Zariczny reported that the committee discussed the following items:

1. Fraud Prevention Policy revision – The committee recommended waiting until Phase III of the audit has been completed.
2. Role of the Treasurer – The committee recommended that further revisions need to be made before bringing it to the Board for a vote at the August 28, 2013 Board meeting.
3. Job description for the IU Board Treasurer from George Joseph
4. Form of reporting from the Finance Department
5. Discussion on appointing an IU Board Treasurer – The committee suggested rotating local school district business managers for a one-year term

It was moved by Ronald Wilga and seconded by Dr. Thomas Fortin to approve the following general resolution:

**Approval
of General
Resolution**

Be it resolved, that the Northwest Tri-County Intermediate Unit Board of Directors approves and adopts the following items that are included in the agenda of this meeting and incorporated herein by reference thereto with the same force and as though separate resolutions on each item were considered and adopted.

Motion carried unanimously.

It was moved by Donna Zariczny and seconded by Ronald Wilga to approve the minutes for the meeting held on June 26, 2013 as presented.

**Approval
of Minutes**

Motion carried unanimously.

It was moved by Dr. Carol Bocan and seconded by Jan Van Tuil to approve the School Improvement Services (SIS) Division Restructure as presented. (See Executive Summary after the Minute pages.)

**Approval of
School
Improvement
Services
Restructure**

A brief discussion took place regarding the SIS Division Restructure. Dr. Johnson introduced Molly Bean and Jim Gallagher, the new SIS Directors (previously SIS Assistant Directors), to the Board and explained briefly their supervision areas. Mrs. Bean's new title will be SIS Director of Federal & State Programs. Mr. Gallagher's new title will be SIS Director of Curriculum, Instruction & Assessment (CIA). Dr. Johnson assured the Board that he will inform the superintendents at their August 16, 2013 SAC meeting of the details pertaining to the restructure.

Motion carried unanimously by roll call vote. Bocan-yes, Eisert-yes, Fortin-yes, Fynan-yes, Gernovich-absent, Jones-yes, Majczyk-absent, Petrungar –yes, Rice-absent, Snyder-yes, Symes-yes, Szall–yes, Trauner-yes, Van Tuil-yes, Walko-absent, Wilga–yes and Zariczny-yes.

It was moved by Dr. Thomas Fortin and seconded by Laura Symes to approve trading in old equipment for the purchase of riding lawn mower, mower deck, lawn roller, and snow blower as presented. The funds for this purchase would be distributed from the 2013-14 Internal Operations Capital Reserve Fund. (See Back of Secretary's Book.)

**Approval of
the Purchase
of Equipment**

Motion carried unanimously by roll call vote. Bocan-yes, Eisert-yes, Fortin-yes, Fynan-yes, Gernovich-absent, Jones-yes, Majczyk-absent, Petrungar –yes, Rice-absent, Snyder-yes, Symes-yes, Szall–yes, Trauner-yes, Van Tuil-yes, Walko-absent, Wilga–yes and Zariczny-yes.

It was approved by Donna Zariczny and seconded by Ronald Wilga to approve the Northwest Tri-County Intermediate Unit entering into an agreement with Kades-Margolis to participate in a 457 plan.

**Approval of
457 plan**

Motion carried unanimously by roll call vote. Bocan-yes, Eisert-yes, Fortin-yes, Fynan-yes, Gernovich-absent, Jones-yes, Majczyk-absent, Petrungar –yes, Rice-absent, Snyder-yes, Symes-yes, Szall-yes, Trauner-yes, Van Tuil-yes, Walko-absent, Wilga-yes and Zariczny-yes.

It was moved by Ronald Wilga and seconded by Donna Zariczny to approve the following Financial Items as presented (See Back of Secretary's Book.) **Financial Items**

A. Approval of Bills

- Check # 110255 - # 110285, dated and mailed 7/1/13
- Check #110286 - #110296, dated and mailed 7/5/13
- Check #110297 - #110315, dated and mailed 7/12/13
- Check #110316 - #110604, dated and mailed 7/24/13
- **Check #110341 – Bethesda Children's Home
- **Check #110510 – Perseus House Inc.

