

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**September 24, 2015
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, September 24, 2015, at the Capital Area Intermediate Unit at the Enola Office. The meeting was called to order at 8:07 a.m. by President, Mrs. Jean Rice.

Members in attendance were: Dr. Fred Baldwin, Mr. Clifton Edwards, Mr. Ken Ewing (voted in during the Regular Meeting), Mrs. Janis Macut, Dr. Elisabeth McLean, Mrs. Nancy Otstot, Mrs. Judith Quigley, Mr. John Salov, Mr. J. Bruce Walter, Mrs. Laurie Reichert, Mrs. Maryellen Sheehan, Mrs. Trudy Withers and Mr. Wilbur Wolf

Members not in attendance were: Mr. Michael Berk, Mr. Terry Cameron, Mrs. Cheryl Capozzoli, Mrs. Judy Crocenci, Mrs. Patricia Whitehead-Myers and Mrs. Barbara Geistwhite

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, Michele Sholder and Cheryl Giles- Rudawski

REGULAR BOARD MEETING

At 8:07 a.m. the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order.

Executive Session

At 8:07 a.m. the Board entered into Executive Session to discuss a personnel matter.

REGULAR BOARD MEETING

At 8:19 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.

Acceptance of Board Member Resignation

Mrs. Nancy Otstot moved, seconded by Mr. Wilbur Wolf, "to accept the resignation of Mrs. Cheryl Capozzoli, Newport SD, from the Capital Area Intermediate Unit Board of Directors effective September 24, 2015."

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

Appointment of New Board Member

Dr. Fred Baldwin moved, seconded by Dr. Elisabeth McLean, "that Mr. Ken Ewing, Newport SD, be appointed to the CAIU Board of Directors, to fill an unexpired term beginning September 24, 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.

Recognition of the Public: Items Specific to the Agenda

Mrs. Jean Rice welcomed Michele Sholder, CAEA, to the meeting.

Reports & Updates

Announcement of CAIU Retirees

The Board announced the retirement of **Marie Lewis**, PCA, after 16 years of service.

CAIU Team Reports

- **Mr. Len Kapp**, Supervisor of Operations and Transportation shared that routine grounds maintenance is being conducted.
- **Mrs. Theresa Kinsinger**, Director of Organizational Services, shared that fingerprinting for CAIU staff will be available in the near future. The CAIU is not open as a public fingerprinting site. Interviews are taking place for the HR generalist position.
- **Ms. Alicia McDonald**, Director of Student Services, shared an update on Project SEARCH. Six students are participating in this program located at the Hershey Medical Center. Rose Anna Stillwagon, teacher of the Visually Impaired, will be a member of the State Bureau of Special Education Advisory Committee. A culinary arts program is now available to students interested in vocational programming at Loysville YDC. Additional vocational programs, such as automotive, home improvement, and horticulture, are also available for LYDC students.
- **Mr. Brian Griffith**, Director of Curriculum Services, shared that Southern Region PASCD is hosting a breakfast with Representative Stan Saylor, Chair of the House Education Committee, to be held at CAIU. Midwestern IU #4 has expressed interest in joining CAOLA. It is anticipated that several districts from that IU will be using the CAIU online program soon.
- **Mr. David Martin**, Director of Technology Services, shared that the technology department is working on a WAN/Internet rebid. As more schools use devices in daily instruction, the daily use of Internet bandwidth has increased. The application developers are working on an updated version of AgendaManager. Two districts are currently completing User Acceptance Testing of the updated application. Also, an updated version of the CAIU website is expected in early November.
- **Dr. Rhonda Brunner**, Assistant Executive Director, shared an update on the CAIU Core Safety initiatives including work with PEMA's new online tool. PDE will present a federal programs update at the CAIU in October. She also shared information about the reauthorization of ESEA and Title I portability.
- **Mr. Daren Moran**, Business Manager, shared that the independent local auditors will be conducting the CAIU local audit beginning on Monday, September 28. The business office has requested a draw-down on their first line of credit. We may need to request another RAN in October if the budget has not passed by that time.
- **Mrs. Cindy Mortzfeldt**, Executive Director, shared that 28 districts are participating in the South Central PA Consortium for Excellence and Equity which has seven sessions planned for this school year. She visited the Project SEARCH classroom and Hill Top Academy. She attended the AESA Call to Action conference and also recently visited the Millersburg School Board meeting.

