

*Official Proceedings of the
Montgomery County Intermediate Unit
Board of Directors Meeting
January 28, 2015*

The regular meeting of the Montgomery County Intermediate Unit Board of Directors was held on Wednesday, January 28, 2015, in the Montgomery County Intermediate Unit Main Office Building, 1605 W. Main Street, Norristown, Pennsylvania.

President Louis Polaneczky called the meeting to order at 8:33 p.m. Following the pledge of allegiance, Maura Buri, Board Secretary, called the roll. Attendance was as follows:

Intermediate Unit Board: Lynn Bigelow; Maura Buri; Joseph Chmielewski; Marcus Delgado; Leslie Finegold; David Hakes; Holly Kisailus; Ken Mullen; Carolyn Murphy; Janice Pearce; Lou Polaneczky; Virginia Pollard; Rick Rabinowitz; Donna Scheuren; William Scott; Michele Tinsman; and Ron Williams.

Absent: Sherri Becker; Stephen Bochniak; Thomas DiBello; Yuri Khalif; and James Phillips.

Intermediate Unit: Dr. John J. George; Dr. Bradley C. Landis; Donna Gaffney; Ann Hinkson-Herrmann; Jack Hurd; Gail Kennedy; Dr. Lois Robinson; Tina Viletto, Esq.; Dr. Ken Voss; Stan Wisler; and Mary Dougherty.

Solicitor: Jeffrey T. Sultanik, Esq.

Guests: Jonathan Alessi; Dr. Mary Rita Cleary; Mary Davidheiser; Maria DeLuca; Sandy Edling; Jonathan Mall; Al Moore; Caitlin Navarro; Esther Rineer; and Monica Weber.

I. Call to Order

- A. Following the pledge of allegiance and roll call, President Polaneczky noted that there was an executive session prior to the Board meeting to discuss personnel matters.
- B. President Polaneczky asked if anyone present would like to address the Board. No one desired to speak.
- C. Accept the resignation of MCIU Board member Burunda Prince-Jones, Wissahickon School District, effective January 28, 2015.

It was moved by Pollard, seconded by Murphy, that the Intermediate Unit Board accept the resignation of Burunda Prince-Jones. Motion carried; all ayes.

- D. Appoint and welcome new MCIU Board member Sherri Becker, Wissahickon School District to fill the unexpired term of Burunda Prince-Jones until June 30, 2015.

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It was moved by Polaneczky, seconded by Rabinowitz, that the Intermediate Unit Board appoint new MCIU Board member Sherri Becker, Wissahickon School District, to fill the unexpired term of Burunda Prince-Jones until June 30, 2015. Motion carried; all ayes.

II. Approval of Minutes

It was moved by Mullen, seconded by Scott, that the Intermediate Unit Board approve the minutes of the November 19, 2014 meeting. Motion carried; all ayes. (Attachment II.)

III. Approval/Ratification of MCIU General Fund Bills

MONTH	PAGES	AMOUNT
NOVEMBER	8-15	\$10,886,680.35
DECEMBER	8-13	<u>\$ 8,351,348.68</u>
TOTAL		\$19,238,029.03

It was moved by Murphy, seconded by Kisailus, that the Intermediate Unit Board approve/ratify the payment of MCIU General Fund Bills. Motion carried; all ayes. (Attachment III.)

IV. Combined Financial Reports – November and December 2014

NOVEMBER 2014

BEGINNING INTERMEDIATE UNIT FUNDS		\$ 38,274,746.17
OTHER ADJUSTMENT		4,185.02
RECEIPTS:		
REVENUE RECEIVED	<u>\$ 10,293,787.89</u>	
TOTAL RECEIPTS		<u>10,293,787.89</u>
TOTAL RECEIPTS PLUS BEGINNING CASH BALANCE		48,571,719.08
LESS: DISBURSEMENTS – NOVEMBER 2014 CHECKS		<u>(9,000,095.28)</u>
ENDING INTERMEDIATE UNIT FUNDS PER BOOKS		<u><u>\$ 39,572,623.80</u></u>

CASH ANALYSIS – NOVEMBER 2014

MONEY MARKET ACCOUNTS:		
CITIZENS BANK DEPOSITORY	\$ 1,856,115.69	
CITIZENS BANK FOOD SERVICE	23,160.50	
PA INVEST	53,884.77	
PLGIT	1,390,282.58	
PSDLAF - EZ PROCURE	93,420.00	
PSDLAF - GENERAL FUND	7,874,648.31	
PSDLAF - MAX	99,356.86	
PSDLAF – PAYROLL FUND	36,029.68	
TD BANK – DEPOSITORY	<u>610,787.95</u>	
TOTAL INTEREST BEARING ACCOUNTS		12,037,686.34

