

**CAPITAL AREA INTERMEDIATE UNIT**

55 Miller Street  
Enola, PA 17025

**January 23, 2014  
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, January 23, 2014, 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:** Dr. Fred Baldwin, Mr. Michael Berk, Mr. Clifton Edwards (voted in during the Regular Meeting), Mrs. Barbara Geistwhite, Dr. Elisabeth McLean, Mrs. Judith Quigley, Mrs. Laurie Reichert, Dr. Anthony Tezik, Mr. J. Bruce Walter, Mrs. Trudy Withers and Mr. Wilbur Wolf

**Members not in attendance were:** Ms. Barbara Layne, Mrs. Janis Macut, Mr. Matthew McGuire, Mrs. Brenda Myers, Mrs. Nancy Otstot, Mrs. Ellen Sheffey and Mrs. Patricia Whitehead-Myers

**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, David Martin, Len Kapp, Rhonda Brunner and Heather Donovan

<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 personnel and legal matters.
<b>BOARD MEETING</b>	At 8:34 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.
Election of New Board Members	<p><b>Mr. Mike Berk moved, seconded by Mrs. Laurie Reichert, “that the following new Board Member be elected to fill an unexpired term:</b></p> <p>Mr. Clifton Edwards, Susquehanna Township S.D., unexpired term beginning January 23, 2014, and ending June 30, 2016.</p> <p><b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b></p>
<b>Recognition of the Public: Items Specific to the Agenda</b>	Mrs. Jean Rice welcomed Heather Donovan and Rhonda Brunner to the Board meeting.
<b>Reports &amp; Updates</b>	
Welcome New Board Member	Mrs. Jean Rice welcomed new CAIU Board Member, Mr. Clifton Edwards, from Susquehanna Township SD.

School Director Recognition Month	In recognition of our Board members, each member will receive a “thank you” card created by a Hill Top student, a CAIU portfolio and certificate of appreciation.
Announcement of CAIU Retirees	The Board recognized the following retirees: <b>Nancy Neusbaum</b> , Curriculum Specialist, retirement after 9 years of service; <b>Ruth Knapp</b> , Teacher, retirement after 35 years of service, and <b>Robert Frett</b> , Psychologist, retirement after 29 years of service.
CAIU Team Reports	<ul style="list-style-type: none"> <li>• Alicia McDonald, Director of Student Services, shared that 100% of the school districts in the CAIU region were able to finalize their Special Education Child Count by the December deadline.</li> <li>• Theresa Kinsinger, Director of HR, Business and Communications, reported that the new Wellness provision of the Collective Bargaining Agreement was implemented on January 1. Eighty-seven percent of the staff participated in the wellness survey and took advantage of the lower premium share costs. As of December 31, 2013, all CAIU staff have completed the Mandated Reporter Training as required through Act 126. All Board members are welcome to attend the CAIU Winter Social planned for Thursday, February 13, 2014 beginning at 4:00 p.m. in the Susquehanna Room.</li> <li>• Len Kapp, Supervisor of Operations and Transportation, reported that the new HVAC system is working well. He also shared that the security system at the Enola office has been upgraded which will result in a lower overall annual maintenance fee.</li> <li>• The CAIU, in collaboration with Berks County IU, has been awarded the Math Design Collaborative project. This project is funded through Race to the Top funds received by the Pennsylvania Department of Education. Brian Griffith, Director of Curriculum Services, indicated that IU staff will provide professional development to improve mathematics instruction for educators across the Commonwealth.</li> <li>• David Martin, Director of Technology Services, shared that his team continues to work with districts to establish document retention policies and the responsibilities around computer forensics. The CAIU has also entered into an agreement with Canvas, a learning management system, at a 40% discounted rate. On January 30, Canvas Showcases will be held at the CAIU.</li> <li>• The 2014-15 proposed General Operating Budget is on the agenda for 2<sup>nd</sup> reading and final approval. Daren Moran, Business Manager, will be distributing the budget and required documents to the school districts’ business managers and superintendents. Also, there are several fiscal policies that have been updated and available for first reading.</li> <li>• Rennie Borreli, Board Secretary, distributed the annual Statement of Financial Interest forms and requested that they be returned to her today or at next month’s board meeting.</li> <li>• Cindy Mortzfeldt, Executive Director, thanked the Board members for their service to the CAIU Board. A certificate of appreciation and a thank you card from a Hill Top Academy student were given to each Board member. She highlighted the Early Intervention Preschool Program and shared details about the services provided for children ages 3-5. The annual CAIU All Staff Day was held on Monday, January 20. Many CAIU staff participated in service projects in the Harrisburg region during the afternoon on Monday. She reported that many positive comments have been received regarding these opportunities and staff has requested that these types of service project opportunities be offered in the future.</li> </ul>
Statement of Financial Interest	Annual Statement of Financial Interest forms were distributed.
Approval of Minutes	<b>Mr. Wilbur Wolf moved, seconded by Mrs. Barbara Geistwhite</b> , “that the minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of December 19, 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. Laurie Reichert, Chair of the Executive Director Evaluation Committee, reported that the committee met to review the annual evaluation process. The annual Executive Director Evaluation form will be distributed to the Board members at the February meeting.

