

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

September 26, 2013

MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, September 26, 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, Mrs. Barbara Geistwhite, Ms. Barbara Layne, Mr. Matthew McGuire, Dr. Elisabeth McLean, Mrs. Nancy Otstot, Mrs. Laurie Reichert, Mrs. Donna Rode, Mrs. Ellen Sheffey, and Mr. Wilbur Wolf

Members not in attendance were: Mrs. Linda Butler, Mrs. Janis Macut, Mrs. Brenda Myers, Mrs. Judith Quigley, Dr. Anthony Tezik, Mr. J. Bruce Walter and Mrs. Patricia Whitehead-Myers

Non-Voting Members in attendance were: Cindy Mortzfeldt, CAIU Assistant Executive Director; Ms. Rennie Borreli, CAIU Board Secretary; Mr. Daren Moran, Board Treasurer

Staff/Public in attendance were: Mrs. Theresa Kinsinger, Mr. Dave Martin, Mrs. Alicia McDonald, Mr. Len Kapp and Michelle Sholder

- BOARD MEETING** At 8:00 a.m. the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order.
- EXECUTIVE SESSION** At 8:01 a.m. the Board entered into an executive session to discuss matters related to personnel and negotiations.
- BOARD MEETING** At 8:30 a.m. the Board reconvened the Regular Board Meeting.
- Pledge of Allegiance and Roll Call** All stood and pledged allegiance to the flag of the United States of America.
- Discussion and Vote of PSBA Officers**
- PSBA President-Elect **Mr. Wilbur Wolf moved, seconded by Mr. Mike Berk**, “that Mr. William S. LaCoff be nominated as PSBA President-Elect.”
- Motion passed with a roll call vote as eleven members present voting in the affirmative and one member, Mrs. Barbara Geistwhite, voted opposed.**
- PSBA Vice President **Mrs. Nancy Otstot moved, seconded by Dr. Elizabeth McLean**, “that Mr. Larry B. Breech be nominated as PSBA Vice President.”
- Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**
- PSBA Treasurer **Mr. Robert Barr moved, seconded by Mrs. Laurie Reichert**, “that Mr. Otto W. Voit III be nominated as PSBA Treasurer.”
- Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**

PSBA At-Large
Representative (East)
Representing Regions 7, 8,
10, 11, 15

The Board did not vote on the **PSBA At-Large Representative (East)** Representing Regions 7, 8, 10, 11, 15 as this is not in the CAIU15 region.

At-Large Representative
(West)Representing Regions
1, 2, 3, 13, 14

The Board did not vote on the **PSBA At-Large Representative (West)** Representing Regions 1, 2, 3, 13, 14 as this is not in the CAIU15 region.

PSBA At-Large
Representative (Central)
Representing Regions 4, 5, 6,
9, 12

Mr. Mike Berk moved, seconded by Mrs. Barbara Geistwhite, “that Kathy Swope be nominated as the At-Large Representative for the *Central Regions 4, 5, 6, 9, and 12.*”

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 recognition of the public or items specific to the agenda.

Reports & Updates

Announcement of CAIU
Retirees

The CAIU Board of Directors recognized Cheryl Adams, EPP, Early Intervention, for her retirement after 14 years of service to the CAIU.

CAIU Team Reports

- Theresa Kinsinger, Director of Business, HR and Communications, shared that the Business and HR staff has moved back to Enola. The Lemoyne office was vacated by September 15, the date for termination of the lease. The Guest Teacher training was held recently. There were about 60 participants who completed the training. They will soon be available as substitute teachers in our districts.
- Alicia McDonald, Director of Student Services, indicated that the first Special Education Advisory Council (SEAC) meeting was held for this school year. There are several new Special Education Directors in our region. Several PDE initiatives, such as Educator Effectiveness, PIMS, and School Based Access, will impact the special education programs. The CAIU is planning to create a Pupil Services Network to provide an opportunity for district staff to meet to discuss common issues.
- David Martin, Director of Technology Services, shared that the CAIU continues to provide VoIP phone services for our districts. Recently, a phone system was installed at Shippensburg Area School District. The CAIU continues to provide Managed Network Services which includes the hosting of servers for our school districts.
- Daren Moran, Business Manager, reported that the 2012-13 fiscal year audit is nearing completion. An audit report is expected by November.
- Len Kapp, Supervisor of Operations and Transportation, reported that the final phase of the HVAC replacement project should be completed by early November. He is also working with the Early Intervention (EI) program to plan the move in early October of EI classrooms from the Walnut Bottom center to the new Delbrook center located in Mechanicsburg.

