

*Official Proceedings of the
Montgomery County Intermediate Unit
Board of Directors Meeting
March 25, 2015*

The regular meeting of the Montgomery County Intermediate Unit Board of Directors was held on Wednesday, March 25, 2015, in the Montgomery County Intermediate Unit Main Office Building, 2 West Lafayette Street, Norristown, Pennsylvania.

President Louis Polaneczky called the meeting to order at 7:20 p.m. Following the pledge of allegiance, Maura Buri, Board Secretary, called the roll. Attendance was as follows:

Intermediate Unit Board: Sherri Becker; Lynn Bigelow; Maura Buri; Joseph Chmielewski; Marcus Delgado; Leslie Finegold; David Hakes; Yuri Khalif; Holly Kisailus (by phone); Ken Mullen; Carolyn Murphy; Janice Pearce; Lou Polaneczky; Virginia Pollard; Rick Rabinowitz; Donna Scheuren; and Michele Tinsman.

Absent: Stephen Bochneak; Thomas DiBello; James Phillips; William Scott; and Ron Williams.

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; Mary Davidheiser; Maria DeLuca; Anne Draus; Sandy Edling; Jonathan Mall; and Caitlin Navarro.

I. Call to Order

- A. Following the pledge of allegiance and roll call, President Polaneczky noted that there was no executive session prior to the start of the Board meeting.
- B. President Polaneczky asked if anyone present would like to address the Board. No one desired to speak.

II. Approval of Minutes

It was moved by Mullen, seconded by Pollard, that the Intermediate Unit Board approve the minutes of the February 25, 2015 meeting. Motion carried; all ayes. (Attachment II.A.)

III. Approval/Ratification of MCIU General Fund Bills

(Detailed list of bills are available)

MONTH	PAGES	AMOUNT
February 2015	1-3	\$7,124,287.48
March 2015	4-5	<u>\$2,295,385.01</u>
TOTAL		\$9,419,672.49

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IV. Combined Financial Reports – February 2015

FEBRUARY 2015

Beginning Intermediate Unit Funds		\$44,452,684.66
Other Adjustment		(\$450.06)
Receipts:		
Revenue Received	\$4,078,637.29	
Total Receipts		\$4,078,637.29
Total Receipts Plus Beginning Cash Balance		\$48,530,871.89
Less: Disbursements – February 2015 Checks		(\$9,015,579.03)
Ending Intermediate Unit Funds per Books		\$39,515,292.86

CASH ANALYSIS – FEBRUARY 2015

Money Market Accounts:

Citizens Bank Depository	\$1,856,464.49	
Citizens Bank Food Service	\$24,093.50	
PA INVEST	\$53,891.56	
PLGIT	\$180,706.56	
PSDLAF	\$9,411,006.54	
TD Bank - Depository	\$611,022.25	
Total Interest Bearing Accounts		\$12,137,184.90
Disbursement in Transit		(\$981,149.00)
Deposit in Transit		\$0.00
Disbursement Accounts – Outstanding Checks		(\$884,743.04)
Investments		\$29,244,000.00
Cash Balance Per Bank		\$39,515,292.86

V. Investment of Funds – February 2015

Beginning Balance		\$28,000,000.00
Purchases		\$25,244,000.00
Redemptions		(\$24,000,000.00)
Ending Balance		\$29,244,000.00

Interest earned on investments is as follows:

INTEREST EARNED - FEBRUARY 2015

	Bank Account		CD Interest
Bank Account	Interest		
PLIGIT	\$4.96		\$0.00

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TD Bank	\$72.52	\$0.00
PSDLAF	\$0.00	\$2,038.36
PA Investment - Pool 1	\$2.07	\$0.00
TOTAL	<u>\$95.69</u>	<u>\$2,038.36</u>

It was moved by Rabinowitz, seconded by Khalif, that the Intermediate Unit Board approve/ratify the payment of MCIU General Fund Bills, accept the Combined Financial Reports for February 2015, and ratify the Investment of Funds as noted for February 2015. Motion carried; all ayes. (Attachment III.)

