# PITTSBURGH-MT. OLIVER INTERMEDIATE UNIT

May 22, 2013

#### **Agenda**

#### I. COMMITTEE ON EDUCATION

- A. Payments Authorized
  - 1. Naviance, Inc.
  - 2. Judith Stern, M.A.
  - 3. Lifeways North America National Office
- B. General Authorization
  - 4. Electronic Signature
  - 5. 2013-2014 Pittsburgh-Mt. Oliver Intermediate Unit #2 Calendar

#### II. COMMITTEE ON BUSINESS

- A. Payments Authorized
  - 1. The Omni Group
  - 2. Daily Payments
- B. General Authorization
  - 3. United Concordia
  - 4. Reliance Insurance Company
  - 5. Special Education Core and Transportation

ED-1 Action Item # May 2013 Action Month	EXCELLENCE ORALL PAYMENTS A	Li	Inda M. B Submitted E Inda M. B Person Acco	By aehr '	13	
☐ Teachers ☐ Students ☐ Other Staff ☐ Parents ☐ Security Clearance has been ob ☐ Security Clearance will be obtai ☐ Security Clearance not needed,	N Add tained. ined before contractor be as contractor will not be	Outside ame: Naviar lress: 3033 \ Arlingt  Resume is atta egins work.	e Firm or Pence, Inc. Wilson Bou on, VA 22	ulevard,	Suite 500	
Total Cost This Action:	Payment Data	NI h	(-)·			
General Fund	Re	count Number <u>sp</u> <u>Fund</u> ——	Func	<u>Obj</u>	Amount	
Supplemental Fund  Dep  Title  Nan		10	2270	324	\$2,500.00	
District Goals: 1. Maximum Efficient and effective support ope	academic achievement					
reeds of all students 5. Impression 6. Impre	ds being requested and Naviance, Inc. in the amount officiency in the Naviance siness. The agenda provider," and "College Planning: (ication process for student)	and strong pand how will it int of \$2,500.00 system to promose an introduction College Applicates, parents, course.	be impler to to present on to the Nation Tools."	nunity en mented? a worksh engagem aviance pl	P (Please write in complete op on the Naviance lent, academic atform, and includes s. Students and parents	
Naviance enhances the college application process for students, parents, counselors and teachers. Students and parents have access codes to the Naviance system. Naviance tracks scholarship opportunities, letters of recommendation from teachers, SAT scores, filing deadlines, college acceptances. Naviance can send out electronic transcripts, e-mails to students and parents, and various kinds of reports about who goes to what college from year to year.  Cost of this workshop will include \$1,500.00 for the professional development, \$875.00 for materials, and travel is not to exceed \$125.00. The total cost of this action is not to exceed \$2,500.00 from account 10.2270.324.460.209.050.						
Who will this benefit? Students, parents, administrators Wuerl North Catholic High School	s, counselors and teach	ers of Oakland aining. – A tot	d Catholic al of 17	High Scl	hool and Cardinal	
Where and when will the activit	ties/services occur? (le	ocation)				
Oakland Catholic High School * '	•	•	A 15213 -	6/7/2013	3 from 8am - 2pm	

ED-2 Action Item # May 2013 Action Month	EXCELLENCE OR ALL	Linda M. Ba Submitted B Linda M. Ba Person Acco	aehr	B
	PAYMENTS AUT	HORIZED		
☐ Teachers ☐ Students ☐ Other Staff ☐ Parents	Name: Address:	Outside Firm or Per	\. h Parkw	
<ul> <li>□ Security Clearance has been obtain</li> <li>□ Security Clearance will be obtain</li> <li>☑ Security Clearance not needed, a</li> </ul>	ed before contractor begins	me is attached. work. king with children.		
	Payment Data			
Total Cost This Action: \$2		Number(s):		
General Fund	Resp	Fund Func	<u>Obj</u>	Amount
		10 2270	324	\$2,055.00
Name			_	
District Goals: 1. Maximum a Efficient and effective support opera needs of all students 5. Improvements for what purpose are these funds sentences)	ations 4. Efficient & educed public confidence and significant being requested and how	quitable distribution trong parent/commu	of resounity en	ources to address the gagement  (Please write in complete
Payment authorization requested to teachers of Winchester Thurston So cognitive and emotional disabilities practical strategies for addressing place on June 5, 2013 from 8:30 Al	chool. Ms. Stern will preser and difficulties students can those needs within the main	nt an understanding n face and provide s n streamed classroo	of the r	many neurological, h. best practices and
The cost of the presenter is \$1,100 10.2270.324.460.209.037.	.00 plus travel and lodging t	for a total not to exc	eed \$2,	,055.00 from account
Who will this benefit? The students, parents and staff of \	Winchester Thurston Schoo	l.		
Where and when will the activities	s/services occur? (locatio	nn)		
June 5, 2013 from 8:30 AM-3:00 PM	•	•		

