

*Official Proceedings of the
Montgomery County Intermediate Unit
Board of Directors Meeting
February 28, 2018*

The regular meeting of the Montgomery County Intermediate Unit Board of Directors was held on Wednesday, February 28, 2018, in the Montgomery County Intermediate Unit Main Office Building, 2 West Lafayette Street, Norristown, Pennsylvania.

President Thomas DiBello called the meeting to order at 7:46 p.m. Following the pledge of allegiance, Virginia Pollard, Board Secretary, called the roll. Attendance was as follows:

Intermediate Unit Board: Joseph Antonio; Maura Buri; Thomas DiBello; Leslie Finegold; Virginia Pollard; Juliane Ramic; Dr. Joan Ryder Ludwig; Philip Schwarz; Joshua Stein; Patrick Wicks; W. Ronald Williams; Jennifer Wilson; and Paul Winters.

Absent: Matthew Alexander; Dr. Kerry Drake; Bill England; Dr. Gene Halus; Yuri Khalif; Janice Pearce; Donna Scheuren; and James Taylor.

Intermediate Unit: Dr. John J. George; Dr. Bradley C. Landis; Rebecca Fogle; Kendall Glouner; Jack Hurd; Gail Kennedy; Dr. Lois Robinson; Valentina Viletto, Esq.; Dr. Ken Voss; Stan Wisler; and Mary Dougherty.

Solicitor: Jeffrey T. Sultanik, Esq.

Guests: Jonathan Alessi; Dr. Mary Rita Cleary; Maria DeLuca; Sandy Edling; Dr. Brittany Lourea-Waddell; and Dr. Natalie Sokol.

I. Call to Order

- A. Following the pledge of allegiance and roll call, President DiBello noted that there was an executive session prior to the start of the Board meeting to discuss personnel and informational matters.
- B. President DiBello noted that there were no updates to the agenda.
- C. President DiBello asked if anyone present would like to address the Board. No one desired to speak.
- D. Appoint and welcome the following new MCIU Board member:

Juliane Ramic, North Penn School District, to fill the unexpired term of Edward Diasio until June 30, 2018.

It was moved by Buri, seconded by Ludwig, that the Intermediate Unit Board appoint Juliane Ramic, North Penn School District, to fill the unexpired term of Edward Diasio until June 30, 2018. Motion carried; all ayes.

*Official Proceedings of the
Montgomery County Intermediate Unit
Board of Directors Meeting
February 28, 2018*

II. Communications

There were no items to report.

III. Approval of Minutes

It was moved by Finegold, seconded by Williams, that the Intermediate Unit Board approve the minutes of the January 24, 2018 meeting. Motion carried; all ayes. (Attachment III.A.)

IV. Approval/Ratification MCIU Bills

(Detailed list of bills are available)

ITEM	PAGES	AMOUNT
December, 2017	1	\$ 34,090.65
January, 2018	2-7	\$ 7,990,374.81
February, 2018	8-11	\$ 3,212,516.33
TOTAL		<u><u>\$11,236,981.79</u></u>

V. COMBINED FINANCIAL REPORT – JANUARY 2018

Beginning Intermediate Unit Funds	\$	59,800,385.70
Other Adjustment	\$	4,144.69
Receipts:		
Revenue Received	\$	<u>10,515,668.00</u>
Total Receipts	\$	<u>10,515,668.00</u>
Total Receipts Plus Beginning Cash Balance	\$	70,320,198.39
Less: Disbursements – January 2018 Checks	\$	<u>(9,962,484.63)</u>
Ending Intermediate Unit Funds per Books	\$	<u><u>60,357,713.76</u></u>

CASH ANALYSIS – JANUARY 2018

Money Market Accounts:		
Citizens Bank Food Service	\$	26,763.50
PLGIT	\$	2,012,256.60
PSDLAF	\$	11,344,747.30
TD Bank	\$	<u>352,605.50</u>
Total Interest Bearing Accounts	\$	<u>13,736,372.90</u>
Disbursement in Transit	\$	(392,319.19)
Deposit in Transit	\$	2,902.38
Disbursement Accounts – Outstanding Checks	\$	(313,838.24)
Investments	\$	47,324,595.91
Cash Balance Per Bank	\$	<u><u>60,357,713.76</u></u>

