

# NORTHWEST TRI-COUNTY INTERMEDIATE UNIT

## BOARD MEETING

April 23, 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 5:47 p.m. in the Board Room of the Intermediate Unit office building in Edinboro, Pennsylvania.

Present were Amy Eisert, Dr. Doris Gernovich, Paul Mangione, Josh Paris, Shelly Rice, George Trauner, Jan Van Tuil, and Ronald Wilga.

#### Attendance

Absent were Susan Bartlett, Andrew Fynan, Carole Jones, Christine Mitchell, Robert Snyder, Thomas Spagel, Jody Sperry, Laura Symes, and Ted Szall.

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

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

#### Pledge to the Flag

Mr. Trauner welcomed David Kern representing the Pennsylvania State Education Association.

#### Recognition of PSEA

Mr. Trauner welcomed visitors and asked them to please sign in. Visitors included Christie Carucci, Lori Patton, and Nancy Downey.

#### Recognition of Visitors

Dr. Johnson reported that the Intermediate Unit had held the NWPASCD Spring meeting in conjunction with Edinboro University last week. Dr. Johnson and Dr. Maynard were both in attendance and had the opportunity to meet with Senator Wiley to discuss concerns and other initiatives for promoting public education in Northwest Pennsylvania.

#### Executive Director Report

Dr. Johnson reminded the Board members that there will be a PSBA Spring Legal Roundup session on Thursday, April 24, 2014 sponsored by PENNCREST School District beginning at 7 p.m.

Dr. Johnson introduced James Gallagher, Director of School Improvement Services, to provide professional development to the Board concerning Training and Consultation Services (TaC).

Mr. Gallagher's presentation was well received by the Board.

Christine Mitchell arrived at 5:55 p.m.

Susan Bartlett arrived at 5:57 p.m.

An IU Budget and Audit Committee meeting were held on April 23, 2014. It was scheduled from 5:00 p.m. until 5:30 p.m. In attendance were George Trauner, Chair, Jan Van Tuil, Ronald Wilga, Dr. Frederick Johnson, and George Joseph.

**Budget and  
Audit  
Committee  
Report**

Mr. Trauner, IU Board Budget and Audit Committee Chair, reported the following items were discussed and communicated that the Budget and Audit Committee's recommendations are as follows:

- 1) 2014-2015 Health Insurance Rates – The Committee recommends that the motion be tabled until additional information can be obtained from Benefit Administrators, Inc.
- 2) 2014-2015 Dental Claims Administrative Agreement – The Committee recommends approving the Agreement.
- 3) 2014-2015 Vision Claims Administrative Agreement – The Committee recommends approving the Agreement.
- 4) 2014-2015 Administrative Fees with Benefit Administrators, Inc. - The Committee recommends that the motion be tabled until additional information can be obtained from Benefit Administrators, Inc.
- 5) Withdrawal of Wellness Funds from NOREBT – The Committee recommends approving the motion.
- 6) Establishment of Checking Account for Dental/Vision Claims Payments - The Committee recommends approving the motion.
- 7) COLI – The Committee recommends passing the Resolution prepared by Attorney Joseph.

**2014-15  
Health  
Insurance  
Rates**

An IU Nominations Committee meeting was held on April 23, 2014. It was scheduled from 5:00 p.m. until 5:30 p.m. In attendance were Shelly Rice, Chair, and Amy Eisert.

**Nominations  
Committee  
Report**

Mrs. Rice, IU Nominations Committee Chair, reported the Committee will have a slate of officers to be presented at the June meeting. The floor will also be open, at that time, for elections. Mrs. Rice encouraged the Board to contact her if they were interested in holding an office, or if they wanted a fellow Board member to be considered.

An IU Policy Development Committee Meeting report was given by Attorney Joseph. Attorney Joseph reported that the Board Procedures; Number Series 000, provided by PSBA, with revisions, were able to be approved for a Second Reading.

**Policy  
Development  
Committee  
Report**

It was moved by Mr. Wilga and seconded by Mrs. Mitchell to approve the Second Reading of Section: Board Procedures; Number Series 000 provided by Pennsylvania School Boards Association with revisions prepared by Attorney Joseph.

