

*Official Proceedings of the  
Montgomery County Intermediate Unit  
Board of Directors Meeting  
April 22, 2015*

The regular meeting of the Montgomery County Intermediate Unit Board of Directors was held on Wednesday, April 22, 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 7:43 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; Thomas DiBello; Leslie Finegold; Holly Kisailus; Ken Mullen; Carolyn Murphy; James Phillips; Lou Polaneczky; William Scott; Michele Tinsman; and Ron Williams.

Absent: Stephen Bochner; Marcus Delgado; David Hakes; Yuri Khalif; Janice Pearce; Virginia Pollard; Rick Rabinowitz; and Donna Scheuren.

Intermediate Unit: Dr. John J. George; Dr. Bradley C. Landis; Donna Gaffney; 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; Mark Brooks; Dr. Mary Rita Cleary; Maria DeLuca; Anne Draus; Sandy Edling; John Hampton; Gail Katch; Jonathan Mall; Amber Malloy; Al Moore; Caitlin Navarro; Jeffrey Rothenberger; Stephanie Schwab; Alison Scott; 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 start of the Board meeting to discuss personnel and legal issues. President Polaneczky also announced two changes to the agenda: 1) under X.C.4., Souderton Area School District should be changed to North Penn School District; and 2) under X.A.1., the dates should be changed to July 1, 2014 to June 30, 2015.
- 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 Kisailus, seconded by Buri, that the Intermediate Unit Board approve the minutes of the March 25, 2015 meeting. Motion carried; all ayes. (Attachment II.A.)**

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**III. Approval/Ratification of MCIU General Fund Bills**  
*(Detailed list of bills are available)*

<b>ITEM</b>	<b>PAGES</b>	<b>AMOUNT</b>
March 2015	1-5	\$11,860,562.36
April 2015	6-8	<u>\$1,383,535.66</u>
TOTAL		\$13,244,098.02

**IV. Combined Financial Reports – March 2015**

Beginning Intermediate Unit Funds		\$39,515,292.86
Other Adjustment		(\$706.29)
Receipts:		
Revenue Received	\$8,792,301.14	
Total Receipts		<u>\$8,792,301.14</u>
Total Receipts Plus Beginning Cash Balance		\$48,306,887.71
Less: Disbursements – March 2015 Checks		(\$14,054,278.58)
Ending Intermediate Unit Funds per Books		<u>\$34,252,609.13</u>

**CASH ANALYSIS – MARCH 2015**

Money Market Accounts:

Citizens Bank Depository	\$1,856,464.49	
Citizens Bank Food Service	\$24,093.50	
PA INVEST	\$53,891.56	
PLGIT	\$184,441.91	
PSDLAF	\$8,977,545.78	
TD Bank - Depository	\$691,561.27	
Total Interest Bearing Accounts		<u>\$11,787,998.51</u>
Disbursement in Transit		(\$436,896.18)
Deposit in Transit		\$0.00
Disbursement Accounts – Outstanding Checks		(\$2,342,493.20)
Investments		\$25,244,000.00
Cash Balance Per Bank		<u>\$34,252,609.13</u>

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**V. Investment of Funds – March 2015**

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

Interest earned on investments is as follows:

**INTEREST EARNED - MARCH 2015**

	Bank Account Interest	CD Interest
Bank Account PLIGIT	\$53.16	\$3,682.19
TD Bank	\$85.62	\$0.00
PSDLAF	\$222.56	\$1,841.09
PA Investment - Pool 1	\$0.00	\$0.00
<b>TOTAL</b>	<u>\$361.34</u>	<u>\$5,523.28</u>

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

**VI. Communications**

There were no items to report.

**VII. Committee Reports**

Facilities – Joe Chmielewski announced that the Building Dedication Ceremony for 2 West Lafayette Street is scheduled for Friday, April 24<sup>th</sup> from 3:00-6:00 p.m. Mr. Chmielewski encouraged all board members to attend this special event.