*Official Proceedings of the
Montgomery County Intermediate Unit
Board of Directors Meeting
February 28, 2018*

VI. INVESTMENT OF FUNDS – JANUARY 2018

Beginning Balance	\$ 43,321,468.56
Purchases	\$ 4,003,127.35
Redemptions	\$ -
Ending Balance	<u>\$ 47,324,595.91</u>

Interest earned on investments is as follows:

INTEREST EARNED – JANUARY 2018

Bank Account	Bank Account	
	Interest	CD Interest
PLGIT	\$ 1,968.80	\$ -
TD BANK	\$ 159.04	\$ -
PSDLAF	\$ 11,050.12	\$ 38,310.96
TOTAL	<u>\$ 13,177.96</u>	<u>\$ 38,310.96</u>

VII. Budgets

A. New and Proposed Budgets

No items to consider.

B. Initial Budgets

1. Montgomery County Intermediate Unit Transportation Services Budget

Office of Business Services

7/1/2018 – 6/30/2019

\$10,799,750

The Administration requests approval of the 2018/2019 Transportation Services Budget in the amount of \$10,799,750.00. This budget reflects the cost of providing transportation (through contracted services) for students based on local districts' requests. Budget detail is attached.

2. Montgomery County Intermediate Unit Transportation Fee Based Budget

Office of Business Services

7/1/2018 – 6/30/2019

\$ 1,296,000

This Administration requests approval of the 2018/2019 Transportation Fee Based Budget in the amount of \$1,296,000.00. This budget reflects the cost of providing transportation (through contracted services) for students based on local districts' requests for services that cannot be included in the transportation state subsidy reimbursement, such as Non-Public school runs, Extended School Year services, runs for students identified as Homeless, and District sports and field trips. Budget detail is attached.

C. Changes to Initial Budgets

1. Pre-K Counts Budget

Office of Student Services

\$ 1,311,476

The Administration requests approval of the revised 2017/2018 Pre-K Counts Grant Budget in the amount of \$1,311,476.00. A summary budget is attached.

D. Budgetary Transfers

No items to consider.

VIII. PERSONNEL MATTERS

— JACK HURD, DIRECTOR

A. General

No items to consider.

B. Conference Requests

1. To approve three (3) out of state conference requests.

C. Employment – Ratifications

1. Professional Staff

- a. Kaitlin Durkin – Long Term Substitute Occupational Therapist/Evaluator
Recommended Annual Salary - \$56,000 (M Step 0) prorated
Effective Date – January 29, 2018
Replacement

- b. Lisa Imburgia – Teacher, Adaptive Physical Education
Recommended Annual Salary - \$46,400 (B Step 0) prorated
Effective Date – January 29, 2018
Replacement

- c. Emilie Johnson – Long Term Substitute Teacher, Orientation & Mobility
Recommended Annual Salary - \$56,000 (M Step 0) prorated
Effective Date – February 7, 2018
Additional Staff Need

2. Head Start

a. Program Aides

- 1) Shaza Haj Hussein – Program Aide, Head Start
Recommended Annual Salary - \$7,560 prorated
Effective Date – January 25, 2018
Additional Staff Need

- 2) Chiane Smith – Program Aide, Head Start
Recommended Annual Salary - \$7,560 prorated
Effective Date – February 1, 2018
Additional Staff Need

*Official Proceedings of the
Montgomery County Intermediate Unit
Board of Directors Meeting
February 28, 2018*

3. Pre-K Counts

a. Assistant Teaching Staff

- 1) Busayo Oladiran – Assistant Teacher, Pre-K Counts
Recommended Annual Salary - \$16,269 prorated
Effective Date – February 12, 2018
Additional Staff Need

b. Program Aides

- 1) Elizabeth Morales-Bello – Program Aide, Pre-K Counts
Recommended Annual Salary - \$6,434 prorated
Effective Date – February 13, 2018
Replacement