#### **Board Action Information Sheet** ED-3 Linda M. Baehr Action Item # Submitted By May 2013 Linda M. Baehr Action Month Person Accountable PAYMENTS AUTHORIZED ☐ Teachers ☐ Students $\square$ Outside Firm or Person ☐ Parents ☐ Other Staff Name: Lifeways North America National Office Address: 403 Piney Oak Drive Norman, OK 73072 Security Clearance has been obtained. Resume is attached. Security Clearance will be obtained before contractor begins work. Security Clearance not needed, as contractor will not be working with children. **Payment Data** Total Cost This Action: \$4,585.00 Account Number(s): Resp <u>Fund</u> <u>Func</u> <u>Obi</u> **Amount** ☐ General Fund Department ✓ Supplemental Fund 10 2270 324 \$4,585.00 Title II-A Name Name **District Goals**: 1. Maximum academic achievement 2. Safe and orderly learning environment 3. Efficient and effective support operations 4. Efficient & equitable distribution of resources to address the needs of all students 5. Improved public confidence and strong parent/community engagement For what purpose are these funds being requested and how will it be implemented? (Please write in complete sentences) Payment to Lifeways North America National Office in the amount of \$3,505.00 to present a one week teacher training workshop to the teachers of Waldorf School of Pittsburgh. The workshop will support clarification of the unique role the school's Little Friends Program plays in the infant to eighth grade educational program offered at the school and the full integration of the program into the school's broader cultural life. Teachers will be given the opportunity to review, revise, produce, and integrate new early childhood curricula into existing educational programming, ensuring continuity of teaching and student learning. The total \$4,585.00 cost of the workshop will include the facilitation for five days at \$450.00 per day, travel at \$400.00, lodging for six nights at \$142.50 per night for the speaker, meals for eight individuals not to exceed \$10.00 per day for five days, coffee and water for eight individuals not to exceed \$5.00 per day for five days, and materials for the training not to exceed \$480.00. Total cost not to exceed \$4,585.00 from account 10.2270.324.460.209.036. Who will this benefit? The students, parents, teachers and staff of the Waldorf School. Where and when will the activities/services occur? (location) The Waldorf School during August 2013.

ED-4
Action Item #
May 2013
A salas Massals



Linda M. Baehr	
Submitted By	
Linda M. Baehr	
Person Accountable	

Action Month	ł U !	KALL	Perso	n Accounta	able
	GENERAL AU	THORIZ	ATION		
	Day	um ont Data			
Total Cost This Action:	ra	yment Data	Number(s):		
Total Cost This Action.		Resp	Fund Func	<u>Obi</u>	Amount
☐ General Fund	<u> </u>				<del></del>
☐ Supplemental Fund	Department				
_ Supplemental Talla	Name				
	Name				
District Goals: 1. Ma Efficient and effective sup needs of all students 1. What is the purpose of the RESOLVED, That the Board	port operations 4. 5. Improved public co	Efficient & confidence and	equitable distribu strong parent/con	tion of res	ources to address the ngagement
Pittsburgh-Mt. Oliver Inter (referred to collectively as been duly approved by th	rmediate Unit #2 to sig s contracts) with the Pe	n any and all ennsylvania D	contracts, agreen epartment of Edu	nents, grai	nts and/or licenses
FURTHER RESOLVED, authorize, execute or deli approval will not be bindir the contract.	iver any contract withou	ut prior Board	approval. Any c	ontracts si	gned without Board
FURTHER RESOLVED, Department of Education Unit #2 to electronically s	, which authorized the	<b>Executive Dir</b>	ector of the Pittst	ourgh-Mt.	
Who will this benefit?					
Where will the activities	s/services occur and	how was this	s school/location	n selected	i? (if applicable)

