

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

September 25, 2014

MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, September 25, 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: Mr. Michael Berk, Mr. Clifton Edwards, Mrs. Barbara Geistwhite, Ms. Barbara Layne (arrived after roll call), Mrs. Janis Macut, Dr. Elisabeth McLean, Mrs. Brenda Myers, Mrs. Nancy Otstot, Mrs. Laurie Reichert, Mrs. Maryellen Sheehan, Dr. Anthony Tezik, Mrs. Trudy Withers and Mr. Wilbur Wolf

Members not in attendance were: Dr. Fred Baldwin, Mr. Charles Brown, Mrs. Judith Quigley, Mr. J. Bruce Walter and Mrs. Patricia Whitehead-Myers

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

Staff/Public in attendance were: Rhonda Brunner, Theresa Kinsinger, Alicia McDonald, Brian Griffith, Dave Martin and Michele Sholder

- 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 an executive session to discuss a personnel matter.
- BOARD MEETING** At 8:13 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.**
- Discussion & Vote of PSBA 2014-15 Officers** **Mr. Wilbur Wolf moved, seconded by Mr. Mike Berk**, that the following PSBA 2014-15 Officers be elected:
- **President-elect** - Kathy K. Swope, Lewisburg Area SD (Union Co.)
 - **Vice President** - Mark B. Miller, Centennial SD (Bucks Co.)
 - **Treasurer** - Otto W. Voit III, Muhlenberg SD (Berks Co.)
 - **At-large Representative (Central)** - David Hutchinson, State College Area SD (Centre Co.)."
- Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**
- Arriving Board Member** At 8:15 a.m., Mrs. Barbara Layne arrived at the Board meeting.
- Recognition of the Public: Items Specific to the Agenda** Mrs. Jean Rice welcomed Michele Sholder, CAEA, to the Board Meeting.
- Reports & Updates**

Announcement of CAIU Retirees

The CAIU Board of Directors announced and recognized the following CAIU Retirees:

- **Germaine Haut**, Social Worker Early Intervention, retirement after 13 years of service.
- **Dona Lucas**, Transportation Clerk, retirement after 27 years.
- **Melissa Brown**, Behind the Wheel Instructor, retirement after 1 year of service.

CAIU Team Reports

- Alicia McDonald, Director of Student Services, shared information regarding reconciliation of the costs for the 2013-14 special education services and provided information about the CAPP school-based program, which will likely transition from a school-based partial licensed program to an educational program.
- Theresa Kinsinger, Director of HR, Business and Communications, shared that Source4Teachers is now being used as our substitute teacher service. The HR team is working to implement a new Employee Portal. This system is more robust with a self-service portal. Plans have been made for rolling out the 2015-2016 wellness initiative. Staff members who participate in the wellness initiative receive a reduced premium share. There have been updates to the Mandated Reporter laws. Information was shared at a recent HR Advisory meeting.
- Brian Griffith, Director of Curriculum Services, indicated that achievement data is being released to districts, including the School Performance Profile (SPP) scores and Pennsylvania Value Added Assessment (PVAAS) data. The Blended Learning Grant applications are due September 30th and a team of reviewers will score the grant applications.
- David Martin, Director of Technology Services, shared that his team implemented a new helpdesk ticket system. This system allows for more communication from submission of the ticket to resolution of the issue. Responses are recorded along with the turnaround time for completion of the issue. There are e-Rate changes for 2015-2016 which will be shared by Julie Tritt-Schell at a training session on October 31 here at the CAIU. Chromebooks and iPads can now be used for online testing. Recently, there was an internet upgrade which doubled the bandwidth available for districts. Districts are utilizing more internet as teachers and students are using blended/personalized learning during their instruction and learning.
- Daren Moran, Business Manager, shared staffing changes in the business office and that there is a vacant accountant position. The State Auditors' exit conference will be held on September 30. All Board members are invited to attend.
- Dr. Rhonda Brunner, Assistant Executive Director, shared that the New Federal Programs Coordinator training was held last week. PDE is now broadcasting the PIMS monthly Data Quality Network meeting from CAIU with a live audience. The Safe Schools Core Safety Committee has begun their 2014-2015 meeting schedule and has made plans to attend various trainings.
- Cindy Mortzfeldt, Executive Director, shared that her monthly report is available for review. Alice Womer, CAIU Speech Language Pathologist, has been selected to be a Guest Lecturer as part of the 2014-15 Outstanding Teacher Program sponsored by the Shippensburg University School Study Council. She also shared information about an agreement between the CAIU Early Intervention Program and the Penn State Hershey Children's Hospital to conduct evaluations for children with suspected Autism Spectrum Disorders. The CAIU staff continues to plan for the implementation of Project SEARCH, an employment development internship program for students with intellectual disabilities who are in their senior year of school. A Training and Consultation services overview will be provided after the meeting.

