

NORTHWEST TRI-COUNTY INTERMEDIATE UNIT

BOARD MEETING

December 16, 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 Board Room of the Intermediate Unit office building in Edinboro, Pennsylvania.

Present were Susan Bartlett (IR), Amy Eisert (GM), Jeffrey Deardorff (CC), Andrew Fynan (NE), Dr. Thomas Fortin (HC), Dr. Doris Gernovich (CR), Kellie Lichtinger (FL) Paul Mangione (WC), Donna Reese (MC)(via phone), Robert Snyder (GR), Jody Sperry (CN), Laura Symes (FV), George Trauner (UC), and Laura Wright (PC).

Attendance

Absent were Josh Paris (WB), Shelly Rice (NW), and Thomas Spagel (EC).

Also present were Frederick Johnson, Ed.D. (Executive Director), Dean C. Maynard, Ed.D. (Assistant Executive Director), Molly Bean, Mary Eckart, James Gallagher, TJ Hesch, Treasurer, Vince Humes, Abigail Stafford, and George Joseph (Solicitor).

Other IU Staff in attendance Jeremy Anderson, Christy Carucci, Jacob Hagmaier, 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 David Kern representing the Pennsylvania State Education Association. Mr. Kern had nothing to report, but wished everyone a Merry Christmas and Happy New Year.

Recognition of PSEA

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

Recognition of Visitors

Mr. Trauner inquired as to whether there was any Public Comment on Agenda Items. There was no Public Comments.

Public Comment

It was moved by Dr. Gernovich and seconded by Dr. Fortin to approve the following Board Member Resignations:

Board Member Resignations

- A. Jan Van Tuil, IU Board representative from Crawford Central School District, resignation effective December 1, 2015
- B. Carole Jones, IU Board representative from PENNCREST School District, resignation effective December 3, 2015
- C. Josh Paris, IU Board representative from Wattsburg Area School District, resignation effective January 1, 2016

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

It was moved by Mr. Snyder and seconded by Mrs. Symes to approve the following New IU Board Member:

New IU Board Members

- A. Jeffrey Deardorff, IU Board representative, Crawford Central School District to fulfill the term of Jan Van Tuil through June 30, 2018
- B. Laura Wright, IU Board representative, PENNCREST School District, to fulfill the term of Carole Jones through June 30, 2016
- C. Dr. Andy Pushchak, IU Board representative, Wattsburg Area School District, to fulfill the term of Josh Paris through June 30, 2016

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

Dr. Johnson welcomed Laura Wright and Jeffrey Deardorff to the Intermediate Unit Board of Directors.

Executive Director Report

Dr. Johnson introduced Mary Eckart, Director of Finance. The Professional Development for the evening was "School Districts and Intermediate Units are Different." Mrs. Eckart distributed a handout noting the similarities and differences between districts and intermediate units. Attached to the handout were questions and answers regarding the Single Audit 2015 Questions submitted by Mr. Fynan. The presentation was well received by the Board.

Mr. Trauner, Budget and Audit Committee Chair, reported that a public Budget and Audit Committee meeting was held from 4:00 p.m. until 5:30 p.m. prior to the December 16, 2015 Board meeting. In attendance were: Andrew Fynan (NE), Dr. Thomas Fortin (HC), Kellie Lichtinger (FL), Laura Symes (FV), George Trauner (UC), Dr. Frederick Johnson, and George Joseph, Solicitor.

**Budget and
Audit
Committee
Report**

Mr. Trauner informed the Board that he had been working with Dr. Johnson on committee structures and he would be releasing committees in the near future. New Board members will be rotated in and out of the committees over the next six months in an effort to learn how an intermediate unit operates.

Mr. Trauner commended Mary Eckart and the Intermediate Unit staff on a job well done in regards to the local audit presented to the Committee. There were no findings in the local audit report.

Mr. Trauner also commended Intermediate Unit staff for a clean audit from the Attorney General's audit. There were no findings in this audit either. The final report is not yet available, but will be shared with the whole Board when it becomes available.

Mr. Trauner reported that multiple staff have come to administration requesting that AXA Advisors, LLC. be added to the 403(b) participating vendors list. Currently there are approximately seven vendors and the Committee felt that this request was justified.