- Cindy Mortzfeldt, Assistant Executive Director, shared that the CAIU was the host site for a regional professional development day for the Nonpublic School Services staff from IUs 12, 13, and 15. She also shared that approximately 80 participants attended the New Federal Program Coordinators training session.

Approval of Minutes

Mr. Robert Barr moved, seconded by Mr. Wilbur Wolf, “that the minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of August 22, 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

Mrs. Jean Rice reported that the Board committee met to review the Assistant Executive Director’s job description and made revisions. The proposed job description is on the agenda for today’s meeting.

Mrs. Nancy Otstot moved, seconded by Dr. Elizabeth McLean, “that the following fiscal items be approved:

Treasurer's Report

Treasurer's Report - August 2013

Payment of Bills

Payment of Bills – August 2013. There were #411 checks for a total of \$3,342,058.96

Summary of Operations

Summary of Operations – August 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. Wilbur Wolf moved, seconded by Mr. Mike Berk, “that the following budget administration items be approved.”

Proposed 2012-14 Budget Revisions

The following Proposed 2012-14 Budget Revisions:

- 2012-14 Budget Revision A – Homeless Grant
- 2012-14 Budget Revision A – Title I, Part D – Loysville Youth Development Center

Proposed 2013-14 Budget

The following Proposed 2013-14 Budgets:

- Proposed 2013-14 Budget – PA Assessment and Accountability
- Proposed 2013-14 Budget – PA Institute for Instructional Coaching

Proposed 2013-15 Budget

The following Proposed 2013-15 Budgets:

- 2013-15 Budget – Title I, Part D – Neglected and Delinquent Subpart 2 Program
- 2013-15 Budget – Title II, Part A – Improving Teaching Quality
- 2013-15 Budget – Title III, Part A – English Language Acquisition.”

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. Barbara Layne moved, seconded by Mrs. Nancy Otstot, “that the following other fiscal matters be approved:

Special Education Service
Contract Summary – 2013-14

2013-14 Special Education Service Contract for the following: Big Spring School District, Capital Area School for the Arts Charter School, Juniata County School District, and Premier Arts and 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.

Policies and Programs

First Reading, Existing
Position, Revised Description -
Assistant Executive Director

Mr. Mike Berk moved, seconded by Mrs. Barbara Layne, “that the First Reading, Existing Position, Revised Description - Assistant Executive Director, be approved.”

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

Signature Resolution

Mr. Wilbur Wolf moved, seconded by Dr. Elizabeth McLean, “that the Signature Resolution, be approved.”

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

First Reading, Existing
Position, Revised Description,
Data Systems Supervisor

Mrs. Ellen Sheffey moved, seconded Mrs. Nancy Otstot, “that the First Reading, Existing Position, Revised Description, Data Systems Supervisor, be approved.”

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

Ratification of Terms of
Collective Bargaining
Agreement between CAIU and
CAEA effective 7/1/13-6/30/16

Mr. Wilbur Wolf moved, seconded by Mrs. Laurie Reichert, “that the Ratification of Terms of Collective Bargaining Agreement between CAIU and CAEA effective 7/1/13-6/30/16 be approved.”

Motion passed with a roll call: Mr. Robert Barr, yes; Mr. Michael Berk, yes; Mrs. Barbara Geistwhite, yes; Ms. Barbara Layne, yes; Mr. Matthew McGuire, yes; Dr. Elisabeth McLean, yes; Mrs. Nancy Otstot, yes; Mrs. Laurie Reichert, yes; Mrs. Jean Rice, yes; Mrs. Donna Rode, yes; Mrs. Ellen Sheffey, yes; Mr. Wilbur Wolf yes.

Board Amendments

Mr. Wilbur Wolf moved, seconded by Mrs. Barbara Layne, that the Board Agenda be amended to include the following two items:

- The appointment of Cindy Mortzfeldt as Substitute Executive Director effective immediately through December 31, 2013
- Salary adjustment for Mrs. Mortzfeldt predicated upon the salary effective January 1, 2014 as Executive Director.”