Fair Education Funding Campaign

- Dr. Patricia Sanker, Circuit Rider for PA Schools, provided an overview of the Campaign for Fair Education Funding and of her role with this campaign. She also encouraged the Board Members to attend the Statewide Virtual Kick-Off for School Leaders videoconference on Tuesday evening, September 30
- This Campaign is funded through a 1 year grant from William Penn for \$3.7 million
- Supporters of the Campaign:
 - PASA
 - PSBA
 - PAIU
 - PASBO
 - PARSS
- Please contact Patty Sanker if you'd like her to speak to your local school boards

Approval of Minutes

Mrs. Barbara Layne moved, seconded by Mrs. Nancy Otstot, "that the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of August 28, 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. Barbara Geistwhite, "that the following fiscal items be approved:

Treasurer's Report

Treasurer's Report – August 2014- total of \$5,844,804.70 in receipts and \$4,602,822.15 in expenditures

Payment of Bills

Payment of Bills - August 2014

Summary of Operations

Summary of Operations - June 2014 (for activity through 9/10/14) and August 2014."

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

Mr. Mike Berk moved, seconded by Mrs. Laurie Reichert, "that the following other fiscal matters be approved:

Special Education Service Contract Summary – 2014-15

2014-15 Special Education Service Contract for Upper Dauphin Area SD."

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

Policies and Programs

Mrs. Nancy Otstot moved, seconded Mrs. Barbara Layne, "that the following policies be approved:

Second Reading Revised Policies

Second Reading of the following Revised Policies:

- Policy #102 - Academic Standards
- Policy #105 - Curriculum
- Policy #105.1 - Review of Instructional Materials by Parents/Guardians and Students
- Policy #113 - Special Education
- Policy #533 – Tuition Reimbursement

Second Reading, Existing Position, New Job Description

Second Reading and approval of Existing Position, New Job Description – Accountant

Second Reading, Existing Position, Revised Description - Program Supervisor

Second Reading and approval of Existing Position, Revised Description - Program Supervisor.”

First Reading - Revised Policies

First Reading of the following Revised Policies:

- Policy #100.1 - Comprehensive Planning
- Policy #004 – Membership
- Policy #331 - Job Related Expenses – Admin - with addition of “and/or designee”
- Policy #431 - Job Related Expenses - Professional - with addition of “and/or designee”
- Policy #531 - Job Related Expenses – Classified - with addition of “and/or designee”

First Reading, New Position, New Description

First Reading, New Position, New Description - Technical Business Analyst.”

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. Mike Berk moved, seconded by Mrs. Nancy Otstot, “that the following personnel items be approved:

RESIGNATIONS

DOUG MARSTELLER, accounting clerk, Business/HR effective September 9, 2014. Reason: Personal.

COLLEEN ROMA-FICKES, educational paraprofessional, CAPP effective October 3, 2014. Reason: Personal.

CAROL SCHUE, teacher, Early Intervention effective December 19, 2014. Reason: Retirement after more than 24 years of CAIU service.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

LORI CASTLE, part-time personal care assistant, Capital Area Partial Program effective September 16, 2014. Base salary of HS+30, Step 1, \$17,299 for 189 days of service will be prorated at 5.75 hours per day for a total of 167 days. This is a replacement position funded through the Student Services Budget.

BRETNEY ENDY, personal care assistant, Autism Support effective September 18, 2014. Base salary of HS+30, Step 1, \$17,299 for 189 days of service will be prorated for 168 days. This is a new position funded through the AS Budget.

LARRY HOFFMAN, retiree working on an as-needed basis as a Wilson Reading Trainer as per Act 63 of 2004 with approval from PSERS for the 2014/2015 school year. To be paid at the rate of \$49.34 per hour based on Masters +15, Step 15, \$69,941 for 189 days of service.

LYNETTE LEE, part-time, long-term substitute educational paraprofessional, Early Intervention effective September 25, 2014 through December 19, 2014. To be paid at the rate of \$12.20 per hour based on the salary of HS+30, Step 1, \$17,299 for 189 days of service. This is a long-term substitute position funded through the MAWA Budget.

