

**CAPITAL AREA INTERMEDIATE UNIT**

55 Miller Street  
Enola, PA 17025

**July 25, 2013**

**MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, July 25, 2013, at the Capital Area Intermediate Unit at the Enola Office. The meeting was called to order at 8:00 a.m. by President, Mrs. Jean Rice.

**Members in attendance were:** Mr. Robert Barr, Mr. Michael Berk (voted in during Regular meeting), Mrs. Linda Butler, Mrs. Janis Macut, Mr. Matthew McGuire, Mrs. Brenda Myers, Mrs. Nancy Otstot, Mrs. Judith Quigley, Mrs. Ellen Sheffey, Dr. Anthony Tezik, Mr. J. Bruce Walter and Mr. Wilbur Wolf

**Members not in attendance were:** Mrs. Barbara Geistwhite, Ms. Barbara Layne, Dr. Elisabeth McLean, Mrs. Laurie Reichert, Mrs. Donna Rode and Mrs. Patricia Whitehead-Myers

**Non-Voting Members in attendance were:** Dr. Mary Jane Gales, CAIU Executive Director; Ms. Rennie Borrelli, CAIU Board Secretary; Mr. Daren Moran, Board Treasurer

**Staff/Public in attendance were:** Mrs. Cindy Mortzfeldt, Mr. Brian Griffith, Mrs. Theresa Kinsinger, Mr. Dave Martin and Mr. Len Kapp

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| <b>BOARD MEETING</b>   | At 8:00 a.m. the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order.   |
| <b>EXECUTIVE SESSION</b>                                       | At 8:01 a.m. the Board entered into an executive session to discuss matters related to personnel and negotiations.   |
| <b>BOARD MEETING</b>   | At 8:36 a.m. the Board reconvened the Regular Board Meeting.   |
| <b>Pledge of Allegiance and Roll Call</b>                      | All stood and pledged allegiance to the flag of the United States of America.  |
| <b>Recognition of the Public: Items Specific to the Agenda</b> | There was no public in attendance.   |
| Welcome and Election of New Board Members                      | <p><b>Mr. Robert Barr moved, seconded by Mrs. Ellen Sheffey that “the following CAIU Board Members be elected:</b></p> <p><b>CAIU Board Members for a new three-year term from July 1, 2013 to June 30, 2016:</b></p> <ul style="list-style-type: none"> <li>• <b>Mrs. Nancy Otstot, <i>East Pennsboro Area School District</i></b></li> <li>• <b>Mrs. Donna Rode, <i>Halifax Area School District</i></b></li> <li>• <b>Mrs. Patricia Whitehead-Myers, <i>Harrisburg School District</i></b></li> <li>• <b>Mr. Michael H. Berk, <i>South Middleton School District</i></b></li> <li>• <b>Dr. Anthony J. Tezik, <i>West Shore School District</i></b></li> <li>• <b>Mrs. Linda Butler, <i>Susquehanna Township School District</i></b></li> </ul> <p><b>CAIU Board Members to fill an unexpired term:</b></p> <ul style="list-style-type: none"> <li>• <b>Mrs. Janis Macut, <i>Central Dauphin School District unexpired term beginning July 1, 2012, and ending June 30, 2015</i></b></li> <li>• <b>Mrs. Barbara Geistwhite, <i>Cumberland Valley School District unexpired term beginning January 24, 2013, and ending June 30, 2015.</i></b></li> </ul> |

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

Mrs. Jean Rice welcomed new Board Member Mr. Michael Berk, South Middletown School District.

**2013-14 Election of Officers**

Mrs. Judith Quigley invited nominations for the 2013-14 officers of the CAIU Board for a one-year term: President, Vice-President, Treasurer, and Board Secretary.