Motion carried unanimously by roll call vote. Bocan-yes, Eisert-yes, Fortin-yes; abstain Check #110510, Fynan-yes, Gernovich-absent, Jones-yes, Majczyk-absent, Petrungar – yes, Rice-absent, Snyder-yes, Symes-yes, Szall-yes, Trauner-yes; abstain Check #110341, Van Tuil-yes, Walko-absent, Wilga-yes and Zariczny-yes.

It was moved by Dr. Carol Bocan and seconded by Laura Symes to approve the 2012-13 Transportation Contracts as presented. (See Back of Secretary's Book.) **Transportation Items**

It was moved by Jan Van Tuil and seconded by Dr. Thomas Fortin to approve the following Personnel Items A thru D as presented. (See Back of Secretary's Book.) **Personnel Items**

A. Retirements and Resignations:

- 1) Georgia Chludzinski, School Improvement Services, Part-Time Act 89 Reading Specialist, resignation effective June 11, 2013
- 2) Mitch Kowal, Technology Solutions and Services, Full-Time Technical Manager, retirement effective September 25, 2013
- 3) Sandra Orlando, Special Education, Full-Time Autistic Support Aide, retirement effective June 12, 2013
- 4) Evan Williams, Technology Solutions and Services, Full-Time Professional Development Technical Coordinator, resignation effective August 16, 2013

B. Leaves:

- 1) Jamie Fosburg, Special Education, Part-Time Early Intervention Aide, requesting an unpaid Child Rearing Leave for the 2013-2014 school year

- 2) Stacey Marie, Special Education, Full-Time Educational Interpreter, requesting an unpaid FMLA for Child Rearing from August 12, 2013, through November 8, 2013

C. Employment of Personnel

D. Termination List

Motion carried unanimously by roll call vote. Bocan-yes, Eisert-yes, Fortin-yes, Fynan-yes, Gernovich-absent, Jones-yes, Majczyk-absent, Petrungar – yes, Rice-absent, Snyder-yes, Symes-yes, Szall-yes, Trauner-yes, Van Tuil-yes, Walko-absent, Wilga-yes and Zariczny-yes.

It was moved by Jan Van Tuil and seconded by Donna Zariczny to approve Personnel Item E as presented. (See Back of Secretary's Book.)

A discussion took place regarding the importance for Mr. Bond to attend this conference.

E. Request to Travel:

- 1) Travis Bond, Coordinator of Technology Solutions and Services (TSS), requests permission to attend the AirWatch Connect Training to be held in Atlanta, Georgia. The conference dates are September 9-12, 2013 with a travel day scheduled for September 9, 2013. **Note: This request has been reviewed and approved by Dr. Frederick Johnson, Dr. Dean Maynard, Vince Humes, and Finance. Funds for this trip will be disbursed from the 2013-14 TSS budget.**

Motion carried 12 to 1 in favor by roll call vote. Bocan-yes, Eisert-yes, Fortin-yes, Fynan-opposed, Gernovich-absent, Jones-yes, Majczyk-absent, Petrungar –yes, Rice-absent, Snyder-yes, Symes-yes, Szall-yes, Trauner-yes, Van Tuil-yes, Walko-absent, Wilga-yes and Zariczny-yes.

