

*Official Proceedings of the  
Montgomery County Intermediate Unit  
Board of Directors Meeting  
April 27, 2016*

The regular meeting of the Montgomery County Intermediate Unit Board of Directors was held on Wednesday, April 27, 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 7:25 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; Joseph Chmielewski; Thomas DiBello; Bill England; Leslie Finegold; Yuri Khalif; Ken Mullen; Carolyn Murphy; Janice Pearce; Lou Polaneczky; Joshua Stein; and W. Ronald Williams.

Absent: Stephen Bochner; Diane Cherico; Dr. Kerry Drake; Brenda Hackett; Dr. David Hakes; Holly Kisailus; Virginia Pollard; and Donna Scheuren.

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

Solicitor: Jeffrey T. Sultank, Esq.

Guests: Jon Alessi; Lynne Boro; Maria DeLuca; Sandy Edling; Dr. Brittany Lourea-Waddell; Jon Mall; Caitlin Navarro; Pam Preston; and Robert Toporek.

**I. Call to Order**

- A. Following the pledge of allegiance and roll call, President Polaneczky noted that there was an executive session prior to the start of the Board meeting to discuss legal and personnel issues.
- B. President Polaneczky asked if anyone present would like to address the Board. Robert Toporek, President/Founder of TeamChildren introduced himself to the MCIU Board. His organization, located in Audubon and run by volunteers, seeks to provide low cost, refurbished laptop and desktop computers to families, schools and organizations. He will be meeting with Dr. George in the coming weeks to further explain his organization's mission.
- C. 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.

**It was moved by Williams, seconded by Buri, that the Intermediate Unit Board appoint Joshua Stein, Esq., Abington School District, to fill the unexpired term of Michele Tinsman until June 30, 2016. Motion carried; all ayes.**

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**II. Approval of Minutes**

**It was moved by Buri, seconded by Chmielewski, that the Intermediate Unit Board approve the minutes of the March 23, 2016 meeting. Motion carried; 13 ayes; 0 nays; 8 absent; 1 abstain [Stein]. (Attachment II.A.)**

**III. Approval/Ratification MCIU Bills**  
*(Detailed list of bills are available)*

ITEM	PAGES	AMOUNT
March 2016	1-5	\$ 11,447,841.17
April 2016	6-7	\$ 1,405,434.84
<b>TOTAL</b>		<u>\$ 12,853,276.01</u>

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

Beginning Intermediate Unit Funds	\$ 52,934,665.81
Other Adjustment	\$ 0.00
Receipts:	
Revenue Received	<u>\$ 7,417,549.85</u>
Total Receipts	<u>\$ 7,417,549.85</u>
Total Receipts Plus Beginning Cash Balance	\$ 60,352,215.66
Less: Disbursements – March 2016 Checks	<u>\$ (15,009,176.09)</u>
Ending Intermediate Unit Funds per Books	<u>\$ 45,343,039.57</u>

**CASH ANALYSIS – MARCH 2016**

Money Market Accounts:	
Citizens Bank Depository	\$ 1,854,337.37
Citizens Bank Food Service	\$ 25,416.50
PA INVEST	\$ -
PLGIT	\$ 4,236,811.16
PSDLAF	\$ 6,353,842.54
TD Bank	<u>\$ 407,685.95</u>
Total Interest Bearing Accounts	<u>\$ 12,878,093.52</u>
Disbursement in Transit	\$ -
Deposit in Transit	\$ -
Disbursement Accounts – Outstanding Checks	\$ (535,053.95)
Investments	\$ 33,000,000.00
Cash Balance Per Bank	<u>\$ 45,343,039.57</u>

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

Beginning Balance	\$ 28,000,000.00
Purchases	\$ 5,000,000.00
Redemptions	\$ -
Ending Balance	<u>\$ 33,000,000.00</u>

Interest earned on investments is as follows:

Bank Account	Bank Account	
	Interest	CD Interest
PLGIT	\$ 1,065.09	\$ -
TD BANK	\$ 72.25	\$ -
PSDLAF	\$ 2,175.50	\$ 6,868.86
PA Investment - Pool 1	\$ -	\$ -
TOTAL	<u>\$ 3,312.84</u>	<u>\$ 6,868.86</u>

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

**VI. Communications**

A. Report of Judge of Ballots on the Intermediate Unit Budgets

Jeffrey Sultanic, Esq. (Judge of Ballots) reported that the ballots for budget approval were counted on April 26, 2016 and that each budget was approved in accordance with state law as detailed in the Summary of Findings of Budget Adoption for School Year 2016-2017 (Attachment VI.A.)