Election of Board President

**Mr. Wilbur Wolf moved, seconded by Mrs. Nancy Otstot, “that Mrs. Jean Rice is 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. Wilbur Wolf moved, second by Mrs. Nancy Otstot, “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.**

Election of Board Vice-President

**Mrs. Ellen Sheffey moved, seconded by Mrs. Nancy Otstot, “that Dr. Anthony Tezik is 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.**

**Mrs. Linda Butler moved, seconded by Mr. Robert Barr, “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.**

Election of Board Treasurer and Board Secretary

**Mrs. Nancy Otstot moved, seconded by Mr. Wilbur Wolf, “that Mr. Daren Moran is nominated as Treasurer and Ms. Rennie Borreli, Secretary.”**

**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 Mrs. Ellen Sheffey, “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.**

**PSBA Voting Delegate  
Legislative Policy Council**

**Mr. Wilbur Wolf moved, seconded by Mrs. Ellen Sheffey, “that Mrs. Nancy Otstot be appointed as the CAIU Voting Delegate for the PSBA Legislative Policy Council.”**

**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**

**Mrs. Linda Butler 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**

The 2013-14 Board Committees were available for the Board Members’ review. The Board requested to change the ad hoc member to reflect “Board President”. Please let Mrs. Jean Rice know if there are any concerns.

#### **Announcement of CAIU Retirees**

The CAIU Board of Directors announced the following CAIU Retirees:

- **Larry Adams**, Custodian - Retirement after 32 years of service.
- **Charlotte Vazquez**, Mental Health Worker - Retirement after 11 years of service.

#### **CAIU Team Reports**

- **Theresa Kinsinger**, Director of Business, HR and Communications, shared that several paraprofessional positions are vacant and we continue to advertise and interview for those vacancies.
- **Len Kapp**, Supervisor of Operations and Transportation, reported that Phase 3 of the HVAC replacement project is nearing completion. The final phase will begin in mid-September.
- **Brian Griffith**, Director of Curriculum Services, shared that he and his curriculum staff participated in the statewide Title I Diocesan Conference. The CAIU staff has planned and participated in this annual conference for many years. He also shared background information about the Mandated Reporter training sessions that are planned for the CAIU. CAIU staff is approved to offer this training.
- **David Martin**, Director of Technology Services, shared that the CAIU continues to provide Managed Network Services, such as hosting of servers, wireless internet access, and phone system, etc. for our school districts. He also shared that PA will be piloting a web-based testing software so students can complete their assessments online.
- **Cindy Mortzfeldt**, Assistant Executive Director, continues to work with a group of supervisors to implement the new teacher evaluation process and to further define the differentiated supervision process already in place at the CAIU. She also asked for volunteers among the Board members to review the data collected through the IU Comprehensive Planning Process.
- **Daren Moran**, Business Manager, shared that our fiscal year ends on June 30. The business office staff is working on the year end close-out of the fiscal records in preparation for the local audit. He also invited Board members to participate in the Champions for Children Golf Tournament planned for Tuesday, July 30, beginning at 11:00 a.m. at the Cumberland Golf Club, Carlisle.

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

There was no recognition of the public or items specific to the agenda.

**Approval of Minutes**      **Mrs. Linda Butler moved, seconded by Mrs. Ellen Sheffey,** “that the minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of June 27, 2013 be 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.

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

Treasurer's Report      Treasurer's Report - June 2013

Payment of Bills      Payment of Bills – June 2013. There were #615 checks for a total of \$5,989,516.32

Summary of Operations      Summary of Operations – June 2013.”

**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. Robert Barr moved, seconded by Mrs. Nancy Otstot,** “that the following budget administration items be approved.”

Proposed 2013-14 Budget-Revision A– Early Intervention      2013-14 Budget Revision A – Early Intervention in the amount of \$10,298,706

Proposed 2013-14 Budget – Preschool Inclusion Grant      2013-14 Original Budget – Preschool Inclusion Grant in the amount of \$65,000.”

