

*Official Proceedings of the
Montgomery County Intermediate Unit
Board of Directors Meeting
February 22, 2017*

The regular meeting of the Montgomery County Intermediate Unit Board of Directors was held on Wednesday, February 22, 2017, 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, Leslie Finegold, Board Secretary, called the roll. Attendance was as follows:

Intermediate Unit Board: Dr. Sherri Becker; Lynn Bigelow; Maura Buri; Diane Cherico; Joseph Chmielewski; Edward Diasio; Thomas DiBello; Dr. Kerry Drake; Leslie Finegold; Brenda Hackett; Dr. David Hakes; Ken Mullen; Lou Polaneczky; Virginia Pollard; Donna Scheuren; and W. Ronald Williams (phone).

Absent: Bill England; Yuri Khalif; Janice Pearce; Joshua Stein; and James Taylor.

Intermediate Unit: Dr. John J. George; Dr. Donna Gaffney; Ann Hinkson-Herrmann; Jack Hurd; Gail Kennedy; Dr. Bradley C. Landis; Dr. Lois Robinson; Valentina Viletto, Esq.; Dr. Ken Voss; Stan Wisler; and Mary Dougherty.

Solicitor: Jeffrey T. Sultanik, Esq.

Guests: Jon Alessi; Mark Brooks; Dr. Mary Rita Cleary; Maria DeLuca; Sandy Edling; Rebecca Fogle; Dr. Brittany Lourea-Waddell; Caitlin Navarro; and Mary Ellen Urquhart.

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 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.

II. Approval of Minutes

- A. Meeting of Wednesday, January 25, 2017

III. Approval/Ratification MCIU Bills

(Detailed list of bills are available)

ITEM	PAGES	AMOUNT
November 2016	1-6	\$ 6,238,369.12
December 2016	7-12	\$ 8,156,073.01
January 2017	13	\$ 121,983.97
TOTAL		<u><u>\$14,516,426.10</u></u>

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IV. COMBINED FINANCIAL REPORT – JANUARY 2017

Beginning Intermediate Unit Funds		\$	52,717,440.58
Other Adjustment		\$	0.00
Receipts:			
Revenue Received	\$	9,549,660.59	
Total Receipts		\$	9,549,660.59
Total Receipts Plus Beginning Cash Balance		\$	62,267,101.17
Less: Disbursements – January 2017 Checks		\$	(10,380,301.58)
Ending Intermediate Unit Funds per Books		\$	51,886,799.59

CASH ANALYSIS – JANUARY 2017

Money Market Accounts:			
Citizens Bank Food Service	\$	26,763.50	
PLGIT	\$	8,099.74	
PSDLAF	\$	17,186,440.87	
TD Bank	\$	672,356.36	
Total Interest Bearing Accounts		\$	17,893,660.47
Disbursement in Transit	\$	(840,519.95)	
Deposit in Transit	\$	-	
Disbursement Accounts – Outstanding Checks	\$	(450,600.70)	
Investments	\$	35,284,259.77	
Cash Balance Per Bank		\$	51,886,799.59

V. INVESTMENT OF FUNDS – JANUARY 2017

Beginning Balance	\$	35,284,259.77
Purchases	\$	-
Redemptions	\$	-
Ending Balance	\$	35,284,259.77

Interest earned on investments is as follows:

INTEREST EARNED – JANUARY 2017

Bank Account	Bank Account Interest	CD Interest
PLGIT	\$ 2.97	\$ -
TD BANK	\$ 120.20	\$ -
PSDLAF	\$ 5,724.69	\$ 8,495.90
TOTAL	\$ 5,847.86	\$ 8,495.90

It was moved by Polaneczky, seconded by Buri, that the Intermediate Unit Board approve the minutes of the January 25, 2017 meeting, approve/ratify the payment of MCIU Bills, accept the

Combined Financial Reports for January 2017, and approve/ratify the Investment of Funds as noted for January 2017. Motion carried; all ayes. (Attachments II.A.; III.)

