

*Official Proceedings of the
Montgomery County Intermediate Unit
Board of Directors Meeting
May 27, 2015*

The regular meeting of the Montgomery County Intermediate Unit Board of Directors was held on Wednesday, May 27, 2015, in the Montgomery County Intermediate Unit Main Office Building, 2 West Lafayette Street, Norristown, Pennsylvania.

President Louis Polaneczky called the meeting to order at 7:27 p.m. Following the pledge of allegiance, Maura Buri, Board Secretary, called the roll. Attendance was as follows:

Intermediate Unit Board: Lynn Bigelow; Maura Buri; Joseph Chmielewski; Leslie Finegold; David Hakes; Holly Kisailus [phone]; Ken Mullen; Janice Pearce; Virginia Pollard; Lou Polaneczky; Rick Rabinowitz; William Scott; Michele Tinsman; and Ron Williams.

Absent: Sherri Becker; Stephen Bochneak; Marcus Delgado; Thomas DiBello; Yuri Khalif; Carolyn Murphy; James Phillips; and Donna Scheuren.

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

Solicitor: Kyle Berman, Esq.

Guests: Ashley Berger; Dr. Mary Rita Cleary; Maria DeLuca; Sandy Edling; Jonathan Mall; Caitlin Navarro; and Melissa Newpher.

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 asked if anyone present would like to address the Board. No one desired to speak.

II. Approval of Minutes

- A. Meeting of Wednesday, April 22, 2015.

III. Approval/Ratification of MCIU General Fund Bills

(Detailed list of bills are available)

ITEM	PAGES	AMOUNT
April 2015	1-5	\$4,123,081.83
May 2015	6	<u>\$707,816.43</u>
TOTAL		\$4,830,898.26

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IV. Combined Financial Reports – April 2015

Beginning Intermediate Unit Funds		\$34,252,609.13
Other Adjustment		(\$951.97)
Receipts:		
Revenue Received	\$6,457,790.77	
Total Receipts	<u>6,457,790.77</u>	<u>\$6,457,790.77</u>
Total Receipts Plus Beginning Cash Balance		\$40,709,447.93
Less: Disbursements – April 2015 Checks		<u>(\$5,069,721.31)</u>
Ending Intermediate Unit Funds per Books		<u><u>\$35,639,726.62</u></u>

CASH ANALYSIS – APRIL 2015

Money Market Accounts:

Citizens Bank Depository	\$1,856,401.59	
Citizens Bank Food Service	\$24,093.50	
PA INVEST	\$53,895.92	
PLGIT	\$184,442.07	
PSDLAF	\$9,991,858.64	
TD Bank - Depository	<u>\$664,830.89</u>	
Total Interest Bearing Accounts		\$12,775,522.45
Disbursement in Transit		\$0.00
Deposit in Transit		\$0.00
Disbursement Accounts – Outstanding Checks		(\$379,795.99)
Investments		\$25,244,000.00
Cash Balance Per Bank		<u><u>\$35,639,726.62</u></u>

V. Investment of Funds – April 2015

Beginning Balance		\$25,244,000.00
Purchases		\$0.00
Redemptions		<u>(\$2,000,000.00)</u>
Ending Balance		<u><u>\$23,244,000.00</u></u>

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Interest earned on investments is as follows:

INTEREST EARNED - APRIL 2015

Bank Account	Bank Account Interest	CD Interest
PLIGIT	\$0.16	\$0.00
TD Bank	\$87.42	\$0.00
PSDLAF	\$0.00	\$1,950.68
PA Investment - Pool 1	\$4.36	\$0.00
TOTAL	<u>\$91.94</u>	<u>\$1,950.68</u>

VI. Communications

There were no items to report.

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

1. Office of Non-Public Services

7/1/15-6/30/16

\$11,545,430

Funded through the State Act 89 funds the Non-Public Services budget for 2015-2016 totals \$11,545,430.00. A summary budget is included for reference. There are approximately 113 Non-Public schools who are eligible to receive remedial math, remedial reading and speech services through the Montgomery County Intermediate Unit.

C. Changes to Initial Budgets

No items to consider.

