

Minutes for Intermediate Unit 1 Board of Directors
Thursday, October 25, 2018

The regular monthly meeting of the Intermediate Unit 1 Board of Directors was held in the Board Room of the Intermediate Unit 1, Coal Center, PA at 7:00 p.m. The meeting was called to order by President, Thomas W. McMurray. A roll call showed the following in attendance: Michael Dunham, Jeffrey Fine, Richard Gates, Dr. Richard L. Krause, Robert Mitchell, Vicki Olexa, Maureen A. Ott, William D. Price, and Kenneth J. Wiltz. Absent: John Greenlee, Paul Harshman, and Kenneth G. Meadows. Also present: Sue Conrady, Scott Craighead, Leigh Dennick, Craig Hummell, Jennifer Judge, Jenny Lent, Charles F. Mahoney, Joe Mahoney, Donald Martin, Thomas Shetterly, Kristin Szewczyk, Kristin Van Strien, and Solicitor William Radcliffe. Also, present was Stacie Bator, IU1 Social Worker.

Approve Agenda. Motion was made by Mr. Price seconded by Mr. Dunham, to approve the Agenda as prepared by the Executive Director. The motion passed unanimously.

Approve Minutes of the Regular Board Meeting of September 27, 2018. Motion was made by Mr. Wiltz, seconded by Mr. Gates, to approve the Minutes of the Regular Board Meeting of September 27, 2018. The motion passed unanimously.

Public Comments. None.

Comments – Executive Director.

- **Welcome.** Mr. Mahoney welcomed all those in attendance.
- **Harrisburg Updates:**
 - Act 55 of 2017 – School Director Training - Act 55 requires all newly elected or appointed school directors to complete four hours of training within the first year. IU1 is working with their colleagues in the western part of PA to develop a training program to offer to school districts. Mrs. Jenny Lent, Director of Curriculum, is involved in the curriculum development for IU1 districts. There will be no cost to districts.
- **Waynesburg Campus Open House.** Mr. Mahoney informed the Board that the IU1 Campus at Waynesburg would be hosting an open house on Thursday, November 1, 2018 from 12:00 – 2:00 pm and 5:00 – 7:00 pm.
- **SADD (Students Against Destructive Decisions) Chapter.** The Waynesburg Campus has been approved for the newest chapter of Students Against Destructive Decisions (SADD). Mr. Mahoney invited Dr. Szewczyk, Principal, to share more of this impressive accomplishment with the Board. Dr. Szewczyk introduced Ms. Stacie Bator, IU1 Social Worker at the Waynesburg Campus who was instrumental in starting the program at the Waynesburg Campus. Ms. Bator thanked the Board and gave a brief talk on the SADD program.
- **PASBO Renewal of Certification.** Mr. Thomas McMurray, Board President, presented a certificate to Mr. Thomas Shetterly, Director of Business Services. Mr. Shetterly has been approved for renewal status as a Pennsylvania Certified School Business Administrator (PCSBA) by the Board of Directors of the Pennsylvania Association of School Business Officials (PASBO). All congratulated Mr. Shetterly on this renewal.
- **IU1 Innovation Showcase.** Mr. Mahoney shared with the Board the success of the IU1 Innovation Showcase held on October 2, 2018 at West Virginia University, Erickson Alumni Center. Schools from around Southwestern PA and Northern West Virginia showcased their success from the 2017-2018 Innovation Grant. Mr. Mahoney thanked Jenny Lent, Director of Curriculum and Sarah D’Urzo, Coordinator of Innovation and Design, for arranging this event.
- **Executive Board Committee Meeting.** The executive members of the IU1 Board of Directors meet on Tuesday, Oct 23, 2018 in Washington. An Agenda, for this meeting was provided to all IU1 Board Members. (Handout)

Report – Assistant Executive Director.

- **Superintendents’ Leadership Academy.** Mr. Martin shared the success of the Superintendents’ Leadership Academy with the Board. This event was attended by 18 of our 25 superintendents which was very impressive. E-Colors in Education was very well received. The E-Colors in Education continues to be supported by Chevron. IU1 will have 16 champions and three to four master trainers that will take the E-Colors in Education program throughout the county. Mr. Joseph Mahoney is heading this initiative.
- **Grant Writer/Public Relations Position.** Mr. Martin informed the Board that a number of the superintendents at the Superintendents’ Leadership Academy expressed an interest having IU1 have a grant writer/Public Relations Position that would be employed by IU1 but with shared services with the districts.
- **Fab Lab.** Plans are underway for the stationary fab lab that will be located at the Laboratory Campus.

Executive Session. The President called for an executive session at 7:17 pm to discuss personnel matters. The motion was made by Mr. Price, seconded by Mr. Fine. The motion passed unanimously. A motion to reconvene was made by Dr. Krause, seconded by Mr. Price at 7:21 pm. The motion passed unanimously.

Report of the Solicitor.

Motion was made by Mr. Gates, seconded by Mr. Price to hire Mr. David Dunham as a Curriculum Specialist at a salary of \$85,360, with an effective date of November 16, 2018 or later pending release from current employer. The motion passed on a roll call vote with Mr. Michael Dunham abstaining.

