

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

March 26, 2015
MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, March 26, 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: Mr. Michael Berk, Mr. Terry Cameron, Mrs. Cheryl Capozzoli, Mr. Clifton Edwards, Mrs. Janis Macut, Dr. Elisabeth McLean, Mrs. Nancy Otstot, Mrs. Judith Quigley, Mrs. Laurie Reichert, Mr. J. Bruce Walter and Mr. Wilbur Wolf

Members not in attendance were: Dr. Fred Baldwin, Mrs. Barbara Geistwhite, Ms. Barbara Layne, Mrs. Maryellen Sheehan, Dr. Anthony Tezik, Mrs. Patricia Whitehead-Myers and Mrs. Trudy Withers

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: Dr. Rhonda Brunner, Mr. Dave Martin, Ms. Alicia McDonald, Ms. Theresa Kinsinger, Mr. Len Kapp, Michele Sholder, Carol Dudzinsky and Cody Martin

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 personnel and negotiation matters.

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

Mrs. Jean Rice welcomed Carol Dudzinsky, Coty Martin and Michele Sholder, CAEA to the Board meeting.

Reports & Updates

Announcement of CAIU Retirees

The Board announced the retirement of: **Kathleen Weber**, EPP, Early Intervention, retirement after more than 5 years of service.

CAIU Team Reports

- Alicia McDonald, Director of Student Services, shared that Hill Top Academy now has 123 students enrolled and are hoping to hire another social worker to assist with the increase. Due to the growth in the preschool program, there is a need for additional speech and language staff and a new intensive autism class will be opening at the Willow Mill location.
- Theresa Kinsinger, Director of Organizational Services, shared that the Human Resources Department is working to make their internal office processes more robust. Theresa is working with the administration and Leadership group on updating our current contract processes and procedures to ensure information is housed in one area.

- David Martin, Director of Technology Services, shared that yesterday was the Regional Computer Fair with participation of 87 students from 13 schools; the students represented their districts very well with several winners in the various categories. On March 19, there was a Statewide Collaborative TAC meeting. These meetings are held quarterly to discuss current hot topics such as implementation of one-to-one devices. Dave also shared information about the EIDEX business tool to analyze and evaluate data. On Monday, March 30 from 1 p.m.-3 p.m. and April 7 from 1 p.m.-3 p.m., there will be a presentation by Eidex here at CAIU; many local school districts plan to attend. He also shared information regarding the internet consortium pricing for next year which adds an extra 100 MB of internet bandwidth at the same or lower cost to the districts.
- Daren Moran, Business Manager, shared that the business office is busy with budget revisions and working on preparing budgets for 2015-2016. The General Operating Budget has been approved by 22 out of 24 districts at this time and has met the necessary voting requirements to officially pass.
- Len Kapp, Supervisor of Operations and Transportation, shared that the IU is now coordinating Driver's education services for Northern York County School District, and he is leading a remodeling project at the Enola Office to maximize space usage.
- Dr. Rhonda Brunner, Assistant Executive Director, shared updates to policies regarding investment of funds, service animals, HIV infection, and student teachers. In addition, a PEMA All-Hazards training for school districts will be held here at the CAIU in July.
- Cindy Mortzfeldt, Executive Director, shared her monthly report with the Board. She highlighted the Deaf or Hard of Hearing program and invited the Board members to join her in a visit to the East Hanover Elementary School DHH class immediately following the Board meeting. She shared a Save-the-Date for the end-of-year Deaf or Hard of Hearing program which will be held on May 29 at 7 p.m. The Spring Superintendent Leadership Conference was held on March 11-13 and was well attended. Transition meetings for incoming kindergarten students from preschool and early intervention classrooms are being held. The administration is working to gather student data at Hill Top Academy, including such measures as the Classroom Diagnostic Tool (CDT). A Basket Bingo fundraiser to support Champions for Children will be held at the Enola office on April 10th. Doors open at 5:45 p.m. and tickets are \$25.00. Cindy and the CAIU administration continue to visit local school board meetings and school district administration to gather feedback.