VI. Communications

There were no items to report.

VII. Committee Reports

Facilities Committee: Mr. Chmielewski announced that the Facilities Committee met on February 15, 2017 to further the discussion on proposed plans for the Early Learning Academy at 1605 West Main Street. Following a tour of the facility and discussion, it was decided that the MCIU will seek an assessment from an independent engineering firm. The results of this assessment will be shared with the MCIU Board of Directors upon completion.

Head Start: Dr. Robinson shared that in accordance with the adoption of the Head Start Budget that was approved at the January 25, 2017 board meeting, tonight's agenda includes a request for approval of the 2017-2018 Head Start Program Narrative and supporting documents. The Program Narrative will be combined with the Head Start Budget to complete the full application package.

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

VIII. Budgets

A. New and Proposed Budgets

No items to consider.

B. Initial Budgets

1. Montgomery County Intermediate Unit Student Services Budget

Office of Business Services

7/1/2017-6/30/2018

\$20,800,995

The Administration requests approval of the 2017/2018 Student Services Budget in the amount of \$20,800,995.00. This budget represents the cost of providing special education services to the Montgomery County school districts. Additional information is attached.

2. Montgomery County Intermediate Unit Transportation Services Budget

Office of Business Services

7/1/2017 – 6/30/2018

\$11,035,520

The Administration requests approval of the 2017/2018 Transportation Services Budget in the amount of \$11,035,520. This budget reflects the cost of providing transportation (through contracted services) for students based on local districts' requests. Budget detail is attached.

3. Montgomery County Intermediate Unit Transportation Fee Based Budget

Office of Business Services

7/1/2017 – 6/30/2018

\$ 1,005,000

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This Administration requests approval of the 2017/2018 Transportation Fee Based Budget in the amount of \$1,005,000. 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.

4. Montgomery County Intermediate Unit Support for Effective Standards Based Instruction Federal Grant

Office of Professional Learning

10/1/16 – 9/30/17

\$ 80,961

The Administration requests approval of the 2016/2017 Effective Standards Based Instruction Federal Grant in the amount of \$80,961. These funds support the work done by the Office of Professional Learning in support of the PDE Statewide System of Support Initiative. Budget detail is attached.

5. Montgomery County Intermediate Unit Support for Effective Standards Based Instruction State Grant

Office of Professional Learning

10/1/16 – 9/30/17

\$ 82,696

The Administration requests approval of the 2016/2017 Effective Standards Based Instruction State Grant in the amount of \$82,696. These funds support the work done by the Office of Professional Learning in support of the PDE Statewide of System of Support Initiatives. Budget detail is attached.

6. Montgomery County Intermediate Unit Head Start Program Narrative

Office of Student Services

6/1/17 - 5/31/18

\$ 3,629,042

The Administration requests approval of the 2017/2018 Head Start Program Narrative and supporting documents. The Program Narrative will be combined with the Head Start budget approved at the MCIU January 25, 2017 meeting to complete the full application package. The Program Narrative and supporting documents are attached.

C. Changes to Initial Budgets

1. Montgomery County Intermediate Unit Title II A Budget Revision

Office of Non-Public School Services

10/1/15 – 9/30/17

\$ 134,492

The Administration requests approval of the budget revision for the 2015/2016 Title II A budget. The total grant is \$134,492. Changes included reducing funds in the supply area and adding funds to the contracted services area. Budget detail is attached.

D. Budgetary Transfers

No items to consider.

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IX. PERSONNEL MATTERS

— JACK HURD, DIRECTOR

A. General

No items to consider.