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. Ellen Sheffey, “that the following personnel items be approved:

RESIGNATIONS

LINDA FARLEY, Guidance Counselor, Aid to Non-public School Services (ANPS) effective December 18, 2013. Reason: Retirement after more than 21 years of CAIU service.

SUSAN HAIMOVICH, Occupational Therapist, OT/PT effective December 20, 2013. Reason: Retirement after more than 20 years of CAIU service.

NICKOLE HALL, part-time Inclusion Educational Paraprofessional, Early Intervention effective November 1, 2013. Reason: Unknown.

KAREN HOLLIMAN, part-time Occupational Therapist, OT/PT effective August 30, 2013. Reason: Personal.

ERIN MOESER, School Psychologist, Pupil Services effective September 13, 2013. Reason: Change in resignation date due to early release to member district.

JOAN McCORMACK, Educational Consultant, Early Intervention effective December 6, 2013. Reason: Retirement after more than 23 years of CAIU service.

SHERI MOYER, Projects Coordinator, Curriculum Services effective October 11, 2013. Reason: Accepted a position at Middletown School District.

VICTORIA PECK, Secretary, Aid to Non-public School Services effective December 3, 2013. Reason: Disability Retirement after more than 11 years of CAIU service.

PRISCILLA WALTERS, part-time teacher, Eating Disorder Partial Hospital Program effective November 17, 2013. Employee will be released sooner if a replacement is found. Reason: Personal.

JANMARIE WILLMAN, Teacher, Emotional Support effective November 23, 2013. Reason: Disability Retirement following extended leave of absence after 9 years of CAIU service.

RECOMMENDED FOR
EMPLOYMENT OR
CONTRACT

SCOTTY LOVELESS, Application Support Specialist, Technology Services effective September 3, 2013. Base salary of \$36,309 for 12 months of service will be prorated for a total of 215 days. This is a new position funded through the Technology Budget.

SARAH BEAUMONT, part-time ESL Teacher effective September 9, 2013. To be paid at the rate of \$32.11 per hour based on Masters, Step 1, \$45,527 for 189 days of service. This is a new position funded through the ESL Budget.

ROBERT SPRENKLE, part-time Educational Paraprofessional, Diagnostic, effective September 16, 2013. Base salary of HS+30, Step 1, \$16,069 for 189 days of service will be prorated at 5.75 hours per day for a total of 169 days. This is a new position funded through the Diagnostic Budget.

NATASHA DECKER, part-time Educational Paraprofessional, Emotional Support (ES) effective September 16, 2013. To be paid at the rate of \$11.33 per hour based on HS+30, Step 1, \$16,069 for 189 days of service, prorated at 5.75 hours per day for a total of 169 days. This is a new one-on-one position funded through the Emotional Support Budget.

SARAH KELLY, Educational Consultant, Professional Services, effective date to be determined when released from current district. Base salary of Masters, Step 6, \$50,779 for 189 days of service will be prorated for the remaining days of the 2013/2014 school year when a start date has been established. This is a replacement position funded through the Professional Services Budget.

BARBARA THOMAN, part-time Educational Paraprofessional, Early Intervention effective September 16, 2013. To be paid at the rate of \$10.65 per hour based on HS, Step 7, \$15,104 for 189 days of service, working approximately 28 hours per week. This is a replacement position funded through the MAWA Budget.

The following individuals are recommended for employment as day-to-day substitute (Guest) teachers to be paid at the approved rate of \$90 per day effective the 2013/2014 school year:

**MARY ACHILLES
JENNIFER BANKARD
MARISSA MAISANO**

The following individuals are recommended for employment as day-to-day substitute paraprofessionals to be paid at the approved rate of \$65 per day effective the 2013/2014 school year:

**NANCY DURBOROW
MARYLOU SWARTZ**

The following individual is recommended for employment as a day-to-day substitute receptionist to be paid at the approved rate of \$65 per day effective the 2013/2014 school year:

MARYLOU SWARTZ

Changes of Status

MARSHA KUBISIAK, School Nurse, Pupil Services change of status from part-time to full-time effective at the start of the 2013/2014 school year. Salary will be based on Bachelors, Step 11, \$56,459 for 189 days of service.