D. Budgetary Transfers

No items to consider.

It was moved by Scott, seconded by Hakes, that the Intermediate Unit Board approve the above initial budget. Motion carried; all ayes. (Attachment VIII.B.1.)

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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 Frontline/AESOP to provide online attendance tracking and sub-finder services at an annual subscription rate of \$9,237.50 plus a one-time startup cost of \$2,000.00.
2. To approve Charlotte Babinski as a Volunteer Induction Professional (VIP) for Rebecca Landreth at the rate of \$700 for the one year induction process.
3. To approve Diane Ambler as a Volunteer Induction Professional (VIP) for Molly Luke at the rate of \$700 for the one year induction process.
4. To approve Rebecca McQuoid as a Volunteer Induction Professional (VIP) for Lauren Zlotnick at the rate of \$700 for the one year induction process.
5. To approve four (4) out of state Conference requests.

B. Employment – Ratifications

1. Human Resources
 - a) Ashley Berger – Personnel Coordinator
Recommended Annual Salary – \$54,200 (CTC2) prorated
Effective Date – May 14, 2015
Replacement
2. Student Services
 - a) Susan Pernice – EI Occupational Therapist
Recommended Annual Salary - \$61,047 (M step 2) prorated
Effective Date – May 27, 2015
Additional Staff Need

C. Change of Status – Ratifications

No items to consider.

D. Additions to 2014-2015 Approved Substitute Lists – Ratifications

No items to consider.

E. Remove from 2014-2015 Approved Substitute Lists

No items to consider.

F. Employment – Approvals

1. Student Services
 - a) Rebecca Landreth – EI Case Manager
Recommended Annual Salary - \$69,780 (M+30 step 3) prorated
Effective Date – July 6, 2015
Additional Staff Need
 - b) Ashley Lee – EI Case Manager
Recommended Annual Salary - \$66,595 (M+15 step 3) prorated
Effective Date – To be Determined
Additional Staff Need
 - c) Kelsey Dunn – EI Speech & Language Pathologist
Recommended Annual Salary - \$59,047 (M step 1)
Effective Date – July 6, 2015
Additional Staff Need
 - d) Lindsey Lichtenstein – EI Speech & Language Pathologist
Recommended Annual Salary - \$59,047 (M step 1)
Effective Date July 6, 2015
Additional Staff Need
2. PaTTAN
 - a) Deborah Parra – Secretary
Recommended Annual Salary - \$41,000 (SS2) prorated
Effective Date – June 29, 2015
Replacement

G. Change of Status - Approvals

1. Student Services
 - a) Missy Newpher
Change from Teacher on Assignment to Program Administrator, Related Services
contingent on approval of PDE for Type 01 Emergency Certification
Recommended Annual Salary - \$98,000
Effective Date – July 1, 2015
New Position/Reclassification
 - b) Patrice Semicek
Change from 194 days to 200 days at the per diem rate for 2014-15 to provide
professional development activities as requested by school districts.
 - c) Stephanie Schwab
Change from 194 days to 199 days at the per diem rate for 2014-15 to provide
professional development activities as requested by school districts.

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H. Leave of Absence Requests

1. Nonpublic Services
FMLA (unpaid - with benefits)
 - a) Michelle Wilson – Remedial Teacher
Effective Date – April 27, 2015

2. Student Services
Sabbatical Leave (paid ½ salary - with benefits)
 - a) Lauren Kazmierczak – Case Manager
Effective Date – April 21, 2015 – October 21, 2015

3. PaTTAN
FMLA (unpaid - with benefits)
 - a) Donna Salkin – Educational Consultant
Effective Date – May 4, 2015

I. Return from Leave of Absence Requests

No items to consider.

J. Retirements

1. Nonpublic Services
 - a) Nancy Myers - Supervisor
Effective Date – June 30, 2015

2. PaTTAN
 - a) Delores Lawson - Secretary
Effective Date – September 1, 2015

 - b) Leann Weinberger – Educational Consultant
Effective Date – June 30, 2015

K. Resignations

No items to consider.

L. Terminations

No items to consider.