**Mr. Mike Berk moved, seconded by Mrs. Laurie Reichert,** “that the following fiscal items be approved:

Treasurer's Report

Treasurer's Report – December 2013

Payment of Bills

Payment of Bills December 2013. There were #455 checks for a total of \$3,753,643.52

Summary of Operations

Summary of Operations – December 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, second by Mrs. Judith Quigley,** “that the following budget administration items be approved:

Proposed 2014-15 Budget – General Operating (2nd Reading – Final Approval)

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**Motion passed by a roll call:** Dr. Fred Baldwin, yes; Mr. Michael Berk, yes; Mr. Clifton Edwards, yes; Mrs. Barbara Geistwhite, yes; Dr. Elisabeth McLean, yes; Mrs. Judith Quigley, yes; Mrs. Laurie Reichert, yes; Mrs. Jean Rice, yes; Dr. Anthony Tezik, yes; Mr. J. Bruce Walter, yes; Mrs. Trudy Withers, yes; Mr. Wilbur Wolf, yes.

#### **Other Fiscal Matters**

**Mr. Mike Berk moved, seconded by Mrs. Laurie Reichert,** “that the following other fiscal matters be approved:

Lemoyne Preschool Facility – Amendment to Lease Agreement (5-Year Renewal)

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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.**

#### **Policies and Programs**

**Mr. Wilbur Wolf moved, seconded by Mrs. Laurie Reichert,** “that the following policies and programs be approved:

First Reading, Revised Policies

First Reading of the following revised policies:

- Policy # 610 - Purchases Subject to Bid
- Policy # 611 - Purchases Budgeted
- Policy # 620 - Fund Balances.”

**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 Mr. Mike Berk,** “that the following personnel items be approved:

## RESIGNATIONS

**JOSEPH BRITTAIN**, part-time behind-the-wheel instructor, Driver Education effective January 3, 2014. Reason: Personal.

**SAM PASCUCCI**, Application Support Specialist, Technology Services effective January 31, 2014. Reason: Personal.

**JOANNA STOMS**, day-to-day substitute teacher effective January 14, 2014. Reason: Secured full-time employment.

RECOMMENDED FOR  
EMPLOYMENT OR  
CONTRACT

**RHONDA BRUNNER**, Assistant Executive Director effective July 1, 2014 pending contract acceptance. Salary will be set at \$125,000 for 12 months of service. This is a replacement position funded through the General Operating Budget.

**MEGAN JONES**, Educational Paraprofessional, Autism Support effective January 21, 2014. Base salary of HS+30, Step 1, \$16,654 for 189 days of service will be prorated for a total of 93 days. This is a replacement position funded through the Autism Support Budget.

**JESSE WALKER**, Personal Care Assistant, Autism Support effective January 21, 2014. Base salary of HS+30, Step 1, \$16,654 for 189 days of service will be prorated for a total of 93 days. This is a new position funded through the Autism Budget.