BONNIE HEISLER, from part-time Educational Paraprofessional, Early Intervention to full-time teacher, Early Intervention effective September 3, 2013. Base salary of Bachelors, Step 8, \$50,944 for 189 days of service will be prorated for a total of 165 days. This is a replacement position funded through the MAWA Budget.

CINDY MORTZFELDT, from Assistant Executive Director to Substitute Executive Director, effective September 26, 2013 – December 31, 2013. Begin paying stipend of \$208.33 per pay effective as of the October 15, 2013, pay for acting as Superintendent of Record for the two area vocational schools.

JOSEPH VIGLIANO, from day-to-day substitute Guest Teacher to regular full-time Educational Paraprofessional, Emotional Support effective September 16, 2013. Base salary of HS+30, Step 1, \$16,069 for 189 days of service will be prorated for a total of 170 days. This is a new position funded through the Emotional Support Budget.

CHANGES OF SALARY:

JESSICA AUNGST, Speech Clinician, School-age program, eligible for Speech/Language ASHA stipend prorated for the 2013/2014 school year effective September 1, 2013.

RENNIE BORRELI, Assistant to the Executive Director/Assistant Executive Director/Secretary to the CAIU Board of Directors, change of salary due to updating of job description retroactive to July 1, 2013. New salary has been set at \$27.12 per hour, 7.5 hours day for 12 months of service. This position is funded through the General Operating Budget.

VICKIE GUION, Speech/Language Clinician, School-age Speech, change of salary for presentation of transcripts showing completion of 15 credits above Master's Degree. Salary for the 2013/2014 school year will be based on Masters +15, Step 8, \$55,226 for 189 days of service.

JEANNINE UHLER, change of salary due to reduction in work days for the 2013/2014 school year. Base salary of Masters, Step 10, \$57,343 for 189 days of service will be prorated for a total of 114 days. This position is funded through the OT/PT Budget.

LEAVES OF ABSENCE:

PATRICIA BENNER, Remedial Reading/Math Specialist, ANPS, child-rearing leave of absence effective November 21, 2013 through March 3, 2014. Leave is requested with pay for a total of 30 days using accumulated sick leave and without pay for a total of 30 days in accordance with CAIU and FMLA Policies.

MARY JANE GALES, Executive Director, medical leave of absence effective September 20, 2013. Leave will be with pay, using sick leave. FMLA leave to be approved when paperwork is received. Cease paying stipend of \$208.33 per pay effective as of the October 15, 2013, as employee will no longer be acting as Superintendent of Record for the two area vocational schools.”

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

Appointment of Substitute Executive Director

Mrs. Ellen Sheffey moved, seconded by Mrs. Barbara Geistwhite, “that Mrs. Cindy Mortzfeldt be appointed as the Substitute Executive Director effective immediately through December 31, 2013.”

Motion passed with a roll call: Mr. Robert Barr, yes; Mr. Michael Berk, yes; Mrs. Barbara Geistwhite, yes; Ms. Barbara Layne, yes; Mr. Matthew McGuire, yes; Dr. Elisabeth McLean, yes; Mrs. Nancy Otstot, yes; Mrs. Laurie Reichert, yes; Mrs. Jean Rice, yes; Mrs. Donna Rode, yes; Mrs. Ellen Sheffey, yes; Mr. Wilbur Wolf yes.

Salary of Substitute Executive Director

Mr. Wilbur Wolf moved, seconded by Mrs. Ellen Sheffey,” that the Substitute Executive Director’s salary be adjusted, effective October 1, 2013, to that of a level that is commensurate to the salary in her contract as full Executive Director effective January 1, 2014.”

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

Mrs. Cindy Mortzfeldt, Substitute Executive Director’s report was available for the Board Members’ review. Mrs. Mortzfeldt thanked the Board Members for their work on transitioning and will continue to move forward with the process of hiring a new Assistant Executive Director. The position has been posted.

The CAIU Professional Development Report - August 2013 was available for the Board Members’ review.

President's Report

Mrs. Jean Rice thanked the Board members for all their work. She appreciates their continued cooperation.

Board Member Sharing of Information

Barb Geistwhite from Cumberland Valley School District shared that Dr. Frederick Withum was recently hired as their new superintendent.

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, October 24, 2013, 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Mrs. Barbara Layne moved, seconded by Mr. Robert Barr, “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 9:16 a.m. the meeting adjourned.

Rennie Borrelli
Board Secretary