B. Report of MCIU Board Secretary

MCIU Board Secretary Maura Buri thanked Mr. Wisler for his recent budget presentation for the Upper Merion Area School District Board of Directors. Ms. Buri also reminded all board members of the Montgomery County Intermediate Unit Education Foundation annual Golf Outing scheduled for Monday, May 9<sup>th</sup> at Plymouth Country Club. Proceeds from this event helps support summer camp scholarships for children with special needs throughout Montgomery County.

**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**

**School to Community Based Competitive Employment Performance Grant**

Office of Business Services

3/1/16 – 9/30/16

**\$ 32,536**

To authorize the appropriate officers to approve the grant between the Pennsylvania Department of Education and the Montgomery County Intermediate Unit for the School to Community Based Competitive Employment Performance Grant for the terms of 3/1/2016 through 9/30/2016 in the amount of \$32,536.00. Additional information is attached.

**B. Initial Budgets**

**Montgomery County Intermediate Unit Act 89 Budget**

Office of Business Services

7/1/16 – 6/30/17

**\$ 11,826,861**

The Administration requests approval of the 2016/2017 Nonpublic School Services Act 89 Budget in the amount of \$11,826,861. This budget represents the cost of providing services to the approximately 113 nonpublic schools of Montgomery County. A summary of the budget is attached.

**C. Changes to Initial Budgets**

**Title I A Improving Basic Programs**

Office of Business Services

2015/2016

**\$ 113,036**

The Administration requests approval to accept the budget revision to adjust the 2015/2016 Title I A Improving Basic Programs in the revised amount of \$113,036, a decrease of \$12,234. Additional information is attached.

**Title II A Improving Teacher Quality**

Office of Business Services

2014/2015

**\$ 134,492**

The Administration requests approval of the Title II A budget in the amount of \$134,492 reflecting the revisions to the various account codes. A summary of the budget is attached.

**IDEA-B Revision to Budget**

Office of Business Services

7/1/2015-6/30/2016

**\$20,927,083**

The Administration requests approval of the IDEA-B budget in the amount of \$20,927,083 reflecting the revisions to the various account codes. A summary of the budget is attached.

**D. Budgetary Transfers**

*No items to consider.*

**IX. Personnel Matters**

— JACK HURD, DIRECTOR

**A. General**

1. To authorize the appropriate officers to enter into a contract agreement between the Montgomery County Intermediate Unit and the following district for the purpose of fingerprinting services at the rate of \$400/day:

<b>District</b>	<b>Number of Days</b>
Perkiomen School	1

**B. Conference Requests**

1. To approve two (2) out of state conference requests.

**C. Employment – Ratifications**

1. Professional Staff
  - a. Madeleine Cattuna – Long Term Substitute Teacher – EI Itinerant  
Recommended Salary - \$48,439 (B Step 1) prorated  
Effective Date – April 25, 2016  
*Replacement*
  - b. Gwen Chand – Long Term Substitute Vision Teacher  
Recommended Salary - \$62,595 (M+15 Step 1) prorated  
Effective Date – March 17, 2016  
*Replacement*
  - c. Caitlin Domanico – Long Term Substitute Teacher – EI Itinerant  
Recommended Salary - \$59,047 (M Step 1) prorated  
Effective Date – April 24, 2016  
*Replacement*
2. Head Start
  - a. Teaching Staff
    - 1) Thomas McCarty – Head Start Teacher  
Recommended Annual Salary - \$24,250 prorated  
Effective Date – March 28, 2016  
*Replacement*
  - b. Family Engagement Workers
    - 1) Camila Anderson – Head Start Family Engagement Worker  
Recommended Annual Salary - \$18,746 prorated  
Effective Date – April 11, 2016  
*Replacement*

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c. Assistant Teaching Staff

- 1) Carole Marine – Head Start Assistant Teacher  
Recommended Annual Salary - \$14,322 prorated  
Effective Date – April 4, 2016  
*Replacement*
- 2) Jayda Farley-Wilkinson – Head Start Assistant Teacher  
Recommended Annual Salary - \$14,322 prorated  
Effective Date – April 7, 2016  
*Replacement*

d. Program Aides

- 1) Shaza Hajhusein – Head Start Program Aide  
Recommended Annual Salary - \$5,443 prorated  
Effective Date – April 11, 2016  
*Replacement*
- 2) Victoria Moore – Head Start Program Aide  
Recommended Annual Salary - \$5,443 prorated  
Effective Date – March 29, 2016  
*Replacement*
- 3) Bukola Oluwole – Head Start Program Aide  
Recommended Annual Salary - \$5,443 prorated  
Effective Date – April 11, 2016  
*Replacement*

