

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**January 22, 2015
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, January 22, 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. Michael Berk, Mr. Terry Cameron, Mrs. Cheryl Capozzoli, Mr. Clifton Edwards, Mrs. Barbara Geistwhite, Mrs. Nancy Otstot, Mrs. Judith Quigley, Mrs. Laurie Reichert, Dr. Anthony Tezik, and Mr. Wilbur Wolf

Members not in attendance were: Ms. Barbara Layne, Mrs. Janis Macut, Dr. Elisabeth McLean, Mrs. Maryellen Sheehan, Mr. J. Bruce Walter, Mrs. Patricia Whitehead-Myers and Mrs. Trudy Withers

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, Alicia McDonald, Brian Griffith and Len Kapp

- 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 8:00 a.m. the Board entered into Executive Session to discuss the review of a compensation plan and a legal matter.
- Arriving Board Member** At 8:45 a.m. Mrs. Cheryl Capozzoli arrived to the Board Meeting.
- REGULAR BOARD MEETING** At 9:02 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** There was no recognition of Public.
- Reports & Updates**
- Board Member Recognition Month** As January is School Board Recognition Month, the CAIU took the opportunity to thank our nineteen Board Members for devoting their time to support education and serve the local schools and community.
- Announcement of CAIU Retirees** The Board announced that Jean Mulligan, Vision Itinerant Teacher, retired after almost 29 years of service.
- CAIU Team Reports**
- Theresa Kinsinger, Director of HR and Communications, indicated that the HR staff continues to work through the requirements for clearances and employment background checks for existing and new staff. She is working to secure updated clearances for staff per Act 168 requirements.
 - Alicia McDonald, Director of Student Services, shared information about the transition to the Capital Area Peak Potential Program (CAPP). The CAIU now provides educational services for students who are at Hershey Medical Center

- for kidney dialysis.
- David Martin, Director of Technology Services, shared that his team continues to work on a Disaster Recovery Plan. A meeting was held recently with districts to begin development of policies and systems to address disaster recovery. Also, the collaborative statewide Technology Advisory Council meeting was held. Technology staff across the Commonwealth come together virtually to discuss pertinent issues and policies about technology. The Regional Computer Fair is scheduled for March 25th at the CAIU. Breakout sessions for the students are being planned.
 - Brian Griffith, Director of Curriculum Services, shared that CAOLA surpassed another milestone with 3,000 students enrolled in online courses. About half of those students are full-time online students. A group of teachers and administrators from Big Spring, CAIU, East Pennsboro, Susquehanna Township, and Susquenita visited various schools in the Philadelphia and New Jersey areas to observe different hybrid learning models. Also, WITF recently recorded a community forum on drug use. The TV show will air on February 19 at 8:30 p.m. and again on February 21 at 2:00 p.m. This show is another resource for the work around Real Life Real Issues: Drugs and Young People.
 - Daren Moran, Business Manager, provided an update on the Special Audit reviewing the contracts between CAIU and PDE. On today's agenda, the 2015-16 General Operating budget is available for second reading and approval. The budget documents will be sent to the local districts for review and a vote by their boards.
 - Rennie Gibson, Board Secretary, distributed a Statement of Financial Interest form to each Board Member and asked that the forms be completed and returned to her. This document is required to be completed on an annual basis. Also, she shared information regarding the upcoming annual CAIU Board of Directors' election, which will take place by mail ballot this spring. Board members representing Carlisle, Central Dauphin, Cumberland Valley, Derry Township, Greenwood, Millersburg, Newport and Steelton-Highspire school districts will be included in this year's election.
 - Dr. Rhonda Brunner, Assistant Executive Director, shared that there are several new policies on the agenda related to new Child Protective Services regulations. The CAIU Core Safety Team is working to update the Emergency Operations Plan and is planning Tabletop safety exercises. She has visited thirteen school sites (non-public, preschool, and Hill Top Academy) and has scheduled fourteen more as part of her goal of visiting staff in their teaching environments.
 - Cindy Mortzfeldt, Executive Director, shared her monthly report with the Board. She highlighted the Early Intervention Validation Report that was also available for the Board members' review. The annual CAIU All Staff Day was held on January 19. A variety of activities was planned for the morning with Chris Heeter as the keynote speaker. In the afternoon, staff had the opportunity to participate in workshop sessions or service projects. Also, the Hill Top Academy food service had their Administrative Review on Wednesday, January 21. The preliminary report indicated that there were no corrective actions. She also shared a mid-year update on the 2014-15 CAIU Organizational Goals. The document was available for the Board members' review.

