

**Minutes for Intermediate Unit 1 Board of Directors
Thursday, August 8, 2019**

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, Richard Gates. A roll call showed the following in attendance: Michael Dunham, Jeffrey Fine, Paul Harshman, Kenneth G. Meadows, Robert Mitchell, Vickie Olexa, Maureen A. Ott, William D. Price and Kenneth J. Wiltz. Absent: John Greenlee, Dr. Richard Krause, and Thomas McMurray. Also, present Scott Craighead, Leigh Dennick, Jennifer Judge, Jenny Lent, Mr. Donald W. Martin, Paula Schmitt, Thomas Shetterly, Kristin Van Strien and Solicitor William Martin.

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 June 27, 2019. Motion was made by Mr. Harshman, seconded by Mr. Fine, to approve the Minutes of the Regular Board Meeting of June 27, 2019. The motion passed unanimously.

Public Comments. None.

Comments – Executive Director.

- **Welcome.** Mr. Martin welcomed all those in attendance.
- **Staffing Update.** Mr. Martin shared with the Board the great job that Ms. Judge, and all of the Directors have done with staffing for the 2019 – 2020 school year. This group has worked tremendously hard and the amount of work that goes into interviewing all of the applicants along with the vetting process is very time consuming. There are nine positions on the agenda that we are looking to fill. Mr. Martin invited Ms. Judge to provide the Board with an update on the positions for the August 8, 2019 agenda and what positions still remain to be filled.
- **In-Service.** Mr. Martin asked the Board to review the flyer for the IU1s all-day in-service program which will take place on Wednesday, August 14, 2019 at the Convocation Center at California University of Pennsylvania. The morning session with Mr. Darrell Scott is 9:00-11:30; lunch from 11:30 -1:00; with the break-out session from 1:00-3:30. We are glad to have IU1 Board President Mr. Richard Gates and Board Member Mrs. Maureen Ott attending this year's in-service. Mrs. Lent informed the Board that there are 179 people, outside of the IU1 group, registered to attend. IU1 is grateful to have the Consortium for Public Education as a partner for this event.
- **IU1 All-Day Goals Meeting.** Mr. Martin informed the Board that the annual IU1 All-day Goals Meeting was recently held on Thursday, August 1, 2019. This meeting is a carry-over from what Mr. Mahoney has done in the past. This year the book for the Director's summer reading is "Disrupt – Think the Unthinkable". There are extra copies of the book if any Board member would like one. Mr. Martin complimented all of the Directors, Assistant Directors, Supervisors, and Supervisor/Principals for the great success of the meeting. The departments had many cross-departmental goals which was very nice to see.
- **Board Docs.** Mr. Martin shared with the Board the following information. Board Docs is a comprehensive eGovernance tool for paperless board meeting management. Many of our own school district and a number of IUs currently are using Board Docs. When we look at all of the work behind the scenes in preparing the agenda, and the resources that it takes, we feel we should be more mindful of these costs. It would provide IU1 with a way to put the agendas and Board minutes online, providing IU1 an opportunity to be more transparent. Mr. Martin invited Ms. Judge to share with the Board how IU1 is currently using the function that has the board policies to create these documents. Ms. Van Strien shared with the Board the ability that Board Docs has to go back and see different things that have taken place without having to dig back through files. Should the Board want, Board Docs also has the ability to do voting. It will allow us to better see what is coming up for a board meeting so that items are not missed. Mr. Martin then shared with the Board his goal for all of the board members having ipads to view the agenda materials and to realize the cost savings for postage and copying. Mr. Martin, Ms. Judge, and Ms. Van Strien will be taking part in a demonstration on the Board Docs programs. Mr. Martin asked the board for a consensus as to whether the Administration can move forward with Board Docs, especially due to the fact that the next IU1 Board meeting will not be held until September 26, 2019. IU1 will also be able to take advantage of a \$1,000 discount if the system is purchased before September 1, 2019. The premier package would cost \$10,500/yr. Mr. Martin spoke with Board Docs about the possibility of the Board, at the September 26th meeting, not approving the purchase. If that would be the case the IU1 would only be pro-rated for the days in September Board Docs was used. Mr. Martin recommended to the Board that the Administration look at Board Docs for a month, pay the pro-rated monthly amount and give the Board a firm recommendation at the September 26th board meeting. All Board members approved of Mr. Martin moving forward with Board Docs.
- **AESA Summer Conference.** Mr. Martin shared with the Board information on the AESA Summer Conference that he, Mrs. Lent and Mr. Joe Mahoney attended on July 15 – 18, 2019 in Long Beach CA. A presentation on mental health was made to a large group with attendees from across the county. A panel discussion on mental health was also held which received many great comments which validated the work the IU1 is doing.