Approval of Minutes

Mr. Wilbur Wolf moved, seconded by Mrs. Trudy Withers, "that the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of August 27, 2015 are approved."

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

Board Committee Report

There were no committee reports.

Treasurer's Report	Mr. Wilbur Wolf moved, seconded by Dr. Fred Baldwin, "that the following fiscal items be approved:
Treasurer's Report	August 2015 Treasurer's Report – a total of \$5,416,242.17 in receipts and \$2,951,594.79 in expenditures
Payment of Bills	August 2015 Payment of Bills
Summary of Operations – June 2015	June 2015 Summary of Operations showing revenues of \$82,600,954.55 and expenses of \$81,829,619.66
Summary of Operations – July 2015	August 2015 Summary of Operations showing revenues of \$2,006,777.63 and expenses of \$5,897,255.69."
	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 Budget Administration Items.
Other Fiscal Matters	Mr. Wilbur Wolf moved, seconded by Mrs. Laurie Reichert, "that the following other fiscal items be approved:
2015-16 Special Education Service Contract	2015-16 Special Education Service Contract for Premier Arts and Science Charter School."
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Other Business Matters	
Vote of PSBA 2015 Election	
Nomination for PSBA President-Elect	Mrs. Judy Quigley moved, seconded by Mr. Wilbur Wolf, "that Mr. Mark Miller, Centennial SD, be nominated for PSBA President-Elect and Mr. Michael Faccinetto, Bethlehem Area SD, be nominated for PSBA Vice President." Mrs. Judy Quigley amended her motion to just nominate Mr. Mark Miller, Centennial SD, for PSBA President-Elect. Mrs. Jean Rice asked if there were any other nominations from the floor. Dr. Fred Baldwin moved, seconded by Mrs. Maryellen Sheehan, "that Mrs. Mary Birks, Mt. Lebanon SD, also be nominated for PSBA President-Elect."
	Motion passed with a roll call vote: Dr. Fred Baldwin - Mrs. Mary Birks Mr. Clifton Edwards - Mrs. Mary Birks Mr. Ken Ewing - abstain Mrs. Janis Macut - Mr. Mark Miller Dr. Elisabeth McLean - Mrs. Mary Birks Mrs. Nancy Otstot - Mr. Mark Miller Mrs. Judith Quigley - Mr. Mark Miller Mr. John Salov - Mr. Mark Miller Mr. J. Bruce Walter - Mr. Mark Miller Mrs. Laurie Reichert - Mr. Mark Miller Mrs. Maryellen Sheehan - Mr. Mark Miller Mrs. Trudy Withers - Mr. Mark Miller Mr. Wilbur Wolf - Mr. Mark Miller

Vote Results:

- 10 – **Mr. Mark Miller**
- 3 – Mrs. Mary Birks
- 1 - Abstain

The Board consensus for a nomination of PSBA President-Elect is Mr. Mark Miller.

Nomination for PSBA Vice President

Mrs. Nancy Otstot moved, seconded by Dr. Elisabeth Mclean, “that Mr. Robert Schwartz, Wallenpaupack Area SD, be nominated for Vice President.

Mrs. Jean Rice asked if there were any other nominations from the floor.

Mrs. Judy Quigley moved, seconded by Dr. Fred Baldwin, “that Mr. Michael Faccinetto, Bethlehem Area SD, be nominated for Vice President.”

Mr. Wilbur Wolf moved, seconded by Mrs. Laurie Reichert, “that all nominations be closed”

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

Motion for a nomination of PSBA Vice President passed with a roll call vote:

- Dr. Fred Baldwin - Mr. Michael Faccinetto
- Mr. Clifton Edwards - Mr. Michael Faccinetto
- Mr. Ken Ewing - abstain
- Mrs. Janis Macut - Mr. Robert Schwartz
- Dr. Elisabeth McLean - Mr. Robert Schwartz
- Mrs. Nancy Otstot - Mr. Robert Schwartz
- Mrs. Judith Quigley - Mr. Michael Faccinetto
- Mr. John Salov - Mr. Michael Faccinetto
- Mr. J. Bruce Walter - Mr. Michael Faccinetto
- Mrs. Laurie Reichert - Mr. Michael Faccinetto
- Mrs. Maryellen Sheehan - Mr. Michael Faccinetto
- Mrs. Trudy Withers - Mr. Michael Faccinetto
- Mr. Wilbur Wolf - Mr. Michael Faccinetto.

