

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

The regular meeting of the Montgomery County Intermediate Unit Board of Directors was held on Wednesday, March 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 7:15 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; Thomas DiBello; Bill England; Leslie Finegold; Brenda Hackett; Dr. David Hakes; Ken Mullen; Janice Pearce; Lou Polaneczky; Virginia Pollard; Donna Scheuren; James Taylor; and W. Ronald Williams.

Absent: Diane Cherico; Joseph Chmielewski; Edward Diasio; Dr. Kerry Drake; Yuri Khalif; and Joshua Stein.

Intermediate Unit: Dr. Bradley C. Landis; Sandy Edling (phone); Dr. Donna Gaffney; Ann Hinkson-Herrmann; Jack Hurd; Gail Kennedy; Dr. Lois Robinson; Valentina Viletto, Esq.; Dr. Ken Voss; and Mary Dougherty.

Solicitor: Jeffrey T. Sultanik, Esq.

Guests: Dr. Mary Rita Cleary; Maria DeLuca; Rebecca Fogle; Dr. Brittany Lourea-Waddell; Caitlin Navarro; Pam Preston; and Mary Ellen Urquhart.

I. Call to Order

- A. Following the pledge of allegiance and roll call, President DiBello noted that there was no executive session prior to the start of the Board meeting.
- B. President DiBello noted the following addendum to the original agenda: removal of action item X.C.2.
- 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, February 22, 2017

III. Approval/Ratification MCIU Bills

(Detailed list of bills are available)

ITEM	PAGES	AMOUNT
February 2017	1-5	\$9,183,939.18
March 2017	6-7	\$ 552,277.02
TOTAL		<u>\$9,736,216.20</u>

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IV. COMBINED FINANCIAL REPORT – FEBRUARY 2017

Beginning Intermediate Unit Funds		\$	51,886,799.59
Other Adjustment		\$	(0.00)
Receipts:			
Revenue Received	\$	5,105,193.95	
Total Receipts		\$	5,105,193.95
Total Receipts Plus Beginning Cash Balance		\$	56,991,993.54
Less: Disbursements – February 2017 Checks		\$	(9,531,656.02)
Ending Intermediate Unit Funds per Books		\$	47,460,337.52

CASH ANALYSIS – FEBRUARY 2017

Money Market Accounts:			
Citizens Bank Food Service	\$	26,763.50	
PLGIT	\$	8,102.58	
PSDLAF	\$	11,644,616.25	
TD Bank	\$	645,642.55	
Total Interest Bearing Accounts		\$	12,325,124.88
Disbursement in Transit	\$	-	
Deposit in Transit	\$	-	
Disbursement Accounts – Outstanding Checks	\$	(149,047.13)	
Investments	\$	35,284,259.77	
Cash Balance Per Bank		\$	47,460,337.52

V. INVESTMENT OF FUNDS – FEBRUARY 2017

INVESTMENT OF FUNDS – FEBRUARY 2017

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

Interest earned on investments is as follows:

INTEREST EARNED – FEBRUARY 2017

Bank Account	Bank Account Interest	CD Interest
PLGIT	\$ 2.84	\$ -
TD BANK	\$ 103.99	\$ -
PSDLAF	\$ 4,642.39	\$ 14,445.90

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It was moved by Pollard, seconded by Hakes, that the Intermediate Unit Board approve the minutes of the February 22, 2017 meeting, approve/ratify the payment of MCIU Bills, accept the Combined Financial Reports for February 2017, and approve/ratify the Investment of Funds as noted for February 2017. Motion carried; all ayes. (Attachments II.A.; III.)

VI. Communications

There were no items to report.

VII. Committee Reports

Head Start: Dr. Robinson shared information from the Head Start Policy Council Meeting dated March 13, 2017 which included Meeting Minutes from the February 13, 2017 meeting.

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

VIII. Budgets

A. New and Proposed Budgets

No items to consider.

B. Initial Budgets

No items to consider.

C. Changes to Initial Budgets

1. Montgomery County Intermediate Unit Head Start Budget Revision and Request for Reduction of Non-Federal Share

Office of Student Services

6/1/16 – 5/31/17

\$ 3,856,020

Request approval of the revised 2016/2017 Head Start budget in the amount of \$3,856,020, changes are reflected in line items only. This budget revision includes a request to reduce the Non-Federal share requirement by \$220,000 for the June 1, 2016 - May 31, 2017 grant year. Budget detail and supporting documents regarding the non-federal share request are attached.

