

*Official Proceedings of the  
Montgomery County Intermediate Unit  
Board of Directors Meeting  
March 23, 2016*

The regular meeting of the Montgomery County Intermediate Unit Board of Directors was held on Wednesday, March 23, 2016, in the Montgomery County Intermediate Unit Main Office Building, 2 West Lafayette Street, Norristown, Pennsylvania.

President Lou Polaneczky called the meeting to order at 7:08 p.m. Following the pledge of allegiance, Maura Buri, Board Secretary, called the roll. Attendance was as follows:

Intermediate Unit Board: Dr. Sherri Becker; Lynn Bigelow; Maura Buri; Diane Cherico; Joseph Chmielewski; Thomas DiBello; Dr. Kerry Drake; Leslie Finegold; Brenda Hackett; Dr. David Hakes; Ken Mullen; Lou Polaneczky; and Donna Scheuren.

Absent: Stephen Bochneak; Bill England; Yuri Khalif; Holly Kisailus; Carolyn Murphy; Janice Pearce; Virginia Pollard; and W. Ronald Williams.

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: Mark Fitzgerald, Esq.

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

## **I. Call to Order**

- A. Following the pledge of allegiance and roll call, President Polaneczky noted that there was no executive session prior to the start of the Board meeting.
- B. President Polaneczky noted the following addendum to the original agenda listed under I.E. This item will be removed from tonight's agenda and tabled for a vote until the next MCIU board meeting.
- C. President Polaneczky asked if anyone present would like to address the Board. No one desired to speak.
- D. Accept the resignation of MCIU Board member Michele Tinsman, Abington School District effective March 23, 2016.

**It was moved by Hakes, seconded by Buri, that the Intermediate Unit Board accept the resignation of Michele Tinsman. Motion carried; all ayes.**

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- E. Appoint and welcome new MCIU Board member Joshua Stein, Esq., Abington School District to fill the unexpired term of Michele Tinsman until June 30, 2016 (nomination pending approval by Abington School District Board of Directors on March 22, 2016.)

**As noted above, President Polaneczky announced that this item was removed from tonight's agenda and will be tabled for a vote at the next MCIU Board of Directors' meeting.**

**II. Approval of Minutes**

**It was moved by DiBello, seconded by Buri, that the Intermediate Unit Board approve the minutes of the February 24, 2016 meeting. Motion carried; all ayes. (Attachment II.A.)**

**III. Approval/Ratification MCIU Bills**

*(Detailed list of bills are available)*

ITEM	PAGES	AMOUNT
February 2016	1-5	\$5,406,410.30
March 2016	6-8	<u>\$3,559,547.54</u>
TOTAL		<u><u>\$8,965,957.84</u></u>

**IV. Combined Financial Report – February 2016**

Beginning Intermediate Unit Funds		\$	42,815,647.30
Other Adjustment		\$	0.00
Receipts:			
Revenue Received		\$	<u>15,685,673.34</u>
Total Receipts		\$	<u>15,685,673.34</u>
Total Receipts Plus Beginning Cash Balance		\$	58,501,320.64
Less: Disbursements – February 2016 Checks		\$	<u>(5,566,654.83)</u>
Ending Intermediate Unit Funds per Books		\$	<u><u>52,934,665.81</u></u>

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**CASH ANALYSIS – FEBRUARY 2016**

Money Market Accounts:

Citizens Bank Depository	\$	1,856,368.64	
Citizens Bank Food Service	\$	25,416.50	
PA INVEST	\$	53,925.50	
PLGIT	\$	4,235,746.07	
PSDLAF	\$	18,764,166.53	
TD Bank	\$	432,431.50	
Total Interest Bearing Accounts			\$ 25,368,054.74
Disbursement in Transit	\$	-	
Deposit in Transit	\$	-	
Disbursement Accounts – Outstanding Checks	\$	(433,388.93)	
Investments	\$	28,000,000.00	
Cash Balance Per Bank			\$ 52,934,665.81

**V. Investment of Funds – February 2016**

Beginning Balance	\$	28,000,000.00
Purchases	\$	-
Redemptions	\$	-
Ending Balance	\$	28,000,000.00

Interest earned on investments is as follows:

Bank Account	Bank Account Interest	CD Interest
PLGIT	\$ 329.23	\$ -
TD BANK	\$ 64.50	\$ -
PSDLAF	\$ 3,326.91	\$ 1,808.74
PA Investment - Pool 1	\$ 6.88	\$ -
TOTAL	\$ 3,727.52	\$ 1,808.74

**It was moved by Hakes, seconded by Scheuren, that the Intermediate Unit Board approve/ ratify the payment of MCIU Bills as amended above, accept the Combined Financial Reports for February 2016, and ratify the Investment of Funds as noted for February 2016. Motion carried; all ayes. (Attachment III.)**

**VI. Communications**

There were no items to report.

