

MINUTES

DELAWARE COUNTY INTERMEDIATE UNIT BOARD OF DIRECTORS Information Session

May 4, 2022

The Information Session of the Delaware County Intermediate Unit Board of Directors was called to order by President Edward Cardow. The meeting took place at the Delaware County Intermediate Unit (DCIU) located at 200 Yale Avenue, Morton, PA 19070. Some Board Members participated in-person (IP) and others participated virtually (V). Present for the meeting, in addition to Edward Cardow (IP) were: Hillary Fletcher (IP), Edward Harris (IP), Barbara Harvey (V), Joi Hopkins (V), Tracy Karwoski (IP), Lawrence Kutys (IP), Christine McMenamin (IP), Rachel Mitchell (V), Sheree Monroe (IP), Bradley Moore (IP), Colleen Powell (IP), and Margie Rovinski. Michael Puppio, Esq. of Raffaele Puppio was present for the Executive Session. In addition, Mr. Puppio and members of the Intermediate Unit staff were present for the Information Session.

Executive Session

Prior to the Information Session, an Executive Session was held from 6:00 p.m. to 7:15 p.m.

Information Session

Mr. Cardow called the Information Session to order at 7:24 p.m.

Report from Head Start Representative

Jennie Prochorenko-Stadelberger, Assistant Director for Student Services for Early Childhood Education (ECE), provided the Head Start report on behalf of Ms. Malik Mshinda, Policy Council.

We reviewed and voted on the following items:

- Early Head Start Childcare Partnership Continuation grant application for fiscal year September 1, 2022 to August 31, 2023.
- Early Head Start Child Care Partnership contracts for 2022-2023 program year (September 1, 2022 to August 31, 2023) Apple Pie, Children's Garden, Smart from the Start
- Purchase 990 licenses from Child Plus software from July 1, 2022 to June 30, 2023
- Contract with Greater Bethel Temple, Inc. to provide van transportation service for twenty-six (26) students from September 1, 2022 to June 30, 2023
- Agreement with Kids Smiles to provide free dental screenings and parent education workshops to Early Head Start and Head Start children and families from August 1, 2022 to June 30, 2024.
- Partnership between DCIU Head Start and DCIU Early Intervention Programs to work collaboratively for students in need of Head Start and/or Early Intervention services beginning July 1, 2022 through June 30, 2024.

- Renewal membership in National Head Start Association from July 1, 2022 to June 30, 2023 at a cost of \$2,543.
- Memorandum of Agreement with Early Learning Resource Center, Region 15 (“ELRC”) from July 1, 2022 to June 30, 2024
- Early Head Start Child Care Partnerships Cost of Living Adjustment (COLA - \$34,123) and Quality Improvement Funds (\$10,000) available for fiscal year 2022.
 - Head Start (\$154,611) and Early Head Start (\$27,299) Cost of Living Adjustment (COLA) and Head Start (\$28,520) and Early Head Start (\$5,725) Quality Improvement Funds available for fiscal year 2022. Total Funding in the amount of \$216,155.
 - Employee Retention Program (ERP) Memorandum of Understanding between the Board of Directors of the Delaware County Intermediate Unit #25 and Early Head Start/Head Start Policy Council and United Child Care Union (NUHHCE/AFSCME, AFL-CIO)
 - Corrective Action Plan to address deficiency - professional development in place for half days:
 - April 22 –Mental Health Consultant/ EAP for Staff Wellness Information, Standards of Conduct, Vector PA Act 126 Part 1 Child Abuse and Mandatory Reporting
 - April 29 – Pyramid Training Refresher/Behavioral Strategies and PBIS Review and Vector De-escalation Techniques
 - May 6 - Vector PA Act 126, Part 2 Educator Discipline Act, Sexual Misconduct and Maintaining Professional Boundaries
 - June 3 - Staff Wellness - Delco Phit

Report from DCTS Student Representative

Student representative, Maxine Rothstein, provided the following update on the Delaware County Technical High Schools (DCTS).