Approval of Minutes

Mrs. Laurie Reichert moved, seconded by Mrs. Nancy Otstot, "that the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of February 26, 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. Mike Berk moved, seconded by Mrs. Laurie Reichert , “that the following fiscal items be approved:
Treasurer's Report	February 2015 Treasurer's Report – a total of \$4,716,093.58 in receipts and \$6,036,747.90 in expenditures
Payment of Bills	February 2015 Payment of Bills
Summary of Operations	February 2015 Summary of Operations showing revenues of \$42,602,901.33 and expenses of \$41,848,588.42.”
	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. Wilbur Wolf moved, seconded by Mrs. Nancy Otstot , “that the following Budget Administration items be approved:
Proposed 2014-15 Budget Revisions	The following Proposed 2014-15 Budget Revisions: <ul style="list-style-type: none"> • Budget Revision A - ANPS • Budget Revision A - ELECT Initiative • Budget Revision A - Hospital Education Program • Budget Revision A - Institutionalized Children's Program • State Budget Revision B - Loysville Youth Development
Proposed 2014-15 Budgets	Proposed 2014-15 Budget - Homeless Grant Initiative.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted.
Other Fiscal Matters	
	There were no Other Fiscal Matters.
Policies and Programs	Mrs. Judy Quigly moved, seconded Mrs. Laurie Reichert , “that the following policies and programs be approved:
Second Reading and Final - Revised Policies	Second Reading and approval of the following Revised Policies: <ul style="list-style-type: none"> • 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
Second Reading, New Position, New Description, Business Support Specialist	Second Reading and approval of New Position, New Description, Business Support Specialist
Second Reading, Existing Position, Revised Description	Second Reading and approval of the following Existing Position, Revised Descriptions: <ul style="list-style-type: none"> • Director of Curriculum Services • Director of Student Services
Second Reading, Existing Position, New Description	Second Reading and approval of the following Existing Position, New Descriptions: <ul style="list-style-type: none"> • Human Resources Clerk • Employment Coordinator • AA, Human Resources & Communications

Second Reading, New Position, Revised Description - HR Generalist	Second Reading and approval of New Position, Revised Description - HR Generalist
Second Reading, Existing Position, Revised Description - Payroll Clerk	Second Reading and approval of Existing Position, Revised Description - Payroll Clerk
First Reading, Revised Policy	The following Revised Policies were approved for First Reading: <ul style="list-style-type: none"> • Revised Policy #307 - Student Teachers/Interns • Revised Policy #203.1 - HIV Infection • Revised Policy #609 - Investment of Funds
First Reading, New Policy	First Reading of New Policy #718 - Service Animals in Schools
First Reading - 2015-16 CAIU 12-Month Employee Calendar	First Reading - 2015-16 CAIU 12-Month Employee Calendar.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Additional Board Action Item Added - #12.2 - Act 93 Agreement	Mrs. Laurie Reichert moved, seconded by Mr. Mike Berk, “that agenda item #12.2, Act 93 Agreement, be added to the agenda for voting.”
	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 Mr. Wilbur Wolf , “that the following personnel items be approved:
RESIGNATIONS	<p>EILEEN BEDDALL, part-time speech pathologist, Early Intervention effective June 5, 2015. Reason: Personal.</p> <p>CAROL HOLLIS, educational consultant, Autism Support effective June 30, 2015. Reason: Retirement after 15 years of CAIU service.</p> <p>KATHLEEN JOHNSON, remedial specialist, ANPS effective June 2, 2015 (or last day of the 2014/2015 school year). Reason: Retirement after nine years of CAIU service.</p> <p>NORMAJEAN KROUSE, educational paraprofessional, Early Intervention effective July 31, 2015. Reason: Retirement after 16 years of CAIU service.</p> <p>SCOTTY LOVELESS, application support specialist, Technology Services effective April 7, 2015. Reason: Personal.</p> <p>GAIL REYNOLDS, educational paraprofessional, Capital Area Partial Program effective June 5, 2015. Reason: Retirement after 25 years of CAIU service.</p> <p>MARY REBUCK, part-time occupational therapist, OT/PT effective March 25, 2015. Reason: Family relocating to Virginia.</p> <p>MAGGIE SCHWAB, occupational therapist, OT/PT effective March 30, 2015. Reason: Personal.</p>
RECOMMENDED FOR EMPLOYMENT OR CONTRACT	ARIEL FRANCHAK , part-time, long-term substitute reading specialist, Student Services effective March 25, 2015 – June 15, 2015. To be paid at the rate of \$35.49 per hour based on Masters +30, Step 3, \$50,313 for 189 days of service. This is a new long-term substitute position funded through the Equitable Participation Budget.

