

NORTHWEST TRI-COUNTY INTERMEDIATE UNIT

BOARD MEETING

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

- M I N U T E S -

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 Andrew Fynan, Dr. Doris Gernovich, Carole Jones, Paul Mangione, Robert Snyder, Jody Sperry, Laura Symes, Ted Szall, George Trauner, and Ron Wilga.

Attendance

Absent were Susan Bartlett, Amy Eisert, Christine Mitchell, Josh Paris, Shelly Rice, Thomas Spagel, and Jan Van Tuil.

Also present were Frederick Johnson, Ed.D., Executive Director, Dean Maynard, Ed.D., Assistant Executive Director, Molly Bean, Mary Eckart, Jim Gallagher, T.J. Hesch, Vince Humes, Abigail Stafford, Jeff Zibelman, Lori Patton, and George Joseph, Solicitor.

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

Pledge to the Flag

Mr. Trauner requested that the Board have a Moment of Silence following the Pledge to the Flag for Mona Buschak, a former Intermediate Unit Board member who had passed away on March 23, 2014.

Moment of Silence

Mr. Trauner welcomed Tracey Moore representing the Pennsylvania State Education Association. Mrs. Moore reported that negotiations were moving forward.

Recognition of PSEA

Dr. Johnson welcomed Bill Lutz, representing Harbor Creek School District, attending for Christine Mitchell.

Executive Director Report

Dr. Johnson informed the Board, five of the seventeen districts have approved the Intermediate Unit budget unanimously.

Mrs. Sperry shared PSBA's and Conneaut's superintendent evaluation tools with Dr. Johnson. It was requested that the evaluation tools be made available on the Board Portal site. Mrs. Sperry mentioned that Conneaut School District will be making revisions to their superintendent evaluation tool this year. Mrs. Sperry will supply Dr. Johnson with a revised electronic copy, when available.

Susan Bartlett arrived at 5:55 and Amy Eisert arrived at 5:57.

Dr. Johnson introduced Molly Bean, Director of School Improvement Services, Federal and State Programs, to do a presentation on “*Act 89.*”

Mrs. Bean did a presentation highlighting the past, present, and future of Act 89. Mrs. Bean’s report was well received by the Board members.

Personnel Committee had nothing to report. Attorney Joseph informed the Board members that there will be two Executive Sessions for negotiations on May 1, 2014, and May 8, 2014, beginning at 4 p.m.

**Personnel
Committee
Report**

A Budget and Audit Committee Meeting was held on March 26, 2014. It was scheduled from 4:45 p.m. until 5:30 p.m. In attendance were Andrew Fynan, Carole Jones, George Trauner, and Ronald Wilga.

**Budget and
Audit
Committee
Report**

Mr. Trauner, Budget and Audit Committee Chair, informed the Board that a letter had been received from Attorney Joseph documenting the allocation of funds of payments for the Forensic Audit to Alpern Rosenthal. The Forensic Audit has been paid in full.

Mr. Trauner reported that administration had conducted interviews with four auditing firms.

Dr. Johnson commented that three of the four firms did an excellent job during the interview process. Administration’s recommendation is to hire Maher Duessel, a firm located in Pittsburgh with a satellite office in Butler. The Butler office will be responsible for handling the audit. Maher Duessel was the only firm that had prior intermediate unit experience. They currently conduct IU3’s single audit. Also, they are the only firm that is strictly dedicated to public school accounting. They are very specialized in their field. Maher Duessel also prepares and submits the Annual Financial Report due on a yearly basis to the Pennsylvania Department of Education.

Mr. Trauner reported that the Committee was in agreement with the recommendation for selecting Maher Duessel to become the auditing firm for the 2013-2014, 2014-2015, and 2015-2016 fiscal years.

It was moved by Mr. Wilga and seconded by Mr. Snyder to appoint Maher Duessel to perform the annual local single audit for the Intermediate Unit for fiscal years ending June 30, 2014, June 30, 2015, and June 30, 2016, with the clause; At the time the auditing firm releases the booklet and management letter, it be mailed to all board members, as well as administration, so that everyone receives their copy at the same time.

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

A Policy Development Committee Meeting was held on March 26, 2014. It was scheduled from 5 p.m. until 5:35 p.m. In attendance were Paul Mangione, Laura Symes, and Ted Szall.

Mrs. Symes, Policy Development Committee Chair, reported that the Committee had reviewed Series 000; Section Board Procedures, provided by the Pennsylvania School Boards Association. The Committee recommended the following changes:

- 1) Policy No. 003; Section 4 Evaluation of Board Procedures; Paragraph 1 shall read “The Board shall plan an annual evaluation of its Board Goals.” Remove “of its functions as a Board.”
- 2) Policy No. 004; Section 3 Election; Attorney Joseph will write a summary of how we do elections.
- 3) Policy No. 005; Section 3 Officers; Sub-Section a; The Board members shall annually, during the month of June elect from their members a President and Vice-President who shall service for one (1) year. Remove July.
- (4) Policy No. 006; Section 5 Regular Meetings; Paragraph 1; shall read; the Board shall normally hold ten (10) scheduled meetings. Remove eleven (11).
- (5) Policy No. 006; Section 8 Voting; Attorney Joseph will write the policy on voting.