D. Budgetary Transfers

No items to consider.

IX. PERSONNEL MATTERS

— JACK HURD, DIRECTOR

A. General

No items to consider.

B. Conference Requests

No items to consider.

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C. Employment – Ratifications

1. Professional Staff
 - a. Amanda Helriegel – EI Itinerant Teacher
Recommended Annual Salary - \$48,000 (B+24 Step 0) prorated
Effective Date – March 16, 2017
Replacement
 - b. Debbie Mittman – Long Term Substitute EI Itinerant Teacher
Recommended Annual Salary - \$63,000 (M+30 Step 0) prorated
Effective Date – March 13, 2017
Replacement
 - c. Jean Polak – Long Term Substitute Remedial Teacher
Recommended Annual Salary - \$65,000 (M+60 Step 0) prorated
Effective Date – March 13, 2017
Replacement
 - d. Amy Smith – Occupational Therapist
Recommended Annual Salary - \$56,000 (M Step 0) prorated
Effective Date – February 17, 2017
Replacement

D. Change of Status – Ratifications

1. Professional Staff
 - a. Jessica Foley – Change from Long Term Substitute School Psychologist to School Psychologist
Recommended Annual Salary - \$56,000 (M Step 0) prorated
Effective Date – February 28, 2017
New

E. Additions to 2016-2017 Approved Substitute Lists – Ratifications

No items to consider.

F. Remove from 2016-2017 Approved Substitute Lists

Assistant Teaching Staff

Thomasina L. Worthy – Effective Date - March 13, 2017

G. Employment – Approvals

1. Professional Staff
 - a. Marissa Crapella – Training and Consulting – Inclusive Practices
Recommended Annual Salary – \$65,047 (M Step 4) prorated
Effective Date – May 15, 2017
Replacement
 - b. Meredith Selekmán – Speech & Language Pathologist
Recommended Annual Salary - \$74,534 (M+60 Step 4) prorated
Effective Date – April 24, 2017
Replacement

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- c. Sandra Shacklady-White – Educational Specialist – PaTTAN
Recommended Annual Salary - \$96,034 (M+60 Step 12) prorated
Effective Date – To be determined
Replacement
- 2. Support Staff
 - a. Mary King – Business Services Support Specialist
Recommended Annual Salary - \$54,000 (SS1) prorated
Effective Date – March 27, 2017
Replacement
- 3. Head Start
 - a. Program Aides
 - 1) Tahmina Islam – Head Start Program Aide
Recommended Annual Salary - \$5,880 prorated
Effective Date – March 27, 2017
Replacement

H. Change of Status - Approvals

- 1. Administrative Staff
 - a. Rebecca Fogle
Change from Assistant Director of PaTTAN to Acting Director of PaTTAN
Recommended Annual Salary - \$139,500
Effective Date – April 6, 2017
Replacement

I. Additions to 2016-2017 Approved Substitute Lists

No items to consider.

J. Leave of Absence Requests

- 1. Professional Staff
 - Personal Leave (FMLA with benefits)
Mary Ann deSante – Speech & Language Pathologist
Effective Date – March 6, 2017

 - Personal Leave (FMLA with benefits)
Kerri Fitzsimmons – Teacher – Remedial
Effective Date – March 7, 2017

 - Personal Leave (FMLA with benefits)
Denielle Marsden – Teacher – MDS
Effective Date – April 1, 2017

 - Personal Leave (FMLA with benefits)
Erica Rodriguez – Speech & Language Pathologist
Effective Date – March 23, 2017

K. Return from Leave of Absence Requests

No items to consider.

L. Retirements

1. Professional Staff
 - a. Mary Ann deSante – Speech Language Pathologist
Effective Date – June 16, 2017

M. Resignations

1. Administrative Staff
 - a. Ann Hinkson-Herrmann – Director of PaTTAN
Effective – April 5, 2017
Other Employment
2. Head Start
 - a. Family Engagement Workers
 - 1) Geli Denisse Agurto – Head Start Family Engagement Worker
Effective Date – February 24, 2017
Personal
 - b. Program Aides
 - 1) Marain Olea-Villanueva – Head Start Program Aide
Effective Date – March 10, 2017
Personal

N. Terminations

No items to consider.