3. Pre-K Counts

a. Program Aides

- 1) Frances Rodriguez Pagan – Pre-K Counts Program Aide  
Recommended Annual Salary - \$5,864 prorated  
Effective Date – April 4, 2016  
*New*

**D. Change of Status – Ratifications**

1. Support Staff

a. Cindy Heckman

Change from Head Start Administrative Assistant to Early Learning Administrative Assistant  
Change Recommended Annual Salary from \$22,668.24 to \$33,012 prorated  
Effective Date – March 16, 2016  
*New*

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2. Pre-K Counts
  - a. Family Engagement Workers
    - 1) Geli Denisse Agurto-Zapata  
Change from Head Start Family Engagement Worker to Pre-K Counts  
Family Engagement Worker  
Change Recommended Annual Salary from \$20,188 to \$23,793 prorated  
Effective Date – February 8, 2016  
*New*

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

Assistant Teaching Staff  
Gabrielle Rosin – Effective April 4, 2016

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

*No items to consider.*

**G. Employment – Approvals**

1. Head Start
  - a. Program Aides
    - 1) Shaza Hajhusein – Head Start Program Aide  
Recommended Annual Salary - \$5,443 prorated  
Effective Date – April 11, 2016  
*Replacement*

**H. Change of Status - Approvals**

1. Administrative Staff
  - a. Jerilyn Reinking  
Change from Transportation Supervisor (A5) to Program Administrator, Support  
Services (A4)  
Change Recommended Salary from \$82,034 to \$94,800  
Effective Date – May 2, 2016  
*Replacement*

**I. Leave of Absence Requests**

1. Professional Staff  
Personal Leave (unpaid – with benefits FMLA)  
Maureen Kelly – Vision Support Teacher  
Effective Date – April 1, 2016
2. Support Staff  
Personal Leave (unpaid – with benefits FMLA)  
Michael Whisted - Technology Support Specialist  
Effective Date – February 8, 2016

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

1. Professional Staff
  - Personal Leave (unpaid – with benefits – FMLA)  
Stacy-Ann Donovan – Speech & Language Pathologist  
Effective Date – April 4, 2016

**K. Retirements**

1. Professional Staff
  - a. Jennifer Goldbloom – Educational Consultant  
Effective Date – July 2, 2016
  - b. Margaret Lutz – Teacher - MDS  
Effective Date - June 22, 2016
  - c. Carol Platt – Teacher – MDS  
Effective Date – June 22, 2016
  - d. Melanie Stefanatos – Teacher - Hearing Impaired  
Effective Date – June 18, 2016
  - e. Deborah Wehrung – Teacher – Vision Support  
Effective Date – June 16, 2016

**L. Resignations**

1. Administrative Staff
  - a. Tara Kelly – Program Administrator  
Effective Date – April 22, 2016  
*Other Employment*
2. Support Staff
  - a. Linda Bealer – Technology Support Specialist  
Effective Date – April 8, 2016  
*Other Employment*
  - b. Tanvi Desai – Federal Grant Specialist  
Effective Date – April 15, 2016  
*Personal*
  - c. Michael Whisted – Technology Support Specialist  
Effective Date – April 19, 2016  
*Personal*



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3. Head Start
  - a. Assistant Teaching Staff
    - 1) Ashley Allen – Head Start Assistant Teacher  
Effective Date – April 22, 2016  
*Personal*
    - 2) Karen Ricco – Head Start Assistant Teacher  
Effective Date – April 15, 2016  
*Personal*
  - b. Program Aides
    - 1) Victoria Moore – Head Start Program Aide  
Effective Date – April 13, 2016  
*Personal*

**M. Terminations**

*No items to consider.*

**N. Other**

1. Professional Staff
  - a. Jill Christopher  
Stipend of \$1,000 per month through June 30th for Teacher on Special Assignment for vacant Program Administrator position  
Effective Date – April 15, 2016

**X. Other Matters for Consideration**

**A. BUSINESS SERVICES**

— STAN WISLER, CFO AND DIRECTOR

To authorize the appropriate officers to enter into an agreement for Act 30 contracts with the following Private Residential Institutions (PRRIs) for the period of July 1, 2016 through June 30, 2017.