DCTS students in our School of Health and Biosciences programs traveled to Valley Forge to compete in the HOSA Future Health Professionals PA State Leadership Conference! Congratulations to our 1st, 2nd, and 3rd place winners! This year, 408 students from DCTS have participated in local HOSA sponsored activities and competitions. DCTS had 90 students compete at states.

Students from Emergency Protective Services, Health Sciences and Medical Careers had an opportunity to hear a presentation from Cooper University Healthcare Flight Nurse Shayne Bierman. Students were able to learn about what it takes to be a Flight Nurse or Flight Paramedic and asked a variety of questions about these careers.

DCTS students traveled to Hershey, PA to compete in the SkillsUSA state level competition! Congratulations to our medalists for this year! Our cooperative education students are doing a great job at different work sites and getting hands-on experience. Bryan Ardiles is enrolled in our Electrical Construction Technology program and is doing his co-op experience with PJ’s

Electric. Bryan is also a student at Ridley High School. PJ's Electric LLC is owned by Phil Rossano who completed our Electrical program in 2017 and was also a co-op student. It's good to see a DCTS alumni who is willing to help a current student get off to a good start.

Another Co-Op student, Ben Voss, who is enrolled in our HVAC/Plumbing program which is located at our Aston campus for being featured in Garnet Valley Living - Best Version Media this month. Ben is also a student at Garnet Valley High School and is doing his co-op experience Dream Team - Plumbing Electric Heating Cooling.

All graduating seniors who have completed the required technical skills in their program will take the NOCTI assessment at the end of April 2022. The NOCTI is a skill performance assessment and a written knowledge assessment used to identify the student's skill level in the key areas of a technical program. Results of the assessment will become a part of the student's permanent school record and is often requested during interviews and by post-secondary education programs. Students who score exceptionally well will be awarded the Pennsylvania Skills Certificate, issued by the Governor of Pennsylvania. Over 90 industry professionals will be assisting DCTS in the administration of the performance assessment and evaluation of the technical skills of our students.

Each year in May, DCTS recognizes our seniors in a formal ceremony. We are excited to return to Neumann University for this event this year. The DCTS Senior Recognition Ceremony will be held on Tuesday, May 24, 2022 at 6 pm at Mirenda Center, Neumann University, 501 Convent Rd, Aston, PA.

Report from DCIU Student Representative

Student representative, John Toriello, reported on the following happenings in the Department of Student Services.

During the month of March TCA enrolled eight new students into the program.

TCA teacher Teresa Magrann will be honored by the Franklin Mint Credit Union on April 21st as the teacher of the year for the DCIU. Teresa consistently goes above and beyond her duties as the lead teacher of the TCA program.

TCA students continue to earn positive rewards such as gift cards, snacks, game time, or ordering lunch from a local restaurant. Students earn school store points for positive behavior in the classroom, then cash in their school store points for positive reinforcements.

TCA students are gathering their artwork and word working project for an upcoming art show at TCA in May.

In addition, the hearing department is pleased to announce that teacher of the deaf, Lauren Glova, has achieved certification as a Listening and Spoken Language Specialist. This is a three to five-year certification process and only around 1,000 professionals in the world have achieved this status. There are now five staff members at DCIU with this title

Sharing Talent and Recognizing Service (STARS)**Susan Carr and Michelle Kuc, DCTS (nominated by Sheree Monroe)**

I wanted to let Susan and Michelle to know how grateful I am for them spending time talking to my son about career and technical school. They were patient, kind, generous with their time and professional when giving a presentation to my son regarding the Delaware County Technical Schools, its various programs and all it has to offer for my son and all students within Delaware County. They explored his interests and talked about possible careers. They also made him feel comfortable enough to ask questions, gave him great recommendations, and even encouraged him to go spend some time with his uncle, who is an engineer, to learn more about that field. Both my son and I appreciated the time they spent with him; they were truly very helpful.