- **PDE – New Director.** Mr. Martin informed the Board that Ms. Carole L. Clancy was named the new Director for the Bureau of Special Education. Mr. Martin has already spoken with Ms. Clancy and he feels that she will be doing great work at the PDE.
- **AIU | IU1 Joint Superintendents' Leadership Academy (SLA).** The IU1 sponsors a Superintendents' Leadership Academy annually. Mr. Mahoney ran the SLA out of the Southpointe area and averaged between 13 and 15 superintendents. This event has always provided the superintendents a lot of collaboration and professional development. During a conversation with Ms. Rosanne Javorsky, Interim Executive Director of AIU, Mr. Martin learned that AIU would also be having a AIUs Superintendents' Leadership Academy in October. Out of this conversation the idea of having a combined Academy was discussed. Mr. Martin presented the idea to IU1s Administration where it was well received. He then presented it to the SLA Committee of Superintendents. All agreed that a combined SLA would be beneficial, and an email was sent to all IU1 superintendents where it was very well received. Mr. Martin let the Board know that IU1 is moving forward with this SLA collaboration with AIU. The SLA will be held on October 9 – 11, 2019 in Pittsburgh. AIU had already made reservations for their event at the Oaklander in Oakland. If the combined SLA is successful, it will be held at an IU1 regional location for 2020.
- **IU1 | Westmoreland IU7 – Mon Valley Academy Partnership.** Mr. Martin shared with the Board another of the initiatives that the IU1 has been working on, this one is with Westmoreland IU7 and the Belle Vernon School District to form the Mon Valley Academy Partnership. The Belle Vernon School District has a school building that is not being used. The buildings location in the Mon Valley makes it a perfect hub for many of IU1's and IU7's school districts. The building could be leased by Westmoreland IU7 with IU1 being contracted to provide the services. Mr. Martin informed the Board that Mrs. Dennick has been made the point person on this project and has done a wonderful job. Mrs. Dennick has found out that we would have some flexibility in running such a program. At a recent meeting with IU1, IU7, and Belle Vernon School District, it was decided that if the plans keep go well, and it looks good on paper then both IUs will schedule a meeting with their superintendents that would potentially be affected by this initiative. This plan for a Mon Valley Academy would not move forward until we have the approval of the majority of those superintendents. Mr. Martin stressed to the Board that it is not every day that IU1 would consider expanding into Westmoreland County but when it would benefit so many IU1 districts and would save these district transportation cost as well as opening up the door for IU1 to provide more social workers and teaching positions. This initiative would be a win-win for everyone. A January 1, 2020 date is being considered however Mr. Martin is not certain that date will be a possibility. Mr. Martin will keep the Board updated as these plans move forward.
- **Summer Camp Updates.** Mr. Martin thanked Mrs. Lent and her department for running the IU1 summer camps. Mrs. Lent informed the Board that there were seven (7) straight weeks of camps. Mr. Martin, specifically, thanked Ms. Sarah D'Urzo, IU1 Camp Administrator for doing such a great job with the camps. IU1 received \$40,000 in additional funding from Chevron to run these camps.
- **All-Star Teachers Celebration – PNC Park.** Mr. Martin let the Board know that he recently had a meeting with the Pittsburgh Pirates, in a partnership with Chevron, the Grable Foundation as well as AIU in honoring "All Star Teachers". There are 17 total teachers from IU1 and AIU that have been honored and taken on the field at one of the Pirates home games during the summer. On September 29, 2019, at the Pirates last home game of the season, there will be a huge celebration with IU1 and IU3 All-Star Teachers going onto the field and being honored. All 17 teachers will be presented with a gift made by the IU1 Fab Lab classes.

Presentations.

