

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

July 24, 2014

MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, July 24, 2014, 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: Dr. Fred Baldwin, Mr. Michael Berk, Mr. Charles Brown, Ms. Barbara Layne, Mrs. Janis Macut, Mrs. Brenda Myers, Mrs. Nancy Otstot, Mrs. Judith Quigley, Mrs. Laurie Reichert, Dr. Anthony Tezik, Mr. J. Bruce Walter, and Mr. Wilbur Wolf

Members not in attendance were: Mr. Clifton Edwards, Dr. Elisabeth McLean, Mrs. Barbara Geistwhite, Mrs. Maryellen Sheehan, Mrs. Patricia Whitehead-Myers, and Mrs. Trudy Withers

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: Theresa Kinsinger, Alicia McDonald, Brian Griffith and Dave Martin

- 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 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** **All stood and pledged allegiance to the flag of the United States of America.**
- Roll Call/ Re-Organization**
- Election of New Board Members
- Mrs. Laurie Reichert moved, seconded by Mrs. Nancy Otstot, “that the following CAIU Board Members be elected for a new three-year term from July 1, 2014 to June 30, 2017:**
- Dr. Elisabeth McLean, Northern York County School District
 - Mrs. Judith Quigley, Mechanicsburg Area School District
 - Mrs. Laurie Reichert, Lower Dauphin School District
 - Mrs. Jean Rice, West Perry School District
 - Mr. Wilbur Wolf, Jr., Big Spring School District
- That the following CAIU Board Members be elected to fill an unexpired term:**
- Dr. Fred Baldwin, Carlisle Area School District, beginning December 19, 2013 and ending June 30, 2015
 - Mr. Clifton Edwards, Susquehanna Township School District, beginning January 23, 2014, and ending June 30, 2016
 - Mrs. Maryellen Sheehan, Derry Township School District, beginning February 27, 2014, and ending June 30, 2015
 - Mrs. Trudy Withers, Halifax Area School District beginning December 3, 2013, and ending June 30, 2016
- That the following New CAIU Board Members be elected to fill a partial term:**
- Mrs. Brenda Myers, Susquenita School District, beginning July 1, 2014 and ending November 20, 2014.”

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

**2014-15 Election of
Officers to the CAIU
Board of Directors**

Election of Board
President

Mrs. Nancy Otstot moved, seconded by Dr. Fred Baldwin, “that Mrs. Jean Rice be nominated as President.”

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

Mr. Mike Berk moved, second by Mr. Wilbur Wolf, “that the nomination be closed.”

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

Mrs. Nancy Otstot moved, seconded by Dr. Fred Baldwin, “that Mrs. Jean Rice be elected as Board President of the CAIU Board of Directors for the 2014-2015 term.”

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

Election of Board Vice-
President

Mr. Wilbur Wolf moved, seconded by Mr. Mike Berk, “that Dr. Anthony Tezik be nominated as Vice-President.”

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

Mr. Wilbur Wolf moved, seconded by Mr. Mike Berk, “that the nomination be closed.”

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

Mrs. Nancy Otstot moved, seconded by Dr. Fred Baldwin, “that Dr. Anthony Tezik be elected as the Vice President of the CAIU Board of Directors for the 2014-2015 term.”

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

Election of Board
Treasurer

Mr. Mike Berk moved, seconded by Dr. Fred Baldwin, “that Mr. Daren Moran be nominated as Treasurer.”

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

Mr. Mike Berk moved, seconded by Dr. Fred Baldwin, “that the nomination be closed.”

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

Mr. Mike Berk moved, seconded by Dr. Fred Baldwin, “that Daren Moran be elected as Treasurer of the CAIU Board of Directors for the 2014-2015 term.”

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

Election of Board Secretary

Mrs. Nancy Otstot moved, seconded by Mr. Mike Berk, “that Ms. Rennie Borreli be nominated as Board Secretary.”

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

Mr. Mike Berk moved, seconded by Mr. Wilbur Wolf, “that the nomination be closed.”

