

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

December 18, 2014
MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, December 18, 2014, 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. Michael Berk, Mr. Terry Cameron, Mr. Clifton Edwards, Ms. Barbara Layne, Mrs. Janis Macut, Dr. Elisabeth McLean, Mrs. Nancy Otstot, Mrs. Judith Quigley, Mrs. Laurie Reichert, Mrs. Maryellen Sheehan, Dr. Anthony Tezik, Mr. J. Bruce Walter, Mrs. Trudy Withers and Mr. Wilbur Wolf
Members not in attendance were: Mrs. Cheryl Capozzoli, Mrs. Barbara Geistwhite and Mrs. Patricia Whitehead-Myers

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

Staff/Public in attendance were: Rhonda Brunner, Theresa Kinsinger, Dave Martin, Len Kapp and Michelle Sholder

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 the review of a compensation plan and a personnel matter.

REGULAR BOARD MEETING

At 8:45 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

The Board welcomed Michelle Sholder to the Board Meeting.

Departing Board Member

Mrs. Nancy Otstot departed the Board Meeting at 8:47 a.m.

Reports & Updates**Announcement of CAIU Retirees**

The Board announced that Carol Schue, Early Intervention Teacher, retired after almost 24 years of service.

2015-16 General Operating Budget Presentation

Mr. Daren Moran, Business Manager, presented an overview of the proposed 2015-16 General Operating Budget. The budget is on the agenda for a 1st reading.

CAIU Team Reports

Mr. David Martin, Director of Technology Services, shared information about the recent 3rd annual iPad Summit. Approximately 35% of the nearly 200 attendees were from our districts. He also shared that districts are looking at different Learning Management Systems and the CAIU will host an opportunity for districts to see a comparison between Schoology and Canvas. The CAIU is also looking at Disaster Recovery Plan options.

Mr. Len Kapp, Supervisor of Operations & Transportation, shared that the energy savings from the “re-lamp” project and replacement of LED lighting could be approximately \$20,000 per year. He noted that the constant lighting cost of the CAIU building has been reduced approximately 80 percent over recent years with lighting upgrades.

Mrs. Theresa Kinsinger, Director of HR, Business and Communications, shared information about Open Enrollment and the Child Protective Services Law updates. There are new requirements that all employees must obtain updated clearances every three years and new requirements for reference checks from former employers.

Dr. Rhonda Brunner, Assistant Executive Director, shared the Local School Wellness Policy report and policy updates that reflect Child Protective Services Law changes.

Mrs. Cindy Mortzfeldt, Executive Director, highlighted the Technology Services Team and the services they provide. Alicia McDonald and she attended the Shippensburg Area SD Board meeting to present Josephine J. Decima award to Amy Brandt, Life Skills teacher. ELECT/EFI monitoring was recently completed. A report will be received at a later date. The CAPP program changes remain on target to relinquish the partial hospital license on 12/31/14. The CAPP staff continues to work closely with the agencies to ensure a smooth discharge of clients from the partial hospital program.

Departing Board Members

Ms. Barb Layne departed the Board meeting at 9:25 a.m. and Mrs. Judy Quigley departed the Board Meeting at 9:43 a.m., both during the CAIU Team Reports.

Approval of Minutes

Mr. Wilbur Wolf moved, seconded by Dr. Elizabeth McLean, “that the minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of November 20, 2014 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

The **Board Finance & Budget Committee** met on November 20, 2014 to review the proposed 2015-16 General Operating Budget. The **Act 93 Committee** met on December 11, 2014 to review the Act 93 Compensation Plan.

Treasurer’s Report

Mr. Mike Berk moved, seconded by Mrs. Trudy Withers, “that the following fiscal items be approved:

Treasurer’s Report

November 2014 Treasurer’s Report – a total of \$3,814,774.60 in receipts and \$4,455,413.61 in expenditures

Payment of Bills

November 2014 Payment of Bills

Summary of Operations

November 2014 Summary of Operations showing revenues of \$24,880,939.71 and expenses of \$21,599,930.29.”

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

Budget Administration

Mrs. Laurie Reichert moved, seconded by Dr. Fred Baldwin, “that the following **Budget Administration** items be approved:

Proposed 2014-15 Budgets

The following Proposed 2014-15 Budgets:

- Gifted Technical Assistant Services
- PA Assessment and Accountability
- PA Institute for Instructional Coaching

Proposed 2014-16 Budgets

The following Proposed 2014-16 Budgets:

- Title I, Part D – Neglected and Delinquent Subpart 2 Program
- Title II, Part A – Improving Teacher Quality
- Title III, Part A – English Language Acquisition

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

Proposed 2015-16 Budget – General Operating (1st Reading)

Mr. Wilbur Wolf moved, seconded by Mrs. Laurie Reichert, “that the First Reading of the Proposed 2015-16 – General Operating Budget be approved.”

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

Other Fiscal Matters

Mr. Mike Berk moved, seconded by Mrs. Laurie Reichert, “that the following **Other Fiscal Matters** be approved:

Early Intervention Commercial Lease – Flowers Drive

Early Intervention Commercial Lease - Flowers Drive

2013-14 Audit Report

2013-14 Audit Report.”

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

Departing Board Member

Mrs. Trudy Withers departed the Board Meeting at 9:47 a.m.