#### **RESOLUTION**

BE IT RESOLVED, by authority of the Pittsburgh-Mt. Oliver Intermediate Unit #2 of the School District of Pittsburgh and it is hereby resolved by authority of the same, that a duly appointed and commission Executive Director of the above named body is authorized and directed to sign any and all contracts, agreements, grants and/or licenses (hereinafter collectively referred to as contract(s)) with the Pennsylvania Department of Education (Department); and

BE IT FURTHER RESOLVED, that the body consents to the use of electronic signatures by the above named individual and that no handwritten signature from the above named individual shall be required in order for any contract with the Department to be legally enforceable and that by affixing his/her electronic signature to an electronic file of the contract via the Department's e-grants system, the above designated authorized individual shall have effectively executed and delivered the contract, binding the Pittsburgh-Mt. Oliver Intermediate Unit #2 to comply with the terms of said contract; and

BE IT FURTHER RESOLVED, that no writing shall be required in order to make the contract valid and legally binding, provided that the Department and all other necessary Commonwealth approvers affix their signatures electronically and an electronically-printed copy of the Contract is e-mailed or is otherwise made available to the body by electronic means; and

BE IT FURTHER RESOLVED, that the body will not contest the due authorization, execution, delivery, validity or enforceability of the electronic Contract under the provisions of a statute of frauds or any other applicable law. The Contract, if introduced as evidence on paper in any judicial, arbitration, mediation, or administrative proceedings, will be admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form and the admissibility thereof shall not be contested under either the business records exception to the hearsay rule or the best evidence rule; and

BE IT FURTHER RESOLVED, that the body will notify the Department's Bureau of Management Services promptly in the event that the above named individual is no longer authorized to execute agreements on behalf of the body electronically and that the Department shall be entitled to rely upon the above named officer's authority to execute agreements electronically on behalf of the body until such notice is received by the Department's Office of Chief Counsel.

President/Chair or Vice-President/Chair	Treasurer/Secretary	_
Sharene Shealey, Board President	Ira Weiss, Solicitor	_
Print/type name and title	Print/type name and title	

ATTEST

I, <u>Ira Weiss</u> , Secretary, of <u>Pittsburgh Boar</u> and correct copy of the Resolution adopt <u>Education</u> , held the <u>29</u> day of <u>May</u> , 20 <u>13</u>	rd of Education do certify that the foregoing is a true ted at a regular meeting of the Pittsburgh Board of .
Dated:	
	Signature
	Ira Weiss, Solicitor Print/type name and title
	Time, type mand and and
TO BE EXECUTED BY AUTHORIZED OFFICER:	
As the person authorized to sign on behalf of the other person with my e-grants password or oth electronic signature to any agreement with the	ne above named body, I agree that I shall not provide any erwise authorize any other individual to affix my Department.
Dated:	
	Signature
	Linda S. Lane, Executive Director Print/type name and title

