

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**May 22, 2014
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, May 22, 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: Dr. Fred Baldwin, Mr. Clifton Edwards, Mrs. Janis Macut, Dr. Elisabeth McLean, Mrs. Brenda Myers, Mrs. Nancy Otstot, Mrs. Judith Quigley, Mrs. Laurie Reichert, Mrs. Maryellen Sheehan, Dr. Anthony Tezik, Mr. J. Bruce Walter and Mr. Wilbur Wolf

Members not in attendance were: Mr. Michael Berk, Mrs. Barbara Geistwhite, Ms. Barbara Layne, 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, Dave Martin, Heather Donovan and Len Kapp

BOARD MEETING At 8:03 a.m. the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order.

Reports & Updates

Gay Keiser Scholarship Award Congratulations to Alexandra Fry, a speech/language pathology graduate student at Misericordia University. She is the recipient of the 2014 Gay Keiser Scholarship.

Announcement of CAIU Retirees The CAIU Board of Directors recognized the retirement of Carolyn Price, Secretary, after 35 years of service.

EXECUTIVE SESSION At 8:10 a.m. the Board entered into an executive session to discuss a personnel matter.

BOARD MEETING At 8:22 a.m. the Board reconvened the Regular Board Meeting.

Recognition of the Public: Items Specific to the Agenda Mrs. Jean Rice welcomed Heather Donovan, CAEA, to the Board meeting.

Pledge of Allegiance and Roll Call All stood and pledged allegiance to the flag of the United States of America.

Appointment of New CAIU Board Member **Mr. Wilbur Wolf moved, seconded by Mrs. Laurie Reichert**, "that Mr. Charles Brown, Newport S.D., be appointed to the Capital Area Board of Directors to fill an unexpired term beginning May 22, 2014, and ending June 30, 2015."

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

CAIU Team Reports

- Alicia McDonald, Director of Student Services, provided an update on the CAPP Program. At this time the provisional license will be in effect until August when DPW returns for a review. A Corrective Action Plan was submitted to PerformCare for the previous audit of therapeutic files and it is

anticipated that the corrective action plan will be accepted. PerformCare will be conducting a file audit on Friday. Hill Top Academy's graduation will take place on Monday, June 2 at 1:00 p.m. The 2014-15 Special Education contracts are being received.

- Theresa Kinsinger, Director of HR, Business and Communications, shared that the staff person who manages our Subfinder system will be taking a position within our transportation department. As a result, the CAIU will be reviewing options to use an outside substitute teacher service.
- Len Kapp, Supervisor of Operations and Transportation, indicated that the large public restrooms remodeling project will take place during June and July. Also, parking lot repairs and resealing will be completed during June. This project is completed every 4-5 years as part of our planned capital repairs.
- David Martin, Director of Technology Services, provided an update on the status of the implementation of the new internet content filter. This installation will affect all districts that purchase internet through the CAIU. There is no additional cost to our districts for this new filter. The CAIU has submitted a request for eRate reimbursement on behalf of our districts. East Pennsboro Area School District is one of two districts that connect to the Regional Wide Area Network (RWAN) through a wireless connection. This summer EPASD will connect back to the CAIU through a fiber connection. The CAIU has also worked with Data Recognition Corporation (DRC) to host online testing servers for our districts.
- Rennie Borreli, Board Secretary, shared that the annual school directors' election is taking place for the members of the CAIU Board. Election ballots are due by the end of June.
- Daren Moran, Business Manager, shared that we have been notified by the Auditor General's office that the state auditors will be beginning their audit at the end of this month. The CAIU will also participate in an IDEA audit at PDE in mid-June. He provided an explanation to the Board as to why some budgets require two readings and the threshold for budget revisions.
- Cindy Mortzfeldt, Executive Director, provided an overview of the Speech and Language services provided for preschool and school age students. The 37th Annual Deaf/Hard of Hearing Awards Program was held on May 14th. The celebration focused on the successes of our current students and their families. Monitoring of Federal Programs continues this month and in June. Title I, Part D monitoring in collaboration with the Vision Quest site in Breezewood was completed in early May. Title II and Title III monitoring will take place in early June. Four of our current superintendents will be retiring at the end of this school year: Bruce Deveney, East Pennsboro Area SD, Robert Hassinger, Halifax Area SD, Norm Shea, Newport SD, and Dr. Jemry Small, West Shore SD. These superintendents were honored at a breakfast held prior to this month's SAC meeting. The CAIU Transition Team, Cheryl Giles-Rudawski, Brian Griffith, Daren Moran and Cindy Mortzfeldt, received the 2014 Champion of Arts Education Award. This award was given as recognition for the team's commitment during CASA's transition to a charter school in 2013. Cindy also shared a brief video about Kimberley Matthews, one of the CAIU teachers in our Hospital program. Ms. Matthews was a Children's Miracle Network child and now works as a teacher at the Hershey Medical Center.
- On behalf of the Curriculum Team, Cindy shared that the 16th annual Tom Buskey Student Achievement Award celebration was held on May 15. This Awards Program spotlights seniors who are nominated by their teachers. This year the keynote speaker was Brittany, a former student at both the East Pennsboro Area School District and the CAIU's Hill Top Academy.