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DISBURSEMENT IN TRANSIT	-
DEPOSIT IN TRANSIT	-
DISBURSEMENT ACCOUNTS – OUTSTANDING CHECKS	(465,062.54)
INVESTMENTS	28,000,000.00
CASH BALANCE PER BANK	<u>\$ 39,572,623.80</u>
DECEMBER 2014	
BEGINNING INTERMEDIATE UNIT FUNDS	\$ 39,572,623.80
OTHER ADJUSTMENT	55,804.03
RECEIPTS:	
REVENUE RECEIVED	<u>\$ 9,582,132.38</u>
TOTAL RECEIPTS	<u>9,582,132.38</u>
TOTAL RECEIPTS PLUS BEGINNING CASH BALANCE	49,210,560.21
LESS: DISBURSEMENTS – NOVEMBER 2014 CHECKS	<u>(9,468,907.41)</u>
ENDING INTERMEDIATE UNIT FUNDS PER BOOKS	<u>\$ 39,741,652.80</u>

CASH ANALYSIS – DECEMBER 2014

MONEY MARKET ACCOUNTS:	
CITIZENS BANK DEPOSITORY	\$ 1,856,282.09
CITIZENS BANK FOOD SERVICE	23,435.50
PA INVEST	53,886.98
PLGIT	1,390,422.61
PSDLAF - EZ PROCURE	89,976.79
PSDLAF - GENERAL FUND	8,753,389.76
PSDLAF - MAX	100,427.84
PSDLAF – PAYROLL FUND	15,859.45
TD BANK – DEPOSITORY	<u>610,868.83</u>
TOTAL INTEREST BEARING ACCOUNTS	12,894,549.85
DISBURSEMENT IN TRANSIT	-
DEPOSIT IN TRANSIT	-
DISBURSEMENT ACCOUNTS – OUTSTANDING CHECKS	(1,152,897.05)
INVESTMENTS	28,000,000.00
CASH BALANCE PER BANK	<u>\$ 39,741,652.80</u>

It was moved by Murphy, seconded by Kisailus, that the Intermediate Unit Board accept the Combined Financial Reports for November and December 2014. Motion carried; all ayes.

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V. Investment of Funds – November and December 2014

Interest earned on investments is as follows:

INTEREST EARNED - NOVEMBER 2014

BANK ACCOUNT	BANK ACCOUNT INTEREST	CD INTEREST
PLIGIT	\$ 7.71	-
TD BANK	78.40	-
PSDLAF	-	\$1,956.17
PA INVESTMENT - POOL 1	2.30	-
PLIGIT BOND - FUND 31	-	-
TOTAL	\$ 88.47	\$1,956.17

DECEMBER 2014

BANK ACCOUNT	BANK ACCOUNT INTEREST	CD INTEREST
PLIGIT	141.03	-
TD BANK	80.88	-
PSDLAF	218.15	1,972.60
PA INVESTMENT - POOL 1	2.21	-
PLIGIT BOND - FUND 31	-	1,068.49
TOTALS	\$ 442.27	\$1,972.60

It was moved by Murphy, seconded by Kisailus, that the Intermediate Unit Board ratify the investment of funds as noted for November and December 2014. Motion carried; all ayes.

VI. Communication

MCIU Board Secretary Buri directed Board members' attention to the letter of resignation from Burunda Prince-Jones and the letter of nomination of Sherri Becker to fill this vacated seat for Wissahickon School District. (Attachment VI.)

VII. Committee Reports

Negotiations – Jack Hurd reported that the Negotiations Committee last met on January 27, 2015.

Facilities – Joe Chmielewski stated that the Facilities Committee last met on December 18, 2014. All MCIU Divisions will be moved in phases to the new building during the month of February 2015.

Government Relations – Tina Viletto highlighted key legislative issues as detailed in her Government Relations Report to the Board. (Attachment VII.)

VIII. Budgets

A. New and Proposed Budgets

1. 2015-2016 Special Education Division Budget

Office of Special Education
2015-2016

\$69,396,375.00

Approval of the 2015-2016 Special Education Budget that was presented at the November 19, 2014 board meeting. The total amount of the 2015-2016 Special Education Budget in the amount of \$69,396,375.

