

NORTHWEST TRI-COUNTY INTERMEDIATE UNIT

BOARD MEETING

October 28, 2015 ~ 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 Conference Room B of the Intermediate Unit office building in Edinboro, Pennsylvania.

Present were Susan Bartlett (IR), Andrew Fynan (NE), Dr. Thomas Fortin (HC), Dr. Doris Gernovich (CR), Carole Jones (PC), Paul Mangione (WC), Josh Paris (WB), Robert Snyder (GR), Jody Sperry (CN), Laura Symes (FV), George Trauner (PC), and Jan Van Tuil (CC).

Attendance

Absent were Amy Eisert (GM), Kellie Lichtinger (FL), Donna Reese (MC), Shelly Rice (NW), Thomas Spagel (EC),

Also present were Frederick Johnson, Ed.D., Executive Director, Dean Maynard, Ed.D., Molly Bean, Mary Eckart, James Gallagher, Vince Humes, Abigail Stafford, and George Joseph, Solicitor.

Other IU Staff: Jeremy Anderson, Jacob Hagmaier, T.J. Hesch, Linda Lorei, Lori Patton, Wanda Polaski, and Kirk Shimshock.

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

Pledge to the Flag

Mr. Trauner welcomed Tracey Moore representing the Pennsylvania State Education Association.

Recognition of PSEA

Mr. Trauner welcomed visitors and asked them to please sign in. There were no visitors.

Recognition of Visitors

Dr. Johnson informed the Board that he had written a letter to the Secretary of Education concerning the budget impasse. A copy of the letter written by Dr. Johnson was distributed to each Board member. Dr. Johnson asked that the Board vote on a motion authorizing him to mail the letter to Pedro Rivera.

Executive Director Report

It was moved by Dr. Fortin and seconded by Mrs. Symes to grant Dr. Johnson permission to forward the letter dated October 29, 2015, to Mr. Pedro Rivera, Secretary of Education, regarding the budget impasse.

Motion carried unanimously.

Dr. Johnson introduced Abigail Stafford, Director of Human Resources. The topic for the Professional Development piece of the Agenda was "*Human Resources Overview.*"

An IU Budget and Audit Committee meeting was held from 5:00 p.m. until 5:30 p.m. prior to the October 28, 2015 Board meeting. In attendance were: Dr. Thomas Fortin, Andrew Fynan, Laura Symes, and George Trauner.

**Budget and
Audit
Committee
Report**

Mr. Trauner, IU Board Budget and Audit Committee Chair, reported the Intermediate Unit would like to extend the RAN from December 31, 2015 to June 30, 2016.

Shelly Rice arrived at 6 p.m.

A Personnel Committee meeting was held from 4:30 p.m. until 5:00 p.m. prior to the October 28, 2015 Board meeting. In attendance were: Dr. Doris Gernovich, Robert Snyder, Jody Sperry, and Jan Van Tuil.

**Personnel
Committee
Report**

Dr. Gernovich, Personnel Committee Chair, reported the Committee had reviewed the Personnel items listed on the agenda. Abigail Stafford also explained contracted payroll to the Committee. The Committee reviewed the Nepotism Policy provided to them and would like to recommend a First Reading on the Policy if the Policy Committee is in agreement with the Personnel Committee.

A Policy Development Committee meeting was held from 5:00 p.m. until 5:45 p.m. prior to the October 28, 2015 Board meeting. In attendance were: Carole Jones and Paul Mangione.

**Policy
Committee
Report**

Mr. Mangione, Policy Development Committee Chair, reported the Committee was recommending a Second Reading of Policy Series 300, Employees with revisions made by Attorney Joseph.

Mr. Mangione also informed the Board that the Committee will begin looking at Policy Sections 600 and 700.

Mr. Spagel arrived at 6:02 p.m.

It was moved by Mr. Snyder and seconded by Dr. Gernovich 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. Items on the Agenda have been reviewed by the solicitor and are recommended by the administration.

Motion carried unanimously.

It was moved by Dr. Fortin and seconded by Mrs. Symes to approve the Minutes from the September 23, 2015 Board meeting.

**Approval of
Minutes**

Motion carried by roll call vote. Bartlett (IR)-yes; Eisert (GM)-absent; Fynan (NE)-yes; Fortin (HC)-yes; Gernovich (CR)-yes; Jones (PC)-yes; Lichtinger (FL)-absent; Mangione (WC)-yes; Paris (WB)-yes; Reese (MC)-absent; Rice (NW)-yes; Snyder (GR)-yes; Spagel (EC)-yes; Sperry (CN)-abstain; Symes (FV)-yes; Trauner (UC)-yes; Van Tuil (CC)-yes

It was moved by Dr. Fortin and seconded by Mrs. Symes to approve the Second Reading of Policy Section 300, Employees, with revisions presented by Attorney George Joseph. (See Back of Secretary's Book.)

