

**CAPITAL AREA INTERMEDIATE UNIT**

55 Miller Street  
Enola, PA 17025

**March 27, 2014**  
**MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, March 27, 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. Barbara Geistwhite, Mrs. Janis Macut, Mrs. Brenda Myers, Mrs. Nancy Otstot, Mrs. Judith Quigley, Mrs. Laurie Reichert, Mrs. Maryellen Sheehan, Dr. Anthony Tezik, Mr. J. Bruce Walter, Mrs. Patricia Whitehead-Myers, Mrs. Trudy Withers and Mr. Wilbur Wolf

**Members not in attendance were:** Mr. Michael Berk, Ms. Barbara Layne, Mr. Matthew McGuire and Dr. Elisabeth McLean

**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, David Martin, Brian Griffith 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.

**Pledge of Allegiance and 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**

There was no public in attendance.

**Reports & Updates****Welcome New CAIU Board Member**

Mrs. Jean Rice welcomed new CAIU Board Member, Mrs. Maryellen Sheehan, Derry Township S.D.

**Announcement of CAIU Retirees**

There were no retirees this month.

**CAIU Team Reports**

- Alicia McDonald, Director of Student Services, shared that this is "March madness" as she is completing contract meetings with every school district. These contract meetings are held to gather information regarding district needs for special education services for the 2014-15 school year. Once these meetings are concluded, the services summary will be sent to the district superintendents and special education directors for their review. The IU will begin a review of our staffing needs and plan accordingly for the 2014-15 school year. She also shared that Larry Adams, a long term employee recently retired, passed away suddenly. The staff will be creating a plaque to be placed at Hill Top Academy as a remembrance of Larry. Each board member received a rate comparison document comparing 2013-14 to 2014-15 special education rates.
- Theresa Kinsinger, Director of HR, Business and Communications, indicated that HR is fielding many questions about the implementation of our Wellness program. Theresa is creating a Fast Facts document to help staff understand the requirements and implementation process.

- Len Kapp, Supervisor of Operations and Transportation, shared that several small projects are in process. He anticipates that the restroom renovation project plan will be brought to the appropriate board committees over the next 30 days.
- Brian Griffith, Director of Curriculum Services, indicated that our curriculum team continues to support our districts through professional development and train the trainer opportunities for implementation of Student Learning Objectives (SLOs) that will be required as part of the 2014-15 teacher evaluation process. Also, we are approaching 1,500 students who are participating as full time students in our online learning program.
- David Martin, Director of Technology Services, reported that the annual Middle School and High School Computer Fair was held this week. There were 83 students from 10 school districts who participated. The 1<sup>st</sup> place winners will participate in the state competition held at Dickinson College. Also, we have submitted for eRate reimbursement on behalf of the IU and our districts. This reimbursement helps offset a little over 50% of telecommunications costs. It is expected that the rebate options will expand in future years. Our technology team is reviewing several vendor options for our Internet Content Filter. David anticipates having a recommendation by May for a July implementation.
- Rennie Borrelli, Board Secretary, reminded the Board members to complete their Statement of Financial Interests form and the Executive Director's evaluation. Both documents can be returned to Rennie.
- Daren Moran, Business Manager, reported that March – June of each year is a very busy time for budget revisions and new budget preparations. Revisions are completed when there are major differences between proposed and actual budget revenues and expenditures.

Monthly Board Topic

There will be an overview of the CAIU Preschool Evaluation & Eligibility Process immediately following the Board meeting.

**Approval of Minutes**

**Mrs. Nancy Otstot moved, seconded by Dr. Fred Baldwin,** “that the minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of February 27, 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 revised list of the CAIU Board Committees was shared with the members. Please contact the Board President with any questions about committee assignments.

**Treasurer’s Report**

**Mrs. Laurie Reichert moved, seconded by Mrs. Nancy Otstot,** “that the following fiscal items be approved:

Treasurer's Report

Treasurer's Report – February 2014

Payment of Bills

Payment of Bills February 2014. There were # 553 checks for a total of \$4,328,716.77

Summary of Operations

Summary of Operations – February 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. Wilbur Wolf moved, second by Mrs. Laurie Reichert,** “that the following budget administration items be approved:

Proposed 2013-14 Budget Revisions

Proposed 2013-14 Budget Revisions:

- ACT 89 (Nonpublic Schools)
- Cafeteria
- Capital Area Partial Program (CAPP)
- Diakon Center Point Program
- ELECT
- Hospital Education Program
- Institutionalized Children's Program
- Professional Services
- Technology Entrepreneurial

Proposed 2013-15 Budget Revision A – Title I, Part A – Improving Basic Programs

Proposed 2013-15 Budget Revision A – Title I, Part A – Improving Basic Programs

Proposed 2013-14 Budgets

Proposed 2013-14 Budgets:

- CASA Charter School Sublease
- Gifted Technical Assistant Services
- Review of Higher Ed Teacher Programs

Proposed 2013-15 Budget – Math Design Collaborative (MDC)

Proposed 2013-15 Budget – Math Design Collaborative (MDC).”