- |                                |                |
|--------------------------------|----------------|
| • Carson Valley Children's Aid | \$2,213,563.60 |
| • St. Gabriel's Hall System    | \$5,873,195.00 |

**B. NON-PUBLIC SERVICES**

— DR. KEN VOSS, DIRECTOR

*No items to consider.*

**C. PENNSYLVANIA TRAINING AND TECHNICAL ASSISTANCE NETWORK (PATTAN)**

— ANN HINKSON-HERRMANN, DIRECTOR

To authorize the appropriate officers to declare the attached list of equipment surplus/obsolete. MCIU will attempt to sell, recycle, or dispose of these items.

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EXPENSES

To authorize the appropriate officers to enter into contract agreements with the following to present at the Low Incidence Institute. The dates and amounts are listed below:

- |                      |                    |            |
|----------------------|--------------------|------------|
| • Dr. Lori Cook      | August 11-13, 2016 | \$2,810.00 |
| • Dr. Melissa Herzig | August 10-12, 2016 | 2,042.68   |
| • Jenna Voss         | August 9, 2016     | 1,310.00   |

To authorize the appropriate officers to enter into a contract agreement with Susan M. Bashinski for contracted services for the Family Learning Conference on June 24-25, 2016 in the amount of \$2,802.20.

To authorize the appropriate officers to enter into a contract agreement with Don Johnston for contracted services for three days of training time and two one hour Webinars for First Author Writing Curriculum and First Author Writing software to the PaTTAN staff on various dates in April and May in the amount of \$9,400.00.

To authorize the appropriate officers to enter into a contract agreement with Angela Gilbert to provide support to the Chester-Upland School District at the request of the Pennsylvania Department of Education Bureau of Special Education to provide leadership planning with district administrators and oversee the improvement of their special education programs and services on various dates beginning on April 18, 2016 through June 30, 2016 in the amount not to exceed \$18,000.00.

**D. PROFESSIONAL LEARNING**

— DR. DONNA GAFFNEY, DIRECTOR

REVENUE

To authorize the appropriate officers to enter into a professional development agreement with the North Penn School District and the Montgomery County Intermediate Unit for contracted services for Promoting Critical Thinking and Analysis of Text Through Questioning on July 11, 12, 20, 21, 2016 in the amount of \$3,600.00.

To authorize the appropriate officers to enter into a professional development agreement with the Curious Kids Preschool and the Montgomery County Intermediate Unit for contracted services for Teacher Observation Cycle and completion of PDE 82-1 on a semiannual/midyear and annual end of year on dates to be determined in the amount of \$950 per teacher.

To authorize the appropriate officers to enter into a professional development agreement with the Methacton School District and the Montgomery County Intermediate Unit for contracted services for elementary staff in-service on core instruction on April 22, 2016 in the amount of \$600.00.

To authorize the appropriate officers to enter into a professional development agreement with the North Penn School District and the Montgomery County Intermediate Unit for contracted

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services for KTO Staff Development and HEAT Training on various dates from June 2016 to March 2017 at no cost to the district.

To authorize the appropriate officers to enter into a professional development agreement with the School District of Upper Dublin and the Montgomery County Intermediate Unit for contracted services for various topics supporting differentiated instruction on April 26, 2016 in the amount of \$3,750.00.

EXPENSES

To authorize the appropriate officers to enter into a contract agreement with The College Board for consultant Dianna L. Frank to deliver a workshop on April 7, 2016 at no cost to the Montgomery County Intermediate Unit.

To authorize the appropriate officers to enter into a contract agreement with instructor Joseph S. Agolino, Jr. of Agolino Educational Services, Inc. to teach online courses on Classroom-Based Interventions for Students with Emotional and Behavioral Disorders. The dates and amounts are listed below:

- |                                 |            |
|---------------------------------|------------|
| • May 3, 2016-May 30, 2016      | \$2,700.00 |
| • June 2, 2016-June 25, 2016    | 2,700.00   |
| • June 27, 2016-July 22, 2016   | 2,700.00   |
| • July 25, 2016-August 20, 2016 | 2,700.00   |

To authorize the appropriate officers to enter into a contract agreement with Margaret Smith to provide professional development on the effective teaching practices to teachers K-6 and 7-12 on October 26-27, 2016 in the amount of \$7,400.00.