**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**      **Mrs. Nancy Otstot moved, seconded by Mr. Robert Barr,** “that the following other fiscal matters be approved:

Cafeteria Rates – 2013-14      The following 2013-14 Cafeteria Rates were approved:

	<b>2012-13 Rates</b>	<b>2013-14 Rates</b>
• <b>Milk</b> for students/adults	.50	.50
• <b>Lunch (K-8)</b>	2.15	<b>N/A</b>
• <b>Lunch (9-12)</b>	2.40	<b>N/A</b>
• <b>Lunch (K-12)</b>	---	2.50
• <b>Lunch, Reduced*</b>	.40	.40

• Lunch, Adult	3.65	3.75
• Breakfast (K-12)	1.50	1.50
• Breakfast, Reduced*	.30	.30
• Breakfast, Adult	2.00	2.00

\*Reduced prices set by PDE

Special Education Service Contract Summary – 2013-14      2013-14 Special Education Service Contract for the following: Cumberland Valley SD, Dauphin County Technical School, Northern York County SD and South Middleton SD

Appointment of Hartman Underhill & Brubaker as CAIU Solicitor and General Legal Counsel for 2013-14      Appointment of Hartman Underhill & Brubaker as CAIU Solicitor and General Legal Counsel for 2013-14

Amendment to Lemoyne Office Lease      Amendment to Lemoyne Office Lease.”

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

Departing Board Member      Mr. Matthew McGuire departed the Board Meeting at 9:37 a.m.

**Policies and Programs**      **Mr. Wilbur Wolf moved, seconded by Mrs. Linda Butler , “that the following policies and programs be approved:**

First Reading, Existing Position, Revised Description – Admin AA – Board Secretary      First Reading, Existing Position, Revised Description – Admin AA – Board Secretary

First Reading, Existing Position, Revised Description - ACCESS Program Coordinator      First Reading, Existing Position, Revised Description - ACCESS Program Coordinator  
With proposed wording changes to item #2 and #8 on second page

First Reading, Existing Position, New Description - Service Coordinator      First Reading, Existing Position, New Description - Service Coordinator with proposed wording changes to item #16

First Reading New Policy, Records Retention and Destruction      First Reading New Policy, Records Retention and Destruction.”

**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. Robert Barr moved, seconded by Mrs. Linda Butler , “that the following personnel items be approved:**

RESIGNATIONS      **LARRY ADAMS**, Custodian, Buildings and Grounds effective June 28, 2013. Reason: Retirement after 32 years of CAIU service.  
**DR. MARY JANE GALES**, Executive Director effective December 31, 2013. Reason: Retirement after two years of CAIU service.

**MELISSA GRUMBEIN**, Teacher, Autism Support effective September 20, 2013. Employee will be released sooner if replacement is found. Reason: Accepted a position with The Vista School in Hershey.

**ALICIA LYNCH**, Reading Specialist, Aid to Non-public School Services effective June 5, 2013. Reason: Accepted a position at Dauphin County Technical School.

**CHARLOTTE VAZQUEZ**, Mental Health Worker, Capital Area Partial Program effective July 11, 2013. Reason: Retirement after 11 years of CAIU service.

RECOMMENDED FOR  
EMPLOYMENT OR  
CONTRACT

**BRANDON BARNHART**, Social Worker, Student Services effective at the start of the 2013/2014 school year. Salary will be based on Masters, Step 3 for 192 days of service. This is a new position funded through the Emotional Support Budget.

**TERESA FREELAND**, part-time Secretary, Access Program effective July 15, 2013. To be paid at the Range 4 rate of \$14.75 per hour, working 7 hours/day, four days per week. This is a new position funded through the Access Budget.

**JASON FRIEDMAN**, Teacher, Extended School Year Program effective July 15, 2013 through July 31, 2013. To be paid at the rate of \$32.12 per hour based on Masters, Step 1 for 189 days of service. This position is funded through the ESY Budget.

**SHANNON GERHARDS**, part-time, long-term substitute Speech/Language Clinician, Early Intervention effective August 25, 2013 through June 30, 2014. Base salary of Masters, Step 7, \$52,223 for 189 days of service will be prorated for a total of 118 days. This is a replacement position funded through the MAWA Budget.

**DIANE GRAYBILL**, Audiologist, Deaf/Hard of Hearing Program effective at the start of the 2013/2014 school year. Salary will be based on Masters +60, Step 13 for 192 days of service. This is a replacement position funded through the Special Services Budget.