D. Change of Status – Ratifications

1. Professional Staff

- a. Marisa Crapella – Training & Consulting Specialist
Change Annual Salary to \$68,595 (M+20 Step 4) prorated
Effective Date – January 18, 2018
Educational Attainment
- b. Dustin Distanislaio – Teacher, Transition
Change Annual Salary to \$73,780 (M+30 Step 5) prorated
Effective Date – January 23, 2018
Educational Attainment
- c. Bridget McGuigan – School Nurse
Change Annual Salary to \$56,880 (B+24 Step 5) prorated
Effective Date – January 12, 2018
Educational Attainment
- d. Danielle Yearwood
Change from Long Term Substitute School Psychologist to School Psychologist
Recommended Annual Salary - \$68,534 (M+60 Step 1) prorated
Effective Date – February 26, 2018
Additional Staff Need

E. Additions to 2017-2018 Approved Substitute Lists – Ratifications

No items to consider.

F. Remove from 2017-2018 Approved Substitute Lists

No items to consider.

G. Employment – Approvals

No items to consider.

H. Change of Status - Approvals

No items to consider.

*Official Proceedings of the
Montgomery County Intermediate Unit
Board of Directors Meeting
February 28, 2018*

I. Additions to 2017-2018 Approved Substitute Lists

No items to consider.

J. Leave of Absence Requests

1. Professional Staff

Personal Leave (FMLA with benefits)

Melissa Hamilton – Teacher, Life Skills

Effective Date – January 17, 2018

Personal Leave (FMLA with benefits)

Nicole Petrillo – Occupational Therapist

Effective Date – March 9, 2018

K. Return from Leave of Absence Requests

1. Professional Staff

Personal Leave (FMLA with benefits)

Rebecca Landreth – Case Manager

Effective Date – February 12, 2018

Personal Leave (FMLA with benefits)

Michelle Stoczko – Teacher, Emotional Support

Effective Date – February 28, 2018

L. Retirements

1. Administrative Staff

a. Mary Rita Cleary – Assistant Director, Non-Public Services
Effective Date – June 30, 2018

b. Maria DeLuca – Assistant Director, Student Services
Effective Date – June 30, 2018

c. Gail Katch – Program Administrator, Student Services
Effective Date – June 30, 2018

d. Mary Grace LaPlaca – Program Administrator, Student Services
Effective Date – June 30, 2018

e. Lois D. Robinson – Director, Student Services
Effective Date – June 15, 2018

f. Cheryl Wise – Program Administrator, Student Services
Effective Date – June 30, 2018

2. Professional Staff

a. Susan Walsh-Magoni – Social Worker
Effective Date – June 8, 2018

*Official Proceedings of the
Montgomery County Intermediate Unit
Board of Directors Meeting
February 28, 2018*

3. Support Staff
 - a. Edwina Fascio – Secretary
Effective Date – June 30, 2018
 - b. Jeffrey Hathaway – Front Desk Receptionist
Effective Date – July 28, 2018
 - c. Diane Saylor – Secretary
Effective Date – July 14, 2018
 - d. Angela Vaughn – Transition Coordinator
Effective Date – June 15, 2018

M. Resignations

1. Professional Staff
 - a. Judith Colihan – Teacher, Emotional Support
Effective Date – February 23, 2018
Other Employment
 - b. Nicole Santos – School Psychologist
Effective Date – February 23, 2018
Personal
2. Support Staff
 - a. Hannah Davis – Youth Workforce Career Counselor
Effective Date – February 16, 2018
Personal
 - b. Carly Weist – Health & Wellness Assistant
Effective Date – February 20, 2018
Other Employment
3. Head Start
 - a. Assistant Teaching Staff
 - 1) Philippa Halliday – Assistant Teacher, Head Start
Effective Date – February 16, 2018
Personal
 - b. Program Aides
 - 1) Senta N. Griffin – Program Aide, Head Start
Effective Date – January 24, 2018
Personal
 - 2) Frances Rodrigues Pagan – Program Aide, Head Start
Effective Date – February 2, 2018
Personal

*Official Proceedings of the
Montgomery County Intermediate Unit
Board of Directors Meeting
February 28, 2018*

N. Terminations

1. Head Start
 - a. Assistant Teaching Staff
 - 1) Jesse McGinley - Assistant Teacher, Head Start
Effective Date – February 20, 2018

O. Other

1. Professional Staff
 - a. Stephanie McCaw – Teacher, Transition working up to 5 additional hours per week at her per diem rate as a Substitute Instruction-in-the Home Teacher.
 - b. Karen Whitaker – Teacher, Vision Support working up to 17 additional days in the 2017-2018 school year at her per diem rate to meet the needs of the program.
2. Professional Contracts
 - a. Temporary Professional Employees who have been rated satisfactory at the conclusion of three years of service receive a Professional Employee Contract under the School Code. We have two (2) teachers recommended for the award of their Professional Contract.