O. Other

1. Marie Buczkowski – LTS EI Itinerant Teacher
End of Long Term Substitute Assignment effective April 21, 2017
2. To utilize the following staff as Substitute Instruction-in-the-Home Teachers to be paid at their MCIUEA hourly rate:

Employee	# of Hours
Patricia Bradley	72.8
Dustin Distanislaio	72.8
Ashley Lee	64
Susan McCoy	14
Deborah Montgomery	32

X. Other Matters for Consideration

A. BUSINESS SERVICES

— STAN WISLER, CFO AND DIRECTOR

GENERAL OPERATIONS

The Administration recommends approval of the Montgomery County School Entities 2017-2018 Line Item Supply Bid recommendations for art supplies, custodial supplies, general supplies, medical supplies, and copy paper. The bids were opened on February 9, 2017 and the five bids include over 1,000 individual items that Districts requested specific quantities from. The bid pricing is good through October 31, 2017. The bid award recommendations are attached.

The Administration recommends approval of the Montgomery County School Entities fuel bid for July 1, 2017 to June 30, 2018. The bids were opened on February 21, 2017 and eight vendors participated. All transportation fees, fuel oil pricing and heating oil prices were locked in on March 2, 2017 for a majority of the districts. See attached for more details.

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 (see attached):

- Adaptive/Assistive Equipment
- Appliances
- Art Equipment & Supplies
- Audio/Visual Supplies & Equipment
- Automotive & Bus Supplies
- Cafeteria & Breakroom Equipment & Supplies
- Classroom Supplies/Learning Materials/Teaching Aids
- Computer/Technology/Technical Education Equipment & Supplies
- Cosmetology/Beauty/Barbering Equipment & Supplies
- Culinary Art/Family Consumer Science Equipment & Supplies
- Custom Printing, Awards, Certificates, and Plaques
- Early Childhood/Pre-School Equipment & Supplies
- Educational Materials & Software
- Electronic/Lighting Supplies & Equipment
- Furniture: Office & School
- Health/Medical/First Aid Supplies & Equipment
- Helmet Reconditioning
- HVAC Supplies
- Industrial Equipment & Supplies
- Library/Binding Equipment & Supplies
- Music Supplies & Instruments
- Office Supplies
- Plumbing Supplies
- Professional Development Material

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- Science/Laboratory Equipment & Supplies
- Security/Public Safety Apparel, Equipment & Supplies
- Miscellaneous Equipment & Supplies

To authorize declaration of the attached list of equipment obsolete and available for recycling from the Office of Professional Learning. The MCIU will attempt to sell these items on e-Bay.

B. NON-PUBLIC SERVICES

— DR. KEN VOSS, DIRECTOR

REVENUE

To authorize the appropriate officers to enter into a contract with Edward Savoiz Driver Training School, LLC (ESDTS) to offer a Pennsylvania Department of Education approved 30-Hour Online Driver's Training Theory Course for public and nonpublic high school students from April 1, 2017 thru April 1, 2020. ESDTS will remit to the Montgomery County Intermediate Unit \$20 per student for the first 50 students and \$32.50 for each subsequent student who successfully complete the course each year. The Montgomery County Intermediate Unit will maintain a link on its website for students wishing to register for the ESDTS course.

C. PENNSYLVANIA TRAINING AND TECHNICAL ASSISTANCE NETWORK (PATTAN)

— ANN HINKSON-HERRMANN, DIRECTOR

GENERAL OPERATIONS

To authorize the appropriate officers to enter into a statement of work agreement with the Pennsylvania Department of Education Statement of Work for the Maximizing Access and Learning: Pennsylvania Common Core Standards Project (Project MAX) that will provide intensive and ongoing professional development to provide effective instruction to address schools academic needs of students.

EXPENSES

To authorize the appropriate officers to enter into a contract agreement with Drexel University to provide stipend support to Institutions of Higher Education (IHE) for SPDG-Project MAX beginning September 30, 2016 to June 30, 2017 in the amount of \$10,000.00. [removed from agenda as stated above]

To authorize the appropriate officers to enter into a contract agreement with EdKinetic, LLC for Linda Franchock, BCBA to provide support to the Alternative Eligible Content, Essentialization and Alternative Assessment on various dates beginning March 13, 2017 and ending June 30, 2017 in the amount \$23,200.00, expenses included.

