

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**February 26, 2015
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, February 26, 2015, at the Capital Area Intermediate Unit at the Enola Office. The meeting was called to order at 8:02 a.m. by President, Mrs. Jean Rice.

Members in attendance were: Dr. Fred Baldwin, Mr. Clifton Edwards, Mrs. Barbara Geistwhite, 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: Mr. Michael Berk, Mr. Terry Cameron, Mrs. Cheryl Capozzoli, Ms. Barbara Layne, Mrs. Janis Macut and Mrs. Patricia Whitehead-Myers

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

Staff/Public in attendance were: Mr. Dave Martin, Ms. Alicia McDonald and Mr. Brian Griffith

REGULAR BOARD MEETING At 8:02 a.m. the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order.

Executive Session At 8:02 a.m. the Board entered into Executive Session to discuss the review of a compensation plan and a legal matter.

REGULAR BOARD MEETING At 9:09 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

Announcement of CAIU Retirees

The Board announced the retirement of:

- Donald Orsinger, Custodian, retirement after almost 36 years of service
- Karen Ott, Technology Support Coordinator, retirement after 43 years of service.

CAIU Team Reports

- Alicia McDonald, Director of Student Services, shared that she is currently holding contract meetings with key staff from each district. Once the contract meetings are concluded, her team will begin staffing for the 2015-16 school year.
- David Martin, Director of Technology Services, indicated that the CAIU Canvas Conference will take place on March 4th. Canvas is a Learning Management System and staff from districts will present how they are using this tool in their district. The annual Regional Computer Fair will be held on March 25th. Board members are welcome to attend to see the presentations from our district students. The PETE&C Conference was held earlier this month. Staff from CAIU provided the overall technology support for the conference. Students from West Shore School District and Derry Township School District also

provided technology support for the presenters at the conference.

- Brian Griffith, Director of Curriculum Services, shared the summary report for students enrolled in the Capital Area Online Learning Association (CAOLA) through their respective districts. The report included a total number and the full time student numbers for each district. He also provided a brief overview of the Regional Blended Learning Planning grants. These planning grants are assisting three of our districts to plan for implementation of personalized learning within their schools.
- Daren Moran, Business Manager, reported that the Limited Procedures Engagement audit work has concluded. The project will go to the Auditor General's Central Office for review. If additional questions arise, the auditors will return. If not, the CAIU should receive a report which will complete the process. The 2015-16 General Operating Budget was sent to the local districts to be placed on their Board agenda for a vote. The budget has been approved by 16 of our 24 districts and we have received 289 positive votes. The requirements for an approved budget have been met; however, we still need to receive the Board Resolution from 8 remaining districts.
- Rennie Gibson, Board Secretary, reminded the Board members to return the Statement of Financial Interest form. The document needs to be in her office no later than May 1, 2015.
- Cindy Mortzfeldt, Executive Director, shared her monthly report with the Board. She highlighted the Regional Blended Learning Planning grant and shared that the principals from East Pennsboro Middle School, Cumberland Valley High School, and Northern Middle School would be providing an overview of their work immediately following today's meeting. She also shared that our Early Intervention program is currently serving 1,046 children, ages 3-5. One of our students in the Multiple Disabilities Program received an Honorable Mention for a photography piece at the South Central Pennsylvania Scholastic Art & Writing Award Competition. Currently, the School-Age Speech/Language Coaching, in an elementary building in Shippensburg Area SD. This service will be offered as a new service during the 2015-16 school year. The CAIU administrators have begun their annual visits with our school districts. Cindy and Rhonda will also continue their Board visits over the next several months.

Approval of Minutes

Mrs. Nancy Otstot moved, seconded by Dr. Fred Baldwin, "that the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of January 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

There were no Board Committee Reports.

Treasurer's Report

Mr. Wilbur Wolf moved, seconded by Mrs. Nancy Otstot, "that the following fiscal items be approved:

Treasurer's Report

January 2015 Treasurer's Report – a total of \$8,185,968.23 in receipts and \$6,466,605.97 in expenditures

Payment of Bills

January 2015 Payment of Bills

Summary of Operations

January 2015 Summary of Operations showing revenues of \$37,383,620.84 and expenses of \$34,978,132.16."

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. Judith Quigley moved, seconded by Mrs. Laurie Reichert, “that the following Budget Administration items be approved:

Proposed 2014-15 Budget – International Baccalaureate Project

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Proposed 2014-15 Budget Revisions

The following 2014-15 Budget Revisions:

- Revision A – Driver Education
- Revision A – Transportation.”

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

Other Fiscal Matters

Mr. Wilbur Wolf moved, seconded Mrs. Nancy Otstot, “that the following other fiscal items be approved:

2015-16 Marketplace Services

2015-16 Marketplace Services

PAIUnet Consortium Contract

PAIUnet Consortium Contract.”