Employee	Position
Audrey D’Emilio	Teacher, Early Intervention
Caitlin McCulley	Teacher, Autism

IX. Other Matters for Consideration

A. BUSINESS SERVICES

— STAN WISLER, CFO AND DIRECTOR

REVENUE

To authorize the appropriate officers to enter into a sub-grant agreement for implementation of Individuals with Disabilities Education Improvement Act 619 (IDEA) Use of Funds Agreement between the Montgomery County Intermediate Unit and the Upper Moreland School District. The MCIU agrees to contract with the district based on the IDEA guidelines for the period of July 1, 2017 through June 30, 2018.

To authorize the appropriate officers to enter into a contract agreement between the Montgomery County Intermediate Unit the Upper Darby School District for Medical Practitioner Review authorization for the school based ACCESS program for the period of March 1, 2018 through June 30, 2018 in the amount of \$1,070.00.

B. NON-PUBLIC SERVICES

— DR. KEN VOSS, DIRECTOR

No items to consider.

*Official Proceedings of the
Montgomery County Intermediate Unit
Board of Directors Meeting
February 28, 2018*

C. PENNSYLVANIA TRAINING AND TECHNICAL ASSISTANCE NETWORK (PATTAN)

— REBECCA FOGLE, DIRECTOR

EXPENSES

To authorize the appropriate officers to enter into a contract agreement with the Delaware County Intermediate Unit 25 to provide stipend support for replication of Project MAX in Year 3 to a new team as well as additional stipend for data submission in the development and implementation for the period of September 1, 2017 through June 30, 2018 in the amount of \$4,000.00.

To authorize the appropriate officers to enter into contract agreements with the following LEAs to attend the SPDG-Project MAX and participate at the February 26-28, 2018 PDE Conference by sending at least two team members, one team member must be a practitioner to attend the three day event. After verification of participation each school entity will receive a stipend of \$2,000.

- ARIN Intermediate Unit 28
- Bangor Area School District
- Beaver Valley Intermediate Unit
- BLaST Intermediate Unit 17
- Bradford Area School District
- Capital Area Intermediate Unit
- Carbon-Lehigh Intermediate Unit 21
- Chester County Intermediate Unit 24
- Delaware County Intermediate Unit
- Greater Latrobe School District
- Homer Center
- Hopewell Area School District
- Intermediate Unit 1
- Lancaster-Lebanon Intermediate Unit 13
- Lincoln Intermediate Unit 12
- Montgomery County Intermediate Unit
- NEIU 19
- Perkiomen Valley School District
- Peters Township School District
- Plum Borough School District
- Riverview Intermediate Unit
- School District of Lancaster
- SDP – Olney Elementary School
- SDP – Thurgood Marshall
- Seneca Highland IU 9
- Southern Fulton School District
- Warrior Run School District
- West Chester Area School District
- Westmoreland Intermediate Unit 7

*Official Proceedings of the
Montgomery County Intermediate Unit
Board of Directors Meeting
February 28, 2018*

To authorize the appropriate officers to enter into a grant agreement with the Elwyn Davidson School to build capacity in selected schools supporting students with autism for the period of January 1 to June 30, 2018 in the amount of \$47,670.00.