D. PROFESSIONAL LEARNING

— DR. DONNA GAFFNEY, DIRECTOR

REVENUE

To authorize the appropriate officers to enter into a contract training agreement between the Montgomery County Intermediate Unit and the School District of Upper Dublin Township to

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provide the professional development to the elementary instructional staff on Wilson Foundations Level K on March 13 (\$5,500) and Wilson Foundations Level 1on March 14, 2017 (\$4,950) for the total amount of \$10,450.00.

To authorize the appropriate officers to enter into a professional development agreement between the Montgomery County Intermediate Unit and the Methacton School District to provide Assessment Processes to Strengthen Intervention and Core Instruction to district administration, elementary reading specialists and intervention teachers on March 14, April 20 and May 19, 2017 in the amount of \$1,800.00.

To authorize the appropriate officers to enter into a Memorandum of Understanding between the Montgomery County Intermediate Unit and the Lower Merion School District to participate in the Montgomery Virtual Program (MVP) beginning June 27, 2016 to June 30, 2017.

EXPENSES

To authorize the appropriate officers to enter into a contract agreement with Nathan D. Hall to provide English as a Second Language (ESL) Cohort 2, Course 2: Language Acquisition on various dates beginning March 27, 2017 to June 16, 2017 in the amount of \$3,000 for 10 students and for every student over 10 an additional \$100.00.

To authorize the appropriate officers to enter into a contract agreement with the Institute for Personalized Learning for the Montgomery County Intermediate Unit to offer a leadership cohort in the Philadelphia metro area for the period of two years beginning July 1, 2017 in the amount of \$7,545 a year for a total of \$15,090.

To authorize the appropriate officers to enter into a contract agreement with Glenn Robbins, Jr. who will be the keynote speaker at the Maker Learning Resource Fair on March 29, 2017 in the amount of \$500.00.

To authorize the appropriate officers to enter into contract agreements with the College Board approved instructors listed to teach at the Montgomery County Intermediate Unit Advanced Placement Summer Institute (APSI). The courses, dates, and amounts are listed below:

Susie Gerard	AP European History June 26, 27, 28, 29, 2017	\$5,135.00
Jill H. Westerlund	AP Computer Science Principles June 26, 27, 28, 29, 2017	4,865.00
Eileen M. Angelini	AP French Language and Culture June 26, 27, 28, 29, 2017	4,500.00
Mark DiGiacocmo	AP U.S. History June 26, 27, 28, 29, 2017	4,126.00
Paul W. Philps	AP World History June 26, 27, 28, 29, 2017	4,785.00
Nancy Homb	AP Psychology August 7, 8, 9, 10, 2017	4,785.00
Rosalba Bellen	AP Spanish Language and Culture August 7, 8, 9, 10, 2017	4,115.00

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Richard Zweier	AP Music Theory August 7, 8, 9, 10, 2017	4,235.00
Eric Ebert	AP U.S. Government and Politics August 7, 8, 9, 10, 2017	4,785.00
Kenneth L. Pendleton	AP Statistics August 7, 8, 9, 10, 2017	4,250.00

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.