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

Mr. Wilbur Wolf moved, seconded by Mr. Mike Berk, “that Rennie Borreli be elected as Board Secretary for 2014-15.”

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

PSBA Voting Delegate
Legislative Policy Council

Mr. Mike Berk moved, seconded by Mr. Fred Baldwin, “that Mrs. Nancy Otstot be appointed as the CAIU Voting Delegate for the PSBA Legislative Policy Council Meeting to be held in October 2014.”

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

Newspaper of General
Circulation

Mr. Mike Berk moved, seconded by Mrs. Nancy Otstot, “that the **Patriot-News** be designated as the Newspaper of General Circulation.”

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

Appointment of Committee
Chairs/Members

Mrs. Judith Quigley moved, seconded by Mrs. Nancy Otsot, “that the 2014-15 CAIU Board Committee Members be approved.”

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

**Recognition of the
Public: Items Specific to
the Agenda**

There was no public in attendance.

Reports & Updates

Announcement of CAIU
Retirees

The CAIU Board of Directors announced and recognized the following CAIU Retiree:
Sue Shirk, EPP, Early Intervention, retirement after 11 years of service.

CAIU Team Reports

- Alicia McDonald, Director of Student Services, shared information about the Extended School Year Fishing Derby that was held at South Middleton Township Park on Wednesday. There were 88 students who participated this year. This annual event is organized by the Yellow Breeches Anglers & Conservation Association. Also, she invited the Board Members to visit the Delbrook Preschool Center in Mechanicsburg immediately following the Board meeting.
- Theresa Kinsinger, Director of HR, Business and Communications, shared that the HR team is very busy with filling positions. There have been several resignations over the summer. Currently, we have 16 openings to fill before the end of August. About half of the openings are part-time paraprofessional positions.

The Pennsylvania Association of School Personnel Administrators (PASPA) recently completed a salary audit for several positions at the CAIU that do not fall into the PSBA classifications. Most positions reviewed were being paid within the expected salary range for the type of work performed. This month's personnel report includes the positions where recommendations were made to adjust the salaries for those staff. Also, in August the CAIU will be contracting with Source4Teachers for substitute services. Theresa will assist this vendor in recruitment efforts for substitutes in our region.

- Brian Griffith, Director of Curriculum Services, shared an update on the Regional Blended Learning Grant process. Last week, we held a webinar to provide a review of the grant application process. Eighteen of our twenty-four districts either attended the webinar or reviewed the webinar recording. Schools will notify the CAIU by August 1st if they intend to submit a grant application. This grant opportunity is designed to help school buildings develop a vision/plan for Blended/Personalized Learning in their school. Several vendors have offered to help sponsor this initiative. These funds will help offset the costs of the grant.
- Daren Moran, Business Manager, continues to work with the State Auditors who are nearing completion of their audit. The business office is busy closing the 2013-14 books in preparation for the local audit. Our local auditors will begin the 2013-14 fiscal audit on August 15.
- David Martin, Director of Technology Services, reported that the new Content Filter appliance has been installed. Several districts have turned on the filter and are working to make sure that content is being filtered properly. We recently completed the Internet upgrade that doubled the available bandwidth. This will allow us to accommodate districts that may have a need for additional bandwidth. The CAIU recently upgraded to a CISCO VoIP phone system. The installation went well. We are continuing to make small changes to individual's phone configurations.
- Cindy Mortzfeldt, Executive Director, shared that in addition to Extended School Year sessions for school-age students, summer educational programs continue this month for early intervention students, Diakon students, and students at Hershey Medical Center. Also, a summer tutoring program is being held at Holy Family School for the nonpublic school students. She also attended the face to face Data Quality Curriculum training session. Additional online work must be completed over the next few months. This training is also available for school district staff responsible for PIMS administration. The Cabinet members met on a 2-day retreat to establish organizational goals, review policies, and revise business procedures. An action plan will be brought back to the board next month for review. On behalf of Len Kapp, Supervisor of Operations & Transportation, she reported that the first phase of the restroom renovations is complete. The restrooms off the middle lobby reopened on Monday. The contractors are currently working on the restrooms near the front lobby. More extensive work needs to be completed with these restrooms to bring them into ADA compliance. Work is expected to be completed by late August.

