

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

May 28, 2015**MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, May 28, 2015, at the Capital Area Intermediate Unit at the Enola Office. The meeting was called to order at 8:04 a.m. by President, Mrs. Jean Rice.

Members in attendance were: Mr. Michael Berk, Mr. Clifton Edwards, Mrs. Janis Macut, Dr. Elisabeth McLean, Mrs. Nancy Otstot, Mrs. Judith Quigley, Mrs. Laurie Reichert, Dr. Anthony Tezik, Mrs. Patricia Whitehead-Myers and Mr. Wilbur Wolf

Members not in attendance were: Dr. Fred Baldwin, Mr. Terry Cameron, Mrs. Cheryl Capozzoli, Mrs. Barbara Geistwhite, Ms. Barbara Layne, Mrs. Maryellen Sheehan, Mr. J. Bruce Walter and Mrs. Trudy Withers

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

Staff/Public in attendance were: Dr. Rhonda Brunner, Mr. Dave Martin, Ms. Alicia McDonald, Mrs. Theresa Kinsinger, Mr. Brian Griffith and Michelle Sholder

REGULAR BOARD MEETING

At 8:04 a.m. the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order.

Executive Session

At 8:04 a.m. the Board entered into Executive Session to discuss personnel and legal matters.

REGULAR BOARD MEETING

At 8:54 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 Michelle Sholder, CAEA, and Service Dog, Celia, to the Board meeting.

Acceptance of Board Member Resignation

Mrs. Judith Quigley moved, seconded by Mr. Wilbur Wolf, "that the resignation of Dr. Anthony J. Tezik from the Capital Area Intermediate Unit Board of Directors, effective June 25, 2015, be approved." It is with regrets and thanks that the Board accepts this motion. The Board thanked Dr. Tezik for all his years of service to education.

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

Reports & Updates**Announcement of CAIU Retirees**

No retirees this month.

CAIU Team Reports

- **Brian Griffith**, Director of Curriculum Services, shared that his team is wrapping up the school year. Our districts have completed student assessments. He is gathering information from the districts related to the monitoring by PDE of the administration of assessments at selected school sites. This data will be shared with PDE staff.

- **David Martin**, Director of Technology Services, shared that his department is preparing for infrastructure upgrades at the CAIU and some member districts. Phone system installations are being planned for two additional districts. The CAIU is moving forward with its Life Cycle Plan to provide hardware for CAIU staff. The statewide Computer Fair was recently held at Dickinson College. Several area students received awards in the competition including an East Pennsboro School District student who received a first place award for his Computer Fair Logo. Details are provided in the Executive Director's report.
- **Theresa Kinsinger**, Director of Organizational Services, shared that staff members are being hired to fill vacancies for both Early Intervention and School Age programs. We received 66 applications for the Guest Teacher training to be held in July.
- **Alicia McDonald**, Director of Student Services, shared information about upcoming events in our schools such as the ESY Fishing Derby which will be on July 22nd. Hill Top Academy will be adding two classes due to an increase in enrollment. She also shared that Loysville YDC will participate in the US Department of Education monitoring at the PDE. They will review the facility's use of Title ID funds.
- **Rhonda Brunner**, Assistant Executive Director, shared information about the new Suicide Policy. She also shared that PSBA is moving to an on-line system for managing and accessing Board policies and templates.
- **Daren Moran**, Business Manager, shared that the business office is preparing for the 2014-15 fiscal year close-out. Local auditors will be working onsite in June completing their preliminary work in preparation for the local audit in the fall. Next week, the Office of Child Development and Early Learning (OCDEL) will be at the CAIU to conduct a Fiscal Review of the Early Intervention program.
- **Cindy Mortzfeldt**, Executive Director, shared highlights from her report, including a spotlight on Better Hearing and Speech month. She shared that Tonya Morret, CAIU Educational Consultant, was recently honored as Educator of the Year by the Pennsylvania Association for Gifted Education (PAGE). The Willow Mill Preschool class opened last week. An Open House is tentatively scheduled for June 29. She invited the Board members to stay after the Board meeting to hear about a new program, Project SEARCH. This program is a partnership with Hershey Medical Center, CAIU, and the Office of Vocational Rehabilitation.

Approval of Minutes

Mr. Wilbur Wolf moved, seconded by Mrs. Laurie Reichert, "that the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of April 23, 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

Transportation Committee Report

- The CAIU Transportation Committee met on May 18, 2015, to discuss transportation services and to review the transportation budget for the 2015-16 school year.

Executive Director Evaluation Committee

- The Evaluation Committee met on May 14, 2015, to review the Executive Director's annual evaluation.
- The Board expressed their appreciation to Mrs. Mortzfeldt for her dedication and service to the CAIU.