KIMBERLY KELLEY, personal care assistant, Autism Support effective March 16, 2015. Base salary of HS+30, Step 5, \$20,262 for 189 days of service will be prorated for a total of 58 days through the end of the 2014/2015 school year. This is a new position funded through the Autism Support Budget.

KRISTEN MAUSER, program assistant, Curriculum effective March 23, 2015. To be paid at the rate of \$16.50 per hour based on the Range 2 base salary of \$32,175 for 12 months of service, prorated for a total of 72 days through June 30, 2015. This is a replacement position funded through the CAOLA Budget.

ASHLEY MELLOTT, social worker, Pupil Services/Emotional Support effective March 16, 2015. Base salary of Masters, Step 5, \$49,756 for 189 days of service will be prorated for a total of 57 days through the end of the 2014/2015 school year. This is a replacement position funded through Fund 23/Classroom ES Budgets.

BETH STEWART, educational paraprofessional, Early Intervention effective April 20, 2015. To be paid at the rate of \$13.06 per hour based on HS+30, Step 3, \$18,514 for 189 days of service, prorated for a total of 35 days through June 30, 2015. This is a new position funded through the MAWA Budget.

CHANGE OF STATUS

DANIELLE DAVIS, teacher, Emotional Support, terminated as per Section 11-1122 of School Code effective July 30, 2014.

RACHEL DIEM, change of status from full-time to part-time following return from child-rearing leave effective April 7, 2015. To be paid at the rate of \$37.05 per hour based on Masters, Step 7, \$52,513 for 189 days of service, prorated for a total of 35 days April 7 through June 30, 2015.

PATRICIA LACEY, change of status from part-time to full time behavioral consultant, Student Services effective March 23, 2015. To be paid at the rate of \$45.10 per hour based on the salary of Masters, Step 13, \$63,936 for 189 days of service, prorated for the remaining 52 days of the 2014/2015 school year. The funding for this position is split between CAPP and the Homeless Grant.

LEAVE OF ABSENCE

JENNIFER KITNER, service coordinator, Early Intervention, child-rearing leave of absence under FMLA effective February 27 through June 5, 2015.

REBECCA KUHN, teacher, CAPP, child-rearing leave of absence under FMLA effective March 12 through June 5, 2015.

MARIA LAZZAREVICH, speech pathologist, Early Intervention extension of medical leave of absence effective March 9 through May 21, 2015. Leave is requested in accordance with CAIU policy.

MICHELLE SHOLDER, teacher, Multiple Disabilities Support, requesting sabbatical leave of absence for professional development effective the 2015/2016 school year.”

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

Act 93 Agreement

Mrs. Laurie Reichert moved, seconded by Dr. Elisabeth McLean, “that the Act 93 Agreement be approved.”

Motion passed with a roll call vote:

Mr. Michael Berk, yes; Mr. Terry Cameron, yes; Mrs. Cheryl Capozzoli, yes; Mr. Clifton Edwards, yes; Mrs. Janis Macut, yes; Dr. Elisabeth McLean, yes; Mrs. Nancy Otstot, no; Mrs. Judith Quigley, yes; Mrs. Laurie Reichert, yes; Mr. J. Bruce Walter, yes; and Mr. Wilbur Wolf, no.

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. Blended Learning Grants have been submitted and schools will present their final presentations next Monday and Tuesday.
2014-15 CAIU Organizational Goals	The 2014-2015 CAIU Organizational Goals were available for the Board's review.
Upcoming Events	The 16th Annual Champions for Children Bingo will be held on Friday, April 10 at the CAIU. Doors open at 5:45 p.m.; Bingo starts at 6:45 p.m.
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"> • Mrs. Nancy Otstot, East Pennsboro Area School District, expressed kudos to the many students who participated in the recent basketball playoffs. • Several of the board members shared the success of their schools in participating in Mini-THONs to support Four Diamonds. The schools raised anywhere from \$12,000 to over \$40,000. • Several Board members thanked Cindy for attending their local district board meeting. They appreciated the very well done presentation and video that Cindy shared.
Information Items	The following Informational Items were available for the Board Members' review: <ul style="list-style-type: none"> • Parent thank you email • PDE Administrative Review Letter - National School Lunch Program
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, April 23, 2015, 8:00 a.m., Board Room, CAIU Enola Office. The April Monthly Board Topic will be an Overview of IU Finances . The presentation will immediately follow the Regular Board Meeting.
Adjournment	<p>Mr. Mike Berk 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 9:42 a.m. the meeting adjourned.</p>

Rennie Gibson,
Board Secretary