Approval of Minutes

Mr. Mike Berk moved, seconded by Mrs. Nancy Otstot, "that the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of June 26, 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

Mr. Wilbur Wolf moved, seconded by Dr. Fred Baldwin, "that the following fiscal items be approved:

Treasurer's Report	Treasurer's Report –June 2014
Payment of Bills	Payment of Bills June 2014. There were #602 checks for a total of \$7,191,453.87
Summary of Operations	Summary of Operations – June 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	Mr. Mike Berk moved, seconded by Mrs. Nancy Otstot, “that the following budget administration items be approved:
Proposed 2014-15 Budget	Proposed 2014-15 Budget – Preschool Inclusion Grant.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Other Fiscal Matters	Mr. Mike Berk moved, seconded by Mrs. Nancy Otstot “that the following other fiscal matters be approved:
Special Education Service Contract Summary – 2014-15	2014-15 Special Education Service Contracts for the following: Agora Cyber Charter School, Donegal School District, Infinity Charter School, Juniata County School District, Premier Arts and Science Charter School, and Sylvan Heights Science Charter School.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Appointment of Hartman Underhill & Brubaker as CAIU Solicitor and General Legal	Mrs. Laurie Reichert moved, seconded by Mr. Bruce Walter, “that Hartman Underhill & Brubaker is appointed as CAIU Solicitor and General Legal for 2014-15”
	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	
First Reading Revised Policies	Mr. Mike Berk moved, seconded Mrs. Nancy Otstot, “ that the following revised policies be approved as a first reading: <ul style="list-style-type: none"> • Policy #203.1 - HIV Infection • Policy #235 - Student Rights and Responsibilities • Policy #235.1 – Surveys - with the suggested language change to clarify the meaning of ministers.”
	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. Wilbur Wolf moved, seconded by Mrs. Judith Quigley “that the following personnel items be approved:
RESIGNATIONS	LAUREN FRISBIE, speech pathologist, Early Intervention effective August 29, 2014. Reason: Personal.

BETH LIGHT, educational consultant, Student Services effective July 18, 2014. Reason: Accepted a position outside of the CAIU.

MAURA RENGERT, itinerant teacher, Reading effective July 18, 2014. Reason: Personal.

DELILAH SISLER, part-time speech pathologist, Early Intervention effective July 30, 2014. Reason: Personal.

ROBERT SPRENKLE, part-time educational paraprofessional, Emotional Support effective July 18, 2014. Reason: Personal.

CHERIE WILLIAMS, teacher, emotional support effective July 3, 2014. Reason: Health related.

LAURA BLANCHFIELD, inclusion consultant, Early Intervention effective July 17, 2014. Base salary of Masters, Step 3, \$47,523 for 189 days of service will be prorated for a total of 179 days. This is a new position funded through the MAWA Budget.

ALEXANDRA CARRASCO-VELEZ, service coordinator, Early Intervention effective August 25, 2014. Base salary of Bachelors, Step 1, \$42,872 for 192 days of service will be prorated for 170 days. This is a new position funded through the MAWA Budget.

KYNISHA CLOUD, speech/language clinician, Early Intervention effective August 25, 2014. Base salary of Masters, Step 5, \$49,466 for 192 days of service will be prorated for 170 days. This is a replacement position funded through the MAWA Budget.

CARLA FONTANELLA, remedial specialist, ANPS effective August 25, 2014. Salary will be based on Masters, Step 2, \$46,604 for 192 days of service. This is a replacement position funded through the ANPS Budget.

KELLY FORTNEY, educational consultant, Curriculum Services effective August 25, 2014. Salary will be based on Masters, Step 5, \$49,756 for 192 days of service. This is a new position funded through the Comprehensive Planning Budget.

KRISTIN GARDNER, school counselor, ANPS. Salary will be based on Masters, Step 5, \$49,756 for 192 days of service. Start date and number of prorated work days to be determined when released from current school district. This is a replacement position funded through the ANPS/Act 89 Budget.