**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**

There were no other fiscal matters.

#### **Policies and Programs**

**Mrs. Judith Quigley moved, seconded by Mrs. Laurie Reichert,** “that the following policies and programs be approved:

Second Reading, Existing Position, New Description – IT Project Manager

Second Reading, Existing Position, New Description - IT Project Manager

First Reading, Existing Position, Revised Descriptions

First Reading of the following Existing Position, Revised Descriptions:

- Lead Maintenance Technician
- Maintenance Technician

First Reading, Existing Position, New Description

First Reading of the following Existing Positions, New Description:

- Mental Health Worker - Behavior Interventionist
- Mental Health Worker - Capital Area Partial Program
- Mental Health Worker - Case Manager for ELECT/EFI

The Board recommended that the job descriptions differentiate between the required and preferred qualifications.

First Reading - 2014-15 CAIU 12-Month Employee Calendar

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**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

**JUDITH HEADLEY**, part-time Educational Paraprofessional, Early Intervention effective March 21, 2014. Reason: To change from part-time EPP to day-to-day substitute.

**DONA LUCAS**, Transportation Clerk, Transportation Services effective September 30, 2014. Reason: Retirement after more than 27 years of CAIU Service.

**CAROLYN PRICE**, Secretary, Student Services effective May 16, 2014. Reason: Retirement after 35 years of CAIU service.

RECOMMENDED FOR  
EMPLOYMENT OR  
CONTRACT

**BARBARA FREY**, part-time, long-term substitute Personal Care Assistant, Emotional Support effective March 5, 2014 through June 10, 2014. Base salary of HS+30, Step 14, \$26,750 for 189 days of service will be prorated at 5.75 hours per day for a total of 68 days. This is a long-term substitute position funded through the ES Budget.

**JOSEPH GALLUCCI**, IT Project Manager, Technology Services effective April 1, 2014. Base salary of \$74,500 for 12 months of service will be prorated for 65 days through June 30, 2014. This is a replacement position funded through the CP and Tech Entrepreneurial Budget.

**TERSANDRIA HASKINS**, part-time, long-term substitute Educational Paraprofessional, Diagnostic effective March 5, 2014 through June 10, 2014. Base salary of HS+30, Step 1, \$16,654 for 189 days of service will be prorated at 5.75 hours per day for a total of 68 days. This is a long-term substitute position funded through the Diagnostic Budget.

**TARA JONES**, long-term substitute Speech Therapist, Early Intervention effective April 1, 2014 through June 6, 2014. Base salary of Masters, Step 1, \$45,527 for 189 days of service will be prorated for a total of 41 days. This is a long-term substitute position funded through the MAWA Budget.

**MEGAN KEMMER**, part-time/hourly Educational Paraprofessional, Early Intervention effective May 22, 2014 through July 31, 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 working 28 hours per week. This is a long-term substitute position funded through the MAWA Budget.

**KAITLIN MAMETT**, School Psychologist, Student Services effective April 1, 2014. Base salary of Masters +30, Step 1, \$48,381 for 189 days of service will be prorated for the remaining 50 days of the 2013/2014 school year. This is a replacement position funded through the Pupil Services Budget.

**MARIANNE McKENNA**, part-time Educational Paraprofessional, Early Intervention effective March 18, 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 working approximately 28 hours per week. This is a replacement position funded through the MAWA Budget.

**STEFAN MOYER**, Technology Support Specialist, Technology Services effective March 17, 2014. Range 1 base salary of \$34,027.50 for 12 months of service will be prorated for a total of 76 days of service. This is a new position funded through the IMS Budget.

**THERESA SHROYER**, Mental Health Worker, Student Services effective March 5, 2014. Base salary of MHW-Bachelors, Step 1, \$29,491 for 189 days of service will be prorated for a total of 70 days. This is a new position funded through the Elect Budget.

**ROBERT STUMPF**, Application Support Specialist, Technology Services effective April 1, 2014. Base salary of \$36,309 for 12 months of service will be prorated for 65 days through June 30, 2014. This is a replacement position funded through the Technology Budget.

**The following individual is recommended for employment as a day-to-day substitute teacher for the 2013/2014 school year at the approved rate of \$90 per day:**

**LAURA ROBB**

## CHANGE OF STATUS

**MIREK CHMIELEWSKI**, change of status from Mental Health Worker, CAPP to Educational Paraprofessional, PPI effective March 3, 2014. Change of status results in a change of salary from MHW to EPP Schedule. Mental Health Worker salary of MHW-Bachelors, Step 8, \$36,611 for 189 days of service will be prorated for a total of 120 days. Paraeducator salary of HS+30, Step 6, \$19,899 for 189 days of service will be prorated for the remaining 69 days of the 2013/2014 school year. This is a demotion due to a reduction in force (closing of an elementary CAPP classroom). EPP position is funded through the Hospital Budget.