PaTTAN-Pittsburgh Initiatives. Mrs. Paul Schmitt, Managing Director of the PaTTAN-Pittsburgh gave a very informative presentation to the IU1 Board of Directors. Mrs. Schmitt gave the Board a brief overview of the three (3) PaTTAN offices across Pennsylvania. Mrs. Schmitt explained how each work with the Pennsylvania Department of Education's Bureau of Special Education providing a full array of professional development and technical assistance. Mrs. Schmitt further spoke on the following topics; Secondary Transition, Special Education Leadership, Inclusive Practices, and Procedural Safeguards.

Executive Session. The President called for an executive session at 7:50 pm to discuss personnel matters. The motion was made by Mr. Harshman seconded by Mr. Dunham. The motion passed unanimously. A motion to reconvene was made by Mr. Mitchell, seconded by Mr. Dunham at 8.16 pm. The motion passed unanimously.

Report of the Solicitor.

- The solicitor asked the Board to approve the Memorandum of Understanding (MOU) between the Intermediate Unit 1 and the Intermediate Unit Educational Support Professional Association regarding the change in the health care that will be afforded to the member of that division based on the elimination of the PPO G Plan. Intermediate Unit 1 Board President called for a motion to approve the MOU.

Approve the Memorandum of Understanding (MOU). Motion was made by Mr. Dunham, seconded by Mr. Fine to approve the MOU between the Intermediate Unit 1 and the Intermediate Unit Educational Support Professional Association. The motion passed unanimously.

Approve Personnel. Motion was made by Mr. Price, seconded by Mrs. Olexa to approve the following requests for: resignations and retirements, requests for leaves of absences, employment of: Professional Employees Full-Time (Tenured), Temporary Professional Employees Full-Time (Non-Tenured), Licensed Social Worker, Part-Time Adult Education Teachers for the 2019-2020 Program Year, Re-Classification of Position/Assignments: Secretary to the Assistant Executive Director and Director of Curriculum and Instruction to Administrative Assistant for Organizational and Online Services, Technician to Data Analyst/Programmer, job descriptions: Data Analyst/Programmer, Substitute Professional and Support Staff for the 2019-2020 school year, in accordance with Board Policy and pending receipt of required clearances and related forms, including credit salary documentation and Act 168 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:

Name	Position	Effective Date
Mindy Bramer	Educational Consultant	July 13, 2019
Jordyn Demniak	School Psychologist	August 1, 2019
Donna Fantauzzi	Paraprofessional	June 18, 2019
Devin Jurczak	Teacher	July 13, 2019
Carrie Smaracheck	Paraprofessional	July 16, 2019

Requests for Leaves of Absence:

Name/Position (Handouts distributed to Board with Types of Leaves and Dates)

- (1) Stacy Adams/Paraprofessional
- (2) Dana Thompson/Paraprofessional

Employment of Professional Employees Full-Time (Tenured).

Name	College/Certification	Salary	Effective Date
Amie Camps	California University of PA Special Education PK-12 and Elementary K-6	\$43,850/ Step 3 Masters plus 15 w/Spec Edu Certification	August 12, 2019 (or later pending release from current employer)

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

Name	College/Certification	Salary	Effective Date
Mariah Custer	California University of PA Special Education PK-8 and Grades PK-4	\$40,100/Step 1 Instr. I with Special Education	August 12, 2019 (Pending Certification)
Tyler Dille	Indiana University of PA Special Education PK-8 and Grades PK-4	\$40,100/Step 1 Instr. I with Special Education	August 12, 2019
Catherine Fox	Cleveland State University Special Education PK-8 and Grades PK-4	\$40,600/Step 1 Masters w/Spec Edu Certification	August 12, 2019
Samantha Kanell	Indiana University of PA School Psychologist PK-12	\$41,000/Step 1 School Psychologist	August 12, 2019
Ashley Pritts	California University of PA Special Education PK-8 and Grades PK-4	\$40,100/Step 1 Instr. I with Special Education	August 12, 2019
Danielle Sallmen	University of Pittsburgh	\$40,600/Step 1	August 12, 2019

	Special Education PK-8, Grades PK-4, and Grades 5-6	Masters w/Spec Edu Certification	
Kelly Vanassa	Frostburg State University Grades PK-4	\$44,150/Step 4 Masters w/o Spec Edu Certification	August 12, 2019

Employment of Licensed Social Worker.