VI. Communications

A. Report of Judge of Ballots on the Intermediate Unit Budgets

Jeffrey Sultanik, Esq. (Judge of Ballots) reported that the ballots for budget approval were counted on March 23, 2015 and that each budget was approved in accordance with state law as detailed in the Summary of Findings of Budget Adoption for School Year 2015-2016 (Attachment VI.A.) Jeff thanked Mary Dougherty for her assistance in facilitating this process, and Dr. George shared his appreciation for the support received from the school districts.

VII. Committee Reports

A. Facilities – There was no report this month.

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

VIII. Budgets

President Polaneczky announced that there were no budgets to address this month.

A. New and Proposed Budgets

No items to consider.

B. Initial Budgets

No items to consider.

C. Changes to Initial Budgets

No items to consider.

D. Budgetary Transfers

No items to consider.

IX. Personnel Matters

— JACK HURD, DIRECTOR

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A. General

1. To approve one (1) employee agreement associated with separation of employment from the MCIU.
2. To approve Diana Jones as a Volunteer Induction Professional (VIP) for Julia Doll at the rate of \$700 for the one year induction process.
3. To approve Kristen Eagle as a Volunteer Induction Professional (VIP) for Elizabeth Lightkep at the rate of \$700 for the one year induction process.
4. To approve Rebecca McQuoid as the Volunteer Induction Professional (VIP) for Lauren Todd at the rate of \$700 for the one year induction process.
5. To approve one (1) out of state conference request.

B. Employment – Ratifications

1. Executive Director
 - a) Amy Rebecca Coyle – Graphic Design Technician
Recommended Annual Salary - \$54,000 prorated
Effective Date – March 11, 2015
New Position
2. Professional Learning
 - a) Christie Clemens - Conference Center Facilitator
Recommended Annual Salary - \$46,200 prorated
Effective Date – March 23, 2015
New Position
3. Student Services
 - a) Jack Miller – Transition Site Coordinator
Recommended Annual Salary - \$40,000 prorated
Effective Date – March 19, 2015
New position
 - b) Andrea Sheeley – Secretary
Recommended Annual Salary - \$38,000 prorated
Effective Date – March 23, 2015
Replacement

C. Change of Status – Ratifications

No items to consider.

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

No items to consider.

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E. Remove from 2014-2015 Approved Substitute Lists

No items to consider.

F. Employment – Approvals

1. Executive Director
 - a) Jennifer Wenger – Web Design Technician
Recommended Annual Salary - \$54,000 prorated
Effective Date – To be determined
New Position
2. Nonpublic Services
 - a) Maria Della Monica – Remedial Teacher
Recommended Annual Salary - \$69,047 (M Step 6) prorated
Effective Date - To be determined
Replacement
 - b) Erin Kent – Remedial Teacher
Recommended Annual Salary – \$75,780 (M+30 Step 6) prorated
Effective Date – To be determined
Replacement
3. Student Services
 - a) Emily Dahne- School Psychologist
Recommended Annual Salary - \$65,047 (M Step 4) prorated
Effective Date – May 4, 2015
Replacement
4. Technology
 - a) Domenic Talucci – Network Administrator
Recommended Annual Salary – \$71,000 prorated
Effective Date – April 13, 2015
New Position
5. PaTTAN
 - a) Ronald Logan – Educational Specialist
Recommended Annual Salary – \$88,534 (M+45 Step 10) prorated
Effective Date – To be determined
Replacement

G. Change of Status - Approvals

1. Student Services
 - a) Angela Vaughn
Change Substitute Teacher Assistant to Transition Site Coordinator
Change Recommended Per Diem rate of \$95/day to Recommended Annual Salary -
\$38,500 prorated

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Effective Date – To be determined
New position

H. Leave of Absence Requests

No items to consider.