**Approval  
of PSBA Policies  
Number Series  
000**

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 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 Dr. Gernovich and seconded by Mr. Wilga to approve the minutes for the meeting held on March 26, 2014 as presented.

**Approval  
of Minutes**

Motion carried unanimously.

It was moved by Mrs. Van Tuil and seconded by Mrs. Rice to approve the 2014-2015 Northwest Tri-County Intermediate Unit Budget.

**Approval  
of 2014-2015 IU  
Budget**

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

It was moved by Mr. Wilga and seconded by Dr. Gernovich to approve the resolution to Rescind the Motion Directing Administration to liquidate all current COLI policies held by the Intermediate Unit.

**Approval  
to Rescind  
Motion to  
Liquidate COLI  
Policies  
Resolution**

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

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

**Financial Items**

- A. Treasurer's Report for March 2014
- B. Approval of PNC Easy Procure Card Payments – Statement dated 3/25/14
- C. Approval of Monthly Revenue Board Report for March 2014  
(Electronic Copy Available on the IU5 Lobby )
- D. Approval of Monthly Expense Board Report for March 2014  
(Electronic Copy Available on the IU5 Lobby)
- E. Approval of Bills  
Vouchers # 113942 through #114342  
Check # 113942 - #113952, dated and mailed 3/21/14  
Check # 113953 - # 113961, dated and mailed 3/28/14  
Check # 113962 - # 113977, dated and mailed 4/4/14  
Check # 113978 - # 113984, dated and mailed 4/11/14  
Check # 113985 - # 114342, dated 4/23/14  
\*\* Check # 114011 – Bethesda Children's Home

Motion carried unanimously by roll call vote. Bartlett=yes; Eisert=yes; Fynan-absent; Gernovich=yes; Jones-absent; Mangione=yes; Mitchell=yes; Paris=yes; Rice=yes; Snyder-absent; Spagel-absent; Symes-absent; Szall-absent; Trauner-abstain Check # 114011; Van Tuil=yes; Wilga=yes

Motion to approve the Medical, Dental, and Vision Rates for 2014-2015 as presented, was tabled, until additional information can be collected from Benefit Administrators, Inc.

**Medical, Dental, and  
Vision Rates for  
2014-15**

It was moved by Mrs. Rice and seconded by Mrs. Van Tuil to approve the Dental and Vision Claims Administration Agreements with Benefit Administrators, Inc. for effective April 1, 2014, as presented.

**Dental/Vision  
Claims  
Administration  
Agreements with  
BAI**

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

Motion to approve the Administration Fees with Benefit Administrators, Inc. for 2014-2015, as presented, was tabled, until additional information can be collected from Benefit Administrators, Inc.

**2014-2015  
Administration Fees  
with BAI**

It was moved by Mrs. Bartlett and seconded by Mrs. Mitchell to approve the establishment of a Dental/Vision checking account with PNC Bank for claims payments, to be administered by Benefit Administrators, Inc.

**Establish  
Dental/Vision  
Account**

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

It was moved by Mr. Wilga and seconded by Dr. Gernovich to approve the withdrawal of Intermediate Unit wellness funds from NOREBT to manage funds locally.

**IU Wellness Funds**

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

It was moved by Mrs. Van Tuil and seconded by Mr. Wilga 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-absent; Gernovich-yes; Jones-absent; Mangione-yes; Mitchell-yes; Paris-yes; Rice-yes; Snyder-absent; Spagel-absent; Symes-absent; Szall-absent; Trauner-yes; Van Tuil-yes; Wilga-yes

It was moved by Dr. Gernovich and seconded by Mrs. Van Tuil to approve the following Personnel Items as presented, Section A, 1 through 5. (See Back of Secretary's Book.)

**Personnel Items**

A. Retirements/Resignations:

- 1) Sheila Malutich, Special Education Secretary, retirement effective June 30, 2014
- 2) Eileen Miehl, School Improvement Services, Part-Time Act 89 Elementary Teacher, retirement effective May 29, 2014
- 3) Craig Potter, Special Education, Full-Time Visually Impaired Support Aide, retirement effective June 11, 2014
- 4) Kristen Rutkowski, Special Education Supervisor, resignation effective June 30, 2014
- 5) Jeff Zibelman, Director of Special Education, retirement effective May 16, 2014

It was moved by Mr. Wilga and seconded by Mrs. Van Tuil to approve Section(s) B-I as presented. (See Back of Secretary's Book.)