Treasurer's Report	Mr. Mike Berk moved, seconded by Mrs. Nancy Otstot , “that the following fiscal items be approved:
Treasurer's Report	April 2015 Treasurer's Report – a total of \$5,389,005.91 in receipts and \$5,504,560.40 in expenditures for April 2015
Payment of Bills	April 2015 Payment of Bills
Summary of Operations	April 2015 Summary of Operations showing revenues of \$54,242,122.49 and expenses of \$53,863,078.60.”
	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 Mr. Wilbur Wolf , “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"> • Revision A – Online Learning Initiative (CAOLA) • Revision A – Title 1, Part D – Loysville Youth Development Center
Proposed 2014-15 Budgets	The following Proposed 2014-15 Budgets: <ul style="list-style-type: none"> • Comprehensive Planning • Student Teacher Evaluation Research
Proposed 2014-16 Budgets	The following Proposed 2014-16 Budgets: <ul style="list-style-type: none"> • Title I, Part A – Improving Basic Programs • Title I, Part D – Neglected & Delinquent Sub Part 2 Program.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted.
Other Fiscal Matters	Mr. Mike Berk moved, seconded by Mrs. Laurie Reichert , “that the following Other Fiscal Matters be approved:
CAIU Audit Engagement for 2014-15 Fiscal Year	CAIU Audit Engagement for 2014-15 Fiscal Year. Mr. Daren Moran noted that the 2014-15 auditor's fee will remain the same.
Addendum to Office Lease – Millersburg Preschool	Addendum to Office Lease for Millersburg Preschool. Effective July 1, 2015, the new rental amount will be \$1442 per quarter, which is an increase of forty-two dollars.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted.
Policies and Programs	Mrs. Laurie Reichert moved, seconded Mrs. Nancy Otstot , “that the following policies and programs be approved:
Second Reading, Revised Policy #204 - Attendance	Second Reading and approval of the Revised Policy #204 - Attendance
First Reading, New Policy #819-Suicide Awareness, Prevention and Response	First Reading, New Policy #819-Suicide Awareness, Prevention and Response. The Board suggested that the language in the first paragraph on page 5 be reviewed.

First Reading, Existing Position, New Description- Program Director

First Reading, Existing Position, New Description - Program Director.”
This description was created due to added job responsibilities to an existing Program Supervisor.

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

RENEE BURKHART, educational paraprofessional, Early Intervention effective October 9, 2015. Reason: Retirement after more than 28 years of CAIU service.

LORI CASTLE, part-time personal care assistant, Capital Area Partial Program effective June 9, 2015. Reason: To pursue degree in Special Education.

SARAH DRISCOLL, remedial specialist, ANPS effective July 31, 2015. Reason: Relocation.

TODD KEHLER, supervisor, Student Services effective August 28, 2015. Reason: Retirement after 38 years of CAIU service.

BETHANY ROHLER, special projects coordinator, Special Projects effective May 13, 2015. Reason: Resignation following child-rearing leave.

MARY WOODWARD, teacher, CAPP effective June 21, 2015. Reason: Retirement after 8 years of CAIU Service.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

SARAH BJORKMAN, full-time, long-term substitute educational paraprofessional, Early Intervention effective May 27, 2015 through July 30, 2015. To be paid at the rate of \$13.07 per hour based on HS+30, Step 3, \$18,514 for 189 days of service prorated for a total of 10 days through June 30, 2015. To be paid at the rate of \$13.33 per hour based on HS+30, Step 2, \$18,897 for 189 days of service prorated for a total of 18 days July 1 – July 30, 2015. This is a long-term substitute position funded through the MAWA Budget.

JASON MILLER, senior network administrator, Technology Services effective April 20, 2015. To be paid at the rate of \$36.92 per hour base on a 12 month salary of \$72,000, prorated for a total of 52 days through June 30, 2015. This is a new position funded through the DP GO/Comprehensive Planning Budget.

LEAVE OF ABSENCE

MARIA LAZZAREVICH, speech pathologist, Early Intervention, extension of medical leave through June 30, 2015.

MARY RANNEY, teacher, Emotional Support, child-rearing leave of absence effective April 27, 2015 through June 5, 2015. Leave is requested in accordance with FMLA 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 highlighted several items under the CAIU Team Report.

Upcoming Events

Deaf or Hard Of Hearing Awards

Date: May 29, 2015

Time: 7:00 P.M.

Place: CAIU Enola

MDS/LSS Graduation

Date: June 4, 2015

Time: 7:00 P.M.

Place: CAIU Enola

Hill Top Academy Graduation

Date: June 1, 2015

Time: 1:00-2:00 P.M.

Place: Hill Top Academy Library
405 East Winding Hill Road
Mechanicsburg, PA 17055**President's Report**

Mrs. Jean Rice thanked the Board members for their attendance at this morning's meeting. She encouraged the Board members to attend the upcoming events if they are able.

Departing Board Member

At approximately 9:34 a.m., Mrs. Judith Quigley departed the Board meeting.

Board Member Sharing of Information

Mrs. Nancy Otstot, East Pennsboro Area SD, shared information about a private performance, "The Cat's Meow," to be held at the Oyster Mill Playhouse on July 21st to benefit the Enola/East Pennsboro Alumni Association.

Information Items

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

- Sun Article – 5/7/15 - Project Search
- 5/13/15 SAC 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, June 25, 2015, 8:00 a.m., Board Room, CAIU Enola Office. The June Board Topic is an Overview of Presence Learning. The presentation will immediately follow the Regular Board Meeting.

Adjournment

Mrs. Laurie Reichert moved, seconded by Mrs. Nancy Otstot, "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 9:36 a.m. the meeting adjourned.

Rennie Gibson,
Board Secretary