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.*

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**C. Changes to Initial Budgets**

*No items to consider.*

**D. Budgetary Transfers**

*No items to consider.*

**IX. Personnel Matters**

— JACK HURD, DIRECTOR

**A. General**

1. To approve Memorandum of Understanding with Montgomery County Intermediate Unit Education Association.
2. To approve changes to Administrative Meet & Discuss Compensation Plan for period July 1, 2014 through June 30, 2017 as outlined in Attachment IX.A.2., subject to final language being reviewed and approved by administration and legal counsel.
3. To approve changes to Coordinator, Technical and Confidential Compensation Plan and the Support Staff Compensation Plan for period July 1, 2015 through June 30, 2017 as outlined in Attachment IX.A.3., subject to final language being reviewed and approved by administration and legal counsel.
4. To approve the following position descriptions:
  - a) Program Administrator, Instructional Technology
  - b) Program Administrator, Literacy
  - c) Program Administrator, Math and Science
  - d) Program Administrator, Training and Consulting
  - e) Program Administrator, Related Services
5. To approve two (2) out of state conference requests.
6. To employ three hourly summer maintenance workers at a rate of \$9.50 per hour.
7. To utilize the PaTTAN professional staff beyond their regular calendar at per diem rate.
8. To employ additional positions and/or use current staff for our Special Education Summer Program – Extended School Year at agreed upon MCIUEA contractual rate.
9. To approve Lisa Lamesta as a Volunteer Induction Professional (VIP) for Erin Kent at the rate of \$700 for the one year induction process.
10. To approve Louise Haganir as a Volunteer Induction Professional (VIP) for Maria DellaMonica at the rate of \$700 for the one year induction process.

**B. Employment – Ratifications**

*No items to consider.*

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**C. Change of Status – Ratifications**

*No items to consider.*

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

*No items to consider.*

**E. Remove from 2014-2015 Approved Substitute Lists**

*No items to consider.*

**F. Employment – Approvals**

1. Professional Learning

- a) Amber Molloy – Program Administrator, Literacy  
Recommended Annual Salary - \$115,000 prorated  
Effective Date - To be Determined  
*New Position*

- b) Jeffrey Rothenberger – Program Administrator, Instructional Technology  
Recommended Annual Salary - \$128,000 prorated  
Effective Date – May 1, 2015  
*New Position*

2. Student Services

- a) Shannon Citrino – EI Itinerant Teacher  
Recommended Annual Salary - \$71,047 (M step 7)  
Effective Date – July 1, 2015  
*Increased Staff Need*
- b) Molly Luke – EI Itinerant Teacher  
Recommended Annual Salary - \$48,439 (B step 1) prorated  
Effective Date – To Be Determined  
*Replacement*
- c) Lauren Zlotnick – EI Itinerant Teacher  
Recommended Annual Salary - \$59,047 (M step 1) prorated  
Effective Date – April 27, 2015  
*Increased Staff Need*

3. PaTTAN

- a) Kristina Simpson – Secretary  
Recommended Annual Salary - \$40,000 (SS2) prorated  
Effective Date – May 4, 2015  
*Replacement*

**G. Change of Status - Approvals**

1. Professional Learning
  - a) Gail Katch  
Change from Training & Consulting Coordinator to Program Administrator, Training & Consulting contingent on approval of PDE for Type 01 Emergency Certification  
Recommended Annual Salary of \$124,500  
Effective Date – July 1, 2015  
*New Position*
  - b) Stephanie Schwab  
Change from Project Associate to Program Administrator, Science, Technology, Engineering and Math (STEM)  
Recommended Annual Salary of \$117,500  
Effective Date – July 1, 2015  
*New Position*

**H. Leave of Absence Requests**

1. Business Services  
FMLA (unpaid - with benefits)
  - a) Tanvi DeSai – Federal Program Specialist  
Effective Date – April 20, 2015
2. PaTTAN  
FMLA (unpaid - with benefits)
  - a) Barbara Gilligan – Educational Specialist  
Effective Date – April 7, 2015
3. Nonpublic Services  
Child Rearing Leave (unpaid - without benefits)
  - a) Amy Winheld – School Counselor  
Effective for entire 2015-2016 school year

**I. Return from Leave of Absence Requests**

*No items to consider.*

**J. Retirements**

1. Nonpublic Services
  - a) Donna L. Carmean – School Counselor  
Effective Date – July 1, 2015
  - b) Dr. Christine Gillespie – Remedial Teacher  
Effective Date – July 1, 2015
  - c) Eleanor Kubicek – Remedial Teacher  
Effective Date – July 1, 2015

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- d) Linda Marston – Remedial Teacher  
Effective Date – July 1, 2015
- e) Patricia Walsh – Remedial Teacher  
Effective Date – July 1, 2015
- 2. Student Services
  - a) Susan Alderfer – Training & Consulting Specialist  
Effective Date – July 1, 2015
  - b) Patricia Bellak – Inclusion Specialist  
Effective Date – June 16, 2015
  - c) Monica Oskowitz – Case Manager  
Effective July 1, 2015
- 3. Technology
  - a) Allan Moore - Lead Network Technician  
Effective Date – July 1, 2015
- 4. PaTTAN
  - a) Barbara Gamache – Secretary  
Effective Date – July 1, 2015
  - b) Monica T. Maiese – Assistant Director  
Effective Date – August 1, 2015
  - c) Mark A. Steciw – Educational Specialist  
Effective Date – August 31, 2015