Administration presented to the Committee a proposal to utilize COLI funds to pay post employee benefits. The Committee recommends that the COLI funds be committed to pay for these retiree benefits.

Lastly, Administration requested permission to approach Maher Duessel for a three year proposal to provide local auditing services. Maher Duessel is in their third year. The Committee recommends that Administration request a proposal and bring it back to the Committee.

It was moved by Mrs. Symes and seconded by Dr. Fortin to grant permission to pay retirees post-employment benefits with COLI funds.

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

Dr. Gernovich, Personnel Committee Chair, reported that a public Personnel Committee meeting was held from 5:15 p.m. until 5:30 p.m. prior to the December 16, 2015 Board meeting. In attendance were: Dr. Doris Gernovich, Robert Snyder, and Jody Sperry. Dr. Gernovich requested that Abigail Stafford, Human

**Personnel
Committee
Report**

Resources Director, explain the worker's compensation claim reviewed by the Committee.

It was moved by Dr. Gernovich and seconded by Mr. Snyder to approve a Memorandum of Understanding with the Education Association regarding Retirement Benefits.

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

Paul Mangione, Policy Development Committee Chair, reported that a Policy Development Committee Meeting was held prior to the Board meeting on December 16, 2015. It was scheduled from 5:00 p.m. until 5:30 p.m. In attendance were Paul Mangione and Attorney George Joseph.

Policy
Development
Committee
Report

Mr. Mangione reported that the Committee requested red line version of Policy Series 600 and Series 700. These will be presented to the Committee for a First Reading in January

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

Motion carried unanimously.

It was moved by Mrs. Symes and seconded by Ms. Lichtinger to approve the minutes for the meeting held on October 28, 2015 as presented.

Approval
of Minutes

Motion carried unanimously.

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

Financial Items

A. Treasurer's Reports for August 31, 2015, September 30, 2015, October 31, 2015, and November 30, 2015

B. Approval of Bills

November/December 2015 Account Payable Check Listing

Check # 124888 - # 124899, dated and mailed 10/23/15
Check # 124900 - # 124911, dated and mailed 10/30/15
Check # 124912 - # 124927, dated and mailed 11/06/15
Check # 124928 - # 124938, dated and mailed 11/13/15
Check # 124939 - # 124944, dated and mailed 11/20/15
Check # 124945 - # 125309, dated and mailed 11/25/15
Check # 125311 - # 125330, dated and mailed 12/04/15
Check # 125331 - # 125497, dated 12/16/15
** Check #124972 – Bethesda Children’s Home
Check #125339 – Bethesda Children’s Home
* Check #125200 – Perseus House, Inc.

Voided Checks

124883 – # 124887 Printer Error
125310 Printer Error

- C. PNC Easy Procure Card Payments for October 26, 2015
- D. Approval of Monthly Revenue Board Report for August thru November 2015 (Electronic Copy Available on the IU5 Lobby)
- E. Approval of Monthly Expense Board Report for August thru November 2015 (Electronic Copy Available on the IU5 Lobby)
- F. Budget Revisions for 2015-2016

Motion carried unanimously by roll call vote. Bartlett (IR)-yes; Eisert (GM)-yes; Fynan (NE)-yes; Fortin (HC)-yes; Gernovich (CR)-yes; Lichtinger (FL)-yes; Mangione (WC)-yes; Reese (MC)-yes; Rice (NW)-absent; Snyder (GR)-yes; Spigel (EC)-absent; Sperry (CN)-yes; Symes (FV)-yes; Wright (PC)-yes

It was moved by Mr. Snyder and seconded by Mrs. Symes to approve the expansion of the list of 403(b) Providers to include AXA Advisors, LLC.