I. Return from Leave of Absence Requests

1. Student Services

Personal Leave (unpaid - with benefits – FMLA)

- a) Melissa Hamilton – Teacher
Effective Date – March 16, 2015

J. Retirements

1. Nonpublic Services

- a) Deborah Booher – Speech Language Pathologist
Effective Date – June 20, 2015
- b) Randi Chud – Speech Language Pathologist
Effective Date – June 20, 2015
- c) Roseanne Gale – Remedial Teacher
Effective Date – March 11, 2015
- d) Theresa Russo – Remedial Teacher
Effective Date – July 1, 2015

K. Resignations

No items to consider.

It was moved by Buri, seconded by Rabinowitz, that the Intermediate Unit Board approve the Personnel Matters as listed above, IX.A.B.F.G.I.J. Motion carried; all ayes. (Attachments IX.A.1., IX.A.5.).

X. Other Matters for Consideration

A. STUDENT SERVICES

— DR. LOIS ROBINSON, DIRECTOR
No Items to Consider

B. PROFESSIONAL LEARNING

— DONNA GAFFNEY, DIRECTOR

1. To authorize the appropriate officers to ratify a professional development training agreement between the Montgomery County Intermediate Unit and the School District of Cheltenham Township to provide math content professional development in the amount of \$4,800.

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2. To authorize the appropriate officers to ratify a professional development training agreement between the Montgomery County Intermediate Unit and the Methacton School District for the continuation of PA Core Standards, Differentiated Instruction and Inclusive Practices professional development in the amount of \$4,050.

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

C. TECHNOLOGY

— GAIL KENNEDY, DIRECTOR

1. To authorize the appropriate officers to ratify an addendum to the service agreement between the Montgomery County Intermediate Unit and Archbishop Ryan High School for increased bandwidth for five months in the amount of \$900.
2. To authorize the appropriate officers to ratify a service agreement between the Montgomery County Intermediate Unit and PAIUnet for the new pricing structure for the statewide internet consortium at a monthly service fee of \$1,000.
3. To authorize the appropriate officers to ratify an amendment to the existing voice technical services agreement between MCIU and ZITO Media Communications for one year in the amount of \$2,864 per month.

It was moved by Chmielewski, seconded by Scheuren, that the Intermediate Unit Board approve/ ratify the above items under Other Matters for Consideration X.C.1.2.3. Motion carried; all ayes.

D. NONPUBLIC SCHOOL SERVICES

— DR. KEN VOSS, DIRECTOR

1. To authorize the appropriate officers to ratify a services agreement between the Montgomery County Intermediate Unit and Einstein Medical Center Montgomery for CPR training for the faculty and staff of the Office of Non-Public Services in the amount of \$3,500.

It was moved by Buri, 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

1. To authorize the appropriate officers to ratify a service agreement between the Montgomery County Intermediate Unit and Tuscarora Intermediate Unit in the amount of \$101,185 for support staff services, technology support for Early Intervention Technical

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Assistance staff located at PaTTAN office and services related to the Low Incidence Conference.

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

F. HUMAN RESOURCES

— JACK HURD, DIRECTOR

1. To authorize the appropriate officers to ratify a service agreement between the Montgomery County Intermediate Unit and 3M Cogent for Livescan equipment to provide fingerprinting services to Montgomery County at a cost of \$4,995.

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

G. BUSINESS SERVICES

— STAN WISLER, CFO AND DIRECTOR

1. To authorize the appropriate officers to ratify a Memorandum of Understanding (MOU) between the Montgomery County Intermediate Unit (2 West Lafayette Street) and the Norristown Police Department. The MOU establishes procedures to be followed when certain incidents happen on school property.
2. To authorize the appropriate officers to ratify a Memorandum of Understanding (MOU) between the Montgomery County Intermediate Unit (1605 W. Main Street) and the West Norriton Police Department.
3. To authorize the appropriate officers to ratify a Memorandum of Understanding (MOU) between the Montgomery County Intermediate Unit (The Anderson School) and the Lower Providence Police Department.
4. To authorize the acceptance of the 2015-2016 Line Item Supply bids (results attached) for art, custodial, and general supplies, also paper and medical/athletic trainer line items supply bids. The line items bids are specific supply quantities requested by participating entities.
5. To authorize the appropriate officers to accept the Montgomery County School Entities Fuel Bid for July 1, 2015 to June 30, 2016. Public bids were solicited and opened on February 19, 2015. Six vendors responded to the bid with the lowest submissions indicated in bold on the award list attached. The comparative savings for participating districts is in excess of \$2,260,000.