**K. Resignations**

- 1. Student Services
  - a) Deborah Rocco – Speech Language Pathologist  
Effective Date – March 28, 2015
- 2. PaTTAN
  - a) Karen Krissinger – Secretary  
Effective Date – April 3, 2015

**L. Terminations**

*No items to consider.*

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**M. Other**

1. PaTTAN

- a) Linda Cartwright – Part-time Parent Consultant  
Change Recommended Hourly Rate from \$22.00 to \$25.50  
Effective Date – February 1, 2015  
Increased Responsibilities due to the State Personnel Development Grant (SPDG)
  
- b) Jacquelyn DiDomenico – Part-time Parent Consultant  
Change Recommended Hourly Rate from \$22.00 to \$25.50  
Effective Date – February 1, 2015  
Increased Responsibilities due to the State Personnel Development Grant (SPDG)

**X. Other Matters for Consideration**

**A. STUDENT SERVICES**

— DR. LOIS ROBINSON, DIRECTOR

To authorize the appropriate officers to submit an application revision to the Pennsylvania Department of Education/Bureau of Special Education for the P.L. 108-446/IDEIA Regular Project for school age, in the amount of \$21,038,243.00, for the period of July 1, 2014 to June 30, 2015.

To authorize the appropriate officers to ratify a staffing services agreement for special education supervisory support between the Montgomery County Intermediate Unit and Spring-Ford Area School District at the per diem rate of \$450 per day.

To authorize the appropriate officers to ratify a staffing services agreement for special education supervisory support between the Montgomery County Intermediate Unit and Lower Moreland Township School District at the per diem rate of \$450 per day.

**B. PROFESSIONAL LEARNING**

— DONNA GAFFNEY, DIRECTOR

To authorize the appropriate officers to ratify a professional development consultant agreement between the Montgomery County Intermediate Unit and Jorgensen Learning Center in the amount of \$4,750.

To authorize the appropriate officers to ratify a professional development consultant agreement between the Montgomery County Intermediate Unit and Deborah G. Estes in the amount of \$2,750.



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**C. TECHNOLOGY**

— GAIL KENNEDY, DIRECTOR

To authorize the appropriate officers to ratify the Hybrid Learning consulting services agreement between the Montgomery County Intermediate Unit and Dellicker Strategies in the amount of \$24,500.00.

To authorize the appropriate officers to ratify the technology services agreement for PowerSchool application support between the Montgomery County Intermediate Unit and Ancillae-Assumpta Academy in the amount of \$850.00.

To authorize the appropriate officers to ratify the technology services agreement for Onsite PIMS application support between the Montgomery County Intermediate Unit and the School District of Cheltenham Township in the amount of \$455.00 per day from March 6, 2015 through April 30, 2015.

To authorize the appropriate officers to ratify the technology services agreement between the Montgomery County Intermediate Unit and North Penn School District to upgrade their Discovery Education Streaming to Plus Services prorated February to June 2015 in the amount of \$2,116.83.

To authorize the appropriate officers to ratify the technology services agreement for internet services between the Montgomery County Intermediate Unit and Father Judge High School for RWAN network and management support per year in the amount of \$5,806.94 prorated December 1, 2014 through June 30, 2015 (\$9,954.75 annually).

To authorize the appropriate officers to ratify the technology services with Schoology Learning Management System with a licensing and service agreement between the Montgomery County Intermediate Unit and the Upper Merion Area School District in the amount of \$14,150.00.

To authorize the appropriate officers to ratify the renewal of a support agreement between The Anderson School and ShoreTel Phone Systems in the amount of \$1,806.65.

To authorize the appropriate officers to ratify the technology services agreement between the Montgomery County Intermediate Unit and the Souderton Area School District for the Discovery Education basic streaming in the amount of \$6,826.05.

**D. NONPUBLIC SCHOOL SERVICES**

— DR. KEN VOSS, DIRECTOR

*No Items to Consider*

**E. PENNSYLVANIA TRAINING AND TECHNICAL ASSISTANCE NETWORK (PATTAN)**

— ANN HINKSON-HERRMANN, DIRECTOR

To authorize the appropriate officers to ratify a service agreement between the Montgomery County Intermediate Unit and Tuscarora Intermediate Unit in the amount of \$76,060.00 for support services for the deaf/blind project.