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

Policies and Programs

Mrs. Judith Quigley moved, seconded Dr. Fred Baldwin, “that the following policies and programs be approved:

Second Reading and Final - Revised Policies

The following Revised Policies were approved:

- 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

Second Reading, New Policy #317.1 - Educator Misconduct

Second Reading and approval of New Policy #317.1 - Educator Misconduct

Second Reading, Existing Position, Revised Description

The following Existing Position, Revised Descriptions were approved:

- Existing Position, Revised Description - Director, Organizational Services
- Existing Position, New Description - Inclusion Consultant

First Reading, Revised Policy

The following Revised Policies were approved for First Reading:

- Revised Policy #246 - Student Wellness
- Revised Policy #302 - Employment of Exec. Dir./Asst. Exec. Dir.
- Revised Policy #304 - Employment of IU Staff
- Revised Policy #305 - Employment of Substitutes

First Reading, New Position, New Description, Business Support Specialist

First Reading, New Position, New Description, Business Support Specialist

First Reading, Existing Position, Revised Description	<p>The following Existing Position, Revised Descriptions were approved for First Reading:</p> <ul style="list-style-type: none"> • Existing Position, Revised Description - Director of Curriculum Services • Existing Position, Revised Description - Director of Student Services
First Reading, Existing Position, New Description	<p>The following Existing Position, New Descriptions were approved for First Reading:</p> <ul style="list-style-type: none"> • Existing Position, New Description - Human Resources Clerk • Existing Position, New Description - Employment Coordinator • Existing Position, New Description - AA, Human Resources & Communications
First Reading, New Position, Revised Description - HR Generalist	First Reading, New Position, Revised Description - HR Generalist
First Reading, Existing Position, Revised Description - Payroll Clerk	First Reading, Existing Position, Revised Description - Payroll Clerk
Policy #249 - Bullying/Cyberbullying (Information Only)	Policy #249 - Bullying/Cyberbullying (Information Only)."
<p>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</p>	
Personnel Items	<p>Mrs. Laurie Reichert moved, seconded by Mrs. Barb Geistwhite , "that the following personnel items be approved:</p>
RESIGNATIONS	<p>KIMBERLY HEINER, educational paraprofessional, Autism Support effective January 21, 2015. Reason: Resignation and release as part of workers' compensation settlement.</p>
RECOMMENDED FOR EMPLOYMENT OR CONTRACT	<p>KATHERINE KLOPP, part-time educational paraprofessional, Early Intervention effective March 2, 2015. To be paid at the rate of \$12.20 per hour based on HS+30, Step 1, \$17,299 for 189 days of service. This is a replacement position funded through the MAWA Budget.</p> <p>DEAN PORR, custodian, Buildings and Grounds effective February 9, 2015. Range 6 base salary of \$25,350 for 12 months of service will be prorated for 102 days through June 30, 2015. This is a replacement position funded through the Hill Top Academy Facilities Budget.</p>
CHANGE OF STATUS	<p>SHANNON ELLISON, from educational paraprofessional to long-term substitute teacher, CAPP effective March 9, 2015 through June 5, 2015. Base salary of Bachelors, Step 2, \$43,660 for 189 days of service will be prorated for a total of 61 days. Dates are subject to change. This is a long-term substitute position funded through the CAPP Budget.</p> <p>SARAH TROVATO, from long-term substitute to permanent full-time speech pathologist, Early Intervention effective January 5, 2015. Position is funded through the MAWA Budget.</p>
CHANGES OF SALARY	<p>KEVIN FATHERREE, teacher, Student Services, change of salary for completion of Master's Degree. New base salary of Masters, Step 6, \$51,069 for 189 days of service will be prorated for the remaining 104 days of the 2014/2015 school year.</p> <p>DEBRA ZERVANOS, full time EPP/PCA, change of salary effective January 5, 2015, from HS+30, Step 11 \$25,491 to HS+30, Step 13 \$27,237 for 189 days of service, prorated for 103 days."</p>

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 Report. Mrs. Mortzfeldt also reported that she will be working with the evaluation committee to get a process in place.
2014-15 CAIU Organizational Goals	The 2014-2015 CAIU Organizational Goals were available for the Board's review.
President's Report	Mrs. Jean Rice thanked the Board members for their time and attendance.
Board Member Sharing of Information	<ul style="list-style-type: none"> • Dr. Tony Tezik, West Shore SD, thanked Mrs. Nancy Otstot for her attendance at the Indoor Color Guard competition. Red Land HS continues to perform well in additional competitive events. • Several Board members shared the dates for their spring musicals: <ul style="list-style-type: none"> ○ Mrs. Nancy Otstot – East Pennsboro Area SD – “Annie” will be held on March 6-8 ○ Dr. Elizabeth McLean – Northern York County SD – “Music Man” will be held on March 6-8 ○ Mrs. Barb Geistwhite – Cumberland Valley SD – “Mary Poppins” will be held on March 18-22 • Dr. Fred Baldwin, Carlisle Area School District, recommended that the Board consider inviting Glen Grell, PA State Representative, to a meeting to provide information about pension reform. He also suggested inviting Tim Potts to share information about a temporary financial transaction tax.
Information Items	<p>The following Informational Items were available for the Board Members' review:</p> <ul style="list-style-type: none"> • Parent Feedback Letter • Thank you Letter – Susquehanna Township SD • Superintendents' Advisory Council Meeting Minutes – 2/11/15
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, March 26, 2015, 8:00 a.m., Board Room, CAIU Enola Office.
Adjournment	<p>Dr. Fred Baldwin moved, seconded by Mrs. Laurie Reichert, “that the meeting is adjourned.”</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> <p>At 9:52 a.m. the meeting adjourned.</p>

Rennie Gibson,
Board Secretary