B. Conference Requests

1. To approve ten (10) out of state conference requests.

C. Employment – Ratifications

1. Professional Staff
 - a. Colleen Hallman – Long Term Substitute Teacher - Autism
Recommended Annual Salary - \$56,000 (M Step 0) prorated
Effective Date - January 23, 2017
Replacement
 - b. Sharon Nolt – Long Term Substitute Teacher- Remedial
Recommended Annual Salary - \$56,000 (M Step 0) prorated
Effective Date – February 7, 2017
Replacement
 - c. Shannon Peters – Teacher - Hearing Support
Recommended Annual Salary - \$56,000 (M Step 0) prorated
Effective Date – To Be Determined
New
2. Support Staff
 - a. Bethany Alexander – Applied Behavior Analysis (ABA) Coach
Recommended Annual Salary - \$21,049 prorated
Effective Date - January 23, 2017
New
 - b. Salina Jordan – Competent Learner Model (CLM) Coach
Recommended Annual Salary - \$21,049 prorated
Effective Date – February 6, 2017
New
3. Head Start
 - a. Assistant Teaching Staff
 - 1) Nkiru Ozobu – Head Start Assistant Teacher
Recommended Annual Salary - \$14,908 prorated
Effective Date – February 6, 2017
Replacement

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- b. Program Aides
 - 1) Marain Olea-Villanueva – Head Start Program Aide
Recommended Annual Salary - \$5,880 prorated
Effective Date – January 30, 2017
Replacement

- 4. Pre-K Counts
 - a. Assistant Teaching Staff
 - 1) Monika Zeneli – Pre-K Counts Assistant Teacher
Recommended Annual Salary - \$16,241 prorated
Effective Date – February 13, 2017
Replacement

D. Change of Status – Ratifications

- 1. Professional Staff
 - a. Marie Buczkowski – Change from Long Term Substitute EI Case Manager to Long Term Substitute EI Itinerant Teacher
Recommended Annual Salary - \$59,047 (M Step 1) prorated
Effective Date – January 17, 2017
Replacement
 - b. Connie DeFlavia – Teacher - Detention
Change Recommended Annual Salary from \$87,524 (B Step 15) to \$90,737 (B+24 Step 15)
Effective Date – August 22, 2016
Salary Adjustment
 - c. Amy McEachern – Change from Long Term Substitute EI Itinerant Teacher to EI Itinerant Teacher
Recommended Annual Salary - \$51,739 (B Step 3) prorated
Effective Date – January 17, 2017
Replacement
 - d. April O'Donnell – Change from Long Term Substitute Remedial Teacher to Remedial Teacher
Recommended Annual Salary - \$65,047 (M Step 4) prorated
Effective Date – February 2, 2017
Replacement
 - e. Esther Rineer – Teacher – Early Intervention
Change Recommended Annual Salary from \$66,595 (M+15 Step 3) to \$69,780 (M+30 Step 3) prorated
Effective Date – January 12, 2017
Salary Adjustment

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2. Head Start
 - a. Teaching Staff
 - 1) Laura Brodhag
Change from Head Start Teacher Assistant to Head Start Teacher
Recommended Annual Salary - \$26,352 prorated
Effective Date – February 13, 2017
Replacement
 - 2) Delecia Walker – Head Start Teacher
Correct Annual Salary from \$26,352 to \$22,719 prorated
Effective Date - January 23, 2017
Salary Correction
 - b. Assistant Teaching Staff
 - 1) Bukola Oluwole
Change from Head Start Program Aide to Head Start Assistant Teacher
Recommended Annual Salary - \$14,908 prorated
Effective Date – February 13, 2017
Staff Need
 - c. Program Aides
 - 1) Michele Marburger – Head Start Program Aide
Change from 4 hours/day Program Aide to 5 hours/day Program Aid
No change in hourly rate
Effective Date – January 3, 2017
Staff Need
- E. Additions to 2016-2017 Approved Substitute Lists – Ratifications**
Assistant Teaching Staff
Lauren Marshall – Effective Date – February 3, 2017
- F. Remove from 2016-2017 Approved Substitute Lists**
Assistant Teaching Staff
Sheena Vinson – Effective Date – October 27, 2016
- G. Employment – Approvals**
 1. Professional Staff
 - a. Nicole Petrillo – Occupational Therapist
Recommended Annual Salary - \$63,047 (M Step 3) prorated
Effective Date – March 6, 2017
New
 - b. Allison Talbot – School Psychologist
Recommended Annual Salary - \$65,780 (M+30 Step 1) prorated
Effective Date – February 27, 2017
New

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H. Change of Status - Approvals

No items to consider.