**KATHRYN MANLEY**, part-time Educational Paraprofessional, Early Intervention effective August 26, 2013. To be paid at the rate of \$11.33 per hour based on HS+30, Step 1 for 189 days of service. This is a replacement position funded through the MAWA Budget.

**ERIKA STIFFLER**, Clinical Coordinator, Capital Area Partial Program effective August 12, 2013. Base salary of \$55,000 for 12 months of service will be prorated for a total of 230 days. This is a new position funded through the CAPP Budget.

Changes of Status

**BRANDON BEDDIA**, Program Consultant, Loysville Youth Development Center, from active to furlough status effective July 1, 2013.

**MIREK CHMIELEWSKI**, from Educational Paraprofessional to Mental Health Worker, Capital Area Partial Program effective August 1, 2013. Salary will be based on MHW-Bachelors, Step 7 for 189 days of service. This is a replacement position funded through the CAPP Budget.

**NICOLE FISHER**, from long-term substitute to regular full-time Teacher, Deaf/Hard of Hearing Support effective at the start of the 2013/2014 school year. Salary will be based on Masters +30, Step 8 for 192 days of service. This is a new position funded through the Deaf/Hard of Hearing Budget.

**LAURIE KRIEBEL**, part-time Educational Paraprofessional, declined recall and therefore is permanently furloughed effective July 1, 2013.

**ERIN LAVIA**, from day-to-day substitute to regular full-time teacher, Emotional Support effective with the start of the 2013/2014 school year. Salary will be based on Masters +30, Step 3 for 192 days of service. This is a new position funded through the ES Budget.

**MARYANN MERCER**, from day-to-day substitute to regular part-time Educational Paraprofessional, Capital Area Partial Program effective at the start of the 2013/2014 school year. To be paid at the rate of \$10.89 per hour based on HS, Step 3 for 189 days of service. This position is funded through the CAPP Budget.

**KATHRYN PERTA**, from day-to-day substitute to regular part-time Educational Paraprofessional, Emotional Support effective at the start of the 2013/2014 school year. To be paid at the rate of \$11.33 per hour based on HS+30, Step 1 for 189 days of service. This position is funded through the Emotional Support Budget.

**ALISON RUELLO**, from part-time to full-time Educational Paraprofessional, Early Intervention effective September 7, 2013. This is a replacement position funded through the MAWA Budget.

**ALICIA SHAFFER**, from part-time, long-term substitute to regular part-time reading specialist effective with the start of the 2013/2014 school year. To be paid at an hourly rate based on Masters, Step 5 for 189 days of service. This position is funded through the Equitable Participation Budget.

**CHARLES VENNIE**, from long-term substitute Educational Paraprofessional to full-time Mental Health Worker, Autism Support effective at the start of the 2013/2014 school year. Salary will be based on MHW, Step 5 for 192 days of service. This is a new position funded through the Autism Support Budget.

**KAREN WELLS**, Sign Language Interpreter, Deaf/Hard of Hearing Support, from active to furlough status effective July 1, 2013.

**LEAVES OF ABSENCE:**

**DELILAH SISLER**, Speech/Language Clinician, Early Intervention, requesting extension of childrearing leave of absence without pay through May 2014. Request is made in accordance with CAIU 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**

Dr. Mary Jane Gales Executive Director's Report was available for the Board Members' review. Dr. Gales highlighted the following:

- Commended the CAIU staff for working together with many recent changes and building upgrades

**President's Report**

Mrs. Jean Rice thanked the Board members for being at the meeting. She appreciates their attendance.

**Board Member Sharing of Information**

The Board Members had a brief discussion about issues with filling part-time instructional aid positions. Some districts are using day to day subs until positions are filled.

**Information Items**

There were no Information Items this month.

**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 22, 2013, 8:00 a.m., Board Room, CAIU Enola Office.

**Adjournment**

**Mr. Robert Barr moved, seconded by Mrs. Ellen Sheffey, “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 9:42 a.m. the meeting adjourned.

Rennie Borreli  
Board Secretary