

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**December 17, 2015
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, December 17, 2015, at the Capital Area Intermediate Unit at the Enola Office. The meeting was called to order at 8:00 a.m. by President, Mrs. Jean Rice.

Members in attendance were: Dr. Fred Baldwin, Mr. Terry Cameron, Mrs. Judy Crocenci, Mr. Clifton Edwards, Mr. Ken Ewing, Mr. Jay Franklin (voted in during the Regular Meeting), Mrs. Barbara Geistwhite, Dr. Elisabeth McLean, Mrs. Judith Quigley, Mr. Eric Samples (voted in during the Regular Meeting), Mr. Ford Thompson, Mr. J. Bruce Walter and Mr. Wilbur Wolf

Members not in attendance were: Mr. Michael Berk, Mr. John Salov, Mrs. Patricia Whitehead-Myers and Mrs. Trudy Withers

Non-Voting Members in attendance were: Mrs. Cindy Mortzfeldt, Executive Director; Mrs. Rennie Gibson, Board Secretary and Mr. Daren Moran, Board Treasurer

Staff/Public in attendance were: Ms. Alicia McDonald, Mrs. Theresa Kinsinger, Mr. Brian Griffith, Mr. David Martin, Dr. Rhonda Brunner, Mr. Len Kapp, Mrs. Michelle Sholder, Mr. John Bonawitz and Mr. Jeff Walker

REGULAR BOARD MEETING

At 8:00 a.m. the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order.

Executive Session

At 8:01 a.m. the Board entered into Executive Session to discuss a personnel matter.

REGULAR BOARD MEETING

At 9:24 a.m. the Board reconvened the Regular Board Meeting.

Pledge of Allegiance & Roll Call

All stood and pledged allegiance to the flag of the United States of America.

Recognition of the Public: Items Specific to the Agenda

Mrs. Jean Rice welcomed to the meeting Michele Sholder, CAEA and John Bonawitz and Jeff Walker from Brown Schultz Sheridan & Fritz.

Appointment of New Board Members

Mr. Bruce Walter moved, seconded by Mrs. Barb Geistwhite, "that the following new Board Members be appointed to fill an unexpired term:

Mr. Eric Samples, Lower Dauphin S.D., unexpired term beginning December 17, 2015 and ending June 30, 2017

Mr. Jay Franklin, Derry Twp. S.D., unexpired term beginning December 17, 2015 and ending June 30, 2018."

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Reports & Updates

2014-15 Audit Presentation	John W. Bonawitz, CPA, and Jeff Walker from Brown Schultz Sheridan & Fritz provided an overview of the 2014-2015 CAIU Annual Audit Report.
Program Spotlight - Overview of CAIU Finances	Mr. Daren Moran provided an Overview of CAIU Finances and the General Operating Budget process of approval.
Announcement of CAIU Retirees	The Board announced the retirement of Deborah Hassinger , Speech/Language Clinician, retirement after almost 20 years of service.
CAIU Team Reports	Mr. Daren Moran, provided an update on the budget and is requesting approval of another RAN to cover our expenses through April. Mr. Moran negotiated with PNC for the following: no unused fees, interest rate of 2.08% and a one-time origination fee of \$7500. Bill McCarty from Barley Snyder, worked closely with Daren and PNC on the RAN. The RAN matures by the end of the fiscal year.
Approval of Minutes	<p>Mrs. Barbara Geistwhite moved, seconded by Dr. Elisabeth McLean, “that the minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of November 19, 2015 are approved.”</p> <p>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</p>
Board Committee Report	A meeting of the Board Negotiations Committee will be held today immediately following the Regular Board Meeting.
Treasurer’s Report	Mr. Wilbur Wolf moved, seconded by Dr. Fred Baldwin , “that the following fiscal items be approved:
Treasurer's Report	November 2015 Treasurer's Report – a total of \$2,765,749.96 in receipts and \$6,045,277.22 in expenditures
Payment of Bills	November 2015 Payment of Bills
Summary of Operations – June 2015	June 2015 Summary of Operations showing revenues of \$82,602,951.05 and expenses of \$81,973,443.66
Summary of Operations – November 2015	November 2015 Summary of Operations showing revenues of \$14,966,889.27 and expenses of \$22,166,735.29.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Budget Administration	There were no budgets this month.
Other Fiscal Matters	Mr. Bruce Walter moved, seconded by Mr. Wilbur Wolf , “that the following Other Fiscal Matter be approved:
Revenue Anticipation Note 2015-16 (Series A)	Revenue Anticipation Note 2015-16 (Series A).”