B. Leaves:

- 1) Nicole Lee, Special Education, Access Secretary, requesting an unpaid FMLA effective July 28, 2014, through August 22, 2014

C. Salary Adjustments Corrections:

- 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 \$6.90 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 \$3.38 per diem

D. Termination List

E. Transfer Between Entity Suspension Hearing Dates:

- IU Board Resolution to approve the requested Suspension Hearing Date for the Millcreek Township School District Transfer Between Entities
- IU Board Resolution to approve the requested Suspension Hearing Date for the Wattsburg Area School District Transfer Between Entities

F. Substitute List

G. Approval of the IU5 2014-2015 School Calendar

H. Request to Travel:

- 1) Stephanie Clark, Migrant Education Educational Support Specialist, requests permission to attend the Strategies, Opportunities, and Services to Out-of-School Youth (SOSOSY) Technical Support Team Meeting to be held in Chicago, Illinois. The conference dates are May 8 – 9, 2014 with a travel day scheduled for May 7, 2014. Note: This event is mandatory for all SOSOSY Technical Support Team Members. All travel related expenses will be paid by Fort Scott Community College.

I. Request Permission to Approve Mary Eckart as Director of Financial Services effective immediately

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

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

**Contracts**

**A. Service Purchase Contracts**

- 1) Bayfront Maritime Center, to fulfill the requirements for the PA Migrant Education Summer School Program, not to exceed \$20,242.90 (6/27/14 – 7/21/14)
- 2) Bethesda Children's Center, to fulfill the terms of the contract with Erie County Mental Health/Mental Retardation, not to exceed \$16,310.00 (03/01/14 – 06/30/14)
- 3) Gannon University, to provide the six-week summer component requirement for the Upward Bound Math and Science Program, not to exceed \$91,927.00 (6/23/14 – 8/1/14)
- 4) Millcreek Child Development – Belle Valley Autistic Support Classroom, to provide Preschool Early Intervention services, not to exceed \$37,875.91 (7/1/13 – 6/30/14)
- 5) Sarah A. Reed Children's Center, to provide Preschool Early Intervention services, not to exceed \$10,000.00 (2/1/14 – 6/30/14)

Motion carried unanimously by roll call vote: Bartlett-yes; Eisert-yes; Fynan-absent; Gernovich-yes; Jones-absent; Mangione-yes; Mitchell-yes; Paris-yes; Rice-yes; Snyder-absent; Spagel-absent; Symes-absent; Szall-absent; Trauner-abstain Section A; Number 2; Van Tuil-yes; Wilga-yes

It was moved by Mr. Wilga and seconded by Mrs. Bartlett to approve the Concurrent Enrollment Agreement with Edinboro University, as presented. (See Back of Secretary's Book.)

**Concurrent  
Enrollment  
Edinboro  
University**

Motion carried unanimously.

It was moved by Mrs. Van Tuil and seconded by Mrs. Rice to approve the Concurrent Enrollment Agreement with Gannon University, as presented. (See Back of Secretary's Book.)

**Concurrent  
Agreement  
Gannon  
University**

Motion carried unanimously.

It was moved by Mr. Wilga and seconded by Dr. Gernovich to approve the Concurrent Enrollment Agreement with Penn State Erie – The Behrend College, as presented. (See Back of Secretary's Book.)

**Concurrent  
Agreement  
Gannon  
University**

Motion carried unanimously.

George Joseph, Solicitor, reported that there will be two closed Executive Sessions conducted on May 1, 2014, and May 8, 2014, for the purpose of negotiations.

**Solicitor  
Report**

The next Board meeting will be held on May 21, 2014.

**Other Business**

There being no further business to come before the Board, it was moved by Mrs. Van Tuil and seconded by Mr. Wilga that the meeting adjourn at 6:17 p.m.

**Adjournment**

Motion carried unanimously.

Respectfully submitted,

Cheryl Hamilton, Secretary