

# NORTHWEST TRI-COUNTY INTERMEDIATE UNIT

## BOARD MEETING

February 26, 2014 ~ 5:45 p.m. ~ IU Board Room

### MINUTES -

The regular meeting of the Northwest Tri-County Intermediate Unit Board was called to order by Mr. George Trauner, President, at 5:45 p.m. in the Board Room of the Intermediate Unit office building in Edinboro, Pennsylvania.

Present were Amy Eisert, Andrew Fynan, Dr. Doris Gernovich, Carole Jones, Christine Mitchell, Shelly Rice, Robert Snyder, Thomas Spagel, Jody Sperry, Laura Symes, George Trauner, Jan Van Tuil, and Ronald Wilga.

#### Attendance

Absent were Susan Bartlett, Paul Mangione, Josh Paris, and Ted Szall.

Also present were Frederick Johnson, Ed.D., Executive Director, Dean Maynard, Ed.D., Assistant Executive Director, Molly Bean, Mary Eckart, James Gallagher, Vince Humes, Linda Samuels, Jeff Zibelman, TJ Hesch, Board Treasurer, and George Joseph, Solicitor.

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

#### Pledge to the Flag

Mr. Trauner had nothing to report.

#### Board President Report

Mr. Trauner welcomed David Kern representing the Pennsylvania State Education Association. Mr. Kern reported that the union continues to meet with the IU Board negotiating team. Mr. Kern introduced Tracey Moore, Special Education teacher from Saegertown Elementary.

#### Recognition of PSEA

Mrs. Moore reported that several dedicated and professional IU staff had secured an enormous gift from the Meadville Lions Club for the purchase of five iPads with protective covers and appropriate educational applications to install on each device. These are to be used by visually impaired students, as well as their classmates from the Crawford Central School District. In addition, a new Rifton adaptive tricycle was also gifted to the classroom.

There was another event held at the Meadville Medical Center, distributing six new Rifton adaptive tricycles to benefit six students. Four students from Mrs. Moore's MDS classroom and two students from Amy Kowalewski's MDS classroom, also received their very own tricycle. The staff had learned of a charity called Variety that was taking applications for this project. The IU staff was instrumental in coordinating with their student's parents, to complete the application process. Every student whose parents completed the application was awarded a brand new tricycle.

Mr. Trauner welcomed visitors and asked them to please sign in. Visitors included Christy Carucci, Nancy Downey, Sue Gregor, Drew Mortensen, Lori Patton, Nick Paolini, Karen Reagan, Abigail Stafford, and Laura Yaeger.

**Recognition  
of Visitors**

Amy Eisert arrived at 5:50 p.m.

Dr. Johnson informed the Board members there were several items provided for their review. The first draft of the IU Policies, Section 000, Board Procedures, had been received from the Pennsylvania School Boards Association and presented to them for their review. The Policy Development Committee will meet in March and will provide their recommendation at that time. Also included were, a SAS (Standards Aligned Systems Institute) report, a revised copy of the Early Retirement Incentive Program for clerical staff, an analysis of the cost savings for the eligible clerical staff, and a copy of the acronyms and abbreviations used by the IU.

**Executive  
Director  
Report**

Dr. Johnson reported that he had received copies of the book “*10 Models of Teacher Evaluation*” and IU5 was highlighted by a chapter in the book. Dr. Johnson congratulated Dr. Maynard and Lori Patton for their excellent work on the evaluation procedures. This is a point of pride for IU5.

Dr. Johnson announced to the Board that he would be addressing a term/issue or difference between an IU and a district from time to time, that he has learned since coming to the IU. This meeting’s term is “*Supervisors.*”

In a district, a building principal has the authority to supervise special education teachers in their building. Because an IU does not own any buildings with classrooms, the IU is required to supervise our teachers with individuals required to have a supervisor’s certificate or an administrative certificate. At an IU the most valuable certificate is a Letter of Eligibility (Superintendent’s Certificate) which would permit the holder to do all of the IU’s service areas. IU5 currently has three people with “Letters” and five more are working toward this certification. There are two types of IU supervisors, classroom and program supervisors. An IU supervisor has a 261 day contract. Classroom supervisors are responsible for the supervision of teachers and aides. Program supervisors lead programs and are responsible for professional development.

