

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

November 19, 2015 MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, November 19, 2015, at the Capital Area Intermediate Unit at the Enola Office. The meeting was called to order at 8:03 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, Mrs. Barbara Geistwhite, Dr. Elisabeth McLean, Mrs. Judith Quigley, Mrs. Laurie Reichert, Mr. John Salov, Mrs. Maryellen Sheehan, Mr. Ford Thompson, Mr. J. Bruce Walter, Mrs. Trudy Withers and Mr. Wilbur Wolf

Members not in attendance were: Mr. Michael Berk, Mrs. Nancy Otstot and Mrs. Patricia Whitehead-Myers

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, Mr. Eric Samples, Mr. Robert Copeland, Karen Ruddle, Shana Montgomery

REGULAR BOARD MEETING At 8:03 a.m. the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order.

Executive Session At 8:03 a.m. the Board entered into Executive Session to discuss a personnel matter.

REGULAR BOARD MEETING At 8:30 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 Mr. Eric Samples, Lower Dauphin SD Board Member, Mr. Robert Copeland, East Pennsboro Area SD Board Member, Shana Montgomery and Karen Ruddle to the meeting.

Reports & Updates

NEW AgendaManager Overview Dave Martin and Joe Galluci provided an overview of Agendamanager upgrades.

Program Spotlight - Overview of TaC Supports & Services Karen Ruddle, Program Supervisor for Training & Consultation (TaC), and Shana Montgomery, Educational Consultant, shared an overview of the TaC professional development and consultative services provided for staff in our districts.

Announcement of CAIU Retirees There were no CAIU Retirees this month.

Recognition of Departing Board Members The Board recognized and thanked the following Board Members for their dedicated service and commitment to the students, staff and region:

- Mrs. Laurie Reichert
- Mrs. Maryellen Sheehan

CAIU Team Reports

- David Martin, Director of Technology Services, shared that the updates for the new AgendaManager solution were released on November 13. There is a Content Keeper training being held at the CAIU today. The Lower Dauphin SD Technology Director will be presenting on the Mobility Solution that they use at their district to maintain content filtering when the device is off school property. Training was recently held at the CAIU on E-rate. There have been several changes to E-rate this past year. The CAIU applies for E-rate for CAIU districts that are part of the WAN and Internet consortium.
- Mr. Len Kapp, Supervisor of Operations and Transportation, shared that repairs are being done on a recent sewer line break and line blockage.
- Theresa Kinsinger, Director of Organizational Services, shared that staff clearances are being updated. She continues to work with districts to answer their questions about volunteers and other clearance issues. She has sent requests to districts for their negotiations data survey. Open Enrollment is in process at CAIU. Currently, there are fourteen staff openings due to new student enrollments.
- Alicia McDonald, Director of Student Services, shared that Dr. Thompson, principal at Hill Top Academy (HTA), is working with the TaC staff to implement Schoolwide Positive Behavior Support at the school. She also shared that there are several referrals for HTA and the school is nearing student capacity. All CAIU Teachers of the Visually Impaired are completing training on the Unified English Braille code. Susquehanna Service Dogs visited HTA this week for a "Puppy Hugging" day.
- Daren Moran, Business Manager, shared that the local audit is nearing completion. The local auditors will provide an overview of the 2014-15 audit at the December board meeting. Since the state budget has not passed, we continue to operate without any state or federal funds. We continue to invoice for the services provided. He thanked the districts for continuing to pay their invoices. Previously, we had acquired an \$8 million RAN. We have used \$2 million. The remaining \$6 million will cover operations through December. He continues the discussion with the bank about acquiring a second RAN if necessary. Daren is currently working to prepare the 2016-17 General Operating Budget. The process will be delayed by one month and will be presented for first reading at the January board meeting as there are too many outstanding variables due to the 2015-16 state budget not being passed.
- Dr. Rhonda Brunner, Assistant Executive Director, shared that PEMA and PDE will hold a Comprehensive Emergency Management (CEM) planner training at CAIU on January 15, 2016, and school districts have been invited to send district safety contacts. Board policies have been updated into the PSBA Board Docs system and the 300-level merged employee section will be complete by January, at which time the previous policies will be formally "retired" on a future board agenda.
- Cindy Mortzfeldt, Executive Director, shared that the fall superintendent conference was held this month. Through federal funds, an Equitable Participation coaching model is being implemented for nonpublic schools. She also provided information about the Diakon Wilderness Center and CAIU Grant Proposal for the Annie E. Casey Foundation's Learn and Achieve Potential (LEAP) initiative.

Approval of Minutes

Mrs. Laurie Reichert moved, seconded by Dr. Fred Baldwin, "that the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of October 22, 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

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 Mrs. Barb Geistwhite, "that the following fiscal items be approved:

Treasurer's Report

October 2015 Treasurer's Report – a total of \$6,151,800.91 in receipts and \$5,535,956.73 in expenditures

Payment of Bills

October 2015 Payment of Bills

Summary of Operations – June 2015

June 2015 Summary of Operations showing revenues of \$82,602,951.05 and expenses of \$81,829,619.66

Summary of Operations – October 2015

October 2015 Summary of Operations showing revenues of \$7,961,064.12 and expenses of \$15,875,569.72."