Second Reading
Policy Series 300,
Employees with
Revisions

Motion carried unanimously.

It was moved by Mr. Snyder and seconded by Mrs. Van Tuil to approve the First Reading of Policy 303.1, Nepotism. (See Back of Secretary's Book.)

First Reading
Policy 303.1
Nepotism

Motion carried unanimously.

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

Financial Items

A. Treasurer's Reports as of July 31, 2015

B. Approval of Bills

1. October 2015 Check Listing:

Check # 124486 - # 124500, dated and mailed 9/18/15
Check # 124501 - # 124520, dated and mailed 10/2/15
Check # 124521 - # 124536, dated and mailed 10/9/15
Check # 124537 - # 124544, dated and mailed 10/16/15
Check # 124545 - # 124882, dated 10/28/15
**Check #124568 – Bethesda Children's Home

C. Approval of PNC Easy Procure Card, Statement dated September 25, 2015

D. Approval of Monthly Revenue Board Report for July 2015 (Electronic Copy Available on the IU5 Lobby)

E. Approval of Monthly Expense Board Report for July 2015 (Electronic Copy Available on the IU5 Lobby)

Motion carried unanimously by roll call vote. Bartlett (IR)-yes; Eisert (GM)-absent; Fynan (NE)-yes; Fortin (HC)-yes; Gernovich (CR)-yes; Jones (PC)-yes; Lichtinger (FL)-absent; Mangione (WC)-yes; Paris (WB)-yes; Reese (MC)-absent; Rice (NW)-yes; Snyder (GR)-yes; Spagel (EC)-yes; Sperry/CN)-yes; Symes (FV)-yes; Trauner (UC)-yes (abstain from check #124568); Van Tuil (CC)-yes

**Revenue
Anticipation Draw
Down Note
Extension**

It was moved by Mrs. Symes and seconded by Dr. Fortin to approve the following resolution:

Whereas, the Intermediate Unit has not yet requested a draw-down of the Revenue Anticipation Draw-Down Note, authorized by the Board at its meeting of August 26, 2015; and

Whereas, the state budget impasse has not resolved and may continue beyond the original maturity date of the Revenue Anticipation Draw-Down Note, Series of 2015-2016;

Now, therefore, I move Board approval to amend the Board's approval of the Note Resolution authorizing the issuance of a Revenue Anticipation Draw-Down Note (RAN), Series of 2015-2016, in the amount of \$6,000,000, dated August 26, 2015, in accordance with the Terms of Proposal from PNC Bank, N.A., as follows:

- 1) Revising the Terms of the Proposal of PNC Bank, N.A. for the interest rate on the Note from 70% of the LIBOR Rate plus 0.96% to 70% of the LIBOR Rate plus 1.28%;
- 2) Revising the maturity date of the Note from December 31, 2015 to June 30, 2016;
- 3) Eliminating the 0.15% fee on the unused available balance and replacing it with a maturity fee of \$10,000;

All other terms to remain the same.

And further request Approval to authorize the Board Officers, working with the Executive Director and Director of Finance, to determine when draws against the Note shall be requested.

Motion carried unanimously by roll call vote. Bartlett (IR)-yes; Eisert (GM)-absent; Fynan (NE)-yes; Fortin (HC)-yes; Gernovich (CR)-yes; Jones (PC)-yes; Lichtinger (FL)-absent; Mangione (WC)-yes; Paris (WB)-yes; Reese (MC)-absent; Rice (NW)-yes; Snyder (GR)-yes; Spagel (EC)-yes; Sperry (CN)-yes; Symes (FV)-yes; Trauner (UC)-yes; Van Tuil (CC)-yes

It was moved by Mrs. Symes and seconded by Mrs. Van Tuil to approve the Regional Contract for Services on behalf of the Pennsylvania Department of Education between Appalachia Intermediate Unit 8 and Intermediate Unit 5 for the Pennsylvania Inspired Leadership Initiative as presented. (See Back of Secretary's Book.)

**PIL Contract for
2015-2016**

Mr. Fynan addressed administration as to whether there had been any progress on getting an existing employee the credentials to provide this service.