M. Other

1. Student Services
 - a) Molly Luke – EI Itinerant Teacher
Change Recommended Salary from \$48,439 (B step 1) to \$49,930 (B+24 step 1)
Effective Date – May 4, 2015
Correction

X. Other Matters for Consideration

A. BUSINESS SERVICES

— STAN WISLER, CFO AND DIRECTOR

To authorize the appropriate officers to enter into a service agreement for the ACCESS Program between the Montgomery County Intermediate Unit and the School Districts listed below with the district reimbursing the Montgomery County Intermediate Unit on a bi-annual basis at an amount equal to 8% of the ACCESS dollars:

- School District of Jenkintown
- Lower Moreland Township School District
- Methacton School District

To authorize the appropriate officers to enter into a service agreement between the Montgomery County Intermediate Unit and the Pottsgrove School District for medical practitioner review/authorization of paperwork for the school based ACCESS program at an annual cost of \$2,110.00.

To authorize the appropriate officers to enter into a service agreement between the Montgomery County Intermediate Unit and North Montco Technical Career Center for payroll administrative services in the amount of \$6,125 for the period of May 1, 2015 until June 30, 2015 and an annual amount of \$26,260 for the period of July 1, 2015 through June 30, 2016.

To authorize the appropriate officers to enter into a service agreement between the Montgomery County Intermediate Unit and Spring-Ford Area School District to provide assistant business manager services in the amount of \$400.00 a day from April 7, 2015 to June 30, 2015.

To authorize the appropriate officers to accept the 2015-2016 student accident/football insurance quotations. Quotes were solicited from fourteen (14) vendors to provide pricing for student accident and football insurance for the 2015-2016 school year on a county-wide basis. Quotes were received from two (2) vendors and the details of their proposals are on the attached document. This information will be distributed to the county school districts for their use.

B. NON-PUBLIC SERVICES

— DR. KEN VOSS, DIRECTOR

No Items to Consider

C. PENNSYLVANIA TRAINING AND TECHNICAL ASSISTANCE NETWORK (PATTAN)

— ANN HINKSON-HERRMANN, DIRECTOR

No Items to Consider

D. PROFESSIONAL LEARNING

— DONNA GAFFNEY, DIRECTOR

To authorize the appropriate officers to ratify a professional development service agreement between the Montgomery County Intermediate Unit and Imhotep Institute Charter High School at an estimated amount of \$16,200.00 for conducting the preparation and administrating of the Keystone testing.

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To authorize the appropriate officers to ratify a professional development service agreements between the Montgomery County Intermediate Unit and School District Cheltenham Township at an estimated amount of \$5,700.00 for math content professional development for grade 5 and grade 6 teachers and math specialists.

To authorize the appropriate officers to ratify a professional development service agreement between the Montgomery County Intermediate Unit and Lower Merion School District at an estimated amount is \$600.00 for peer coaching/co-teaching.

To authorize the appropriate officers to ratify a professional development service agreement between the Montgomery County Intermediate Unit and Pottstown School District at an estimated amount of \$1,200.00 for training on "How To Differentiate Instruction to Meet the Needs of Advanced Learners."

To authorize the appropriate officers to ratify a professional development service agreement between the Montgomery County Intermediate Unit and Methacton School District at an estimated amount of \$4,500.00 for a training "Understanding Assessment and Data Use."

To authorize the appropriate officers to ratify a professional development contract agreement between the Montgomery County Intermediate Unit and Demetra J. Haines and Richard Stanley Parkin in the amount of \$7,600.00 for conducting the preparation and administrating of the Keystone testing to Imhotep Charter School.

To authorize the appropriate officers to ratify a letter of agreement with the School District of Cheltenham Township to participate in the Montgomery Virtual Program (MVP) Credit and Recovery/Accelerate Virtual Summer School Programs.

E. STUDENT SERVICES

— DR. LOIS ROBINSON, DIRECTOR

To authorize the appropriate officers to ratify the district costs plans/service agreements between the Montgomery County Intermediate Unit and the districts listed below to provides special education services in the amount listed for the 2015-16 school year. Final billing will be based on actual services provided to the districts.