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

There were no other fiscal matters this month.

Policies and Programs

Mr. Wilbur Wolf moved, seconded by Mrs. Laurie Reichert, "that the following policies and programs be approved:

Second Reading, Revised Policies

Second Reading and approval of the following revised policies:

- Policy #321 - Political Activities – Dr. Baldwin suggested to add further details when admin regulations are done
- Policy #334 - Sick Leave
- Policy #335 - Family and Medical Leave
- Policy #336 - Personal Necessity Leave
- Policy #337 - Vacation
- Policy #338 - Sabbatical Leave
- Policy #338.1 - Compensated Professional Leave
- Policy #339 - Uncompensated Leave
- Policy #346 - Workers' Compensation
- Policy #348 - Unlawful Harassment
- Policy #351 - Drug-free Workplace
- Policy #352 - Attorney Fees for Employees
- Policy #304.1 - Anti Nepotism

First Reading, Revised Policies

The following revised policies were approved for First Reading:

- Policy #333 – Professional Development
- Policy #340 – Responsibility for Student Wellness
- Policy #341 – Benefits for PT Personnel
- Policy #342 – Jury Duty
- Policy #343 – Paid Holidays
- Policy #347 – Workers Comp – Return to Work

First Reading, New Policy # 706.1 - Disposal/Sale of Surplus Obsolete/Outdated Equipment

First Reading, Existing Position, Revised Description - Receptionist

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

JOLETTA NEBEL, Counselor, ANPS Program, effective February 29, 2016. Reason: Retirement after more than 9 years of CAIU service.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

RACHEL BENECKE, Educational Paraprofessional, Autism Support Program, effective November 9, 2015. Base salary of HS + 30, Step 1, \$18,000 for 189 days of service will be prorated for a total of 132 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.

MATTHEW BRIGHTBILL, Application Support Specialist, Technology Team, effective November 16, 2015. Base salary of \$37,147.50 for 12 months of service, prorated for a total of 164 days through June 30, 2016. This is a replacement position funded through the CAOLA budget.

JAMES BRILL, Technology Infrastructure Supervisor, Technology Team, effective November 9, 2015. Base salary of \$91,400 for 12 months of service, prorated for a total of 169 days through June 30, 2016. This is a replacement position funded through Network Services and General Operating budgets.

DARRYL EISENHAUER, Technology Support Specialist, Technology Team, effective November 16, 2015. Base salary of \$35,328.79 for 12 months of service, prorated for a total of 164 days through June 30, 2016. This is a replacement position funded the IMS budget.

CHANGE OF STATUS

MEGAN CENTENO, Behavior Specialist, Student Services Team, from a start date of November 9, 2015, to a start date dependent upon when her current district releases her.

FREDERICK GARMAN, from Educational Paraprofessional to Long Term Substitute Behavior Consultant, Student Services, effective October 21-December 23, 2015. Change of status results in a change of salary to Masters, Step 15, \$69,116 for 189 days of service prorated for 43 days. This is a replacement position funded through the Educational Consultant budget.

RAY JOHNSON, Educational Paraprofessional, Intervention Program, Student Services Team, from administrative paid leave to active status effective October 23, 2015.

KELLY REIFF, Occupational Therapist, OT/PT Program, from a start date October 19, 2015 to a start date of November 9, 2015. Base salary of Bachelors, Step 9, \$53,301, for 189 days of service will be prorated for a total of 122 days through June 30, 2016.

PATRICIA STEPHENS, ELECT Program Assistant, Student Services Team, from active status to furlough effective December 23, 2015. Furlough is due to a change in funding requirements of the ELECT grant.

LEAVES OF ABSENCE

KELLI GARIS, Educational Paraprofessional, Diagnostic Program, Student Services Team, leave of absence effective October 26, 2015 – November 5, 2015 for a total of 10 days. Leave is requested without pay for medical reasons in accordance with CAIU and FMLA policies.”

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. This week is American Education Week. She encouraged everyone to take a moment to recognize the staff at your local districts. Mrs. Mortzfeldt thanked Mrs. Sheehan and Mrs. Reichert for their work on the CAIU Board. She wished everyone a wonderful Thanksgiving Holiday.

President's Report

Mrs. Jean Rice thanked the Board for being at the meeting this morning. She appreciates their good attendance. She wished them a happy, healthy and safe holiday season and hope that they enjoy time with your families.

Board Member Sharing of Information

Dr. Fred Baldwin, Carlisle Area SD, shared that his district has received approval from the PDE for their Flexible Instructional Day proposal (electronic days for snow day school closures).

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, December 17, 2015, 8:00 a.m., Board Room, CAIU Enola Office. **December's Monthly Board Spotlight** will be an **Overview of CAIU Finances**. *In addition, there will be a tour of the CAIU Building immediately following the Board Meeting.*

Adjournment

Mrs. Trudy Withers moved, seconded by Mrs. Laurie Reichert, “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 9:43 a.m. the meeting adjourned.

Rennie Gibson,
Board Secretary