Motion carried unanimously by roll call vote. Bartlett (IR)-yes; Eisert (GM)-absent; Fynan (NE)-yes; Fortin (HC)-yes; Gernovich (CR)-yes; Jones (PC)-yes; Lichtinger (FL)-absent; Mangione (WC)-yes; Paris (WB)-yes;

Reese (MC)-absent; Rice (NW)-yes; Snyder (GR)-yes; Spagel (EC)-yes; Sperry (CN)-yes; Symes (FV)-yes; Trauner (UC)-yes; Van Tuil (CC)-yes

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

**Transportation
Items**

Motion carried unanimously by roll call vote. Bartlett (IR)-yes; Eisert (GM)-absent; Fynan (NE)-yes; Fortin (HC)-yes; Gernovich (CR)-yes; Jones (PC)-yes; Lichtinger (FL)-absent; Mangione (WC)-yes; Paris (WB)-yes; Reese (MC)-absent; Rice (NW)-yes; Snyder (GR)-yes; Spagel (EC)-yes; Sperry (CN)-yes; Symes (FV)-yes; Trauner (UC)-yes; Van Tuil (CC)-yes

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

Personnel Items

Approval of Personnel Items:

- A. Resignations and Retirements
 - a. Sheri Campbell, part-time Early Intervention Speech Language Pathologist, resignation effective October 29, 2015
 - b. Robert Shields, full-time Training and Consultation Educational Consultant, resignation effective October 23, 2015
- B. Employment of Personnel
- C. Substitute List
- D. Recall from Furlough List
- E. 2015-2016 Substitute Rates Revised

Motion carried unanimously by roll call vote. Bartlett (IR)-yes; Eisert (GM)-absent; Fynan (NE)-yes; Fortin (HC)-yes; Gernovich (CR)-yes; Jones (PC)-yes; Lichtinger (FL)-absent; Mangione (WC)-yes; Paris (WB)-yes; Reese (MC)-absent; Rice (NW)-yes; Snyder (GR)-yes; Spagel (EC)-yes; Sperry (CN)-yes; Symes (FV)-yes; Trauner (UC)-yes; Van Tuil (CC)-yes

It was moved by Mrs. Symes and seconded by Mr. Snyder to approve the following Contracts A1-3 as presented. (See Back of Secretary's Book.)

Contracts

- A. Service Purchase Contracts:
 - 1) Bethesda Children's Services, to provide Student Assistance Program (SAP) Mental Health liaison services to Nonpublic Schools, not to exceed \$6,510.00 (07/01/15 – 06/30/16)

- 2) Gentile Consulting, LLC, to perform the duties of Regional Site Coordinator of the PA Inspired Leadership (PIL) Program for Region 8, not to exceed \$61,000.00 (07/01/15 – 06/30/16)
- 3) Sarah Reed Children’s Center, to provide Student Assistance Program (SAP) Mental Health liaison services to Fairview School District, not to exceed \$7,175.00 (07/01/15 – 06/30/16)

Motion carried by roll call vote. Bartlett (IR)-yes; Eisert (GM)-absent; Fynan (NE)-yes; Fortin (HC)-yes; Gernovich (CR)-yes; Jones (PC)-yes; Lichtinger (FL)-absent; Mangione (WC)-yes; Paris (WB)-yes; Reese (MC)-absent; Rice (NW)-yes; Snyder (GR)-yes; Spagel (EC)-yes; Sperry (CN)-yes; Symes (FV)-yes; Trauner (UC)-yes; Van Tuil (CC)-yes

It was moved by Mrs. Symes and seconded by Mr. Snyder to approve the following Contract A4 as presented. (See Back of Secretary’s Book.)

- 4) UPD Consulting to provide SchoolStat Performance Management Training sessions for the SAS Institute, not to exceed \$4,500.00 (12/08/15 – 12/10/15)

Motion carried by roll call vote. 13-yes, 1-no, 3 absent; Bartlett (IR)-yes; Eisert (GM)-absent; Fynan (NE)-no; Fortin (HC)-yes; Gernovich (CR)-yes; Jones (PC)-yes; Lichtinger (FL)-absent; Mangione (WC)-yes; Paris (WB)-yes; Reese (MC)-absent; Rice (NW)-yes; Snyder (GR)-yes; Spagel (EC)-yes; Sperry (CN)-yes; Symes (FV)-yes; Trauner (UC)-yes; Van Tuil (CC)-yes

It was moved by Mrs. Symes and seconded by Dr. Fortin to approve the Contract with the Pennsylvania Association of Federal Program Coordinators and the Intermediate Unit to provide Executive Assistant services and clerical support, for an amount not to exceed \$45,584.00.