To authorize the appropriate officers to enter into contract agreements with the following to present at the 2018 PDE Conference on the dates and amounts listed below:

• Dr. Matthew Burns	February 27, 2018	\$ 2,738.40
• Gaelynn Lea Tressler	February 27, 2018	2,610.00
• Chemay Morales – My Reflection Matters, LLC	February 28, 2018	1,986.26
• Dr. Mike Flynn – The Trustees of Mount Holyoke College	February 28, 2018	4,447.00

D. PROFESSIONAL LEARNING

— KENDALL GLOUNER, ASSISTANT DIRECTOR

GENERAL OPERATIONS

To authorize the appropriate officers to accept the contract agreement with School Software Group, Inc. to market and support a curriculum development product: *Build Your Own Curriculum* to public school districts and nonpublic schools in the state of Pennsylvania according to the agreement terms effective January 19, 2018.

REVENUE

To authorize the appropriate officers to enter into a contract agreement with the Montgomery County Intermediate Unit and the Methacton School District to provide professional development and consultation titled: Building Fidelity within Secondary Writing Instruction on February 7, March 5, and May 2, 2018 in the amount of \$1,800.00.

To authorize the appropriate officers to enter into a contract agreement with the Montgomery County Intermediate Unit and the Souderton Area School District to provide Effective Mathematics Teaching Practices consultation on February 1, 2018 in the amount of \$600.00.

To authorize the appropriate officers to enter into a contract agreement with the Montgomery County Intermediate Unit and the North Penn School District to provide professional development titled: Expanding Core Reading Instruction in the 3-5 ELA classroom on February 16, 2018 in the amount of \$600.00.

To authorize the appropriate officers to enter into a contract agreement with the Montgomery County Intermediate Unit and the Perkiomen Valley School District to provide professional development titled: Doing School Differently - Choice and Voice in ELA on February 13, 2018 in the amount of \$1,200.00.

*Official Proceedings of the
Montgomery County Intermediate Unit
Board of Directors Meeting
February 28, 2018*

EXPENSES

To authorize the appropriate officers to enter into a contract agreement with Kognazant, Inc. to provide a web-based career service: *Pathway Manager* in the amount of \$30,000 for the period of July 1, 2017 through June 30, 2018. Cost is covered under Workforce Innovation and Opportunity Act (WIOA) Grant.

E. STUDENT SERVICES

— DR. LOIS ROBINSON, DIRECTOR

GENERAL OPERATIONS

To authorize the appropriate officers to enter into an agreement with LaSalle University for the placement of student internships in the speech language pathologist and audiologist programs for the period beginning November 28, 2017 through June 30, 2018.

REVENUE

To authorize the appropriate officers to enter into a contract agreement with the Montgomery County Intermediate Unit and the Upper Moreland Township School District to provide a Board Certified Behavior Analyst (BCBA) for the period of August 1, 2017 through July 30, 2018 in the amount of \$510 per day as needed and not to exceed \$133,518.00.

To authorize the appropriate officers to enter into a contract agreement with the Montgomery County Intermediate Unit and the Carson Valley Children’s Aid (CVCA) to provide facilitation of MTSS leadership team meetings on various dates beginning March 2, 2018 through June 30, 2018. The rates vary from \$100 an hour to \$900 an hour based on the service provided.

To authorize the appropriate officers to enter into a contract agreement with the Montgomery County Intermediate Unit and the Carson Valley Children’s Aid (CVCA) to provide direct reading instruction to one student using multi-sensory instructional approach for the period of January 2018 through June 30, 2018 in the amount of \$750 per week.

To authorize the appropriate officers to approve the addendums for the 2017/2018 intergovernmental agreement for shared student services between the Montgomery County Intermediate Unit and the following districts for the services and amounts listed below:

• Hatboro-Horsham School District	Two Bilingual Psychological Eval. \$2,000 – <i>total \$4,000</i>
• Pottstown School District	Three Bilingual Psychological Eval. \$2,000 – <i>total \$6,000</i> Two Bilingual Speech Eval. \$700 – <i>total \$1,400</i>
• Souderton Area School District	One Bilingual Psychological Eval. \$2,000 – <i>total \$2,000</i>
• Upper Moreland School District	One Bilingual Psychological Eval. \$2,000 – <i>total \$2,000</i>
• Upper Perkiomen School District	Two Supplementary Behavior Support \$510 – <i>total \$1,020</i>

*Official Proceedings of the
Montgomery County Intermediate Unit
Board of Directors Meeting
February 28, 2018*

EXPENSES

To authorize the appropriate officers to approve a Memorandum of Understanding between Elwyn and the Montgomery County Intermediate Unit to provide EI Occupational Therapy for preschool students that require this service. The services will begin January 18, 2018 through June 3, 2018 in the amount of \$125 an hour as needed.