Vote Results:

- 10 – **Mr. Michael Faccinetto**
- 3 – Mr. Robert Schwartz
- 1 – Abstain

The Board consensus for a nomination of PSBA Vice President is Mr. Michael Faccinetto.

Policies and Programs

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

Second Reading, Existing Position, Revised Description - Technology Application Supervisor

Second Reading and Approval - Existing Position, Revised Description - Technology Application Supervisor

Removal of Policy #321 – Political Activities from the agenda

Policy #321 - Political Activities was removed from the agenda due to suggested changes. The policy will be brought back for First Reading in October.

Second Reading, Revised Policies

Second Reading and approval of the following revised policies:

- #008 - Organizational Chart
- #301 - Creating a Position
- #302.1 - Emeritus Status for Executive Director
- #308 - Employment Contract/Board Resolution
- #311 - Suspensions/Furloughs
- #312 - Evaluation of Executive Director
- #313 - Evaluation of Employees
- #314 - Physical Examination
- #314.1 - HIV Infection
- #318 - Penalties for Tardiness/Unapproved Absence
- #319 - Outside Activities
- #320 - Freedom of Speech in Non-school Settings
- #323 - Tobacco *with addition of language for e-cigarettes*
- #324 - Personnel Files
- #325 - Dress and Grooming

First Reading, Revised Policies

First Reading of the following revised policies:

- #222 - Tobacco Use (pupils)
- #317 - Conduct/Disciplinary Procedures
- #317.1 - Educator Misconduct
- #322 - Gifts
- #326 - Complaint Process
- #328 - Compensation Plans/Salary Schedules
- #330 - Overtime
- #332 - Working Periods.”

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

Personnel Items

Mr. Wilbur Wolf moved, seconded by Mrs. Laurie Reichert, “that the following personnel items be approved:

RESIGNATIONS

SHAUNA HOSEY, personal care assistant, MDS effective August 16, 2015, following a medical leave of absence in 2014/2015 school year. Reason: Health.

HARRY KELSO, day-to-day substitute teacher, Loysville YDC effective August 20, 2015. Reason: Personal.

MARIE LEWIS, personal care assistant, Autism Support effective September 7, 2015. Reason: Retirement after 16 years of CAIU service.

JORDAN MARSHALL, educational paraprofessional, Autism Support effective September 30, 2015. Reason: Relocation.

MARVIN MOSES, personal care assistant, Autism Support effective September 10, 2015. Reason: Moved out of state.

STACEY PARKS, behavior consultant, Student Services effective September 21, 2015. Reason: Accepted a position with PaTTAN.

GINA YOCUM, part-time personal care assistant, Autism Support effective September 21, 2015. Reason: Accepted a position with Derry Township School District.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

BENJAMIN BERRY, technical business analyst, Technology Services effective September 8, 2015. Exempt base salary of \$46,000 for 12 months of service will be prorated for a total of 213 days through June 30, 2016. This is a new position funded through the CP Budget.

KELLIE BROWN, accountant, Business effective September 28, 2015. Exempt base salary of \$47,500 for 12 months of service will be prorated for a total of 199 days through June 30, 2016. This is a replacement position funded through the General Operating Budget.

SHYAMALA CHANDRASEKARAN, application developer II, Technology Services effective September 21, 2015. Base salary of \$68,439 for 12 months of service will be prorated for a total of 205 days. This is a new exempt position funded through the Application Development Budget.

ASHLEY HEINEMAN, business support specialist, Business effective September 21, 2015. Exempt base salary of \$53,500 for 12 months of service will be prorated for a total of 205 days through June 30, 2016. This is a new position funded through the General Operating Budget.