A major source of IU revenue comes from the Pennsylvania Department of Education (PDE) in the form of programs that it needs help leading. The IU has been asked to lead many PDE initiatives and will need to pursue these opportunities when they occur.

Dr. Johnson announced that Dr. Maynard and Karen Reagan would share information with the Board on Standards Aligned Systems Institute (SAS), one of the PDE initiatives that the IU has been responsible for.

Dr. Maynard referred the Board to the handout provided to them on the SAS program. In 2013-14 the SAS contract generated revenue in the amount of \$466,000 for IU5. IU5 is responsible for the total coordination for the three-day event with 915

attendees at the Hershey Lodge. The IU planning team dedicates many months of planning to operate this initiative seamlessly. PDE requires IU5 to prepare and have an approved ITQ (Invitation to Qualify for Conference Development) in place for each calendar year. The IU was approved for ITQs for 2013 and 2014 which enables them to provide conference initiatives. Dr. Maynard highlighted the Board's attention to the comments section in the handout. He asked the Board to look at Comment(s) number 4, 8, 9, and 19. These comments indicate the success of the conference.

Christine Mitchell and Shelly Rice arrived at 6 p.m.

The Budget and Audit Committee held an open meeting on February 11, 2014, beginning at 4 p.m. to provide a presentation on the Proposed 2014-2015 Budget. In attendance were Andrew Fynan, Amy Eisert, Carole Jones, Paul Mangione, Josh Paris, Jody Sperry, Laura Symes, George Trauner, Jan Van Tuil, Ron Wilga, Mary Eckart, Dr. Dean Maynard, Dr. Frederick Johnson, Sheilah Garhart, Leah Rausher, and Dr. Jim Tracy.

**Budget &  
Audit  
Committee  
Report**

An open Budget & Audit Committee meeting was held on February 26, 2014, prior to the IU Board meeting. In attendance was Andrew Fynan, Carole Jones, George Trauner, Jan Van Tuil, and Ronald Wilga, Mary Eckart, Dr. Dean Maynard, and Dr. Frederick Johnson.

Mr. George Trauner, IU Board Budget and Audit Committee Chair, reported on the following items:

1. The Committee advised Administration to schedule interviews with four of the auditing firms that submitted and met the RFP requirements.
2. Investments will now appear on the Treasurer's Report because Mary Eckart has secured permissions to receive statements for PLIGIT, PSDLAF, and the PNC Money Market accounts.
3. The Financial Analysis has been received regarding the COLI policy. If the IU surrendered the COLI policy the net worth would be \$1.8 million dollars. If policies are kept until they reach whole market value the policies would total \$10.8 million. The Committee has asked George Joseph to research the forensic auditors intent for surrendering the policies. Attorney Joseph will advise the Board of his research.
4. The Committee reviewed the Early Retirement Incentive for clerical staff and recommend approval.

Mrs. Van Tuil, Personnel Committee Chair, reported that a closed Personnel Committee meeting was held on February 19, 2014, to discuss personnel matters. In attendance were Dr. Doris Gernovich, George Joseph, Robert Snyder, Jody Sperry, Jan Van Tuil, George Loomis, State Mediator, Lori Crowley, Laura Kemling, Dr. Dean Maynard, Linda Samuels, and Dr. Frederick Johnson.

**Personnel  
Committee  
Report**

Mrs. Van Tuil reported that she agreed with PSEA that the negotiating teams have been making progress. Everyone is developing a clear understanding of each other's side.

Mrs. Van Tuil informed the Board that the Committee had met with Dr. Johnson about the budget presentation and reviewed items pertaining to personnel.

George Joseph added that negotiations were held on February 19, 2014, and the next Negotiations meeting will be held on March 19, 2014, beginning at 4 p.m.