Motion passed with a roll call vote:

Dr. Fred Baldwin, yes; Mr. Terry Cameron, yes; Mrs. Judy Crocenci, yes; Mr. Clifton Edwards, yes; Mr. Ken Ewing, yes; Mr. Jay Franklin, yes; Mrs. Barbara Geistwhite, yes; Dr. Elisabeth McLean, yes; Mrs. Judith Quigley, yes; Mrs. Jean Rice, yes; Mr. Eric Samples, yes; Mr. Ford Thompson, yes; Mr. J. Bruce Walter yes; Mr. Wilbur Wolf, yes.

Policies and Programs

Mrs. Barbara Geistwhite moved, seconded by Dr. Fred Baldwin, “that the following policies and programs be approved:

Second Reading and Approval, Revised Policies

The following revised policies were approved:

- Policy #333 – Professional Development
- Policy #340 – Responsibility for Student Wellness
- Policy #341 – Benefits for PT Personnel
- Policy #342 – Jury Duty
- Policy #343 – Paid Holiday

Second Reading and Approval, New Policies

The following new policies were approved:

- Policy #347 – Workers Comp – Return to Work
- Policy # 706.1 - Disposal/Sale of Surplus Obsolete/Outdated Equipment

Second Reading, Existing Position, Revised Description - Receptionist

Second Reading, Existing Position, Revised Description – Receptionist

Acceptance of Board Policy Manual Replacement

Acceptance of Board Policy Manual Replacement. The new 300 Employees Section of the Board Policy Manual is applicable to all Intermediate Unit employees and will replace the current 300 Administrative Employees, 400 Professional Employees and 500 Support Employees Sections. Any policy not specifically included in the new 300 Employees Section will be considered rescinded by the Board.

First Reading, Existing Position, Revised Description - Speech/Language Therapist

First Reading, Existing Position, Revised Description - Speech/Language Therapist

First Reading, Existing Position, Revised Description - Program Secretary

First Reading, Existing Position, Revised Description - Program Secretary.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Personnel Items

Removal of Personnel Item

Mr. Wilbur Wolf moved, seconded by Dr. Fred Baldwin, “to remove the Change in Status for Mrs. Kathrine Scott from the Personnel report.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Tabled Personnel Item

Mr. Bruce Walter moved, seconded by Dr. Fred Baldwin, “to table the Change in Status for Mrs. Kathrine Scott until January 28, 2016 Board of Directors’ meeting.”

Motion passed with a roll call vote:

Dr. Fred Baldwin, yes; Mr. Terry Cameron, yes; Mrs. Judy Crocenci, yes; Mr. Clifton Edwards, yes; Mr. Ken Ewing, yes; Mr. Jay Franklin, yes; Mrs. Barbara Geistwhite, yes; Dr. Elisabeth McLean, yes; Mrs. Judith Quigley, yes; Mrs. Jean Rice, yes; Mr. Eric Samples, yes; Mr. Ford Thompson, yes; Mr. J. Bruce Walter yes; Mr. Wilbur Wolf yes.

Mr. Wilbur Wolf moved, seconded by Mr. Ken Ewing, “that the following personnel items be approved:

RESIGNATIONS

- **SHYAMALA CHANDRASEKARAN**, Application Developer II, Technology Team, effective December 31, 2015. Reason: Personal
- **TERESA FREELAND**, Secretary, School-Based Access Program, effective December 31, 2015. Reason: Personal
- **COTY MARTIN**, Application Developer II, Technology Team, effective December 31, 2015. Reason: Personal
- **SHARON WALKER**, Data Specialist, Early Intervention Program, effective March 4, 2016. Reason: Retirement after more than 8 years of service.