- On May 16, 22 teams of students participated in the Regional Math 24 competition held at the CAIU. Eighty-eight students and their coaches attended the event. This is the fifth year that the CAIU hosted the tournament with help from Edison Learning, First in Math and our local Learning Source. The winning teams were from Sporting Hill Elementary in Cumberland Valley SD, West Hanover Elementary in Central Dauphin SD and Shaul Elementary in Cumberland Valley SD. The three individual winners were from Sporting Hill Elementary and Middlesex Elementary in Cumberland Valley SD.

Approval of Minutes

Mrs. Nancy Otstot moved, seconded by Mrs. Judith Quigley, “that the minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of April 24, 2014 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

- The CAIU Transportation Committee met on May 14, 2014 to discuss transportation services for the 2014-15 school year. Board members in attendance were Nancy Otstot and Clifton Edwards.
- The Executive Director’s Evaluation Committee met with Mrs. Mortzfeldt to review her annual evaluation. Mrs. Reichert and Mrs. Rice shared that Mrs. Mortzfeldt has met the performance standards set forth by the Board.

Treasurer’s Report

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

Treasurer’s Report

Treasurer’s Report – April 2014

Payment of Bills

Payment of Bills April 2014. There were #583 checks for a total of \$3,927,646.29

Summary of Operations

Summary of Operations – April 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

Mrs. Laurie Reichert moved, second by Dr. Fred Baldwin, “that the following budget administration items be approved:

Proposed 2013-14 Budget Revisions

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- Revision A – IDEA Section 611-Early Intervention
- Revision A – Title I, Part D-Loysville Youth Development Center

Proposed 2014-15 Budget

2014-15 Budgets:

- Act 89 (Nonpublic Schools) (1st Reading)
- Driver Education
- Early Intervention (1st Reading)
- Entrepreneurial Transportation
- Institutionalized Children’s Program (1st Reading)
- Special Education (1st Reading)
- Transportation (1st Reading).”

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

No Other Fiscal Matters.

Policies and Programs

Mrs. Judith Quigley moved, seconded by Dr. Fred Baldwin, “that the following policies and programs be approved:

Proposed 2014-15 CAIU Board Meeting Dates

Proposed 2014-15 CAIU Board Meeting Dates

Second Reading, Existing Position, Revised Description

Second Reading, Existing Position, Revised Descriptions:

- Occupational Therapist
- Certified Occupational Therapy Assistant
- Physical Therapist

Second Reading, Existing Position, New Description - Physical Therapist Assistant

Second Reading, Existing Position, New Description - Physical Therapist Assistant.”

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 Mr. Wilbur Wolf, “that the following personnel items be approved:

RESIGNATIONS:

JODY COBLE, part-time educational paraprofessional, Early Intervention effective May 13, 2014. Reason: Personal.

ASHLEY DOWLER, speech/language clinician, Early Intervention effective June 6, 2014. Reason: Personal.

AIMEE KOCHER, teacher, Early Intervention effective July 25, 2014. Reason: Relocating out of state.

DEBORAH MABRY-HEWITT, reading specialist, ANPS effective August 1, 2014. Reason: Retirement after more than 38 years of CAIU employment.

DIANA ROBINSON-DANKOSKY, part-time, long-term substitute occupational therapist, OT/PT effective May 29, 2014. Reason: Personal.

JANELLE STRICKLER, speech-language clinician, School-age effective July 30, 2014. Reason: Personal.

PATRICIA TEMPEST, part-time reading specialist, ANPS effective August 17, 2014 (last work day June 5, 2014). Reason: Retirement after 20 years of CAIU service.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

VERONICA CHAPMAN, part-time educational paraprofessional, Early Intervention effective May 22, 2014. To be paid at the rate of \$11.74 per hour based on HS+30, Step 1, \$16,654 for 189 days of service. This is a replacement position funded through the MAWA Budget.