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**VII. Committee Reports**

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

**VIII. Budgets**

**A. New and Proposed Budgets**

*No items to consider.*

**B. Initial Budgets**

*No items to consider.*

**C. Changes to Initial Budgets**

**Montgomery County Intermediate Unit Nonpublic School Services Budget**

Office of Business Services

7/1/15 – 6/30/16

**\$ 11,690,308**

Request approval of the revised 2015/2016 Nonpublic School Services Budget in the amount of \$11,690,308 which reflects an increase of \$144,878 over the budget that was proposed and approved for 2015/2016 in the amount of \$11,545,430. The revised amount reflects the actual allocation received from the Commonwealth for 2015/2016. Budget detail is attached.

**D. Budgetary Transfers**

*No items to consider.*

**IX. Personnel Matters**

— JACK HURD, DIRECTOR

**A. General**

1. Approval of elimination of Head Start Administrative Assistant Position and associated Severance and Release Agreement.
2. Approval of Memorandum of Agreement Governing Pre-K Counts Program between Montgomery County Intermediate Unit No. 23 Board of Directors and Montgomery County Intermediate Unit No. 23 Education Association, PSEA-NEA.

**B. Conference Requests**

1. To approve five (5) out of state conference requests.

**C. Employment – Ratifications**

1. Support Staff
  - a. Tiffany Simmons – Early Learning Administrative Assistant  
Recommended Hourly Rate - \$18.00/hour (SS3)  
Effective Date – March 21, 2016  
*New*

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- b. Matthew Szatkowski – Budget Analyst  
Recommended Annual Salary - \$55,500 (CTC2) prorated  
Effective Date – March 14, 2016  
*Replacement*
  - 2. Head Start
    - a. Teaching Staff
      - 1) Felicia Foleno – Head Start Teacher  
Recommended Annual Salary - \$24,250 prorated  
Effective Date – March 7, 2016  
*Replacement*
      - 2) Gabrielle Valitski – Head Start Teacher  
Recommended Annual Salary - \$22,000 prorated  
Effective Date – March 14, 2016  
*Replacement*
    - b. Program Aides
      - 1) Seema Sultana – Head Start Program Aide  
Recommended Annual Salary - \$5,443 prorated  
Effective Date – March 7, 2016  
*Replacement*
  - 3. Pre-K Counts
    - a. Assistant Teaching Staff
      - 1) Jennifer Hollingsworth – Pre-K Counts Assistant Teacher  
Recommended Hourly Rate - \$12.50/hour  
Effective Date – March 29, 2016  
*New*
- D. Change of Status – Ratifications**
- 1. Head Start
    - a. Teaching Staff
      - 1) Jennifer Bonners  
Change from Head Start Assistant Teacher to Head Start Teacher  
Change Recommended Annual Salary from \$14,322 to \$22,000 prorated  
Effective Date – March 8, 2016  
*Replacement*
    - b. Assistant Teaching Staff
      - 1) Michele Marburger  
Change from Head Start Program Aide to Head Start Assistant Teacher  
Change Recommended Annual Salary from \$5,443 to \$14,322 prorated  
Effective Date – February 29, 2016  
*Replacement*

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c. Program Aide

1) Sandra Sanchez

Change from 4 hour/day Head Start Program Aide to 5 hour/day Head Start Program Aide

No Change in hourly rate.

Effective Date – February 9, 2016

*Replacement*

**E. Additions to 2015-2016 Approved Substitute Lists – Ratifications**

Angela Colonello – Effective February 18, 2016

Anita Cuyler – Effective February 24, 2016

Kimberly King – Effective March 4, 2016

**F. Remove from 2015-2016 Approved Substitute Lists**

*No items to consider.*

**G. Employment – Approvals**

1. Professional Staff

a. Rian Brown-Beasley – Behavior Management Specialist

Recommended Salary - \$63,047 (M Step 3) prorated

Effective Date – April 4, 2016

*New*

b. Kristy Caamano – Behavior Management Specialist

Recommended Annual Salary - \$74,595 (M+15 Step 7) prorated

Effective Date – March 28, 2016

*Replacement*

2. Head Start

a. Assistant Teaching Staff

1) Melinda Campeggio – Head Start Assistant Teacher

Recommended Annual Salary - \$14,322 prorated

Effective Date – March 16, 2016

*Replacement*

2) Cindy German – Head Start Assistant Teacher

Recommended Annual Salary - \$14,322 prorated

Effective Date – March 28, 2016

*Replacement*

3) Mechel Horsey – Head Start Assistant Teacher

Recommended Annual Salary - \$14,322 prorated

Effective Date – March 28, 2016

*Replacement*

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**H. Change of Status - Approvals**