Departing Board Member

At approximately 9:15 a.m., Mr. Clifton Edwards departed the Board meeting (during the CAIU team reports).

Statements of Financial Interest	Statements of Financial Interest forms were distributed to each Board Member. Completed forms are to be returned to Mrs. Rennie Gibson as soon as possible.
Approval of Minutes	Mr. Mike Berk moved, seconded by Mr. Wilbur Wolf , “that the minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of December 18, 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	There were no Board Committee Reports.
Treasurer’s Report	Mrs. Laurie Reichert moved, seconded by Mrs. Judith Quigley , “that the following fiscal items be approved:
Treasurer’s Report	December 2014 Treasurer’s Report – a total of \$2,998,180.54 in receipts and \$5,761,249.52 in expenditures
Payment of Bills	December 2014 Payment of Bills
Summary of Operations	December 2014 Summary of Operations showing revenues of \$27,674,500.58 and expenses of \$27,658,208.09.” Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Budget Administration	Mr. Mike Berk moved, seconded by Dr. Fred Baldwin , “that the following Budget Administration items be approved:
Proposed 2015-16 Budget – General Operating (2 nd Reading)	Second Reading and Approval of the Proposed 2015-16 – General Operating Budget.” Motion passed by a roll call: Dr. Fred Baldwin, yes; Mr. Michael Berk, yes; Mr. Terry Cameron, yes; Mrs. Cheryl Capozzoli, yes; Mrs. Barbara Geistwhite, yes; Mrs. Nancy Otstot, yes; Mrs. Judith Quigley, yes; Mrs. Laurie Reichert, yes; Mrs. Jean Rice, yes; Dr. Anthony Tezik, yes; Mr. Wilbur Wolf, yes.
Other Fiscal Matters	There were no other fiscal matters.
Policies and Programs	Mrs. Barbara Geistwhite moved, seconded Mr. Wilbur Wolf , “that the following policies and programs be approved:
Second Reading, Revised Policy #620 - Fund Balances	Second Reading, Revised Policy #620 - Fund Balances
Second Reading, Existing Position, Revised Description - Business Manager	Second Reading, Existing Position, Revised Description - Business Manager

First Reading Revised Policies	<p>The following Revised Policies were approved for First Reading:</p> <ul style="list-style-type: none"> • Revised Policy #307 - Student Teachers/Interns • Revised Policy #309 - Assignment and Transfer • Revised Policy #317 - Conduct/Disciplinary Procedures • Revised Policy #333 - Professional Development • Revised Policy #806 - Child Abuse • Revised Policy #818 - Contracted Services
First Reading, New Policy #317.1 - Educator Misconduct	First Reading, New Policy #317.1 - Educator Misconduct
First Reading, Existing Position, Revised Description - Director, Organizational Services	First Reading, Existing Position, Revised Description - Director, Organizational Services
First Reading, Existing Position, New Description - Inclusion Consultant	First Reading, Existing Position, New Description - Inclusion Consultant.”
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 Mrs. Nancy Otstot, “that the following personnel items be approved:
RESIGNATIONS	<p>AMY KWIATKOWSKI, mental health treatment specialist, CAPP effective January 6, 2015. Reason: Personal.</p> <p>ARIAN MONASMITH, online learning administrator, CAOLA effective January 9, 2015. Reason: Personal.</p>
RECOMMENDED FOR EMPLOYMENT OR CONTRACT	<p>JACK RENTZEL, application developer II, Technology Services effective January 19, 2015. Base salary of \$68,439 for 12 months of service will be prorated for a total of 117 days. This is a replacement position funded through the Application Development Budget.</p> <p>MARY TROAIN-GERMANN, accounting clerk, Business effective January 19, 2015. Range 3 base salary of \$34,417.50 for 12 months of service will be prorated for a total of 117 days through June 30, 2015. This is a replacement position funded through the General Operating Budget.</p>
CHANGE OF STATUS	<p>JILLE JOHNSTON, from teacher, Diagnostic to teacher, Emotional Support effective January 5, 2015. This position is funded through the Diagnostic Budget.</p> <p>BRYAN GUERRISI, from program assistant to online support administrator, Curriculum Services, CAOLA effective January 12, 2015. New salary of \$44,000 for 12 months of service will be prorated for the remaining 122 days of the 2014/2015 school year. This is a replacement position funded through the CAOLA Budget.</p> <p>LYNETTE LEE, from part-time, long-term substitute to permanent, part-time educational paraprofessional, Early Intervention effective January 5, 2015. This position is funded through the MAWA Budget.</p> <p>SARAH MAZZULLA, from teacher, Emotional Support to teacher, Diagnostic effective January 5, 2015. This position is funded through the Emotional Support Budget.</p>