2. Statewide System of Support Region 1 Funding

Office of Curriculum, Instruction and Professional Development
7/1/14 – 9/30/15

\$ 138,054.56

Accept Funds from Delaware County Intermediate Unit Educational Service Center for the Statewide System of Support Project for Region 1 in the amount of \$138,054.56 for the period of July 1, 2014 to September 30, 2015.

B. Initial Budgets

No items to consider.

C. Changes to Initial Budgets

No items to consider.

D. Budgetary Transfers

No items to consider.

It was moved by Rabinowitz, seconded by Williams, that the Intermediate Unit Board approve the above new and proposed budgets. Motion carried; 17 ayes; 1 nay [Scheuren].

IX. Personnel Matters

— JACK HURD, DIRECTOR

A. General

1. To approve the 2015-2016 MCIU Holiday / Event Calendar
2. To approve two (2) FTE Transition Site Coordinators to support the Transition Program.
3. To approve one (1) Conference Center Facilitator position to support the new conference center.
4. To approve three (3) out of state Conference requests.

It was moved by Williams, seconded by Scott, that the Intermediate Unit Board approve the General Personnel Matters as listed above. Motion carried; all ayes. (Attachments IX.A.1., IX.A.3., IX.A.4.).

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B. Employment – Ratifications

1. Management Services
 - a. John Alessi – Senior Accountant
Recommended Salary - \$61,208 (prorated)
Effective Date – December 1, 2014
Replacement
2. Special Education
 - a. Donald Buchwald – Long Term Substitute Teacher
Recommended Salary - \$48,439 (B step 1) (prorated)
Effective Date - December 5, 2014- for duration of leave
Replacement for long-term leave of absence
 - b. Audrey D'Emilio – Itinerant Teacher
Recommended Salary - \$49,930 (B+24 step 1) prorated
Effective Date – January 5, 2015
New Position
 - c. Dawn Gaffney – Data Services Specialist
Recommended Salary - \$57,000 (prorated)
Effective Date – December 9, 2014
New Position
 - d. Elizabeth Lightkep - Long Term Substitute Teacher
Recommended Salary - \$48,439 (B step 1) prorated
Effective Date - November 10, 2014 - through June 12, 2015
Replacement for long-term leave of absence
 - e. Caitlin McCulley – Teacher
Recommended Salary - \$59,047 (M step 1) prorated
Effective Date – January 5, 2015
Replacement
 - f. Kristen McGeary – Teacher
Recommended Salary - \$65,047 (M step 4) prorated
Effective Date – December 2, 2014
Replacement
 - g. Deborah Rocco – Speech & Language Pathologist
Recommended Salary - \$65,047 (M step 4) prorated
Effective Date – December 4, 2014
Replacement

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C. Change of Status – Ratifications

1. Special Education
 - a. Brianna Bronstein
Change from Long Term Substitute Teacher to Teacher, Autistic Support
Effective Date – December 1, 2014
Salary: \$59,047 (M step 1) prorated
Replacement

D. Additions to 2014-2015 Approved Substitute Lists – Ratifications

- Teacher Assistants
Lauren Machita, Effective December 8, 2014
Archana Gupta, Effective December 1, 2014

E. Remove from 2014-2015 Approved Substitute Lists

No items to consider.

F. Employment – Approvals

1. Special Education
 - a. Jessica Cutter – Speech & Language Pathologist
Recommended Salary - \$75,780 (M+30 step 6) prorated
Effective Date – February 2, 2015
New Position
 - b. Jill Gianacopoulos – Speech & Language Pathologist
Recommended Salary - \$61,047 (M step 2) prorated
Effective Date – February 2, 2015
New Position

G. Change of Status - Approvals

No items to consider.

H. Leave of Absence Requests

1. Special Education
 - Personal Leave (unpaid – with benefits - FMLA)
 - a. Michael Gerhart – Teacher
Effective Date - January 15 – January 21, 2015
 - Sabbatical Leave (half salary - with benefits)
 - b. Michael Gerhart – Teacher
Effective Date - January 22, 2015

I. Return from Leave Absence Requests

1. Special Education
 - Personal Leave (unpaid – without benefits – CRL)
 - a. Kathleen Foschetti - Speech Language Pathologist
Effective Date – January 5, 2015

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Sabbatical Leave

- a. Cheryl Wise – Supervisor of Special Education
Effective Date – January 5, 2015

J. Retirements

1. Nonpublic School Services
 - a. Donna Cavallaro – Psychologist (7 years of service)
Effective Date – February 21, 2015
 - b. Roseanne Gale – Remedial Teacher (35½ years of service)
Effective Date – March 7, 2015
 - c. Patricia Kuhns – Remedial Teacher (19 years of service)
Effective Date – January 6, 2015

K. Resignations

1. Management Services
 - a. Denise Homan – Accounts Payable Specialist
Effective Date – January 24, 2015
2. Special Education
 - a. Emily Marks – Speech Language Pathologist
Effective Date – November 22, 2014

L. Terminations

No items to consider.