BRYAN GUERRISI, program assistant, Curriculum Services effective July 16, 2014. To be paid at the rate of \$19.49 per hour, based on Range 2 salary of \$38,000 for 12 months of service, prorated for a total of 250 days. This is a new position funded through the CAOLA Budget.

STEPHANIE KLEESE, long-term substitute speech/language clinician, Early Intervention effective August 25, 2014 through June 30, 2015. Salary will be based on Masters, Step 1, \$45,817 for 192 days of service. This is a new position funded through the MAWA Budget.

LISA KLINGLER, educational consultant, Curriculum Services effective August 25, 2014 (pending release from current school district). Salary will be based on Masters, Step 7, \$52,513 for 192 days of service. This is a replacement position funded through the IDEA Budget.

AMY LONG, speech pathologist, Early Intervention, full-time long-term substitute effective August 25, 2014 through June 30, 2015. Salary will be based on Masters, Step 4, \$49,107 for 189 days of service. Employee is eligible for speech/language stipend of \$2,500. This is a long-term substitute position funded through the MAWA Budget.

JENNIFER McLAUGHLIN, teacher, Deaf/Hard of Hearing Support. Salary will be based on Masters +15, Step 15, \$69,941 for 192 days of service. Start date and number of prorated work days to be determined when released from current school district. This is a new position funded through the D/HH Support Budget.

DENNIS MORGAN, technology support specialist, Technology Services effective July 21, 2014. Range 1 base salary of \$41,306 (\$21.18 per hour) for 12 months of service will be prorated for a total of 246 days. This is a new position funded through the Network Services Budget.

STACY PAUL, speech pathologist, Early Intervention, full-time effective August 25, 2014. Base salary of Masters, Step 11, \$59,313 for 189 days of service will be prorated for a total of 170 days. This is a new position funded through the MAWA Budget.

RECOMMENDED FOR
EMPLOYMENT OR
CONTRACT

MAGGIE SCHWAB, occupational therapist, OT/PT effective July 1, 2014. Salary will be based on Masters, Step 1, \$45,817 for 192 days of service. This is a new position funded through the EI OT/PT Budget.

LAURA WANENCHAK, speech/language clinician, Special Services, school-age effective August 25, 2014. Salary will be based on Masters, Step 1, \$45,817 for 192 days of service. This is a replacement position funded through the School-age Speech/language Budget.

CHANGE OF STATUS

JOEI ASKEY, from long-term substitute to permanent full-time educational paraprofessional, Early Intervention effective August 25, 2014. Salary will be based on HS+30, Step 1, \$17,299 for 189 days of service, prorated for a total of 179 days. This is a replacement position funded through the MAWA Budget.

SARAH BETACK, change of status from full-time to part-time speech/language clinician, school-age effective August 25, 2014. Base salary of Masters, Step 5, \$49,756 for 189 days of service will be prorated for a total of 113 days.

VERONICA CHAPMAN, from part-time educational paraprofessional to full-time teacher, Early Intervention effective July 28, 2014. Base salary of Bachelors, Step 1, \$42,872 for 192 days of service will be prorated for a total of 174 days. This is a replacement position funded through the MAWA Budget.

BARBARA KLINE, from occupational therapist, OT/PT working on the preschool schedule to educational consultant, Curriculum Services working on the school-age schedule effective August 25, 2014. This is a new position funded through the IDEA/CSPD Budget.

MARYLEE MAGARO, from long-term substitute (2013/2014) to full-time permanent remedial specialist, ANPS effective August 25, 2014. Salary will be based on Masters +15, Step 9, \$56,932 for 189 days of service. This is a replacement position funded through the ANPS Budget.

LISA McCARTY, from part-time to full-time speech/language clinician, Early Intervention effective August 25, 2014. Base salary of Masters, Step 15, \$68,583 for 189 days of service will be prorated for 185 days. This position is funded through the MAWA Budget.