**DENISE KRAMER**, temporary change of status from Teacher, Hospital Program to Teacher, Emotional Support effective March 17 through April 14, 2014 to cover a position of a staff member on leave. Change results in a change of budget from Hospital to ES for a total of 21 days.

**KATHRYN PERTA**, change from part-time/hourly to full-time/salaried Personal Care Assistant, Emotional Support effective March 10, 2014 due to change in student's IEP. Base salary of HS+30, Step 1, \$16,654 for 189 days of service will be prorated for a total of 65 days through the end of the 2013/2014 school year.

**LINDSEY SCHUE**, from Maintenance Mechanic to Lead Maintenance Mechanic, Buildings and Grounds effective May 1, 2014. Salary will be based on the 2014/2015 midpoint of \$41,613 for 12 months of service, prorated for 43 days through June 30, 2014. Employee will remain at this salary through June 30, 2015. This is a replacement position funded through the Buildings and Grounds Budget.

**DELILAH SISLER**, Speech Clinician, Early Intervention, change of status from full-time to part-time following return from child-rearing leave effective May 21, 2014. Base salary of Masters, Step 2, \$46,314 for 189 days of service will be prorated for three (3) days through June 30, 2014. This position is funded through the MAWA Budget.

## CHANGES OF SALARY:

**GREER AUKSTAKALNIS**, Occupational Therapist, pay stipend of \$2,500 for presenting proof of National Board Certification in Occupational Therapy. Payment of the stipend is retroactive to July 1, 2013.

**CHERYL STRAW**, Speech Clinician, Early Intervention, change of salary due to increase in number of work days to support programmatic needs. Base salary of Masters, Step 12, \$61,414 for 189 days of service will be prorated for an additional 10 days for a total of 165 days. This position is funded through the MAWA Budget.

## LEAVES OF ABSENCE:

**ALLISON CORBIN**, Speech Therapist, Early Intervention, extension of child-rearing leave of absence through February 5, 2015. Leave is requested without pay in accordance with the Collective Bargaining Unit Agreement.

**HOPE HOOVER**, Central Referral Secretary, leave of absence for medical reasons effective March 7, 2014 through April 30, 2014. Leave is requested with pay effective March 7 through March 20, 2014 for a total of 10 days and without pay effective March 21 through April 30, 2014 for a total of 28 days. Leave is requested in accordance with FMLA and CAIU 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

Cindy Mortzfeldt, Executive Director, provided an overview of the Autism classroom program. She visited the elementary school autism class at Hershey ECC and the middle school autism class at Hershey Middle School. Brian Griffith and she participated in the Spring Superintendents' Leadership Conference at Bedford Springs. One of the keynote presenters at the conference was Noelle Ellerson, from the American Association of School Administrators (AASA). Noelle is a key advocate in Washington, DC for public education. She also shared that the Capital Region Arts and Education Board of Directors has selected the CAIU Transition Team, Cheryl Giles-Rudawski, Brian Griffith, Daren Moran

and Cindy Mortzfeldt, as the recipients of the 2014 Champion of Arts Education Award. This award will be given as recognition for the team's commitment during CASA's transition to a charter school in 2013.

**President's Report**

Mrs. Jean Rice thanked the board members for their attendance. She also reminded them to return the Executive Director's evaluation to Rennie by next Thursday, April 3<sup>rd</sup> so that the summary can be completed. The evaluation committee will review the summary with the Board members next month and then meet with Cindy in early May.

**Board Member Sharing of Information**

- Mrs. Nancy Otstot reported that she met one of the CAIU's mental health workers and Gracie, our therapy dog, at a recent East Pennsboro board meeting.
- Dr. Fred Baldwin shared that there are several editorial columns in the Carlisle Sentinel. He has talked with the editors of the Sentinel about having a column on public education. It is anticipated that an editorial calendar would be created around education topics and districts would submit articles to be included in this weekly column. If districts within the Sentinel publication area are interested, please contact Dr. Baldwin.

**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, April 24, 2014, 8:00 a.m., Board Room, CAIU Enola Office.

**REMINDER:** Immediately following April's Board meeting, Board members will have an opportunity to visit Hill Top Academy and Elmwood Elementary School.

**Adjournment**

**Mrs. Laurie Reichert moved, seconded by Mrs. Barbara Geistwhite, "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 8:56 a.m. the meeting adjourned.

Rennie Borrelli  
Board Secretary