Monica Quinn, Maureen Morris, Michelle Anderson, Joanne Mallon, Kim Eckler, Rachel Lemma, Sheri Coutant, Michelle Lydon, Alyssa Croulet, Renee Trader, Szilvia Mathe-Puckey (nominated by Dr. Esther Bubb)

Monica Quinn, Maureen Morris, Michelle Anderson, Joanne Mallon, Kim Eckler, Rachel Lemma, Sheri Coutant, Michelle Lydon, Alyssa Croulet, Renee Trader, and Szilvia Mathe-Puckey are EI staff who all volunteered to become certified Safety Care Trainers. Safety Care teaches incident prevention, minimization, and management, and physical safety and is most often used to prevent and deescalate challenging behaviors. Michelle Anderson and Monica Quinn have extended their trainer certification by also becoming certified as Safety Care for Families trainers. Safety Care trainers are required to complete a 3-day initial training, provide a minimum number of initial and recertification Safety Care trainings annually, and attend recertification training annually. By becoming certified as Safety Care trainers, our trainers, which include service coordinators, classroom teachers, itinerant teachers, speech and language pathologists, social workers, and administrative assistants, have demonstrated not only their commitment to DCIU and EI, but also to ensuring the safety of students, families, stakeholders, and themselves.

Ed Jasper (STAFF) James Hewitt (student) Brendan Prang (Student) Aiden Pierce (Student) (nominated by Tracey Wise)

I would like to take the opportunity to recognize Ed Jasper and his MEC Maintenance Dream Team. The three students are very interested in learning about cleaning Marple and the skills it takes to become part of the maintenance staff. Jasper is a personal care assistant in our program and a part time maintenance staff member in the evening. He began mentoring and coaching the boys and at 2:00 a few days a week they assist in trash pickup and other skills that our maintenance staff are required to perform. They completed applications and have to “call out” prior to 1:00, as well as continue with their positive behavior. This “job” has been an amazing asset for each student. Not only are they learning skills for independency, but they have an amazing role model to look up to each and every day. We have seen a decrease in behaviors from each student and an increase in class participation, peer help and support and all-around positive choices being made.

Kevin Ho (OPTIONS student) and Brian Jennings (OPTIONS staff) (nominated by Sonya Korinth and Lisa Muss)

Kevin Ho, a student at Upper Darby High School, and Brian Jennings, a site trainer at the Morton location, have teamed up to collaborate on creating an aesthetically appealing social

media platform. They have researched creative tools to use as well as worked with DCIU staff to ensure the website and social media pages are aligned with DCIU standards. They have innovatively created a website to help keep customers informed of the Thrift Store hours of operation as well as other pertinent information.

Student Board Representatives (nominated by the Board of Directors)

Maxine Rothstein (Haverford High School)-DCTS

Maurice Smith (Adult OPTIONS)

John Toriello (Adult OPTIONS)

Jonathan Sacerdote (Chester Upland) - Emotional Support-TCA

Samuel Carp (Wallingford Swarthmore) – Hearing Program

Mia Tran (Rose Tree Media) – Hearing Program

Skylar Zoba (Garnet Valley) - OPTIONS/Vision

Caleb Young (Wallingford Swarthmore) – Hearing Program

Sean Williams-Flyn- Emotional Support-TCA

Each month, you brought valuable information and updates related to your educational program and gave a wonderful report to the Board and those in attendance at the board meetings. You were prepared and presented your comments thoughtfully and clearly. We commend you for your hard work, the leadership experience you've gained, the valuable public speaking skills you obtained and for your ability to communicate and network with adults and professionals present at each meeting. We thank you for your commitment to fulfilling your student representative role, for your time and effort, and for your wonderful attitude.

DCTS Culinary Arts Program at TCA, Aston and Folcroft (nominated by the DCIU Board of Directors)

Presented by: Dr. Stephen Butz

Represented by Chef Michael Fedeli and assistant teacher Janice Goodworth at Folcroft and senior students:

Faith Cannon, Haverford High School

Raniyah Curtis, Academy Park High School

Anneliese Haines, Garnet Valley High School

Fatema Kamal, Upper Darby High School

Logan Moore, Haverford High School

Da'Myah Ware, Academy Park High School

Chef John Maier and assistant teacher Betty Lou Douglas from the Aston campus and senior students:

Vanessa Warren, Ridley High School

Emma Mahaffey, Penncrest High School

And Chef Mike Cruice and assistant teacher Kate Petkovic and students:

Richard Reason, 9th grade, Chester Upland and Mya Palmer, 10th grade

Upper Darby

The Board of Directors would like to thank you for providing such wonderful meals for the monthly board meetings. It is obvious that a great deal of hard work, time and effort went into the preparing, cooking and presenting of the food. The commitment and dedication of the staff

coupled with the students' positive attitudes, willingness to learn, ability to execute what they learned, and hard work have not gone unnoticed. We commend both the DCTS staff and students at the Aston, Folcroft and TCA campuses for the quality, hands-on training, as well as the relevant course work provided to help prepare our students for careers in the culinary arts. Students are gaining valuable, practical experience and life lessons, as well as getting a head start in their career. The Board commends you all, is proud of your accomplishments, wish you all continued success in your program and in your future, and thank you for all you've done this year.

Facilities Committee – April 13, 2022

The following board members were present for the Facilities Committee Meeting: Ed Cardow, Hillary Fletcher, Ed Harris, Barbara Harvey, Tracy Karwoski, Dr. Kristin Larsen, Rachel Mitchell, Sheree Monroe, and Colleen Powell. Bradley Moore attended the meeting virtually. Also present for the meeting were the following DCIU Staff Members: Dr. Maria Edelberg, Dr. Kevin Kane, Dr. Stephen Butz, Dr. Joyce Mundy, Jason Glass, Brian Keiser, Frank Salerno, Andrew Busch, and Ed Norris. Also present for the meeting were Ernie Angelos, Esq.; Don Main from Marotta Main Architects; Brian Bradley, Dan O'Brien, and Mike Lillys from RBC Capital Markets; as well as Tim Anderson from Taylor English.

Ms. Powell, Chair of the Facilities Committee, reported on the following items from the meeting.

Folcroft Project – Contracting Options:

Don Main from Marotta Main Architects presented four contracting options for the board's consideration as we decide how to best proceed with the Folcroft project. Each of the four methods were presented with possible pros and cons related to each.

- **Competitive Bidding** – Design – Bid – Build approach requiring at least four prime contractors, all of which are awarded to the lowest responsible bidder.
- **Cooperative Purchasing Programs** – Design – Purchase – Build approach typically used for smaller, targeted products and/or systems. Often allows continuity of products/systems throughout the district, such as cameras, access systems, and kitchen equipment.
- **Request for Proposal (RFP) Procedure through the Guaranteed Energy Savings Act** – Using GESAs, separation of contracts is not required and vendor selection is made through an RFP process. HVAC, Electrical, Plumbing and Architectural building components needed to support MEP may be contracted using this method.
- **“Hybrid Approach”** – a combination of two or more of the above contracting methods

A Model Responsible Contractor Ordinance and Resolution was circulated and discussed among the board members present.

The Facilities Committee recommended that a follow-up discussion be held at the May Facilities Committee meeting.

Finance Committee – April 13, 2022

The following board members were present for the Finance Committee Meeting: Ed Cardow, Hillary Fletcher, Ed Harris, Barbara Harvey, Tracy Karwoski, Dr. Kristin Larsen, Rachel

Mitchell, Sheree Monroe, and Colleen Powell. Bradley Moore attended the meeting virtually. The following DCIU Staff Members were present: Dr. Maria Edelberg, Dr. Kevin Kane, Dr. Stephen Butz, Dr. Joyce Mundy, Jason Glass, Brian Keiser, Frank Salerno, Andrew Busch, and Ed Norris. Also present for the meeting were Brian Bradley, Dan O'Brien, and Mike Lillys from RBC Capital Markets, as well as Tim Anderson from Taylor English.

Mr. Harris, Chair of the Finance Committee, with assistance from Mr. Norris, Chief Financial and Operations Officer, reported on the following items from the meeting.

Folcroft Project Financing

Tim Anderson, as bond counsel, provided a detailed breakdown of the financing mechanics of the transactions associated with the 2013 bond issue; 2021 bond refunding; and potential 2022 bond issue, which would be done to finance the planned renovations at Folcroft. The parameters resolutions that the DCIU and DCTS Boards will be asked to approve in June were summarized as follows:

An increased lease payment from DCIU to the Authority, and an increased sub-lease payment from DCTS to DCIU, would be the subject of the resolutions that would be associated with the new bond issue to fund the Folcroft project. The parameters will also include language that will limit the ability to issue any bonds without full approval from Folcroft Borough for the project to move forward.