Name	College/Certification	Salary	Effective Date
Kara Geyer	California University of PA MSW	\$41,000/ Step 1	August 12, 2019 (or later pending release from current employer)
Kay Kutz	California University of PA MSW	\$44,150/Step 3	August 12, 2019 (or later pending release from current employer)
Rachael Schiefelbein	California University of PA MSW	\$41,000/ Step 1	August 26, 2019 (or later pending release from current employer)

Employment of Part-time Adult Education Teachers for the 2019 – 2020 Program Year.

The following names are recommended for employment as part-time adult education teachers for the 2019 – 2020 program year at \$23.00 per hour. Services are scheduled on an as-needed basis:

Carolyn McClinton

Re-Classification of Position/Assignment: Secretary to the Assistant Executive Director and Director of Curriculum and Instruction to Administrative Assistant for Organizational and Online Services.

Name	Hourly Rate	Effective Date
Sarah Collins	\$20.19	August 16, 2019

Re-Classification of Position/Assignment: Technician to Data Analyst/Programmer.

Name	College/Certification	Salary	Effective Date
Michael Kowalski	Point Park University BS Computer Science	\$60,727	August 16, 2019

Presentation for Approval of Job Descriptions:**Data Analyst/Programmer**

This position manages the data systems and related data within the organization. It is responsible for the proper implementation, functioning, and upgrading of data related computer systems. This position develops and supports software applications and information systems and ensures their utilization to improve the efficiency and meet the goals of the organization. It is responsible for supporting online programs and maintaining the organizational databases. This position ensures that state and federal data reporting requirements are met in a timely and efficient manner. Pay Classification: Non-Bargaining Unit Support (Exempt) - Range I.

Substitute Professional and Support Staff for the 2019 – 2020 school year:**Professional Staff:**

Leah Drain (Emergency Permit: Visually Impaired PK-12)

John Lohr (Ment. and/or Phys. Handicapped K-12, Mid-Level Citizenship Ed. 6-9, HOUSSE Designation Mathematics 7-12, HOUSSE Designation English 7-12, HOUSSE Designation Social Studies 7-12)

Karen Sukolsky (Mentally Retarded K-12, HOUSSE Designation Elementary K-6)

Maranda Valentino (English 7-12, Social Studies 7-12, Program Specialist English as a Second Language (ESL) PK-12)

Substitute Support Staff:

Susan Hollowood	Kimberly Smith
Tobi Lacey	Staci Starr
Melissa Poliska	Barbara Winwood
Annette Rose	

Emergency Substitutes (06 Emergency Permit):
(Listed in Supplemental Pages)

Approve Request to Attend Conference/Convention: Motion was made by Mr. Wiltz, seconded by Mr. Fine to approve the request(s) to attend conferences/conventions according to Board Policy. The motion passed unanimously.

Conference/Convention Requests:

<u>Name/Position</u>	<u>Conference/Convention</u>	<u>Date</u>
Rob Baier, Curriculum Specialist	PCTM Annual Conference (Pennsylvania Council of Teachers of Mathematics) Hilton Harrisburg Harrisburg PA	August 6 – 8, 2019 (Hotel & meals are paid for by PCTM)
Jennifer Judge, Director of Human Resources	Pittsburgh Human Resources Association Annual Conference & Exhibition (PHRA) Doubletree by Hilton – Cranberry Mars PA	October 22 – 23, 2019

Approve Student Teacher Placement: Motion was made by Mr. Fine, seconded by Mr. Dunham to approve the below listed student(s) to do their Student Teaching with an Intermediate Unit 1 teacher of the Visually Impaired.

William Hanuschock

Approve Intermediate Unit 1 Organization Board Policy – Adoption. Motion was made by Mr. Price, seconded by Mr. Harshman to approve the below Board Policies that were presented at the June Board of Directors Meeting for first reading. The motion passed unanimously.