I. Additions to 2016-2017 Approved Substitute Lists

No items to consider.

J. Leave of Absence Requests

1. Administrative Staff

Personal Leave (unpaid without benefits)

Ann Hinkson-Herrmann – Director, PaTTAN

Effective Date – April 6, 2017

2. Professional Staff

Personal Leave (unpaid without benefits)

Elena Brown – Vision Teacher

Effective Date – January 20, 2017

Personal Leave (FMLA with benefits)

Jade McGregor – Teacher - Autism

Effective Date – February 25, 2017

3. Support Staff

Personal Leave (unpaid without benefits)

Tiffany Smith – Early Learning Administrative Assistant

Effective Date – January 25, 2017

K. Return from Leave of Absence Requests

No items to consider.

L. Retirements

1. Professional Staff

a. Michelle Wilson – Teacher – Remedial

Effective Date – April 27, 2015

Disability Retirement

M. Resignations

1. Head Start

a. Teaching Staff

1) Dalila Auriemma – Head Start Teacher

Effective Date – February 17, 2017

Other Employment

2) Ilona Sarden – Head Start Teacher

Effective Date – February 10, 2017

Personal

N. Terminations

No items to consider.

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O. Other

1. Jamie Nguyen – Long Term Substitute Teacher – Early Intervention
Correct Recommended Annual Salary to \$48,439 (B Step 1) prorated
Effective Date – November 28, 2016
2. Laura Sirico – Social Worker
Increase in number of work days from 111 days to 135 days at per diem rate due to
additional staffing needs for the 2016-2017 school year.

X. Other Matters for Consideration

A. BUSINESS SERVICES

— STAN WISLER, CFO AND DIRECTOR

REVENUE

To authorize the appropriate officers to enter into a contracted service agreement with the Methacton School District to provide Transportation Support Services to the District for the period 2/1/17 – 6/30/18. The District will pay the MCIU \$5,800/month for the work to be performed under this agreement.

B. NON-PUBLIC SERVICES

— DR. KEN VOSS, DIRECTOR

No items to consider.

C. PENNSYLVANIA TRAINING AND TECHNICAL ASSISTANCE NETWORK (PATTAN)

— ANN HINKSON-HERRMANN, DIRECTOR

EXPENSES

To authorize the appropriate officers to enter into a contract agreement with Monica McHale-Small, Ph.D. to deliver consultation, coordination, professional development and technical assistant services for the Pennsylvania Department of Education and Bureau of Special Education Dyslexia Pilot Program for the period of February 1, 2017 to June 30, 2017 in the amount of \$12,500.00.

To authorize the appropriate officers to enter into a contract agreement with Rebecca Renshaw to provide a webinar trainings on various dates to prepare specialist for the Orientation & Mobility (O&M) test on various dates between February 27 and ending June 30, 2017 in the amount of \$1,620.00.

To authorize the appropriate officers to enter into contract agreements with the following presenters for SPDG-PROJECT MAX on the dates and amounts listed below:

Ashlea Rineer-Hershey	December 1, 2016 to May 30, 2017	\$2,500.00 <i>(plus travel expenses)</i>
Clarion University of Pennsylvania	November 1, 2016 to June 30, 2017	\$10,000.00

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To authorize the appropriate officers to enter into a contract agreement with the consultants listed below to present at the March 2017 PDE conference on the dates and amounts listed below:

Beatrice Moore Luchin	March 8-10, 2017	\$1,340.00
Dr. Jonte C. Taylor	March 10, 2017	\$1,178.12
Jennifer Freeman	March 9, 2017	\$2,230.00
College Autism Spectrum - Jane Thierfeld Brown	March 8, 2017	\$2,530.00
Timothy Shanahan, Ph.D.	March 8, 2017	\$4,555.00
Haben Girma	March 8, 2017	\$8,060.00
CAST - Katie Novak	March 8, 2017	\$3,040.00
Oceane Boulais	March 8, 2017	\$2,660.00
Shannon Wright	March 8, 2017	\$1,600.00 – \$1,800.00 <i>rates based on # hours</i>

D. PROFESSIONAL LEARNING

— DR. DONNA GAFFNEY, DIRECTOR

GENERAL OPERATIONS

To authorize the appropriate officers to enter into a contract agreement between Apple Computer, Mick Weeks will present, and the Montgomery County Intermediate Unit to provide professional development on Transforming ELL Instruction through the Infusion of Technology Training on March 16, 2017 at no cost to MCIU.

To authorize the appropriate officers to enter into a Memorandum of Understanding between the Montgomery County Intermediate Unit and the Beaver Valley Intermediate Unit 27 to collaborate to create professional online learning courses for the period of January 1, 2017 to January 31, 2020.

REVENUE

To authorize the appropriate officers to enter into a contract agreement between the Upper Merion Area School District and the Montgomery County Intermediate Unit to provide professional development for the following courses on the dates and amounts listed below:

Balanced Literacy with a Focus on Guided Reading	February 17, 2017	\$900.00 plus mileage & materials
Effective Mathematics Instruction	February 17, 2017 and two days TBD in June 2017	\$2,500.00 plus mileage & materials
English Learners: Valuing Their Contributions	February 17, 2017	\$900.00 plus mileage & materials

EXPENSES

To authorize the appropriate officers to enter into a general consultant agreement with Heinemann to provide full day trainings (maximum 50 participants for each session) on January 24 and January 25, 2017 in the amount of \$4,800 for each training, for a total of \$9,600.00.

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To authorize the appropriate officers to enter into a general consultant agreement with Wilson Language Training Corporation to provide professional development workshops on Wilson Foundations Level K and Level 1 (maximum 30 participants each) on March 13 and March 14, 2017 in the amount of \$2,200 for each workshop for a total of \$4,400.00.

To authorize the appropriate officers to enter into a general consultant agreement with the Institute for Multi-Sensory Education (IMSE) to provide professional development workshops on Introductory Orton Gillingham Training on March 22, 23, and 24, 2017, \$650 per participant, maximum attendance is 25, in the amount not to exceed \$16,250.00.

To authorize the appropriate officers to enter into a general consultant agreement with Karen Allison Sergovic to provide professional development workshops for ESL Program Specialist course instruction for the following sources on the dates and amounts listed below:

Course 4: Observing and Planning Instruction to ELL Students	April 10, 2017 to June 2, 2017	\$3,000 for 10 or less students; for every student over 10 \$100 added to base rate
Course 5: Implementing and Managing Instruction to ELL Students	June 19, 2017 to August 11, 2017	\$3,000 for 10 or less students; for every student over 10 \$100 added to base rate

E. STUDENT SERVICES

— DR. LOIS ROBINSON, DIRECTOR

REVENUE

To authorize the appropriate officers to approve the addendums to the 2016/2017 district cost plans between the districts listed below and the Montgomery County Intermediate Unit. The addendum amounts listed below will be reflected in the final billing.

School District of Upper Dublin	Psychologist Services 4 days a week at \$500 day for the estimated amount of \$40,000.00
Perkiomen Valley School District	Itinerant Vision Services for students based on their IEPs in the amount of \$208 an hr. for the estimated amount of \$31,720.00

To authorize the appropriate officers to enter into a professional development training agreement with the Lower Merion School District to provide Non-Violent Crisis Prevention trainings on January 19, 25, 26, and 31, 2017 in the amount of \$676.00.