DEBRA ZERVANOS, change of status from mental health worker, CAPP to full-time EPP/PCA, Emotional Support effective January 5, 2015. New base salary of HS+30, Step 11, \$25,491 for 189 days of service will be prorated for a total of 103 days through the end of the 2014/2015 school year. This is a voluntary demotion funded through the Emotional Support Budget.

CHANGES OF SALARY

AMY COOK, part-time occupational therapist, OT/PT, increase days from 95 to 107 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 107 days. Reported as 102 days on the December Board Addendum.

SHANNON GERHARDS, part-time speech therapist, Early Intervention, ASHA stipend of \$2,500 will be prorated for a total of 119 days for the 2014/2015 school year.

TANYA HALLER, art teacher/floater, Student Services, change of salary for completion of master's degree effective December 15, 2014. New base salary of Masters, Step 8, \$54,088 for 189 days of service will be prorated for a total of 110 days.

JOANNE RUCHINSKI, service coordinator, Early Intervention, change of salary for completion of Masters +15 credits effective December 15, 2014. New base salary of Masters +15, Step 13, \$65,298 for 189 days of service will be prorated for a total of 102 days.

MICHELLE SHOLDER, teacher, Multiple Disability Support, change of salary for completion of Masters +30 credits effective December 22, 2014. New base salary of Masters +30, Step 10, \$60,423 for 189 days of service will be prorated for a total of 105 days.

LISA SMILEY, part-time educational consultant, Student Services, change of salary due to an increase in number of contracted days from 80 to 108 effective December 18, 2014. Base salary of Masters, Step 9, \$55,795 for 189 days of service will be prorated for a total of 108 days.

ISSUANCE OF TENURE

Upon recommendation of the Executive Director, the following temporary professional employee to be elevated to the status of professional and shall be issued a professional contract, effective January 22, 2015:

WENDY RIDGWAY, Inclusion Consultant, Early Intervention."

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 Report.

2014-15 CAIU Organizational Goals

The 2014-2015 CAIU Organizational Goals, including timeline, were available for the Board's review. The Goals were updated to include current status/progress.

President's Report

Mrs. Rice thanked the Board members for their attendance. She appreciates their effort to get to the meeting this morning with the weather.

Board Member Sharing of Information

- Dr. Fred Baldwin, Carlisle Area School District, shared his concerns about the cost and the requirements for clearances especially for volunteers. He is afraid that the new requirements will discourage volunteers to participate in our schools. He is also interested in hearing any feedback from Board Members who have used both Board Docs and AgendaManager.
- Nancy Otstot, East Pennsboro Area School District, asked how many districts has a designated Board Secretary employed at the district.

Information Items

The following Informational Items were available for the Board Members' review:

- The Sentinel Regional Blended Learning Grant Article
- CAIU15 Validation Letter and Improvement Plan

**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, February 26, 2015, 8:00 a.m., Board Room, CAIU Enola Office. Immediately following the February Board meeting there will be a presentation on the *Regional Blended Learning Grant*.

Adjournment

Mr. Mike Berk 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 9:52 a.m. the meeting adjourned.

Rennie Gibson,
Board Secretary