Motion was made by Mr. Price, seconded by Mr. Dunham to hire Lori Keffer as the Secretary to the Director of Business Services at an Hourly Rate of \$16.42 per hour, with an effective date of November 1, 2018, and to hire Michael Kowalski as a Technician at an Hourly Rate of \$18.45 per hour, with an effect date of November 16, 2018. The motion passed unanimously.

Motion was made by Mr. Gates, seconded by Mr. Price to adopt the Second Amendment to the Intermediate Unit 1, Health Insurance Consortium Trust Agreement per the attached Resolution. The motion passed on a roll call vote unanimously.

Presentation. Mr. Craig Hummell, Curriculum Specialist, gave the Board a very informative presentation regarding his lead in preparations for the Intermediate Unit 1's Comprehensive Plan for 2018 - 2022. Intermediate Unit 1 is in Phase 3 of the comprehensive plan which is due the PDE on November 30, 2018. Mr. Mahoney thanked Mr. Hummel for all of his time in the completion of the Intermediate Unit 1's Comprehensive Plan.

Personnel. A motion was made by Mr. Price, seconded by Mr. Fine to approve the following listed request for resignations and retirements, leaves of absence, employment of: Temporary Professional Employees Full-Time (Non-Tenured), Curriculum Specialist, Non-Professional Employees (Full-Time), Presentation of Job Descriptions, Reclassification of Position/Assignments, and substitute professional and support staff for 2018-2019 school year in accordance with Board Policy and pending receipts of required clearances and related forms, upon release from present position no later than sixty (60) days from the date of employment, where applicable. The motion passed unanimously.

Resignations and Retirements:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Jill Casey	Adult Education Teacher	October 1, 2018
Leona Eicher	Paraprofessional	November 3, 2018
Derek Postlewaite	Paraprofessional	October 6, 2018
Sondra Stokum	Teacher	December 20, 2018

Requests for Leaves of Absence:**Name/Position**

- (1) Holly Durigon/Teacher
- (2) Victoria Eleamos/Speech and Language Clinician

Employment of Temporary Professional Employees Full-Time (Non-Tenured):

<u>Name</u>	<u>College/Certification</u>	<u>Salary</u>	<u>Effective Date</u>
Lily Mellott	Indiana University of PA Special Education PK – 8 Grades PK – 4	\$40,100/Step 1 Instructional I w/Special Education	October 29, 2018

Employment of Curriculum Specialist: (See Solicitors Report)

Employment of Non-Professional Employees (Full-Time):

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Effective Date</u>
Sarah Dixon	Paraprofessional	\$15.66	October 29, 2018
Amy Shaffer	Paraprofessional	\$15.66	October 29, 2018
	Secretary to the Director of Business Service (See Solicitor's Report) Technician (See Solicitor's Report)		

Presentation for Approval of Job Descriptions:

The Administration is recommending that the following job description updates and revisions be approved.

Accounting Assistant/Accounts Payable

This position exists to conduct and support the organizational accounts payable functions and other accounting operations in the Business Services Department. These operations include but are not limited to receiving and reviewing check requests and/or other related documentation related to the accounts payable and accounting activities to ensure completeness and compliance with financial policies, procedures and contractual requirements. Pay Classification: Non-Exempt, Non-Bargaining Unit Support - Range I

Benefits and Payroll Coordinator

This position exists to coordinate and manage the organizational benefits implementation and to ensure proper payment of salaries, fringe benefits, and voluntary deductions in accordance with agreements and policies between Intermediate Unit I and their employees. The activities of this position include but are not limited to the processing of payroll activities, educating employees on benefits through orientation and open enrollment, managing the benefits administration and ensuring regulatory compliance relating to benefits and payroll activities. Pay Classification: Act 93 Position, Administrative-Range IV

Reclassification of Position/Assignment: Head Coordinator, Adult Basic Literacy Education and Nonpublic School Services to Supervisor of Adult, Nonpublic and ESL Education Service/Curriculum Specialist.

<u>Name</u>	<u>College/Certification</u>	<u>Salary</u>	<u>Effective Date</u>
Rachel Zilcosky	Duquesne University Principal PK – 12 and Elementary K – 6	\$80,288	November 1, 2018

Reclassification of Position/Assignment: Educational Consultant (PaTTAN) to Educational Consultant for Special Projects (PaTTAN).

<u>Name</u>	<u>College/Certification</u>	<u>Salary</u>	<u>Effective Date</u>
Paula Schmitt	Duquesne University Principal PK – 12, Supv Special Education PK – 12, Ment and/or Phys Handicapped K – 12 Elementary K – 6	No Change in Pay Classification (Act 93/Administrative Range III-PaTTAN)	October 29, 2018

Substitute Professional and Support Staff for the 2018 – 2019 school year:**Substitute Support Staff 2018 – 2019**

Sarah Dixon
Tobi Lacey

Professional Staff 2018 – 2019

Kelly Rentler (Special Education PK – 8, Grades PK – 4)

Emergency Substitutes (06 Emergency Permit):

Corliss Gunn Thomas Viencek
Bobbi Neighbors Vincent Wise
Brenda Tatano

Substitute Bus Monitor 2018 – 2019

Tammy Haines

Request to Attend Conference/Convention(s). Motion was made by Mr. Gates, seconded by Mr. Price to approve the Conference/Convention Request(s) in accordance with Board Policy. The motion passed unanimously.