To authorize the appropriate officers to enter into a contract agreement with Richard Kiker. The online courses, dates and amounts are listed below:

- |  |                                |            |
|--|--------------------------------|------------|
| • Building Google Tools for Educations | July 1, 2016-July 31, 2016     | \$2,700.00 |
| • Multimedia in the Classroom          | July 1, 2016-July 31, 2016     | 2,700.00   |
| • Building Social Media for Educators  | August 1, 2016-August 31, 2016 | 2,700.00   |

**E. STUDENT SERVICES**

— DR. LOIS ROBINSON, DIRECTOR

REVENUE

To authorize the appropriate officers to approve the addendums to the 2015/2016 districts costs plans/services agreements between the districts listed below the Montgomery County Intermediate Unit. The addendum amounts listed below will be reflected in the final billing:

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- School District of Cheltenham Township \$9,525.00
- Lower Moreland Township School District 2,540.00
- Souderton Area School District 8,255.00

To authorize the appropriate officers to approve a Memorandum of Understanding between Bucks County Intermediate and the Montgomery County Intermediate Unit to provide IEP services to pre-school children. The services, dates, and amounts are listed below:

- EI Occupational Therapy – Individual Start date 2/1/2016 - ongoing \$92.00 for 45 minutes/week
- EI Itinerant Teacher Start date 3/19/16 to 6/30/16 \$186.00 for 45 minutes/week direct
- EI Occupational Therapy – Individual Start date 12/15/15 - ongoing \$92.00 for 30 minutes/every other week

EXPENSES

To authorize the appropriate officers enter into a consultant contract for early intervention provider services with Valley Family Therapeutics, LLC and the Montgomery County Intermediate Unit to provide Speech/OT/PT; SLP/OT for Age of Beginner; Group rate SLP/OT/PT; PCA; Behavior Supervision consultation in the amount of \$22-\$70 an hour based on services needed from 3/14/16 to 6/30/16.

**F. TECHNOLOGY SERVICES**

— GAIL KENNEDY, DIRECTOR

REVENUE

To authorize the appropriate officers to enter into a service agreement with the schools listed below and the Montgomery County Intermediate Unit to facilitate the provisions of the RWAN services for a period of July 1, 2016 through June 30, 2021 in the amount of \$1,155 per month per school (\$13,860 per year per school):

- Ancillae-Assumpta Academy
- The Carson Valley Children's
- Waldron Mercy Academy

To authorize the appropriate officers to enter into service agreements with the Agora Cyber Charter School and the Montgomery County Intermediate Unit. The services, date and amounts are listed below:

- PIMS Virtual Support – phone, email, Zoom – 20 hour service block 2/29/16 to 6/30/16 \$2,200.00

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• PIMS Data Quality Support	2/29/16 to 6/30/16	5,500.00
• PIMS Consultation Support	2/29/16 to 6/30/16	22,000.00
• PIMS Trainings – projecting 10 trainings	2/29/16 to 6/30/16	9,000.00
• PIMS Leadership to Client	2/29/16 to 6/30/16	10,000.00
• Technology Program Evaluation	3/1/16 to 6/30/16	8,000.00

EXPENSES

To authorize the appropriate officers to enter into service agreements with the Chester County Intermediate Unit and the Montgomery County Intermediate Unit for assistance with the installation of DDoS mitigation software in the amount of \$1,100.00 and for PIMS consultation support in the amount of \$450/day.

To authorize the appropriate officers to enter into a service agreement with PAIUnet Consortium contract for internet services beginning July 1, 2016 through June 30, 2017 in the amount of \$1,500 per month.

**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>
218.1	Weapons (New)
317.1	Weapons (New)
705	Safety (New)
718	Service Animals (New)

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

<b>POLICY #</b>	<b>TITLE</b>
246	Student Wellness (New)

**It was moved by Williams, seconded by Chmielewski, 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.A.1., B.1., C.1.2.3.; IX.B.1.; X.C.1.; and X.G.1.)**

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, 2016 through June 30, 2017 as per the attachment (no change from previous year.)

**It was moved by Williams, seconded by England, that the Intermediate Unit Board approve all items as listed above under X.G.3. Motion carried; all ayes. (Attachment X.G.3.)**

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**XI. Persons Desiring to be Heard**

No one desired to speak.

**XII. Adjournment**

The date of the next Intermediate Unit Board Meeting:

*Wednesday, May 25, 2016*

*5:30 p.m. – Reception for Retirees*

*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.**