LYNDI JANNY, long-term substitute inclusion consultant, Early Intervention effective May 1, 2014 through July 31, 2014. Base salary of Bachelors, Step 2, \$43,460 for 189 days of service will be prorated for a total of 27 days. This is a long-term substitute position funded through the MAWA Supplemental Funds.

KARL MOHLER, maintenance technician, Business and Operations effective June 2, 2014. Range 2 salary of \$33,150 for 12 months of service will be prorated for a total of 21 days through June 30, 2014. Employee will not be eligible for increase in the 2014/2015 school year. This is a replacement position funded through the General Operating Budget.

REBECCA SAVIDGE, part-time behind-the-wheel instructor, Driver's Education effective May 12, 2014. To be paid at the rate of \$24 per hour. This is a new position funded through the Driver's Education Budget.

VIVEK SHANTHARAM, educational paraprofessional, Autism Support effective May 12, 2014. Base salary of HS+30, Step 1, \$16,654 for 189 days of service will be prorated for the remaining 21 days of the 2014/2015 school year. This is a new position funded through the Autism Budget.

PETE STRACK, teacher, Student Services effective May 1, 2014. Base salary of Masters, Step 8, \$53,798 for 189 days of service will be prorated for the remaining 29 days of the 2013/2014 school year. This is a new position funded through the Diakon Budget.

CHANGE OF STATUS

TERESA FREELAND, from part-time secretary, Access Program to full-time program assistant, Curriculum Services effective June 2, 2014. To be paid at the Range 2 rate of \$17.36 per hour, 7.5 hours per day for a total of 21 days through June 30, 2014. This is a replacement position funded through the Special Projects Budget.

KRISTIN WOODWARD, extension of contract as a long-term substitute teacher, Early Intervention effective July 1, 2014 – July 31, 2014 for a total of 12 days.

CHANGES OF SALARY:

AMY COOK, part-time occupational therapist, OT/PT, payment of \$2,500 National Board Certification effective for the 2013/2014 school year. Payment will be prorated for a total of 76 days.

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

KELLY EVANS, guidance counselor, ANPS, payment of \$2,500 National Board Certification effective for the 2013/2014 school year.

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

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

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

LYNN SHAFER, part-time occupational therapist, OT/PT, payment of \$2,500 National Board Certification effective for the 2013/2014 school year, prorated for a total of 70 days.

LEAVES OF ABSENCE:

SARAH BETACK, speech-language clinician, School-age, child-rearing leave of absence effective April 24, 2014 through June 10, 2014. Leave is requested with pay using accumulated sick leave for a total of 17 days and without pay for a total of 16 days. Leave is requested in accordance with CAIU and FMLA Policies.

MARIA LAZZAREVICH, speech-language clinician, Early Intervention, child-rearing leave of absence effective July 28, 2014. Leave is requested with pay using accumulated sick leave for a total of 30 days and without pay for a total of 52 days. Leave is requested in accordance with CAIU and FMLA 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 highlighted the Speech and Language Support and Nonpublic School Services. She reminded the Board members that there will be an overview of the Non-Public, Federal, and Equitable Participation Programs, presented by David Colestock, immediately following the Board meeting. Mrs. Mortzfeldt also provided an update on the ACCESS funding resolution.

President's Report

Mrs. Jean Rice shared that she attended the CASA Charter School's end of year performance. It was a light-hearted theme around how we relate to our environment. She thanked the board members for their attendance at today's meeting and wished them all a wonderful holiday weekend.

Board Member Sharing of Information

- Mrs. Nancy Otstot shared that she had participated in the PSBA Advocacy Forum. There were over 100 in attendance. The first day included various presentations and the second day she visited the Capitol and met with 4 Senators and 7 House Representatives.
- Mrs. Janis Macut shared that a representative from PSBA attended their district Board meeting and shared information about this event. She emphasized that Pennsylvania needs to focus on Pension Reform.
- Mrs. Judith Quigley also attended the PSBA Advocacy Forum and shared that Charter School Reform needs to continue to be a priority.
- Mrs. Jean Rice congratulated Mrs. Quigley on being selected as the PSBA Director for Region 6.
- Mr. Wilbur Wolf, shared that his members from his district's administration, board and Association attended Education Matters.

Information Items

Information Items 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, June 26, 2014, 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Mrs. Laurie Reichert moved, seconded by Mrs. Judith Quigley, "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 9:19 a.m. the meeting adjourned.

Rennie Borreli
Board Secretary