- 351 – Alcohol, Drugs and Substance Abuse (replacement of current policy)
- 451 – Alcohol, Drugs and Substance Abuse (replacement of current policy)
- 551 – Alcohol, Drugs and Substance Abuse (replacement of current policy)
- 718 – Service Animals (new policy)
- 800 – Records Management (new policy)
- 814.1 – Ownership of Intellectual Property (new policy)
- 815 – Acceptable Use of Technology Resources (replacement of current policy)
- 830 – Breach of Computerized Personal Information (new policy)

Approve 2019 – 2020 Drivers Approval for Student Transportation. Motion was made by Mr. Dunham, seconded by Mr. Fine to approve the listed drivers for the 2019 – 2020 school year. Intermediate Unit 1 has verified that all clearance documentation is accurate and appropriate, and all the drivers have the proper Act 24, Act 34, Act 114, and Act 151 clearances. All drivers are properly licensed. The motion passed unanimously.

(Listed in Supplemental Pages)

Approve the 2019 – 2020 Intermediate Unit 1 Campus School Course Description Catalogs. Motion was made by Mr. Price, seconded by Mr. Wiltz to approve the 2019 – 2020 Intermediate Unit 1 Campus School Course Description Catalogs. The motion passed unanimously. **(Handouts distributed.)**

Approve the 2019 – 2020 Intermediate Unit 1 Campus School Student | Parent Handbooks. Motion was made by Mr. Harshman, seconded by Mr. Price to approve the 2019 – 2020 Student | Parent Handbooks for the Intermediate Unit 1 Campus Schools. The motion passed unanimously. **(Handouts distributed.)**

Approve Intermediate Unit 1 Campus Schools Calendars 2019 – 2020. Motion was made by Mr. Price, seconded by Mr. Harshman to approve the Intermediate Unit 1 Educational Campus School Calendars for the 2019 – 2020 school year. The motion passed unanimously. **(Handouts distributed.)**

Approve Donation Made to the Intermediate Unit 1 Central Office. Motion was made by Mr. Price, seconded by Mr. Dunham to approve the donation of a patio umbrella to the Intermediate Unit 1 Central Office by Kristin Van Strien, Director of Information Services. The motion passed unanimously.

Approve a Lease Agreement with Ford Business Machines for a Copier. Motion was made by Mr. Harshman, seconded by Mrs. Olexa to enter into a lease with Ford Business Machines on a copier. The lease is for nineteen (19) Copiers for a lease term of 60 months. The lease would be from September 2019 – August 2024. The cost of the lease is \$4,498.19 monthly which includes unlimited color and black and white copies. The motion passed unanimously.

Approve the Asphalt Sealing and Line Painting of the Parking lots for the Central Office and Colonial Campus. Motion was made by Mr. Price, seconded by Mrs. Olexa to authorize the company with the lowest responsible quote to perform the work. The quote is not to exceed \$18,000.00. The motion passed unanimously.

Approve the Asphalt Repair of the Parking lot for Laboratory Campus. Motion was made by Mr. Price, seconded by Mr. Harshman to authorize the company with the lowest responsible quote to perform the work. The quote is not to exceed \$20,000.00. The motion passed unanimously.

Approve Permission to Hire Appropriate Staff; Accept Resignations/Retirements; Approve Leases, Service Agreements, Transportation Contracts; and pay Bills and Payroll. Motion was made by Mr. Dunham, seconded by Mr. Wiltz to grant the Executive Director permission to act on any vacancies; accept resignations/retirements; approve any leases, service agreements, and transportation contracts that are urgent for the 2019 – 2020 school year; and to approve the payment of bills and payroll. The motion passed unanimously.


Approve the Change to the May 28, 2020 Board Meeting Date. Motion was made by Mrs. Olexa, seconded by Mr. Harshman to grant permission to change the May 2020 Board meeting from May 28, 2020 to May 26, 2020. The motion passed unanimously.

Approve the Service Agreements and Transportation Contracts. Motion was made by Mr. Harshman, seconded by Mrs. Olexa to enter into the above-mentioned service agreements and Transportation Contracts in accordance with Board Policy. The motion passed unanimously.

Approve Finances. Motion was made by Mr. Price, seconded by Mr. Harshman to approve the Treasurer's Report, and Bills Paid for the various programs of Intermediate Unit 1. Total Bills Paid: \$4,493,398.55. The motion passed unanimously.

Adjournment. Mr. Dunham moved, and Mr. Wiltz seconded, for adjournment and agreed to by all in attendance. Meeting adjourned at 8:27 PM.

Respectfully submitted,



Bridget Carpinelli, Secretary
Intermediate Unit 1 Board of Directors

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