**Agreement
with PAFPC**

Motion carried unanimously by roll call vote. Bartlett (IR)-yes; Eisert (GM)-absent; Fynan (NE)-yes; Fortin (HC)-yes; Gernovich (CR)-yes; Jones (PC)-yes; Lichtinger (FL)-absent; Mangione (WC)-yes; Paris (WB)-yes; Reese (MC)-absent; Rice (NW)-yes; Snyder (GR)-yes; Spagel (EC)-yes; Sperry (CN)-yes; Symes (FV)-yes; Trauner (UC)-yes; Van Tuil (CC)-yes

It was moved by Mr. Snyder and seconded by Mrs. Symes to approve the Agreement with Ambassador Center and the Northwest Tri-County Intermediate Unit for the PDE Governor’s Institute from June 26, 2016 through June 29, 2016 with no cost to the IU as presented.

**Agreement
with
Ambassador
Center**

Motion carried by roll call vote. 13-yes, 1-no, 3 absent; Bartlett (IR)-yes; Eisert (GM)-absent; Fynan (NE)-no; Fortin (HC)-yes; Gernovich (CR)-yes; Jones (PC)-yes; Lichtinger (FL)-absent; Mangione (WC)-yes; Paris (WB)-yes; Reese (MC)-absent; Rice (NW)-yes; Snyder (GR)-yes; Spagel (EC)-yes; Sperry (CN)-yes; Symes (FV)-yes; Trauner (UC)-yes; Van Tuil (CC)-yes

It was moved by Mr. Snyder and seconded by Mrs. Symes to approve the Agreement with Kalahari Resorts & Conventions for the PDE Governor’s Institute from June 20, 2016 through June 23, 2016 as presented.

**Agreement
with Kalahari
Resorts &
Conventions**

Motion carried by roll call vote. 13-yes, 1-no, 3 absent; Bartlett (IR)-yes; Eisert (GM)-absent; Fynan (NE)-no; Fortin (HC)-yes; Gernovich (CR)-yes; Jones (PC)-yes; Lichtinger (FL)-absent; Mangione (WC)-yes; Paris (WB)-yes; Reese (MC)-absent; Rice (NW)-yes; Snyder (GR)-yes; Spagel (EC)-yes; Sperry (CN)-yes; Symes (FV)-yes; Trauner (UC)-yes; Van Tuil (CC)-yes

It was moved by Mrs. Van Tuil and seconded by Mrs. Symes to approve the Agreement with Penn Tower Hotel, Inc. and the Northwest Tri-County Intermediate Unit for the PDE Governor’s Institute from July 17, 2016 through July 19, 2016 with no cost to the IU as presented.

**Agreement
with Penn
Tower Hotel,
Inc.**

Motion carried by roll call vote. 13-yes, 1-no, 3 absent; Bartlett (IR)-yes; Eisert (GM)-absent; Fynan (NE)-no; Fortin (HC)-yes; Gernovich (CR)-yes; Jones (PC)-yes; Lichtinger (FL)-absent; Mangione (WC)-yes; Paris (WB)-yes; Reese (MC)-absent; Rice (NW)-yes; Snyder (GR)-yes; Spagel (EC)-yes; Sperry (CN)-yes; Symes (FV)-yes; Trauner (UC)-yes; Van Tuil (CC)-yes

Attorney Joseph had nothing more to report.

**Report of
Solicitor**

Mr. Trauner presented Jan Van Tuil, Crawford Central School District, with a token of appreciation from the Board of Directors and the IU Staff. Mrs. Van Tuil had served on the IU Board for 24 years.

**Other
Business**

It was moved by Mr. Fynan and seconded by Mrs. Symes that until the State Budget Impasse is over, that the IU Board not order any meals served at the end of the meeting and that Board travel reimbursement be held until such time as the funds begin flowing from the State.

Motion carried unanimously by roll call vote. Bartlett (IR)-yes; Eisert (GM)-absent; Fynan (NE)-yes; Fortin (HC)-yes; Gernovich (CR)-yes; Jones (PC)-yes; Lichtinger (FL)-absent; Mangione (WC)-yes; Paris (WB)-yes; Reese (MC)-absent; Rice (NW)-yes; Snyder (GR)-yes; Spagel (EC)-yes; Sperry (CN)-yes; Symes (FV)-yes; Trauner (UC)-yes; Van Tuil (CC)-yes

The next Board meeting will be held on December 16, 2015.

There being no further business to come before the Board, it was moved by Mrs. Symes and seconded by Mrs. Rice that the meeting adjourn at 6:30 p.m.

Adjournment

Motion carried unanimously.

Respectfully submitted,

Cheryl Hamilton, Board Secretary