Policies and Programs

Mr. Mike Berk moved, seconded Dr. Fred Baldwin “that the following policies and programs be approved:

Second Reading, Revised Policy #000 - Board Policy/Procedure/Administrative Regulations

Revised Policy #000 - Board Policy/Procedure/Administrative Regulations

Second Reading, New Policies

The following New Policies:

- #701 - Facilities Planning
- #805.1 - Relations with Law Enforcement Agencies

Second Reading, New Position, New Description - Behavior Consultant

New Position, New Description - Behavior Consultant

First Reading, Revised Policy #620 -
Fund Balances

First Reading, Revised Policy #620 - Fund Balances

First Reading, Existing Position, Revised
Description - Business Manager

First Reading, Existing Position, Revised Description - Business Manager.”

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

Personnel Items

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

RESIGNATIONS

ALLISON CORBIN, speech pathologist, Early Intervention effective December 3, 2014. Reason: Resignation following child-rearing leave of absence.

JEAN MULLIGAN, itinerant teacher, Blind/Visually Impaired Support effective January 1, 2015. Reason: Employee is unable to return to work following sabbatical for restoration of health and has applied for disability retirement through PSERS after 28 years of CAIU service.

DONALD ORSINGER, custodian, Operations (Administration) effective February 16, 2015. Reason: Retirement after 36 years of CAIU service.

KAREN OTT, technology support coordinator, Technology Services effective February 27, 2015. Reason: Retirement after 42 years of CAIU service.

JOSEPH VIGLIANO, educational paraprofessional, Emotional Support effective January 9, 2015. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

SARAH MAZZULLA, teacher, Emotional Support effective January 5, 2015. Base salary of Bachelors, Step 2, \$43,660 for 189 days of service will be prorated for 103 days. This is a replacement position funded through the Emotional Support Budget.

SHANA MONTGOMERY, itinerant teacher, Deaf/Hard of Hearing Support effective January 5, 2015. Base salary of Masters, Step 8, \$54,088 for 189 days of service will be prorated for a total of 104 days. This is a new position funded through the D/HH Support Budget.

SCOTT SNYDER, educational consultant, Curriculum Services with an anticipated start date of February 17, 2015. Base salary of Bachelors, Step 15, \$65,647 for 189 days of service will be prorated based on start date following release from current school district. This is a new position funded through the Professional Services Budget.

KATHERINE STROHM, long-term substitute teacher, Early Intervention effective January 5, 2015 through June 5, 2015. Base salary of Masters, Step 2, \$46,604 for 189 days of service will be prorated for a total of 97 days. This is a long-term substitute position funded through the MAWA Budget.

CHANGE OF STATUS

SARAH BEAUMONT, from part-time to full-time ESL teacher, Curriculum Services effective January 5, 2015. Base salary of Masters, Step 2, \$46,604 for 189 days of service will be prorated for the remaining 107 days of the 2014/2015 school year. This is a new position funded through the ESL Budget.

STACEY CHYR, from long-term substitute to permanent full-time inclusion consultant, Early Intervention effective January 5, 2015. No change in salary. This is a new position funded through the MAWA Budget.

PATRICIA LACEY, from full-time furloughed mental health treatment specialist, CAPP to part-time behavioral consultant, Pupil Services effective December 24, 2014. To be paid at the rate of \$45.10 per hour based on

Masters, Step 13, \$63,936 for 189 days of service.

LEEANN LETERSKY, from part-time to full-time educational paraprofessional, Early Intervention effective March 2, 2015. Base salary of HS+30, Step 7, \$22,011 for 189 days of service will be prorated for a total of 60 days. This is a replacement position funded through the MAWA Budget.

CHANGES OF SALARY

AMY COOK, part-time occupational therapist, OT/PT, increase days from 95 to 102 for the 2014/2015 school year effective December 1, 2014. Base salary of Masters, Step 11, \$59,603 for 189 days of service will be prorated for a total of 102 days.

LEAVE OF ABSENCE

SARAH ALTMAN-KOPKO, part-time speech pathologist, Early Intervention requesting leave of absence without pay for child-rearing effective March 30, 2015 through May 22, 2015 for a total of 18 days. Leave is requested in accordance with CAIU Policy.”

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 also highlighted several items under the CAIU Team Reports and wished everyone a wonderful holiday and relaxing time with their families. Mrs. Mortzfeldt invited the Board members to attend the Agendamanger Session/training immediately following today's meeting.

2014-15 CAIU Organizational Goals

The 2014-2015 CAIU Organizational Goals, including timeline, were available for the Board's review.

President's Report

Mrs. Jean Rice thanked the board members for their attendance. She wished them all a Merry Christmas and blessed holiday.

Board Member Sharing of Information

There was no Board Members' sharing of Information.

Information Items

The Penn Live Regional Blended Learning Grant Article was available for the Board Members' review.

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 22, 2015, 8:00 a.m., Board Room, CAIU Enola Office. **Immediately following the January Board Meeting, an overview of the VoIP Phone System will be provided.**

Adjournment

Mrs. Laurie Reichert moved, seconded by Dr. Fred Baldwin, “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 9:49 a.m. the meeting adjourned.

Rennie Gibson,
Board Secretary