To authorize the appropriate officers to approve a Memorandum of Understanding between Bucks County Intermediate Unit and the Montgomery County Intermediate Unit to provide IEP services for an Early Intervention student for the period of January 2, 2018 through June 30, 2018 in the amount of \$77 to \$186 an hour based on the service provided.

F. TECHNOLOGY SERVICES

— GAIL KENNEDY, DIRECTOR

REVENUE

To authorize the appropriate officers to enter into a contract agreement between the Montgomery County Intermediate Unit and the Overbrook School for the Blind for PowerSchool end user support block for the period of January 16, 2018 through January 15, 2019 in the amount of \$1,900.00.

To authorize the appropriate officers to enter into a contract agreement between the Montgomery County Intermediate Unit and Ancillae-Assumpta Academy for PowerSchool Licenses, Hosting and Support for the period of May 4, 2018 through May 3, 2019 in the amount of \$2,797.08.

G. ADMINISTRATION

— DR. BRADLEY C. LANDIS, ASSISTANT EXECUTIVE DIRECTOR

To acknowledge the first reading of the following policy which will be presented for approval at a future board meeting:

POLICY #	TITLE
815.1	Social Media (New)

X. Persons Desiring to be Heard

No one desired to speak.

It was moved by Pollard, seconded by Antonio, that the Intermediate Unit Board approve/ratify the payment of MCIU Bills; accept the Combined Financial Reports for January 2018; approve/ratify the Investment of Funds as noted for January 2018; approve the Initial Budgets and Changes to Initial Budgets as listed above, VII.B. and VII.C.; approve the Personnel Matters as listed above, VIII.B.C.D.J.K.L.M.N.O.; and approve the Other Matters for Consideration as listed above, IX.A.C.D.E.F. Motion carried; all ayes. (Attachments IV., VII.B.1.2., VII.C.1., and VIII.B.1.)

*Official Proceedings of the
Montgomery County Intermediate Unit
Board of Directors Meeting
February 28, 2018*

XI. Adjournment

The date of the next Intermediate Unit Board Meeting:

Wednesday, March 28, 2018

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

7:00 p.m. – Regular Action Meeting

Washington A Conference Room, 2 W. Lafayette Street

The Intermediate Unit Board adjourned the meeting at 7:53 p.m.

*Official Proceedings of the
Montgomery County Intermediate Unit
Board of Directors Meeting
February 28, 2018*

THE FOLLOWING TOOK PLACE PRIOR TO THE REGULAR BOARD MEETING, DURING COMMITTEE-OF-THE-WHOLE:

MCIU Academic Competition: Ms. Kendall Glouner, Assistant Director of the Office of Professional Learning, shared that the 26th annual Montgomery County Academic Competition was held at the MCIU Office on February 27, 2018. Three teams were finalists: Souderton Area School District; Spring-Ford Area School District; and the School District of Upper Dublin. The Souderton Area School District was named the winning team for the competition. They will advance to the state-wide competition on April 28, 2018. Congratulations to all of the student participants and thanks to the many volunteers who helped facilitate this successful event!

Facility Updates: Dr. George provided the MCIU Board of Directors with background information regarding the relocation of staff to the 2 West Lafayette Street facility and the repurposing of the building located at 1605 West Main Street. As presented at previous board meetings, the Administration is reviewing the results of a recent cost study analysis for renovations to the Early Learning Academy at 1605 West Main Street and will make a recommendation in the near future to the MCIU Board of Directors.

Head Start: Dr. Robinson shared information from the Head Start Policy Council Meeting dated February 12, 2018 which included Meeting Minutes from the January 8, 2018 meeting. (Attachment I.A.1.a.)

Government Relations: Tina Viletto highlighted key legislative issues as detailed in the Government Relations Report to the Board. (Attachment I.A.2.)

COMMITTEE-OF-THE-WHOLE CONCLUDED AND THE OFFICIAL MEETING BEGAN.