Colonial School District	\$1,092,751.03
School District of Cheltenham Township	1,793,652.57
Hatboro-Horsham School District	334,598.04
School District of Jenkintown	241,187.75
Methacton School District	510,386.92
Perkiomen Valley School District	564,107.92
Pottsgrove School District	439,861.78
School District of Springfield Township	68,319.04
Upper Perkiomen School District	165,011.62

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To authorize the appropriate officers to ratify a contract between the Montgomery County Intermediate Unit and Onward Healthcare to provide speech, occupational and physical therapy services at the rates of \$70 and \$60 per hour for Certified Occupational Therapy Assistants from April 6, 2015 through June 30, 2015.

To authorize the appropriate officers to ratify a contract between the Montgomery County Intermediate Unit and Dotlen Academy to provide personal care assistants at the rate of \$20 per hour from March 9, 2015 through June 30, 2015.

F. TECHNOLOGY SERVICES

— GAIL KENNEDY, DIRECTOR

To authorize the appropriate officers to ratify a service agreement between the Montgomery County Intermediate Unit and Spring-Ford Area School District. The MCIU will assist the district staff with training and strategy for monitoring school district network infrastructure. The term will be from April 13, 2015 until June 30, 2015 in the amount of \$2,850.00.

To authorize the appropriate officers to ratify a service agreement between the Montgomery County Intermediate Unit and the schools listed below for Discovery Education Streaming Plus package for the term of July 1, 2015 until June 30, 2016. The estimated amount is listed below:

• Bryn Athyn Church School	\$ 634.50
• Ancillae-Assumpta Academy	1,052.80
• Baldwin School	740.25
• The Haverford School	2,115.00
• Perkiomen Valley School District	10,991.50

To authorize the appropriate officers to ratify a service agreement between the Montgomery County Intermediate Unit and the schools listed below for Discovery Education Streaming basic package for the term of July 1, 2015 until June 30, 2016. The estimated amount is listed below:

• Colonial School District	\$ 4,943.40
• Methacton School District	5,222.70
• Pathway School	169.00
• Penn View Christian School	508.30
• Wissahickon School District	4,224.15

To authorize the appropriate officers to ratify the eRate service agreement between the Montgomery County Intermediate Unit and the districts listed below for the term of July 1, 2015 to June 30, 2016:

- Spring-Ford Area School District - \$3,000.00 per eRate application
- Tredyffrin/Easton School District (14/15) - \$1,000.00 per eRate application
- Wissahickon School District - \$3,000.00 per eRate application

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To authorize the appropriate officers to ratify a service agreement between the Montgomery County Intermediate Unit and Colonial School District for two PowerSchool support blocks in the amount of \$7,500.00.

To authorize the appropriate officers to ratify an Internet Services agreement between the Montgomery County Intermediate Unit and the entities listed below:

- Central Montco Technical High School \$ 9,352.75
- School District of Cheltenham 18,954.75
- Colonial School District 15,354.75
- Spring-Ford School District 24,354.75

To authorize the appropriate officers to ratify a professional development contract agreement between the Montgomery County Intermediate Unit and the individuals listed below to present workshops:

- Karen Fiorillo \$ 500.00
- Amy Marie Cantymagli 1,000.00
- Dianne Krause 1,000.00

To authorize the appropriate officers to ratify a license renewal agreement between the Montgomery County Intermediate Unit and Schoology for license renewal for Pottsgrove School District in the amount of \$4,500.00.

G. ADMINISTRATION

— DR. BRADLEY C. LANDIS, ASSISTANT EXECUTIVE DIRECTOR

To request approval of the proposed list of 2015-2016 Intermediate Unit Board Meeting dates.

It was moved by Scott, seconded by Williams, that the Intermediate Unit Board approve/ratify all items as listed above under II., III., IV., V., IX., and X. Motion carried; all ayes. (Attachments II.A., IX.A.5., X.A.5., and X.G.1.)

XI. Persons Desiring to be Heard

No one desired to speak.

XII. Adjournment

The date of the next Intermediate Unit Board Meeting:

Wednesday, June 24, 2015

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 7:50 p.m.