ED-5
Action Item #
May 2013
Action Month



Linda M. Baehr
Submitted By
Linda M. Baehr
Person Accountable

Action Month	1 0 R	ALL	_		Account			
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☐ General Fund		Resp	<u>Fund</u>	<u>Func</u>	<u>Obi</u>	Amount		
☐ Supplemental Fund	Department							
	Name							
	Name							
	ort operations	icient & e ence and s	quitable trong pa	distributi arent/com	on of res	ning environment  3. sources to address the engagement		
What is the purpose of thi RESOLVED, That the Board of supportive services to the non-	Directors adopt the following	Pittsburgh	-Mt. Oliv	er Intermed	iate Unit i	#2 calendar for		
	Intermediate Unit Cale				, =			
	First day for teachers: Last day for teachers:		gust 22, ne 16, 20					
	Schedule	ed Holidays						
V	abor Day /eterans' Day ˈhanksgiving Vacation		Novem!	ber 2, 2013 ber 11, 201 ber 28, 2013	3 3	40		
V	Vinter Vacation		Decemi	ugh Decem ber 23, 2013 ugh Januar	3			
F	Or. M.L. King, Jr. Day Presidents' Day Spring Vacation		January Februar April 17	20, 2014 y 17, 2014 , 2014				
N	Memorial Day		thro May 26	ugh April 21 5, 2014	1, 2014			
Thi	s calendar includes 192 teach	ner days; th	ree of the	ese are sno	w days.			
Who will this benefit?								
Where will the activities/s	ervices occur and how	was this	school/	location s	elected	? (if applicable)		

BU-1 Action Item # May 2013 Action Month	EXCELLENCE	Sandy Uhlyar Submitted By Linda M. Baehr Person Accountable				
	PAYMENTS A	AUTHORIZED				
☐ Teachers ☐ Students ☐ Other Staff ☐ Parents		Outside Firm or Person  The Omni Group  Watertower Office Park, 1099 Jay St., Bldg. 1  Rochester, NY 14611-1153				
<ul> <li>□ Security Clearance has been obtained.</li> <li>□ Resume is attached.</li> <li>□ Security Clearance will be obtained before contractor begins work.</li> <li>☑ Security Clearance not needed, as contractor will not be working with children.</li> </ul>						
Total Cost This Action:	Payment Data \$2,195.00 Ac	ecount Number(s):				
General Fund		ESD Fund Func Obj Amount 10 2500 390 \$2,195.00				
☐ Supplemental Fund	Name					
1	Name					
Efficient and effective support needs of all students 5. In	operations  4. Efficien	t 2. Safe and orderly learning environment 3.  In & equitable distribution of resources to address the and strong parent/community engagement  Ind how will it be implemented? (Please write in complete				
RESOLVED, That the Board of the 2012-2013 Services Agree Group will continue to serve as Intermediate Unit in any and a pursuant to Section 1.403.(b)(	ement with the Omni Group is the Intermediate Unit's TI Il compliance matters perta 2) of the US Department o	gh-Mt. Oliver Intermediate Unit #2 authorize renewing p for the fiscal year of 2013-2014, whereby the Omni hird Party Administrator to act on behalf of the saining to the Intermediate Unit's 403(b) programs of Treasury Regulations with various service providers.				
		5, 2008, to serve as the third party administrator with 2's 403(b) Retirement Written Plan Document.				
Who will this benefit?						
Where and when will the act	ivities/services occur? (I	location)				
		Sandy Uhlyar Additional person(s) accountable for this tab				

BU-2 Action Item #		it.		ndy Uhlubmitted E		<u> </u>
May 2013	<u> EXCELLENC</u>		<u>Lir</u>	nda M. B	aehr	10
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☐ Teachers ☐ Students ☐ Other Staff ☐ Parents			Outside	rinn or re	erson	
		Name: ldress:				
	AC	iui ess.				
	een obtained.  c obtained before contractor eeded, as contractor will not l	begins v				
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General i und	Department					
☐ Supplemental Fund						
	Name					
	Name					
\$201,867.03 be ratified, the Intermediate Unit and the F	ort operations  4. Efficient  4. Efficient	ent & ed e and si and how he mont de in ad	quitable of rong party will it the of April coordance	rent/comr be imple	on of res nunity e mented	ources to address the ngagement  ? (Please write in complete unt of
Who will this benefit?  Where and when will the	activities/services occur?	(locati	on)			
			dy Uhlya tional p		accoun	table for this tab