*No items to consider*

**I. Leave of Absence Requests**

1. Head Start
  - a. Assistant Teaching Staff  
Personal Leave (unpaid – without benefits)  
Cory Lapinski – Assistant Teacher  
Effective Date – March 4, 2016

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

*No items to consider*

**K. Retirements**

1. Professional Staff
  - a. Wendy Block – Speech & Language Pathologist  
Effective Date - June 18, 2016
  - b. Ann Fogarty - Speech & Language Pathologist  
Effective Date - June 18, 2016
  - c. Ernest Melcher – Educational Consultant  
Effective Date – July 1, 2016

**L. Resignations**

1. Head Start
  - a. Teaching Staff
    - 1) Felicia Foleno – Head Start Teacher  
Effective Date – March 8, 2016  
*Personal*
    - 2) Any Nihart – Head Start Teacher  
Effective Date – March 4, 2016  
*Other Employment*
    - 3) Danielle Stehman – Head Start Teacher  
Effective Date – March 18, 2016  
*Other Employment*
  - b. Assistant Teaching Staff
    - 1) Audrey Butler – Head Start Assistant Teaching Staff  
Effective Date – March 18, 2016  
*Other Employment*

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- c. Family Engagement Workers
  - 1) Bianca Brown – Head Start Family Engagement Worker  
Effective Date – March 14, 2016  
*Personal*

**M. Terminations**

*No items to consider.*

**N. Other**

- 1. Head Start
  - a. Marion Wright – Head Start Administrative Assistant  
Effective March 15, 2016  
*Furlough*
- 2. Professional Contract:
  - a. Temporary Professional Employees who have been rated satisfactory at the conclusion of three years of service receive a Professional Employee Contract under the School Code. We have one (1) teacher recommended for the award of their Professional Contract.

Stephanie Hood-Cheifetz

**X. Other Matters for Consideration**

**A. BUSINESS SERVICES**

— STAN WISLER, CFO AND DIRECTOR

The Administration recommends approval of the Montgomery County School Entities 2016-17 Line Item Supply Bid Recommendations for Art Supplies, Custodial Supplies, General Supplies, Medical Supplies, and Copy Paper. The bids were opened on February 10, 2016 and the five bids include over 1,000 individual items that districts requested specific quantities from. The bid pricing is good through October 31, 2016. The bid award recommendations are attached.

**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 Penn Hills School District to provide stipend support for data submission for third year Cohort 1 teams for implementation of Project MAX on various dates beginning October 1, 2015 ending June 30, 2016 in the amount of \$1,500.00.



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To authorize the appropriate officers to enter into a contract agreement with Central Intermediate Unit 10 for contracted services for the Family Learning Conference on June 24 and 25, 2016 in the amount of \$14,239.00.

**D. PROFESSIONAL LEARNING**

— DR. DONNA GAFFNEY, DIRECTOR

REVENUE

To authorize the appropriate officers to enter into a professional development agreement with the School District of Springfield Township for the Montgomery County Intermediate Unit to support planning and provide instructional coaching for high school co-teaching teams from February 2016 to May 2016 in the amount of \$11,250.00.

To authorize the appropriate officers to enter into a professional development agreement with the North Penn School District for the Montgomery County Intermediate Unit to provide consultation on elementary science curriculum review from March 8 and June 8, 2016 at no cost to the district.

To authorize the appropriate officers to enter into a professional development agreement with the North Penn School District for the Montgomery County Intermediate Unit to provide a workshop on critical thinking and analysis in the content area classroom on June 14, 2016 in the amount of \$600.00.

To authorize the appropriate officers to enter into a professional development agreement with the Methacton School District for the Montgomery County Intermediate Unit to provide an elementary staff in-service program on core literacy instruction (shared reading and guided reading) on March 9, 2016 in the amount of \$900.00.

EXPENSES

To authorize the appropriate officers to enter into a contract agreement with Echoes and Reflections: Leaders in Holocaust Education to conduct a workshop on March 15, 2016 at no cost to the Montgomery County Intermediate Unit.

To authorize the appropriate officers to enter into a contract agreement with Dr. Andrea Honigsfeld to facilitate a workshop for the Montgomery County Intermediate Unit on Co-teaching: Collaborative Practices to Support ELLs on May 16,17, and October 25, 2016 in the amount of \$11,500.00.

To authorize the appropriate officers to enter into a contract agreement with LaVonna Roth, Inc. to provide a Brain-Powered Strategies workshop on April 21, 2016 in the amount \$4,500.00.