Mrs. Laura Symes reported that the Policy Development Committee would be reviewing the draft PSBA, Section 000, Board Procedures policies and bringing a recommendation to the Board at the March meeting.

**Policy  
Development  
Committee  
Report**

It was moved by Mr. Wilga and seconded by Mrs. Mitchell to approve the resignation of Mr. Frank Petrungar, Jr., IU Board Representative from Erie's Public Schools effective January 22, 2014.

**Resignation of  
IU Board  
Member**

Motion carried unanimously.

It was moved by Mr. Wilga and seconded by Mrs. Van Tuil to approve the appointment of Mr. Thomas A. Spagel, to fulfill the unexpired term of Mr. Frank Petrungar, Jr., IU Board Representative from Erie's Public Schools until June 30, 2014.

**Appointment  
of new of IU  
Board  
Member**

Motion carried unanimously.

It was moved by Mrs. Van Tuil and seconded by Mrs. Rice to approve the following general resolution:

**Approval  
of General  
Resolution**

Be it resolved, that the Northwest Tri-County 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 Mr. Snyder and seconded by Mrs. Sperry to approve the minutes for the meeting held on January 22, 2014 as presented.

**Approval  
of Minutes**

Motion carried unanimously.

It was moved by Mrs. Symes and seconded by Mr. Wilga to approve the First Reading of Policy 625, Finance Section, Credit Card Use as presented with the

**First  
Reading  
Policy 625**

requested change under number 3 “The administration shall obtain Board approval prior to opening any new credit card accounts.” (See Back of Secretary’s Book.)

Motion carried unanimously.

It was moved by Mrs. Symes and seconded by Mrs. Mitchell to approve the Second Reading of Policy 604, Finance Section, Budget Adoption as presented (See Back of Secretary’s Book.)

**Second  
Reading  
Policy 604**

Motion carried unanimously.

It was moved by Mr. Snyder and seconded by Dr. Gernovich to approve the following Financial Items as presented (See Back of Secretary’s Book.)

**Financial Items**

A. Treasurer’s Report for January 31, 2014

B. Approval of PNC Easy Procure Payments

C. Approval of Monthly Revenue Board Report for January 2014  
(Electronic Copy Available on the IU5 Lobby )

D. Approval of Monthly Expense Board Report for January 2014  
(Electronic Copy Available on the IU5 Lobby)

E. Approval of Bills

Check # 113105 - # 113121, dated and mailed 1/17/14

Check # 113122 - # 113131, dated and mailed 1/24/14

Check # 113132 - # 113153, dated and mailed 1/31/14

Check # 113154 - # 113170, dated and mailed 2/7/14

Check # 113171 - # 113176, dated and mailed 2/14/14

Check # 113177 - # 113510, dated 2/26/14

\*\* Check # 113202 – Bethesda Children’s Home

F. Approval of 2013-2014 Revised Act 89 Budget

Motion carried unanimously by roll call vote. Bartlett-absent, Eisert-yes, Fynan-yes, Gernovich-yes, Jones-yes, Mangione-absent, Mitchell-yes, Paris-absent, Rice-yes, Snyder-yes, Spagel-yes, Sperry-yes, Symes-yes, Szall-absent, Trauner-yes with the exception of Check #113202-abstain, Van Tuil-yes, Wilga-yes

It was moved by Mr. Wilga and seconded by Mrs. Sperry to approve the Proposed 2014-15 Intermediate Unit Budget as presented. (See Back of Secretary’s Book.) Motion carried unanimously by roll call vote. Bartlett-absent, Eisert-yes, Fynan-yes, Gernovich-yes, Jones-yes, Mangione-absent, Mitchell-yes, Paris-absent, Rice-yes, Snyder-yes, Spagel-yes, Sperry-yes, Symes-yes, Szall-absent, Trauner-yes, Van Tuil-yes, Wilga-yes