It was moved by Chmielewski, seconded by Hakes, that the Intermediate Unit Board approve/ ratify the above items under Other Matters for Consideration X.G.1.2.3.4.5. Motion carried; all ayes. (Attachments X.G.4.; X.G.5)

H. ADMINISTRATION

— DR. BRADLEY C. LANDIS, ASSISTANT EXECUTIVE DIRECTOR

1. To authorize the appropriate officers to ratify a Consulting Services contract between the Montgomery County Intermediate Unit and the School District of Cheltenham Township to conduct the superintendent search in the amount of \$9,000.
2. To authorize a motion to appoint Fox Rothschild LLP as Solicitor for the Montgomery County Intermediate Unit No. 23 for the time period of July 1, 2015 through June 30, 2016, based upon the following:
 - a) A retainer of \$21,700 per year
 - b) A base hourly rate of \$185
 - c) Alternate rates in accordance with the Engagement Letter dated March 6, 2015.
 - d) Rates as established by the insurance carrier where Fox Rothschild LLP is an approved provider.
 - e) Motion to approve the HIPAA Business Associate Agreement between the MCIU and Fox Rothschild LLP as the result of Fox Rothschild handling cases that involve protected health information on behalf of the MCIU.

It was moved by Finegold, seconded by Mullen, that the Intermediate Unit Board approve/ratify the above items under Other Matters for Consideration X.H.1.2. Motion carried; all ayes. (Attachment X.H.2.).

XI. Persons Desiring to be Heard

No one desired to speak.

XII. Adjournment

The date of the next Intermediate Unit Board Meeting:
Wednesday, April 22, 2015
6:15 p.m. – Committee-of-the-Whole Meeting
7:00 p.m. – Regular Action Meeting
Valley Forge Conference Room, 2 W. Lafayette Street

It was moved by Rabinowitz, seconded by Chmielewski, that the Intermediate Unit Board adjourn the meeting at 7:40 p.m. Motion carried; all ayes.

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

Dr. George provided the following items as part of his Executive Director Update:

- ◆ Legislative Breakfast – The Legislative Breakfast was held in the new MCIU Building at 2 West Lafayette Street for the first time on Friday, March 20, 2015. Dr. George commended Tina Viletto on the excellent event and noted that there was great representation from both legislators and school districts.
- ◆ Building Dedication – The Montgomery County Intermediate Unit will celebrate the dedication of their new office building on Friday, April 24, 2015. An invitation will be sent to all board members in Montgomery County school districts.
- ◆ North Montco Technical Center – The Montgomery County Intermediate Unit has submitted an RFP in response to the need for contracted payroll services due to a retirement at North Montco.
- ◆ Office of Professional Learning – Dr. George shared that the MCIU is developing new programs to meet the ever increasing needs for professional development and professional learning. It is expected that the MCIU will embark on a countywide cyber education program this summer. The Office of Professional Learning is being restricted to better meet the MCIU's goal of improving the outcome for children.
- ◆ Facility Update – Mr. Wisler stated that the MCIU has been working towards full implementation of a security system. Plans for both internal and external signage are being developed. The MCIU continues to work on developing a partnership with an outside caterer to occupy the vendor space within the MCIU Lobby.
- ◆ Board President Polaneczky announced that the MCIU Board will be updating its Board Committees. Board members interested in serving on an MCIU Board Committee should send an email to Mary Dougherty.

THE COMMITTEE-OF-THE-WHOLE CONCLUDED AND THE BOARD BEGAN THE REGULAR MEETING.