Dan O'Brien, Mike Lillys, and Brian Bradley of RBC presented an update to the March overview of existing debt and potential new financing options, further detailing how those items relate to DCIU and the Delaware County Technical School Authority, as well as the parameters resolutions as detailed by Mr. Anderson.

Aston Project – Contractor Amendment and Change Order Summary

Ed Norris reviewed original contract totals and change orders associated with the General Contractor and Prime Contractors that were awarded bids for the Aston project.

The Finance Committee recommended approval of parameters resolutions for DCIU and DCTS at the June 1, 2022 board meeting.

Personnel Committee – April 13, 2022

The following board members were present for the Personnel Committee Meeting: Ed Cardow, Hillary Fletcher, Ed Harris, Barbara Harvey, Tracy Karwoski, Dr. Kristin Larsen, Rachel Mitchell, Sheree Monroe, and Colleen Powell. Bradley Moore attended the meeting virtually.

Also present for the meeting were the following DCIU Staff Members: Dr. Maria Edelberg, Ed Norris, Dr. Stephen Butz, Jason Glass, Brian Keiser, Dr. Joyce Mundy, Frank Salerno, and Dr. Kevin Kane.

Ms. Karwoski, Chair of the Personnel Committee, reported on the following items from the meeting:

New Hire Incentive Bonus

Mr. Salerno presented a proposal for the DCIU *New Hire Incentive Bonus*. He shared current data on issues related to attracting and keeping quality candidates due to the lack of available candidates, particularly in special education which is much of DCIU's workforce. He shared current initiatives that are being leveraged by the Human Resources Department to maximize hiring including an upcoming job fair, advertising, and employee retention measures. This current proposal will provide newly hired DCIU employees with a monetary incentive of up to \$2,500 if they meet all conditions agreed upon in the Memorandum of Understanding.

Coordinator of Innovative Practices and STEM

Dr. Joyce Mundy presented the committee with a request for a new Coordinator of Innovative Practices and STEM position. The Pennsylvania Department of Education is infusing substantial dollars to support intermediate units to provide our county with increased training, coordination, and support for topics related to STEM, curriculum shifts, and innovative use of technologies acquired during COVID. The state has convened several state level committees that a Coordinator can attend to establish partnerships and bring opportunities to the county. This position is a modification to a current Teaching and Learning specialist position which will remain unfilled to make budget impact comparable. The Teaching and Learning Department seeks to be a state and county leader in career readiness, science, math, technology, engineering, and high-impact educational practices. This position supports DCIU in achieving that goal.

The Personnel Committee recommended approval of the *New Hire Incentive Bonus* Memorandum of Understanding and the position and job description for a Coordinator of Innovative Practices and STEM at the June 1, 2022 board meeting.

Announcements

Ms. Karwoski acknowledged our retirees.

Mr. Cardow made the following announcements:

- The preliminary 2022-2023 Consolidated Budget Book is posted on the DCIU website.
- Board Committee Meetings on May 11, 2022:
 - Education – Executive and Regular Session
 - Facilities
 - Personnel
- There will be a July 6, 2022 Board Meeting, but it will be held via Zoom.
- Employee Recognition Dinner on Tuesday, May 10, 2022 at 5:00 p.m. at The Springhaven Club in Wallingford
- DCIU Education Foundation Golf Outing on Monday, May 16, 2022
- Legislative Breakfast on Friday, May 20, 2022 at 7:30 a.m. at the Morton Education Center
- DCTS Senior Recognition Ceremony on May 24, 2022 at 6:00 p.m. at Neumann University
- Practical Nursing Program (PNP) graduation ceremony on July 19, 2022 at 6:00 p.m. at The Christian Academy

Other Business

There was none.

Adjournment

The meeting adjourned at 8:00 p.m.

Respectfully submitted,

Board Secretary