To authorize the appropriate officers to enter into a professional development training agreement with the Derry Township School District to provide a workshop on Managing Behaviors on the Bus on March 7, 2017 in the amount of \$600.00 plus mileage and materials.

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EXPENSES

To authorize the appropriate officers to enter into a general consultant agreement with Doris Lebischak, M.D. to provide psychiatric services for the period of December 12, 2016 through June 30, 2017 in the amount of \$150 per hour based on need.

To authorize the appropriate officers to enter into a general consultant agreement with Envision CVI Consulting, Mary Anne Roberto, to provide trainings on January 31, 2017, March 28, 2017 and May 2, 2017 in the amount of \$1,875.00.

To authorize the appropriate officers to enter into a general consultant agreement with Daniel Benonis to provide music therapy for hearing classrooms once a month (\$60 a month) beginning November 1, 2016 to June 30, 2017 in the amount of \$600.00.

To authorize the appropriate officers to enter into a professional development training agreement with Melissa A. Louvar Reeves, Ph.D., NCSP to present the PREPaRE Training of Trainers workshop on September 7 and 8, 2017 in the amount of \$4,400.00 (expenses included).

To authorize the appropriate officers to approve a Memorandum of Understanding between Chester County Intermediate and the Montgomery County Intermediate Unit to provide the following EI services in the amounts listed below for the period beginning January 1, 2017:

Classroom Program	4 days/week 2.75 hrs. per day	\$38,826.40 year
Speech	1 (45 min. per week)	5,498.19 year
OT	1 (45 min. per week)	2,674.67 year
PT	1 (45 min. per week)	2,674.67 year
BSC	1 (120 mins. per week)	16,680.00 year
Nurse for non-covered nurse time during school year	5 days plus 19 days during summer session	7,750.08
Day rate for nurse	Additional uncovered days	\$132.00 daily rate

F. TECHNOLOGY SERVICES

— GAIL KENNEDY, DIRECTOR

REVENUE

To authorize the appropriate officers enter into a contract agreement between the North Montco Technical Career Center and the Montgomery County Intermediate Unit to provide a Canvas Cloud 3-year Subscription in the amount of \$10,873.50 for the period of April 1, 2017 to March 31, 2020.

To authorize the appropriate officers enter into a contract agreement with the School District of Cheltenham Township for 40 hour PowerSchool End User support/customizations/development for the period of January 12, 2017 to June 30, 2017 in the amount of \$3,750.00.

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EXPENSES

To authorize the appropriate officers to enter into a service agreement with Instructure in the amount of \$10,287.00 for the period of April 1, 2017 to March 31, 2020.

It was moved by Chmielewski, seconded by Scheuren, that the Intermediate Unit Board approve the above Initial Budgets as listed above, VIII.B. and Changes to Initial Budgets as listed above, VIII.C.; the Personnel Matters as listed above, IX.B.C.D.E.F.G.J.L.M.O; and Other Matters for Consideration as listed above, X.A.C.D.E.F. Motion carried; all ayes. (Attachments VIII.B.1.2.3.4.5.6., VIII.C.1., and IX.B.1.)

G. ADMINISTRATION

— DR. BRADLEY C. LANDIS, ASSISTANT EXECUTIVE DIRECTOR

Review and Approval of Guidelines for Conducting the Nomination of Intermediate Unit Board Members.

Appointment of Judge of Elections – Jeffrey T. Sultanik, Esq.

It was moved by Polaneczky, seconded by Scheuren, that the Intermediate Unit Board approve Other Matters for Consideration as listed above, X.G. Motion carried; all ayes. (Attachment X.G.1.)

XI. Persons Desiring to be Heard

Ms. Buri issued a reminder to all board members that the Montgomery County Intermediate Unit Education Foundation Golf Outing is scheduled for Monday, May 15, 2017.

XII. Adjournment

The date of the next Intermediate Unit Board Meeting:

Wednesday, March 22, 2017

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 7:51 p.m.