**Proposed 2014-15  
IU Budget**

It was moved by Mrs. Van Tuil and seconded by Mr. Wilga that the Board convene into Executive Session to discuss personnel matters at 6:20 p.m. Motion carried unanimously by roll call vote. Bartlett-absent, Eisert-yes, Fynan-yes, Gernovich-yes, Jones-yes, Mangione-absent, Mitchell-yes, Paris-absent, Rice-yes, Snyder-yes, Spagel-yes, Sperry-yes, Symes-yes, Szall-absent, Trauner-yes, Van Tuil-yes, Wilga-yes

**Early Retirement  
Incentive - Clerical**

The Board reconvened at 6:30 p.m.

It was moved by Mrs. Van Tuil and seconded by Mrs. Rice to approve the Early Retirement Incentive for Clerical staff as presented. (See Back of Secretary's Book.) Motion carried unanimously by roll call vote. Bartlett-absent, Eisert-yes, Fynan-yes, Gernovich-yes, Jones-yes, Mangione-absent, Mitchell-yes, Paris-absent, Rice-yes, Snyder-yes, Spagel-yes, Sperry-yes, Symes-yes, Szall-absent, Trauner-yes, Van Tuil-yes, Wilga-yes

Jan Van Tuil left the meeting at 6:30 p.m.

It was moved by Mr. Snyder and seconded by Mrs. Sperry to approve the following Transportation Items as presented. (See Back of Secretary's Book.)

**Transportation  
Contracts & Special  
Needs Drivers**

A. 2012-13 Transportation Contracts

B. 2012-13 Special Needs Drivers

Motion carried unanimously by roll call vote. Bartlett-absent, Eisert-yes, Fynan-yes, Gernovich-yes, Jones-yes, Mangione-absent, Mitchell-yes, Paris-absent, Rice-yes, Snyder-yes, Spagel-yes, Sperry-yes, Symes-yes, Szall-absent, Trauner-yes, Van Tuil-absent, Wilga-yes

It was moved by Mr. Snyder and seconded by Mr. Wilga to approve the following authorization of payment to the Quinn Law Firm resolution:

**Approval  
of Authorization  
of Payment to the  
Quinn Law Firm  
Resolution**

Be it resolved, that the Northwest Tri-County Board of Directors approves to authorize payment to the Quinn Law Firm in the amount of \$49,182.12 as an additional retainer for the payments to be made to Alpern Rosenthal for the forensic audit, which amount is to be paid from the Pro-Rata Budget, Account No. 10-2510-330-105, with the Quinn Law Firm to report on the payments made from and balance of the retainer.

Motion carried unanimously by roll call vote. Bartlett-absent, Eisert-yes, Fynan-yes, Gernovich-yes, Jones-yes, Mangione-absent, Mitchell-yes, Paris-absent, Rice-yes, Snyder-yes, Spagel-yes, Sperry-yes, Symes-yes, Szall-absent, Trauner-yes, Van Tuil-absent, Wilga-yes

It was moved by Mrs. Rice and seconded by Mrs. Symes to approve the following Personnel Items as presented. (See Back of Secretary's Book.)

**Personnel Items**

A . Leave:

- 1) Jessica Soltis, Special Education, Full-Time Autistic Support Aide, requesting an unpaid Child Rearing Leave from March 13, 2014, through April 21, 2014

B . Employment of Personnel

C . Substitutes List

D. Intermediate Unit Board Resolution to notify Pennsylvania Department of Education – Wattsburg Area School District Transfer Between Entities

Motion carried unanimously by roll call vote. Bartlett-absent, Eisert-yes, Fynan-yes, Gernovich-yes, Jones-yes, Mangione-absent, Mitchell-yes, Paris-absent, Rice-yes, Snyder-yes, Spagel-yes, Sperry-yes, Symes-yes, Szall-absent, Trauner-yes, Van Tuil-absent, Wilga-yes

Mr. Fynan asked that there be a discussion held regarding four IU staff attending the GO College conference because of travel expenses. Mr. Fynan voiced his concerns and Dr. Johnson explained to the Board that this is a federally funded program that mandates name and titles of the four IU staff members that are required to attend this conference.