Action Item #



Sandy Uhlyar

May 2013		EVCELLEN	LE		Linda	M. Baei			
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GENERAL AUTHORIZATION									
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District Goals	1 Maximum	andomia aghiavam		2 0 0	1 1				
Efficient and effe	ective support one	academic achie vemen rations 4. Efficier	nt&rea:	2. Sate	and order	rly learn	ing environment	<b>∠</b> 3.	
needs of all stude	ents 5. Impro	oved public confidence	e and str	ong pai	rent/comn	on or reso	ources to address t	he	
Mile et la etc.						rainty Ci	igagement		
		orization? (Please write:							
RESOLVED, The	at the Board of Di	rectors of the Pittsburg	gh-Mt. C	liver Int	ermediate	Unit #2	approve the		
2014:	iental insurance r	ates through United Co	oncordia	a for the	period Ju	ıly 1, 20	13 through June 3	0,	
PPO:	Dental	Current Rate		Renew	al Rate		% Change		
	Employee	\$33.01		\$34.0	00		3.0%		
	Family	\$98.60		\$101.	56		3.0%		
DHMO:									
	Employee	\$18.10		\$18.10	)		0%		
	Family	\$54.35		\$52.40			3.6%		

Who will this benefit?

Where will the activities/services occur and how was this school/location selected? (if applicable)

Sandy Uhylar				
Additional pe	rson(s)	accountable	for this	tal

BU-4	
Action Item #	
May 2013	
Action Month	



Sandy Uhlyar Submitted By

Action Month	0			Person	M. Bae n Accoun		
	GENERAL A	UTHORIZ	ATIO	N			
	P	ayment Data					
Total Cost This Action:	\$0.00	Accoun	Number	(s):			
☐ General Fund		Resp	<u>Fund</u>	<u>Func</u>	<u>Obj</u>	Amount	
☐ Supplemental Fund	Department						
	Name						
	Name						
District Goals: 1. M Efficient and effective suppeeds of all students	pport operations 🔲 4	. Efficient & e	quitable	and orde	rly learn on of res	ing environme	nt 3.

What is the purpose of this authorization? (Please write in complete sentences)

RESOLVED, That the Board of Directors of the Pittsburgh-Mt. Oliver Intermediate Unit #2 approve the renewal of the group life insurance rates through Reliance Insurance Company for the period July 1, 2013 through June 30, 2014. This renewal does not increase the premium from the current year's premium.

needs of all students 5. Improved public confidence and strong parent/community engagement

	Current Rate	Renewal Rate	% Change
General Life	\$.20/\$1,000	\$.20/\$1,000	-0-
AD&D	\$.02/\$1,000	\$.02/\$1,000	-0-

Who will this benefit?

Where will the activities/services occur and how was this school/location selected? (if applicable)

Sandy Uhlyar	
Additional person(s) accountable for this t	-

BU-5
Action Item #
May 2013
Action Month



Sandy Uhlyar
Submitted By
Linda M. Baehr
Person Accountable

Action Month	FOR	ALL			M. Bae	
GENERAL AUTHORIZATION						
Total Cost This Action:	Paym	ent Data				
rotal Cost This Action.		Account Resp	Number			
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☐ Supplemental Fund	Department					
	Name					
	Name					
	Improved public confid	lence and s	quitable ( trong pai	distribution rent/comm	nn of rec	ources to address the
What is the purpose of this authorization? (Please write in complete sentences)  RESOLVED, That the Board of Directors of the Pittsburgh-Mt. Oliver Intermediate Unit #2 authorize the acceptance of revenues from the PA Department of Education and support payments from the Intermediate Unit's member school district to provide funding sources to operate the 2013-2014 Special Education Core and Transportation Programs, and to expend these monies in accordance with the appropriations schedule designated as Exhibit A in the amount of \$101,873,899 for fiscal year July 1, 2013 through June 30, 2014.  RESOLVED, FURTHER, That the Board authorize its officers to enter into an agreement with the Pittsburgh School District to provide the administrative, instructional, transportation and other services necessary to operate the 2013-2014 Special Education Core and Transportation Programs during the period July 1, 2013 through June 30, 2014 in the amount of \$101,873,899. RESOLVED, FURTHER, That the new appropriations reflected on Exhibit A and the subcontract with the Pittsburgh School District be increased to include the encumbrances outstanding as of June 30, 2013. These encumbrances, when determined, are to be expenditures of the fiscal year in which they are liquidated.  RESOLVED, FINALLY, That the Board of Directors adopt the 2013-2014 Special Education Plan for implementation in the Pittsburgh Public Schools.						
Who will this benefit?  Special Education Children  Where will the activities/set	rvices occur and how	waa thin -				
Various Sites - Piitsburgh Pu	iblic Schools	was (1115 S	C11001/10	cation se	elected?	(IT applicable)
			S. Uhly	yar		