M. Other

1. Administration
 - a. To approve a one-time appreciation bonus of \$2,500 for the Assistant Executive Director of Instruction for work as Acting Executive Director. This will not be part of the base salary.

It was moved by Rabinowitz, seconded by Williams, that the Intermediate Unit Board approve the Personnel Matters as listed above, IX. B.C.D.E.F.G.H.I.J.K.L.M. Motion carried 17 ayes; 1 Nay [Scheuren].

X. Other Matters for Consideration

A. SPECIAL EDUCATION

— DR. LOIS ROBINSON, DIRECTOR

No items to consider.

B. CURRICULUM, INSTRUCTION AND PROFESSIONAL DEVELOPMENT

— DONNA GAFFNEY, DIRECTOR

No items to consider.

C. TECHNOLOGY AND INFORMATION SERVICES

— GAIL KENNEDY, DIRECTOR

1. To authorize the MCIU to enter into an agreement with CoStars as a partnership reseller for Lenovo software and hardware. This will give districts bid protection and a 10% off list price. The fee for both agreements is \$3,000.
2. To authorize the contract with Sunesys to continue providing RWAN service connecting 28 school locations to MCIU new headquarters. The contract would begin July 1, 2015 and continue for 60 months with 5 optional 1 year renewals. The cost for 10 GB connectivity to each site is \$1,890/site/month. The total annual amount would not exceed \$655,200 per year before eRate.

It was moved by Chmielewski, seconded by Rabinowitz, that the Intermediate Unit Board approve/ ratify the above items under Other Matters for Consideration X.C.1.2. Motion carried; all ayes.

D. NONPUBLIC SCHOOL SERVICES

— DR. KEN VOSS, DIRECTOR

1. To authorize an agreement between the MCIU and California State University, Northridge, for the placement of graduate student interns for their clinical practicum for speech and language pathology.

It was moved by Scott, seconded by Chmielewski, that the Intermediate Unit Board approve/ ratify the above items under Other Matters for Consideration X.D.1. Motion carried; all ayes.

E. PENNSYLVANIA TRAINING AND TECHNICAL ASSISTANCE NETWORK (PATTAN)

— ANN HINKSON-HERRMANN, DIRECTOR

No Items to Consider

F. MANAGEMENT SERVICES

— STAN WISLER, CFO AND DIRECTOR

1. To approve the change order for D'Huy Engineering for the 2 West Lafayette Street project in the amount of \$44,000.
2. To authorize the attached list of equipment surplus/obsolete. MCIU will attempt to e-Bay those items that are saleable, use some of the items for parts and dispose of those items that cannot be sold or used for parts.
(Attachment)

It was moved by Chmielewski, seconded by Rabinowitz, that the Intermediate Unit Board approve/ ratify the above items under Other Matters for Consideration X.F.1.2. Motion carried; 17 ayes; 1 nay [Kisailus]. (Attachment X.F.2.).

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G. ADMINISTRATION

— DR. JOHN J. GEORGE, EXECUTIVE DIRECTOR

Dr. George discussed a change in the process of providing MCIU board packets. Dr. George suggested a move to an electronic communication system for the Board Agenda and all supporting documentation. The goal would be to provide board members with an electronic copy of the agenda on the Monday prior to each monthly board meeting which would include hyperlinks to supporting documentation. Hard copies of the agenda and supporting documentation will be provided to all board members on the night of the board meeting. Board members were in favor of making this change. Janice Pearce and Kenneth Mullen requested that board packets continue to be mailed to their home prior to board meetings.

— DR. BRADLEY C. LANDIS, ASSISTANT EXECUTIVE DIRECTOR

No Items to Consider

XI. Persons Desiring to be Heard

No one desired to speak.

XII. Adjournment

The date of the next Intermediate Unit Board Meeting:

Wednesday, February 25, 2015

6:15 p.m. – Committee-of-the-Whole Meeting

7:00 p.m. – Regular Action Meeting

Washington Conference Room, 2 W. Lafayette Street

It was moved by Scott, seconded by Chmielewski, that the Intermediate Unit Board adjourn the meeting at 9:33 p.m. Motion carried; all ayes.