RECOMMENDED FOR
EMPLOYMENT OR
CONTRACT

- **MARI BENDER**, Long Term Substitute Teacher, ESL Program, effective December 1, 2015 – June 15, 2016. Base salary of Bachelors, Step 6, \$48,574 for 189 days of service will be prorated for a total of 124 days. This is a replacement position funded through the ESL budget.
- **JULIE DALY**, Substitute Receptionist, Administration Team, effective January 4, 2016. Daily salary will be \$75 per day paid from the General Operating budget.
- **LISA HARTWELL**, Educational Paraprofessional, Emotional Support Program, effective January 11, 2016. Base salary of HS + 30, Step 1, \$18,003, for 189 days of service will be prorated for a total of 97 days with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **ERIN MCINTOSH**, Long Term Substitute Speech Pathologist, School-Age Speech and Language Program, effective December 22, 2015 – June 6, 2016. Base salary of Masters, Step 5, \$50,208 for 189 days of service will be prorated for a total of 106 days. This is a new position funded through the School-Age Speech and Language budget.
- **SANDRA POTTIEGER**, Educational Paraprofessional, Autism Support Program, effective December 3, 2015. Base salary of HS +30, Step 1, \$18,003, for 189 days of service will be prorated for a total of 119 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **ANDREW RICHMOND**, Educational Paraprofessional, CATES Program, effective January 4, 2016. Base salary of HS + 30, Step 1, \$18,003, for 189 days of service will be prorated for a total of 102 days with additional new hire days as required. This is a new position funded through the CATES budget.
- **AVEN SHUPE**, Personal Care Assistant, Autism Support Program, effective January 4, 2016. Base salary of HS +30, Step 1, \$18,003, for 189 days of service will be prorated for a total of 102 days with additional new hire days as required. This is a new position funded through the Autism Support budget.
- **RONALD SIMS**, Network Administrator II, Technology Team, effective December 21, 2015. Base salary of \$61,500 for 12 months of service, prorated for a total of 139 days through June 30, 2016. This is a replacement position funded the Managed Services budget.

- **LINDA STEELE**, Educational Paraprofessional, Deaf/Hard of Hearing Program, effective December 3, 2015. Base salary of HS +30, Step 1, \$18,003, for 189 days of service will be prorated for a total of 119 days with additional new hire days as required. This is a new position funded through the Deaf/Hard of Hearing budget.
- **DEBORAH THORNTON**, Substitute Receptionist, Administration Team, effective November 18, 2015. Daily salary will be \$75 per day paid from the General Operating budget.

CHANGE OF STATUS

- **MEGAN CENTENO**, Behavior Specialist, Student Services Team, change of start date from November 9, 2015 to December 21, 2015. Base salary of Bachelors, Step 4, \$46,080 for 189 days of service will be prorated for a total of 105 days with additional new hire days as required. This is a replacement position funded through the Educational Consultant budget.
- **ARIEL FRANCHAK**, Part Time Long Term Substitute Remedial Specialist, ANPS Program, change of end date of assignment from December 22, 2015 to January 29, 2016, resulting in an increase of days worked to 40.
- **FREDERICK GARMAN**, Long Term Substitute Behavior Consultant, Student Services, change of end date of assignment from December 23, 2015 to January 5, 2016, resulting in an increase of days from 43 to 45.
- **TRACY LANDIS**, Teacher, CATES Program, from active to terminated status effective December 23, 2015, based on failure to successfully complete restraint management training as required by the job description.
- **TRACY LANDIS**, Teacher, CATES Program, from terminated status to resignation, effective December 9, 2015.
- **MITZIE MCKENZIE**, Long Term Substitute Teacher in the Autism Support Program, change of end date of assignment from December 23, 2015 to June 3, 2016 resulting in an increase of days worked to 147.
- **COTY MARTIN**, Application Developer II, Technology Team, from full time employee to part time, hourly employee effective December 3, 2015.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Executive Director's Report

The Executive Director's Report was available for the Board Members' review. Mrs. Mortzfeldt welcomed the new Board members and announced that we will hold a Board orientation in January. She wished everyone a Merry Christmas and a great holiday with their families.

President's Report

Mrs. Jean Rice thanked the Board for being at the meeting this morning. She wished them a happy, healthy and safe holiday season and hope that they enjoy time with your families. She also asked that we keep Mrs. Withers and her family in our thoughts this holiday season.

Board Member Sharing of Information

Mr. John Salov was unable to attend today's meeting due to illness but sends happy holiday wishes to all.

Information Items

There were no information items.

Other Business/Public Comment on Items Not Specific to Agenda

There were no other business/public comments on items not specific to the agenda.

Next Board Meeting Date

The next regular meeting of the Capital Area Intermediate Unit Board of Directors will be held on Thursday, January 28, 2016, 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Mrs. Judith Quigley moved, seconded by Mrs. Barbara Geistwhite, “that the meeting is adjourned.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

At 10:13 a.m. the meeting adjourned.

Rennie Gibson,
Board Secretary