403(b) Providers

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

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

**Transportation
Items**

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

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

Personnel Items

A. Resignations/Retirements:

- 1) Donette Porter, full-time Training and Educational Consultant, resignation effective November 29, 2015 to accept a position as the full-time Training and Consultation Program Supervisor
- 2) Deserii Steffan, full-time Emotional Support Teacher, retirement effective November 30, 2015
- 3) Marianne Bidwell, full-time ELECT Clerical, resignation effective December 3, 2015
- 4) Stephanie Fabian, full-time Autistic Support teacher, retirement effective December 16, 2015, pending the Compromise and Release Agreement (pending witness signature)
- 5) Jill Linton, full-time Educational Facilitator, resignation effective December 16, 2015 at noon
- 6) Julie Grack, part-time English as a Second Language teacher, resignation effective December 11, 2015
- 7) Jo Moore, part-time B aide for Early Intervention, retirement effective December 31, 2015
- 8) Kathy Zierenberg, part-time clerical support for SIS-Federal and State Programs, resignation effective December 9, 2015

B. Leaves:

- 1) Angela Halfast, Speech Language Pathologist, requests to take Family Medical Leave Act (FMLA) leave from approximately February 29, 2016 through May 13, 2016

C. Employment of Personnel

D. Terminated from Furlough

E. Substitute List

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

It was moved by Mr. Snyder and seconded by Mrs. Symes to approve the following Contracts as presented, excluding B1. (See Back of Secretary's Book.)

Contracts

A. Contracted Payroll:

- 1) Nancy Fischer, to provide services to fulfill the requirements of the Adult Education grant at the Career Readiness Center, not to exceed \$13,588.57 (01/04/16 – 06/30/16)
- 2) Christine Louise Fullem, to provide Recruiter, Student Support Specialist, Parent Support Specialist services to fulfill the requirements of the Migrant Education Program, not to exceed \$10,505.25 (01/24/16 – 06/30/16)
- 3) Helen Elizabeth Griffin, to provide services to fulfill the requirements of the Adult Education grant at the Warren Hi-Ed, not to exceed \$4,030.12 (01/04/16 – 06/30/16)
- 4) Michele R. Lavelly, to provide services to fulfill the requirements of the Adult Education grant at Northwestern High School, not to exceed \$4,231.28 (01/04/16 – 06/30/16)
- 5) Patrick R. Menanno, to provide services to fulfill the requirements of the Adult Education grant at Franklin Public Library, not to exceed \$9,396.00 (01/04/16 – 06/30/16)
- 6) Virginia Pollard, to provide services to fulfill the requirements of the Adult Education grant at Fortis Institute, not to exceed \$8,213.93 (01/04/16 – 06/30/16)
- 7) Virginia Pollard, to provide services to fulfill the requirements of the Adult Education grant at Fairview School District, not to exceed \$5,889.23 (01/04/16 – 06/30/16)
- 8) Maria Siefert, to provide services to fulfill the requirements of the Adult Education grant at the Career Readiness Center and Quality of Life Learning Center, not to exceed \$13,420.80 (01/04/16 – 06/30/16)

- 9) Elizabeth A. Wilson, to provide services to fulfill the requirements of the Adult Education grant at the Career Readiness Center, not to exceed \$9,058.27 (01/04/16 – 06/30/16)

B. Service Purchase Contracts

- 2) St. Benedict Center, to provide pre-school migrant children the opportunity to participate in early childhood educational experiences, not to exceed \$6,800.00 (01/04/16 – 03/11/16)
- 3) Solvedt Enterprises, Inc., to provide pre-school migrant children with transportation to and from St. Benedict's Center, not to exceed \$4,850.00 (01/04/16 – 03/11/16)
- 4) UPMC Hamot, to provide adequate space, materials, supplies, and equipment for the performance of their duties, services provided are audiological evaluations, and/or audiology services, not to exceed \$7,460.00 (01/01/16 – 06/30/16)

Motion carried unanimously by roll call vote. Bartlett (IR)-yes; Eisert (GM)-yes; Fynan (NE)-yes; Fortin (HC)-yes; Gernovich (CR)-yes; Lichtinger (FL)-yes; Mangione (WC)-yes; Paris (WB)-absent; Reese (MC)-yes; Rice (NW)-absent; Snyder (GR)-yes; Spagel (EC)-absent; Sperry (CN)-yes; Symes (FV)-yes; Wright (PC)-yes (See Back of Secretary's Book.)

It was moved by Mrs. Symes and seconded by Mrs. Sperry to approve Agenda item #15 B1 as presented.

- 1) Dr. Nancy Aronson, to develop and deliver content for the Governor's Institute at four (4) institutes, not to exceed \$32,000.00, (04/01/16 – 08/06/16)

Mr. Fynan voiced his concerns about the cost of the Governor Institute contract. Mr. Trauner informed the Board that he had taken concerns with the Governor's Institute contracts back to his Union City Board of Directors and they approved of the expenditures because of the information that attendees bring back to the district.