**Request to  
Travel – GO  
College**

It was moved by Mr. Snyder and seconded by Mr. Wilga to approve the Request to Travel as presented. Motion carried unanimously by roll call vote. Bartlett-absent, Eisert-yes, Fynan-yes, Gernovich-yes, Jones-yes, Mangione-absent, Mitchell-yes, Paris-absent, Rice-yes, Snyder-yes, Spagel-yes, Sperry-yes, Symes-yes, Szall-absent, Trauner-yes, Van Tuil-absent, Wilga-yes (See Back of Secretary's Book.)

It was moved by Mr. Wilga and seconded by Mr. Snyder to approve the following Contracts as presented. (See Back of Secretary's Book.)

**Contracts**

- A . Douglas A. Keffer, to provide beginning English as a Second Language instruction and Adult Basic Education and Support Services at the Quality of Life Learning Center, not to exceed \$6,588.00 (04/01/14 – 06/30/14)
- B. Keith J. Knauff, to provide beginning English as a Second Language instruction and Adult Basic Education and Support Services at the Quality of Life Learning Center, not to exceed \$6,588.00 (04/01/14 – 06/30/14)

Motion carried unanimously by roll call vote. Bartlett-absent, Eisert-yes, Fynan-yes, Gernovich-yes, Jones-yes, Mangione-absent, Mitchell-yes, Paris-absent,

Rice-yes, Snyder-yes, Spagel-yes, Sperry-yes, Symes-yes, Szall-absent, Trauner-yes, Van Tuil-absent, Wilga-yes

It was moved by Mr. Snyder and seconded by Mrs. Jones to approve the following Resolutions as presented. (See Back of Secretary's Book.)

**Resolutions**

A. Authorizing permission for the IU Executive Director to solicit bids for the 2014-15 school year for:

- 1) Automobiles (2)
- 2) Summer Foods Service Program (food preparation)
- 3) Copy Machines
- 4) Computer Equipment
- 5) E-Rate
- 6) Programmatic Materials
- 7) Building Maintenance and Repairs

Motion carried unanimously by roll call vote. Bartlett-absent, Eisert-yes, Fynan-yes, Gernovich-yes, Jones-yes, Mangione-absent, Mitchell-yes, Paris-absent, Rice-yes, Snyder-yes, Spagel-yes, Sperry-yes, Symes-yes, Szall-absent, Trauner-yes, Van Tuil-absent, Wilga-yes

It was moved by Mr. Wilga and seconded by Mrs. Symes to approve the Reaffirmation of the Pennsylvania School Boards Association Standards for Effective School Governance and the Code of Conduct for Members of the Pennsylvania School Boards Association as presented. (See Back of Secretary's Book.)

**Reaffirmation  
of PSBA Code  
of Conduct**

Motion carried unanimously.

It was moved by Mr. Snyder and seconded by Mrs. Jones to grant approval for the Executive Director the authority to evaluate all E-Rate proposals and to act as deemed necessary to ensure maximum discount advantage under the E-Rate Program for the 2014-15 filing year in the event the March 26, 2014 Board meeting is cancelled. Motion carried unanimously by roll call vote. Bartlett-absent, Eisert-yes, Fynan-yes, Gernovich-yes, Jones-yes, Mangione-absent, Mitchell-yes, Paris-absent, Rice-yes, Snyder-yes, Spagel-yes, Sperry-yes, Symes-yes, Szall-absent, Trauner-yes, Van Tuil-absent, Wilga-yes

**E-Rate  
Proposal  
Authorization**

The next Board meeting will be held on March 26, 2014.

**Other Business**



There being no further business to come before the Board, it was moved by Mr. Adjournment  
Wilga and seconded by Mrs. Symes that the meeting adjourn at 6:50 p.m.

Motion carried unanimously.

Respectfully submitted,

Cheryl Hamilton, Secretary