Conference/Convention Request(s):

<u>Name/Position</u>	<u>Conference/Convention</u>	<u>Date</u>
Carrie Cernetic, Teacher Hearing Support	HELIX Conference Pa Low Incidence Conference The Penn Stater State College PA	November 11 – 14, 2018
Craig Hummell, Curriculum Specialist	2018 SAS Institute Hershey PA	December 9 – 12, 2018 (Paid for through Statement of Work)
Jennifer Judge, Director of Human Resources	PAIU HR/Business Conference State College PA	November 7 – 9, 2018
Jenny Lent, Director of Curriculum and Instruction	2018 SAS Institute Hershey PA	December 9 – 12, 2018 (Paid for through Statement of Work)
Jenny Lent, Director of Curriculum and Instruction	PETE & C PA Educational Technology Expo Conference Hershey Lodge Hershey PA	February 10 – 13, 2019 (Presenting with Inventionland) (Paid for with Inventionland Funds)
Joseph Mahoney, Director of Behavioral/Mental Health and Social Work Services	Crisis Intervention of PA Annual Conference Nemacolin Woodlands Farmington PA	November 14 – 15, 2018
Alyssa Moore, STEM Curriculum Project Coordinator	PETE & C PA Educational Technology Expo Conference Hershey Lodge Hershey PA	February 10 – 13, 2019 (Presenting with Inventionland) (Paid for with Inventionland Funds)
Thomas Shetterly, Director of Business Services	PAIU HR/Business Conference State College PA	November 7 – 9, 2018
Kristin Van Strien, Director of Information Services	PDE Data Summit Hershey PA	March 24 – 27, 2019

Intermediate Unit 1 Organization Board Policy – Adoption(s): Motion was made by Mr. Wiltz, seconded by Mrs. Olexa to approve the adoption of Board Policy(s) listed below. The motion passed unanimously.

500 – Definitions

Field Placement Practicum Students. Motion was made by Mrs. Olexa, seconded by Mr. Gates to approve the following student(s) to do their Field Practicum in an Intermediate Unit 1 operated classroom. Proper paperwork and documentation have been received. The motion passed unanimously.

Washington and Jefferson students to be placed in an ESL Classroom from November 1, 2018 – December 4, 2018. This is a 10-hour per course field experience.

Carolina Castillo	Trinity High School - Sarah Telfore
Cassie Kostic	Trinity School District - Sarah Telfore
Daniele Humphrey	South Central Elem - Kim Chuey
Zia Angell	South Central Elem - Kim Chuey

IU1 Staff Mentor Pay. Motion made by Mr. Price, seconded by Mrs. Olexa to approve the mentor stipend of \$750 for the 2018 – 2019 school year to the below listed Intermediate Unit 1 Staff members. The motion passed unanimously.

Tracy Andrews	Michelle Gallatine	Marissa Sacco
Stephanie Baumgard	Sandy Harris	Laura Seelye
Heather Berchin	Stephanie Hoesly	Doreen Skerbetz
Donna Bialon	Tama Kowalski	Jessica Spahr
Gary Bole	Trisha Kress	Peggy Stewart-Vogt
Ashley Chesnut	Melissa Kuzior	Monica Toth
Danielle Dicks	Kevin McKee	Kristina Utchel
Victoria Eleamos	Rene Pascoe	Tara Walker
Dawn Fredricks	Kevin Pusateri	
Paula Frescura	Michele Ruddock	

Final Intermediate Unit 1 2018 – 2022 Comprehensive Plan. Motion by Mr. Dunham, seconded by Mr. Price to accept the Intermediate Unit 1 2018 – 2022 FINAL Comprehensive Plan to be submitted to PDE. The motion passed unanimously.

Cancellation of the November 8, 2018 Board Meeting. Motion was made by Mr. Price, seconded by Mr. Gates to approve the cancellation of the November 8, 2018 Board Meeting, and permission to pay the bills due, bills due and payable, and act on any vacancies that are urgent. The motion passed unanimously.

Service Agreements and Leases. Motion was made by Mrs. Olexa, seconded by Mr. Gates to enter into service agreements and leases in accordance with Board Policy. The motion passed unanimously.

Approve Treasurer's Reports, Bills Paid and Bills Due and Payable. Motion made by Mr. Wiltz, seconded by Mr. Gates to approve the Treasurer's Reports, Bills Paid and Bills Due and Payable for the various programs of Intermediate Unit 1. Total Bills Paid: \$3,578,299.29. Total Bills Due and Payable: \$171,089.81. The motion passed unanimously.

Adjournment. Mr. Fine moved, and Mr. Dunham seconded, for adjournment and agreed to by all in attendance. Meeting adjourned at 7:32 PM.

Respectfully submitted,

Bridget Carpinelli

Bridget Carpinelli, Secretary
Intermediate Unit 1 Board of Directors

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