Motion carried by roll call vote. 12-yes; 2 no; Bartlett (IR)-no; Eisert (GM)-yes; Fynan (NE)-no; Fortin (HC)-yes; Gernovich (CR)-yes; Lichtinger (FL)-yes; Mangione (WC)-yes; Paris (WB)-absent; Reese (MC)-yes; Rice (NW)-absent; Snyder (GR)-yes; Spagel (EC)-absent; Sperry (CN)-yes; Symes (FV)-yes; Wright (PC)-yes (See Back of Secretary's Book.)

It was moved by Mrs. Symes and seconded by Ms. Lichtinger to approve a Lease with St. John's Lutheran Church as presented.

**2015-16 EI
Lease with St.
John's
Lutheran
Church**

Motion carried unanimously by roll call vote. Bartlett (IR)-yes; Eisert (GM)-yes; Fynan (NE)-yes; Fortin (HC)-yes; Gernovich (CR)-yes; Lichtinger (FL)-yes; Mangione (WC)-yes; Paris (WB)-absent; Reese (MC)-yes; Rice (NW)-absent; Snyder (GR)-yes; Spagel (EC)-absent; Sperry (CN)-yes; Symes (FV)-yes; Wright (PC)-yes (See Back of Secretary's Book.)

It was moved by Mrs. Symes and seconded by Mr. Snyder to approve the Act 89 Preliminary Budget for 2015-16 as presented.

**Approval of
Act 89
Preliminary
Budget 2015-16**

Motion carried unanimously by roll call vote. Bartlett (IR)-yes; Eisert (GM)-yes; Fynan (NE)-yes; Fortin (HC)-yes; Gernovich (CR)-yes; Lichtinger (FL)-yes; Mangione (WC)-yes; Paris (WB)-absent; Reese (MC)-yes; Rice (NW)-absent; Snyder (GR)-yes; Spagel (EC)-absent; Sperry (CN)-yes; Symes (FV)-yes; Wright (PC)-yes (See Back of Secretary's Book.)

It was moved by Mr. Snyder and seconded by Mrs. Symes to approve Brad Whitman, School Improvement Services, Supervisor, Homeless Initiative and Migrant Education to attend the Interstate Migrant Education Council (IMEC) Membership meeting to be held in Phoenix, Arizona. The conference dates are January 20-22, 2016, with travel days scheduled for January 19 and 23, 2016. All travel arrangements will be travel arrangements and expenses will be reimbursed by the Council of Chief State School Officers, at no cost to the IU.

**Approval of
Brad Whitman to
attend IMEC**

Motion carried unanimously by roll call vote. Bartlett (IR)-yes; Eisert (GM)-yes; Fynan (NE)-yes; Fortin (HC)-yes; Gernovich (CR)-yes; Lichtinger (FL)-yes; Mangione (WC)-yes; Paris (WB)-absent; Reese (MC)-yes; Rice (NW)-absent; Snyder (GR)-yes; Spagel (EC)-absent; Sperry (CN)-yes; Symes (FV)-yes; Wright (PC)-yes (See Back of Secretary's Book.)

George Joseph, Solicitor reported that the aides' negotiations scheduled for December 22, 2015 has been cancelled. Attorney Joseph will be in contact with the Committee to reschedule in January.

**Solicitor
Report**

Attorney Joseph wished everyone a Merry Christmas.

The next Board meeting will be held on January 27, 2016.

Other Business

Mr. Trauner and Dr. Johnson wished everyone a Merry Christmas and a Happy New Year.

Dr. Gernovich announced that her Board is working on contracts, for the superintendent, assistant superintendent, and business manager. She requested that everyone send their salaries and vacation days for these positions to her.

Anyone interested in a salary study presentation should contact Dr. Gernovich.

Mrs. Sperry informed the Board that she had received a notification that it was very important for everyone to contact their state legislators requesting that they support the budget being presented on December 17, 2015.

There being no further business to come before the Board, it was moved by Ms. Lichtinger and seconded by Mr. Snyder that the meeting adjourn at 6:23 p.m.

Adjournment

Motion carried unanimously.

Respectfully submitted,

Cheryl Hamilton, Secretary