It was moved by Dr. Carol Bocan and seconded by Donna Zariczny to approve the following Contracts A; B2; and C as presented. (See Back of Secretary's Book.) Contracts

A. Contracted Payroll

- 1) Remle Moyak, to provide services to Talent Search students in Erie County, not to exceed \$23,990.40 (08/12/2013 – 06/16/2014)
- 2) Eileen Olsen, to provide services to Upward Bound Math and Science students in Erie County, not to exceed \$27,132.00 (09/01/2013 – 08/31/2014)

- 3) Valerie Watrous, to provide Literacy instruction to students to meet the conditions of the Migrant Literacy Grant, not to exceed \$8,399.60 (06/14/2013 – 08/02/2013)
- 4) Maria Whitted, to provide services to Talent Search students in Erie County, not to exceed \$22,367.52 (08/12/2013 – 06/16/2014)
- 5) Christopher Zurinsky, to provide Job Coaching services to students at Northwestern High School, not to exceed \$9,540.00 (08/27/2013 – 06/05/2014)

B. Service Purchase Contracts

- 1) Gentile Consulting, LLC, to perform the duties of Regional Site coordinator (RSC) of the PA Inspired Leadership (PIL) Program for Region 8 to fulfill the request by PDE, not to exceed \$59,000.00 (07/01/2013 – 06/30/2014) **Funded by PDE pass through IU8.**
- 2) Hermitage House Youth Services, to provide behavioral support services for residential and community students placed at Hermitage House for educational programming, not to exceed \$67,845.60 (08/28/2013 – 06/11/2014)

C. SPC – Early Intervention Contracts

- 1) Barber National Institute, to provide preschool early intervention services, not to exceed \$84,998.22 (07/01/2013 – 06/30/2014)
- 2) FCCA Twin Creeks Head Start, to provide preschool early intervention services, not to exceed \$63,106.08 (07/01/2013 – 06/30/2014)

Motion carried unanimously by roll call vote regarding Contracts A; B2; and C. Bocan-yes, Eisert-yes, Fortin-yes, Fynan-yes, Gernovich-absent, Jones-yes, Majczyk-absent, Petrungar –yes, Rice-absent, Snyder-yes, Symes-yes, Szall–yes, Trauner-yes, Van Tuil-yes, Walko-absent, Wilga–yes and Zariczny-yes.

It was moved by Ronald Wilga and seconded by Robert Snyder to approve Contract B1 as presented. (See Back of Secretary's Book.)

A discussion took place regarding the necessity and details of the Service Purchase Contract between IU5 and Gentile Consulting, LLC.

Motion carried unanimously by roll call vote regarding Contract B1. Bocan-yes, Eisert-yes, Fortin-yes, Fynan-yes, Gernovich-absent, Jones-yes, Majczyk-absent, Petrungar –

yes, Rice-absent, Snyder-yes, Symes-yes, Szall-yes, Trauner-yes, Van Tuil-yes, Walko-absent, Wilga-yes and Zariczny-yes.

It was approved by Ronald Wilga and seconded by Frank Petrungar, Jr. to approve the lease between the Northwest Tri-County Intermediate Unit and Millcreek School District as presented. **Note: Previously on IU form and approved at June Board meeting; now on Millcreek form.** (See Back of Secretary's Book.)

**Approval of
Lease**

Motion carried unanimously by roll call vote. Bocan-yes, Eisert-yes, Fortin-yes, Fynan-yes, Gernovich-absent, Jones-yes, Majczyk-absent, Petrungar –yes, Rice-absent, Snyder-yes, Symes-yes, Szall-yes, Trauner-yes, Van Tuil-yes, Walko-absent, Wilga-yes and Zariczny-yes.

George Joseph, Solicitor, had nothing to report at this time.

**Solicitor
Report**

George Trauner communicated that after the meeting adjourned, two Executive Sessions would take place. The Board would meet regarding legal matters in the Board Room. Afterwards, the Board would come back into Conference Room C to hold an Executive Session with the superintendents and district business managers.

Other Business

The next Board meeting will be held on August 28, 2013.

There being no further business to come before the Board, it was moved by Dr. Thomas Fortin and seconded by Laura Symes that the meeting adjourn at 6:20 p.m.

Adjournment

Motion carried unanimously.

Respectfully submitted,

Laura Caldwell, Secretary