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

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Eric Ebert	AP Us Government & Politics: August 1-4, 2016	\$ 4,635.00
Vernon T. Gott, Jr.	AP Calculus AB: July 18-21, 2016	4,221.60
Diane Halm	AP English Language & Composition: August 1-4, 2016	4,992.75
Yu Bong Ko	AP Art History: July 18-21, 2016	4,215.00
Diane Krauss	AP English Literature: July 18-21, 2016	4,552.70
Claudia Michael	AP Studio Art Design: July 18-21, 2016	4,735.00
William L. Semus, Jr.	AP Calculus BC: August 1-4, 2016	4,118.75
Jill Westerlund	AP Computer Science: August 1-4, 2016	4,635.00
Jiang Yu	AP Physics 1: August 1-4, 2016	4,424.00

**E. STUDENT SERVICES**

— DR. LOIS ROBINSON, DIRECTOR

REVENUE

To authorize the appropriate officers to enter into a professional development agreement with The Pennsylvania Cyber Charter School and the Montgomery County Intermediate Unit to provide vision therapy from beginning January 13, 2016 in the amount of \$200 per hour.

EXPENSES

To authorize the appropriate officers to enter into a consultant contract for early intervention provider services between the providers listed below and the Montgomery County Intermediate Unit for the services, period and amounts listed:

Apidel Technologies February 1, 2016 to June 30, 2016	Speech/OT/PT; COTA; SLP/OP/PT for Age of Beginner; Group Rate SLP/OP/PT; PCA; Behavior Supervision Consultation	\$22-\$85 based on service provided
Cumberland Therapy February 15, 2016 to June 30, 2016	Speech/OT/PT; COTA; SLP/OP/PT for Age of Beginner; Group Rate SLP/OP/PT; PCA; Behavior Supervision Consultation	\$22-\$85 based on service provided
Sunrise therapy LLC February 15, 2016 to June 30, 2016	Speech/OT/PT; COTA; SLP/OP/PT for Age of Beginner; Group Rate SLP/OP/PT; PCA; Behavior Supervision Consultation	\$22-\$85 based on service provided
PSA Healthcare February 15, 2016 to June 30, 2016	LPN/RN Services	\$45 per hour

To authorize the appropriate officers to enter into a contract agreement with the Philadelphia Language Services, LLC to provide interpreter services in various languages from March 7, 2016 to June 30, 2016 in the amounts of \$55 an hour to \$70 an hour based on the service provided.

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**F. TECHNOLOGY SERVICES**

— GAIL KENNEDY, DIRECTOR

REVENUE

To authorize the appropriate officers to enter into a service agreement with the Villa Maria Academy High School for the Montgomery County Intermediate Unit to provide implementation and professional development with a Schoology Enterprise Subscription from July 1, 2016 to June 30, 2017 in the amount of \$5,450.00.

To authorize the appropriate officers to enter into a service agreement with the Unionville-Chadds Ford School District for the Montgomery County Intermediate Unit to provide PowerSchool Assessment from January 13, 2016 to June 30, 2016 in the amount of \$3,799.00.

EXPENSES

To authorize the appropriate officers to enter into a service agreement with Discovery Education with Single Sign On (SSO) Integration Service in the amount of \$1,000.00 allowing the Montgomery County Intermediate Unit to be a distributor.

To authorize the appropriate officers to enter into a service agreement with Schoology to provide a digital learning environment for the Villa Maria Academy High School from July 1, 2016 to June 30, 2017 in the amount of \$5,235.00.

**G. ADMINISTRATION**

— DR. BRADLEY C. LANDIS, ASSISTANT EXECUTIVE DIRECTOR

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

<b>POLICY #</b>	<b>TITLE</b>
716	Integrated Pest Management (New)
808	Food Services (New)

To acknowledge the first reading of the following policies which will be presented for approval at a future board meeting:

<b>POLICY #</b>	<b>TITLE</b>
218.1	Weapons (New)
317.1	Weapons (New)
705	Safety (New)
718	Service Animals (New)

**It was moved by Mullen, seconded by Scheuren, that the Intermediate Unit Board approve/ratify all items as listed above under VIII., IX. and X.A.C.D.E.F.G.1. Motion carried; all ayes. (Attachments VIII.C.1.; IX.A.1.; IXA.2.; IX.B.1.; X.A.1.; and X.G.1.)**

**XI. Persons Desiring to be Heard**

No one desired to speak.

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**XII. Adjournment**

The date of the next Intermediate Unit Board Meeting:

*Wednesday, April 27, 2016*

*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 7:24 p.m.**