It was moved by Mrs. Symes and seconded by Mr. Wilga to approve the First Reading of Section: Board Procedures; Number Series 000 provided by Pennsylvania School Boards Association with revisions. Motion carried unanimously.

**First Reading
of PSBA/IU
Board
Procedures
Policies**

Dr. Johnson commented that the Nominations Committee will need to meet in May to prepare for nomination of officers at the June meeting.

It was moved by Mr. Wilga and seconded by Mrs. Sperry 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 Mr. Wilga to approve the minutes from the February 26, 2014 meeting. Motion carried unanimously.

**Approval
of Minutes**

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

Financial Items

- A. Treasurer's Report for February 2014
- B. PNC Easy Procure Card Payments
- C. Monthly Revenue Report for February 2014
- D. Monthly Expense Report for February 2014
- E. Approval of Bills
Vouchers #113511 through #113941

Motion carried unanimously by roll call vote. Bartlett-yes; Eisert-yes; Fynan-yes; Gernovich-yes; Jones-yes; Mangione-yes; Mitchell-absent; Paris-absent; Rice-absent; Snyder-yes; Spagel-absent; Sperry-yes; Symes-yes; Szall-yes; Trauner-abstain Check #113958; Van Tuil-absent; Wilga-yes

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

**Transportation
Items**

- A. 2013-14 Transportation Contracts
- B. 2013-14 Special Needs Drivers

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

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

**Personnel
Items**

- A. Resignations/Retirements:
 - 1) Barbara Albertson, Special Education, Secretary, retirement effective June 30, 2014
 - 2) Rick Kelly, Innovative Technology Solutions, Supervisor of Technology Infrastructure, resignation effective March 18, 2014

3) Melody Kissell, Management Services, Clerk Typist, retirement effective June 30, 2014

B. Leaves:

- 1) Raina George, School Improvement Services, Secretary, requesting an unpaid FMLA from July 28, 2014, through August 22, 2014
- 2) Alicia Terrill, School Improvement Services, Part-Time English As A Second Language Teacher, requesting an unpaid Child Rearing Leave from May 14, 2014, through end of school year

C. Salary Adjustments:

- 1) Jeffrey Styborski, Systems Coordinator of Innovative Technology Solutions, appointment as Acting Supervisor of Technology Infrastructure of ITS with salary adjustment effective April 7, 2014, thru June 30, 2014, additional \$29.52 per diem
- 2) Travis Bond, Technical Coordinator of Innovative Technology Solutions, appointment as Acting Systems Coordinator of ITS with salary adjustment effective April 7, 2014, thru June 30, 2014, additional \$2.79 per diem

D. Substitute List

E. Intermediate Unit Board Resolution to notify Pennsylvania Department of Education – Fort LeBoeuf School District Transfer Between Entities

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

It was moved by Mr. Wilga and seconded by Mrs. Symes to approve the Agreement between PENNCREST School District, Northwest Tri-County Intermediate Unit, and Bethesda Children's Home as presented. (See Back of Secretary's Book.)

PENNCREST
IU5 and
Bethesda
Agreement

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

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

Service
Purchase
Contracts

- A. Bethesda Children's Services, to provide behavioral support services for residential and community students placed at Bethesda Children's Services for educational programming, not to exceed \$12,198.00 (02/20/14 – 06/11/14)

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

It was moved by Mr. Snyder and seconded by Mrs. Sperry to approve the Summer Food Rates with Nutrition, Inc. as presented. (See Back of Secretary's Book.)

2014
Summer
Food Rates

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

It was moved by Mr. Wilga and seconded by Dr. Gernovich to approve the English as a Second Language Services Hourly Rate for 2014-2015 of \$49.08 per hour (includes salary, part-time benefits, mileage, supplies, supervision, and clerical support) Reference: Phase II of the Forensic Audit requirements, Page 16.

2014-15
ESL
Services
Hourly
Rate

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

It was moved by Mr. Wilga and seconded by Mrs. Symes to approve the Concurrent Enrollment Agreement with Butler Community College as presented. (See Back of Secretary's Book.) Motion carried unanimously.

Concurrent
Enrollment
Agreements

It was moved by Mr. Wilga and seconded by Mrs. Sperry to approve the Concurrent Enrollment Agreement with Mercyhurst University as presented. (See Back of Secretary's Book.) Motion carried unanimously.

The next Board meeting will be held on April 23, 2014.

Other Business

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

Adjournment

Motion carried unanimously.

Respectfully submitted,

Cheryl Hamilton, Secretary