Abington School District	1 Student BrainSTEPS \$400 each – <i>total \$400</i>
School District of Cheltenham Twp.	1 Student BrainSTEPS \$400 each – <i>total \$400</i>
Hatboro-Horsham School District	1 Bilingual Speech Eval \$700 each – <i>total \$700</i> 1 Bilingual Psych Eval \$2,00 each – <i>total \$2,000</i> 4 Students BrainSTEPS \$400 each – <i>total \$1,600</i>
Lower Merion School District	2 Students BrainSTEPS \$400 each – <i>total \$800</i>
Norristown Area School District	Instruction In-Home 6 hrs. per week through June – <i>total \$27,324</i>
North Penn School District	4 Students BrainSTEPS \$400 each – <i>total \$1,600</i> 3 Students in Intensive Behavior Support Classroom – <i>total \$45,000 each to be prorated</i>
Pottsgrove School District	1 Student BrainSTEPS \$400 each – <i>total \$400</i>
Souderton Area School District	4 Students BrainSTEPS \$400 each - \$1,600 Instruction In-Home 1 hr. per week through June – <i>total \$4,554</i> 1 Student in Intensive Behavior Support Classroom – <i>total \$45,000 to be prorated</i>
School District of Springfield Twp.	2 Students BrainSTEPS \$400 each – <i>total \$800</i>
Spring-Ford Area School District	1 Bilingual Speech Eval \$700 each – <i>total \$700</i> 1 Bilingual Psych Eval \$2,000 each – <i>total \$2,000</i>
School District of Upper Dublin	2 Students BrainSTEPS \$400 each – <i>total \$800</i>
Upper Moreland School District	2 Students BrainSTEPS \$400 each – <i>total \$800</i>
Upper Perkiomen School District	1 Student BrainSTEPS \$400 each – <i>total \$400</i> 1 Student in Intensive Behavior Support Classroom – <i>total \$45,000 to be prorated</i>

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Wissahickon School District	2 Bilingual Speech Evals \$700 each – <i>total \$1,400</i> Bilingual Psych Eval – \$2,000 each – <i>total \$2,000</i> 2 Students BrainSTEPS \$400 each – <i>total \$800</i>
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EXPENSES

To authorize the appropriate officers to approve a Memorandum of Understanding with Berks County Intermediate Unit to provide occupational therapy EI services for one hour a week and eight hours of makeup sessions in the amount of \$105 an hour for the period of January 26, 2017 to June 30, 2017.

To authorize the appropriate officers to enter into a contract agreement with Dr. Julie Causton to present Creating and Marinating Inclusive Schools and Communities to parents at a community event on March 27, 2017 in the amount of \$3,300.00, expenses included.

F. TECHNOLOGY SERVICES

— GAIL KENNEDY, DIRECTOR

GENERAL OPERATIONS

To authorize the appropriate officers to accept the partnership agreement between Level Data, Inc. and the Montgomery County Intermediate Unit as an exclusive statewide reseller of Level Data data products and services. Level Data provides a data validation tool that works within the PowerSchool student information system application.

REVENUE

To authorize the appropriate officers to enter into a professional services agreement between the Montgomery County Intermediate Unit and the Methacton School District for PowerSchool implementation and support for the period of 5-years beginning February 1, 2017 through June 30, 2021 in the amounts listed below for a total of \$205,916.68:

Year 1	\$81,966.68
Year 2	40,100.00
Year 3	27,950.00
Year 4	27,950.00
Year 5	27,950.00

To authorize the appropriate officers to enter into an addendum to the Internet Consortium contract agreement between the Perkiomen Valley School District and the Montgomery County Intermediate Unit for an additional 200 MB of internet services for the period of January 30, 2017 to June 30, 2017 in the amount of \$3,000.00.

EXPENSES

To authorize the appropriate officers to enter into an internet consortium contract agreement with PAIUnet and the Montgomery County Intermediate Unit for the period beginning July 1, 2017 for the monthly fee of \$2,960.00.

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G. ADMINISTRATION

— DR. BRADLEY C. LANDIS, ASSISTANT EXECUTIVE DIRECTOR

To approve the second reading and adoption of the following policy:

POLICY #	TITLE
610	Purchases Subject to Bid/Quotation (New)

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, 2017 through June 30, 2018 as per the attachment (no change from previous year.)

It was moved by Taylor, seconded by Williams, that the Intermediate Unit Board approve the above Changes to Initial Budgets as listed above, VIII.B.; the Personnel Matters as listed above, IX.C.D.F.G.H.J.L.M.O; and Other Matters for Consideration as listed above, X.A.B.C.D.E.F.G. (excluding X.C.2. as noted above.) Motion carried; all ayes. (Attachments VIII.C.1., X.A.1.2.3.4., and X.G.1.2.)

XI. Persons Desiring to be Heard

Mr. Taylor stated that he has been instrumental in forming a grassroots letter writing campaign to oppose the Property Tax Independence Act and encouraged any board members interested in this cause to contact him.

XII. Adjournment

The date of the next Intermediate Unit Board Meeting:
Wednesday, April 26, 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 8:03 p.m.