To authorize the appropriate officers to ratify a service agreement between the Montgomery County Intermediate Unit and PaTTAN Pittsburgh/Intermediate Unit 1 in the amount of \$6,300.00 for support services to provide parent consulting, training and product development for the SPDG Project Max.

**F. HUMAN RESOURCES**

— JACK HURD, DIRECTOR

*No Items to Consider*

**G. BUSINESS SERVICES**

— STAN WISLER, CFO AND DIRECTOR

To authorize the appropriate officers to ratify a professional consultant agreement with Dr. Claudia Chernow to provide the medical practitioner review and authorization for the school based ACCESS program in the amount of \$43,680 for the 2015-2016 school year.

To authorize the appropriate officers to enter into a subcontract agreement for the ACCESS Program with Colonial School District, School District of Upper Dublin, and Souderton Area School District with the districts reimbursing the Montgomery County Intermediate Unit on a bi-annual basis at an amount equal to 8% of the ACCESS dollars.

To authorize the appropriate officers to enter into a service agreement for medical practitioner review and authorization of paperwork for the School Based ACCESS Program with the Perkiomen Valley School District and Spring-Ford Area School District. Each district will pay the Montgomery County Intermediate Unit an annual fee of \$2,110 for this service.

To authorize the appropriate officers to enter into a service agreement for consulting services with Salanik School Business Consulting LLC with the Office of Business Services at a rate of \$75 hour.

To authorize the appropriate officers to enter into an agreement for Act 30 contracts with the following Private Residential Institutions (PRRIs) for the period of July 1, 2015 through June 30, 2016.

Carson Valley School	\$2,381,036.90
St. Gabriel's Hall System	\$6,607,263.00

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To authorize the appropriate officers to accept the fixed rate discount bids for the Montgomery School Entities Joint Purchasing Board. Public bids for the fixed rate discounts off catalog prices for the following were solicited and received:

- Art Supplies
- Athletic/Physical Education Supplies
- Audio/Visual Supplies & Equipment
- Automotive Supplies
- Carpentry/ Painting Supplies
- Classroom Supplies/Learning Materials/Teaching Aids
- Computer/Technology/ Technical Education Equip. & Supplies
- Culinary Art/Family Consumer Science Supplies and Equip.
- Custodial/Maintenance Supplies & Equipment
- Electrical/Lighting Supplies & Equipment
- Equipment for Visually Impaired
- Fine Paper Products
- Furniture: Office and School
- Health/Medical/First Aid Supplies
- HVAC Supplies
- Industrial Supplies
- Library Supplies
- Music Supplies & Instruments
- Office Supplies
- Plumbing Supplies
- Public Safety Equipment and Apparel
- Science Supplies
- Security Equipment & Supplies

To authorize the appropriate officers to accept the Trash Removal and Recycling services bid opened on March 3, 2015. Specifications were sent to ten (10) vendors and four (4) vendors submitted bids. The list of items and corresponding bid prices will be distributed to the local districts after board approval. The following vendors submitted bids: Waste Management, Republic, Interstate and Mascaro. The recommended awards are detailed on the attached list. This year's bid resulted in a considerable cost decrease over previous years. The collective bid savings is 10.3% and will generate comparative savings for the district in excess of \$221,127.00. The bid is for a three year period from July 1, 2015 to June 30, 2018.

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**H. ADMINISTRATION**

— DR. BRADLEY C. LANDIS, ASSISTANT EXECUTIVE DIRECTOR

To authorize the appropriate officers to ratify a professional consultant agreement with IDEATECTS, Inc. to present at the annual Montgomery County Superintendents' Conference in the amount of \$1,627.00.

**It was moved by Scott, seconded by Williams, that the Intermediate Unit Board approve the Personnel Matters as listed above, IX.A.F.G.H.J.K.M. and that the Intermediate Unit Board approve/ratify the above items under Other Matters for Consideration X.A.B.C.E.G.H. Motion carried; all ayes. (Attachments IX.A.1., IX.A.2., IX.A.3., IX.A.4.a., IX.A.4.b., IX.A.4.c., IX.A.4.d., IX.A.4.e., IX.A.5., IX.A.6., IX.A.7., IX.A.8., X.G.6., and X.G.7.)**

**XI. Persons Desiring to be Heard**

No one desired to speak.

**XII. Adjournment**

The date of the next Intermediate Unit Board Meeting:

*Wednesday, May 27, 2015*

*5:30 p.m. – Retirement Reception*

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

*7:00 p.m. – Regular Action Meeting*

*Washington A Conference Room, 2 W. Lafayette Street*

**It was moved by Scott, seconded by Phillips, that the Intermediate Unit Board adjourn the meeting at 8:10 p.m. Motion carried; all ayes.**