TARA SHOPE, from part-time to full-time educational paraprofessional, Early Intervention effective August 25, 2014. Base salary of HS, Step 1, \$15,963 for 189 days of service will be prorated for a total of 170 days. This is a replacement position funded through the MAWA Budget.

LINDSEY WEAVER, from part-time to full-time educational paraprofessional effective August 25, 2014. Base salary of HS+30, Step 1, \$17,299 for 189 days of service will be prorated for a total of 170 days. This is a new position funded through the MAWA Budget.

CHANGES OF SALARY

SARAH BAHN, change of salary for completion of Masters +15 credits effective the first pay of the 2014/2015 school year. New salary will be based on Masters +15, Step 7, \$53,875 for 189 days of service.

JUDITHE DUNKLE, social worker, Pupil Services, change of salary for completion of Masters +15 credits effective the first pay of the 2014/2015 school year. Salary will be based on Masters +15, Step 11, \$60,965 for 189 days of service.

TIMOTHY ELLISON, network operations manager, Technology Services, change of salary as per recommendation made in the salary audit conducted by PASPA. Salary increased to \$83,000 (from \$80,648.07) for 12 months of service, retroactive to July 1, 2014. This position is funded through the Technology Entrepreneurial Budget.

RYAN KLINEPETER, technology support coordinator, Technology Services, change of salary as per recommendation made in the salary audit conducted by PASPA. Salary increased to \$44,919 (from \$43,611) for 12 months of service, retroactive to July 1, 2014. This position is funded through the General Operating Budget.

TRACEY KNAUSS, service coordinator, early intervention, payment of \$2,500 National Board Certification stipend effective for the 2013/2014 school year.

LISA McCARTY, change of salary due to decrease in number of work days for the 2014/2015 school year. Base salary of Masters, Step 15, \$68,583 for 189 days of service will be prorated for 130 days through June 30, 2015.

DAVID NICHOLS, applications support coordinator, Technology Services, change of salary as per recommendation made in the salary audit conducted by PASPA. Salary increased to \$44,919 (from \$43,611) for 12 months of service, retroactive to July 1, 2014. This position is funded through the Technology Entrepreneurial Budget.

LORI ROGERS, change of status from Range 4 secretary to Range 2 program assistant, Curriculum Services effective July 1, 2014. Change of status results in a change of salary to Range 2, \$33,852 (17.36 per hour) for 12 months of service.

DAWN SAGER, accountant, Business and HR, change of salary as per recommendation made in the salary audit conducted by PASPA. Salary increased to \$47,414 (from \$44,312.15) for 12 months of service, retroactive to July 1, 2014. This position is funded through the General Operating Budget.

LAUREN ASHLEY SCHAEFFER, accountant, Business and HR, change of salary as per recommendation made in the salary audit conducted by PASPA. Salary increased to \$48,300 (from \$44,312.15) for 12 months of service, retroactive to July 1, 2014. This position is funded through the General Operating Budget.

JANICE SUSI, occupational therapist, OT/PT, payment of \$2,500 National Board Certification stipend effective for the 2013/2014 school year.

KARIN TOPPING, occupational therapist, OT/PT, payment of \$2,500 National Board Certification stipend effective for the 2013/2014 school year.

LEAVES OF ABSENCE

ERICA OVERBAUGH, educational paraprofessional, early intervention requesting leave of absence without pay effective August 27, 2014 through December 10, 2014. Leave is requested to complete student teaching for early childhood certification.”

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 CAIU Team Reports.

President's Report

Mrs. Jean Rice thanked the Board members for their attendance.

Board Member Sharing of Information

There was no sharing of Information.

Information Items

Information Items on Champions for Children Golf Tournament and PA Data Quality Curriculum were available for the Board Members' review.

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, August 28, 2014, 8:00 a.m., Board Room, CAIU Enola Office. There will be a Board presentation on the Hospital Programs immediately following the August meeting.

Adjournment

Mrs. Nancy Otstot moved, seconded by Dr. Fred Baldwin, “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 9:24 a.m. the meeting adjourned.

Rennie Borrelli, Board Secretary