TODD HOWELL, educational paraprofessional, Early Intervention effective October 1, 2015. Base salary of HS+30, Step 1, \$18,003 for 189 days of service will be prorated for a total of 144 days through June 30, 2016. This is a replacement position funded through the MAWA Budget.

LISA KATISHEN, educational paraprofessional, Loysville Youth Development Center effective September 9, 2015. Base salary of HS, Step 6, \$21,104 for 189 days of service will be prorated for a total of 170 days through the end of the 2015/2016 school year. This is a new position funded through the LYDC State Budget.

RACHEL MOYER, personal care assistant, Autism Support effective September 28, 2015 pending clearances and Act 168 background checks. Base salary of HS+30, Step 1, \$18,003 for 189 days of service will be prorated for 162 days with additional new hire days as required. This is a new position funded through the Autism Support Budget.

RUTH NAZAY, personal care assistant, Autism Support effective September 28, 2015 pending clearances and Act 168 background checks. Base salary of HS, Step 1, \$16,642 for 189 days of service will be prorated for 165 days with additional new hire days as required. This is a new position funded through the Autism Support Budget.

ANDREA SCHWARTZ, personal care assistant, Emotional Support effective September 28, 2015 pending clearances and Act 168 background checks. Base salary of HS+30, Step 1, \$18,003 for 189 days of service will be prorated for 161 days with and additional three days to meet new hire requirements. This is a new position funded through the ES Budget.

AMY YOUNG, personal care assistant, Emotional Support effective September 21, 2015. Base salary of HS+30, Step 1, \$18,003 for 189 days of service will be prorated for 161 days with an additional three days to meet new hire requirements. This is a new position funded through the ES Budget.

CHANGE OF STATUS

KRISTIN GARDNER, from full-time to part-time school counselor, ANPS effective the 2015/2016 school year. Base salary of Masters, Step 6, \$51,602 for 189 days of service will be prorated for a total of 140 days. This position is funded through the ANPS/ACT 89 Budget.

TODD HOWELL, rescinded acceptance of educational paraprofessional, Early Intervention (CAIU) to accept a position as a full-time teacher, Emotional Support (CAIU) effective September 24, 2015. Base salary of Masters, Step 3, \$48,056 for 189 days of service will be prorated for a total 163 days with an additional three days to meet new hire requirements. This is a replacement position funded through the ES Budget.

RAY JOHNSON, educational paraprofessional, Intervention Team, placed on paid administrative leave – pending personnel matter – effective August 27, 2015.

THOMAS SMITH, part-time personal care assistant, Emotional Support change of status to inactive due to job abandonment. Employee did not report to work at the start of the 2015/2016 school year.

CATHY WRIGHT-DANIELS, personal care assistant, Autism Support, from active to in-active status due to work-related injury effective September 4, 2015.

CHANGE OF SALARY

BRANDON BARNHART, social worker, Pupil Services, change of salary for completion of Masters +30 credits. Salary will be based on Masters +30, Step 5, \$52,995 for 189 days of service.

MATTHEW CORDIER, vocational teacher, Culinary Arts, Loysville YDC, change of salary based on start date of August 27, 2015. Base salary of Bachelors, Step 1, \$43,322 for 189 days of service will be prorated for a total of 177 days.

KRISTEN DIECK, from part-time to full-time ESL teacher, Curriculum Services effective August 31, 2015. Base salary of Bachelors, Step 4, \$46,080 for 189 days of service will be prorated for a total of 179 days. This position is funded through the ESL Budget.”

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 highlighted several items under the CAIU Team Reports.

President's Report

Mrs. Jean Rice thanked the Board members for their attendance at this morning’s meeting.

Board Member Sharing of Information

There was no Board Members Sharing of Information.

Information Items

The following Information Items were available for the Board Members’ review:

- Superintendents’/Vocational Directors’ Advisory Council Meeting Minutes from September 9, 2015

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, October 22, 2015, 8:00 a.m., Board Room, CAIU Enola Office. Immediately following the October Board Meeting, Board members are invited to visit the Preschool class at Willow Mill Preschool Center.

Adjournment

Mrs. Laurie Reichert moved, seconded by Mr. Wilbur Wolf, “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 9:22 a.m. the meeting adjourned.

Rennie Gibson,
Board Secretary