SARAH TROVATO, full-time, long-term substitute speech pathologist, Early Intervention effective September 8, 2014 through June 30, 2015. Base salary of Masters, Step 1, \$45,817 for 189 days of service will be prorated for a total of 180 days with three (3) additional new hire days. This is a long-term substitute position funded through the MAWA Budget.

AMANDA SHIRK, personal care assistant, Autism Support effective September 8, 2014. Base salary of HS+30, Step 1, \$17,299 for 189 days of service will be prorated for a total of 176 days with three (3) additional days for new hire orientations. This is a new position funded through the Autism Support (AS) Budget.

LORI CARBAUGH, educational paraprofessional, Autism Support effective September 17, 2014. Base salary of HS, Step 2, \$16,304 for 189 days of service will be prorated for a total of 169 days. This is a new position funded through the Autism Support Budget.

HILLARY KROKONKO, educational paraprofessional, Deaf/Hard of Hearing Support effective September 22, 2014. Base salary of HS+30, Step 1, \$17,299 for 189 days of service will be prorated for a total of 164 days. This is a replacement position funded through the D/HH Budget.

KELLI GARIS, personal care assistant, Emotional Support effective September 15, 2014. Base salary of HS+30, Step 3, \$18,514 for 189 days of service will be prorated for a total of 171 days. This is a new position funded through the ES Budget.

CHANGE OF STATUS

LORI DUTTERA, educational paraprofessional, Hospital Program, change to inactive status effective September 16, 2014 due to end in FMLA.

MARYANN MERCER, from part-time/hourly personal care assistant, Capital Area Partial Program to part-time/salaried personal care assistant, Emotional Support effective August 25, 2014. Base salary of HS, Step 1, \$15,963 for 189 days of service will be prorated at 5.75 hours per day for a total of 182 days.

CHANGES OF SALARY

AMY LONG, speech therapist, Early Intervention, change of salary for the 2014/2015 school year. Salary was reported using the 2015/2016 salary schedule. Salary will be based on the 2014/2015 salary of Masters, Step 4, \$48,574 for 189 days of service effective August 25, 2014.

STACY PAUL, speech therapist, Early Intervention, change of salary for the 2014/2015 school year. Salary was reported using the 2013/2014 salary schedule. Salary will be based on the 2014/2015 salary of Masters, Step 11, \$59,603 for 189 days of service, prorated for a total of 178 days.

ADAM SHICKLEY, teacher, Autism Support, change of salary due to change in number of work days. Base salary of Bachelors, Step 4, \$45,630 for 189 days of service will be prorated for a total of 187 days.

LEAVES OF ABSENCE:

LORI DUTTERA, leave of absence without pay for medical reason effective September 16, 2014 through the end of the 2014/2015 school year. Leave is requested in accordance with CAIU Policy.

BETHANY ROHLER, program assistant, Curriculum Services, child-rearing leave of absence effective June 17, 2014 through June 17, 2015. Leave is requested with pay for a total of 51 days using accumulated sick, personal and vacation leave and without pay for the remainder of the leave. Leave is requested in accordance with FMLA and CAIU 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 also highlighted several items under the CAIU Team Reports.

2014-15 CAIU Organizational Goals

The 2014-2015 CAIU Organizational Goals were available for the Board's review. Currently, Mrs. Mortzfeldt is working on a timeline and will report on progress of goals.

President's Report

Mrs. Jean Rice shared that she appreciated the members' attendance and their time and effort to come out to the meeting.

Board Member Sharing of Information

- Laurie Reichert, Lower Dauphin School District, shared that Humana, Inc. partnered with KaBOOM! to build the playground at Foose Elementary in Harrisburg. As an employee of Humana, Mrs. Reichert was part of the organizational and recruitment teams. There were 316 volunteers who constructed this playground.
- Nancy Otstot, East Pennsboro Area School District, shared that the 3rd annual "Dancing with the Stars" fundraiser will take place in November. This event helps raise money for the district's Foundation. Tickets are \$5.00.
- Barbara Geistwhite, Cumberland Valley School District, shared that the Eagle Foundation's annual Touch of the Valley auction and dinner will be held on November 15. Tickets are \$40.

Information Items

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

- Press Release on Blended Learning Grant
- Parent Letter
- 9.10.14 Superintendents'/Vocational Directors' Advisory Council Meeting minutes

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 23, 2014, 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Mr. Mike Berk moved, seconded by Mrs. Barbara Geistwhite, "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 9:21 a.m. the meeting adjourned.

Rennie Gibson,
Board Secretary