#### **EXHIBIT A**

# SPECIAL EDUCATION BUDGET July 1, 2013 to June 30, 2014

#### **APPROPRIATIONS BY STATE APPROVAL**

Sub Function	Object Code	Description	Amount
INSTRU	CTION -	- SPECIAL PROGRAMS	
1200	100	Personnel Services-Salaries	\$41,411,891
1200	200	Personnel Services-Employee Benefits	19,826,871
1200	300	Purchased Professional & Technical Services	4,023,056
1200	400	Purchased Property Services	34,888
1200 1200	500	Other Purchased Services	273,257
1200	600 700	Supplies	540,102
1200	800	Property Dues & Fees	120,374
1200	900	Other Objects	1,770
1200	300	TOTAL INSTRUCTION - SPECIAL PROGRAMS	16,633,737
		TO THE INOTROCTION - SPECIAL PROGRAMS	\$82,865,946
SUPPOR	RT SER	VICES - PUPIL PERSONNEL	
2100	100	Personnel Services-Salaries	\$1,317,320
2100	200	Personnel Services-Employee Benefits	639,134
2,100	300	Purchased Professional & Technical Services	149,750
2100	600	Supplies	55,637
2100	900	Other Objects	543,919
		TOTAL SUPPORT SERVICES - PUPIL PERSONNEL	\$2,705,760
SUPPOR	RT SER	VICES - ADMINISTRATION	
2300	100	Personnel Services-Salaries	\$1,469,441
2300	200	Personnel Services-Employee Benefits	703,797
2300	300	Purchased Professional & Technical Services	146,243
2300	400	Purchased Property Services	3,710
2300	500	Other Purchased Services	15,334
2300	600	Supplies	60,572
2300	700	Property	50,000
2300	900	Other Objects	603,613
		TOTAL SUPPORT SERVICES - ADMINISTRATION	\$3,052,710

315,261

\$10,484,970

\$101,873,899

ORT SE	RVICES - PUPIL HEALTH	
100 200 900	Personnel Services-Salaries Personnel Services-Employee Benefits Other Objects TOTAL SUPPORT SERVICES - PUPIL HEALTH	1,469,791 714,724 549,624 \$2,734,139
ORT SE	RVICES - BUSINESS	
300	Contracted Services - Audit	\$7,000
ORT SEI	RVICES - OPERATION AND CE OF PLANT	
500 900	Other Purchased Services Other Objects TOTAL OPERATION AND MAINTENANCE OF PLANT	\$18,675 
ORT SEF	RVICES - STUDENT TRANSPORTATION	
100 200 513 515 900	Personnel Services-Salaries Personnel Services-Employee Benefits Contracted Carriers Public Carriers Other Objects	\$120,170 50,460 9,798,944 200,135 315,261
	100 200 900 ORT SEI 300 ORT SEI TENAN 500 900 ORT SEI 100 200 513 515	200 Personnel Services-Employee Benefits 900 Other Objects TOTAL SUPPORT SERVICES - PUPIL HEALTH  ORT SERVICES - BUSINESS  300 Contracted Services - Audit  ORT SERVICES - OPERATION AND ITENANCE OF PLANT  500 Other Purchased Services 900 Other Objects TOTAL OPERATION AND MAINTENANCE OF PLANT  ORT SERVICES - STUDENT TRANSPORTATION  100 Personnel Services-Salaries 200 Personnel Services-Employee Benefits 513 Contracted Carriers 515 Public Carriers

TOTAL SUPPORT SERVICES - STUDENT TRANSPORTATION

TOTAL APPROPRIATIONS