**KENNETH ZENDT**, full-time, long-term substitute Language Arts Teacher, Loysville Youth Development Center effective January 9, 2014 through June 13, 2014. Base salary of Bachelors, Step 1, \$42,672 for 189 days of service will be prorated for a total of 101 days. This is a long-term substitute position funded through the LYDC Budget.

## CHANGE OF STATUS

**ALEXIS SNYDER**, from part-time, long-term substitute Inclusion Consultant to full-time/permanent Inclusion Consultant, Early Intervention effective January 9, 2014. Base salary of Masters, Step 2, \$46,314 for 189 days of service will be prorated for a total of 93 days through the end of the 2013-2014 school year. This is a new position funded through the MAWA Budget.

**ROBERT SPRENKLE**, from part-time Educational Paraprofessional to full-time, long-term substitute Educational Paraprofessional effective January 13, 2014 through June 5, 2014 (or last staff day). Base salary of HS+30, Step 1, \$16,654 for 189 days of service will be prorated for a total of 97 days. This is a long-term substitute position funded through the Student Services/ES Budget.

## CHANGES OF SALARY:

**LORRAINE GLUMAC**, Physical Therapist, OT/PT, to be paid a stipend of \$2,500 for National Certification from the American Board of Physical Therapy Services, retroactive to July 1, 2013.

**AMI HEALY**, Training Consultant, Curriculum Services, correction in base salary. Salary to be based on Masters +30, Step 14, \$68,796 for 189 days of service, prorated for a total of 106 days.

**CINDY MORTZFELDT**, change of salary resulting from a change of status from Substitute Executive Director to Executive Director effective January 1, 2014. Base salary of \$145,000 for 12 months of service will be prorated for the 129 days through June 30, 2014. This is a replacement position.

**LYNN SHAFER**, part-time Occupational Therapist, change of salary due to increase in number of work days for the 2013-2014 school year to cover some of the caseload of a retiring employee. Increase days from 48 to 70 days through June 2014.

**BARBARA STOLZ**, Inclusion Teacher, Early Intervention, change of salary for completion of Master's Degree effective January 6, 2014. New base salary of Masters, Step 13, \$63,646 for 189 days of service will be prorated for the remaining 96 days of the 2013-2014 school year.

**MARGARET TAYLOR-MAKUCH**, Educational Consultant, Student Services, correction in base salary. Salary to be based on Masters +15, Step 15, \$69,716 for 189 days of

service, prorated for a total of 108 days.

**RUTA VACLAVIK**, Teacher, Loysville Youth Development Center, change of salary for completion of Masters +15 credits effective December 16, 2013. Base salary of Masters +15, Step 5, \$50,893 for 189 days of service will be prorated for the remaining 110 days of the 2013-2014 school year.

### LEAVES OF ABSENCE:

**ALLISON CORBIN**, Speech Clinician, Early Intervention, child-rearing leave of absence effective February 10 – May 21, 2014 with pay using accumulated sick and personal leave for a total of four (4) days and without pay for a total of 52 days. Leave is requested in accordance with FMLA and CAIU Policies.

**HEATHER MARTSOLF**, Inclusion Teacher, Early Intervention, child-rearing leave of absence effective March 11, 2014 – May 1, 2014 with pay using accumulated sick and personal leave for a total of 14 days and without pay for a total of 14 days. Leave is requested in accordance with FMLA and CAIU Policies.

**DINA ROSEBERRY**, Educational Consultant, Student Services, extension of leave of absence without pay for health reasons through March 9, 2014. Leave is granted in accordance with CAIU Policy.

### ISSUANCE OF TENURE:

Upon recommendation of the Executive Director, the following temporary professional employee to be elevated to the status of professional and shall be issued a professional contract, effective January 2014: **JULIA BEAVER.**”

**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, Executive Director’s report was available for the Board Members’ review.
- Mrs. Mortzfeldt highlighted the Early Intervention Preschool Program.
- Dave Martin will provide an overview of the CAIU Technology services for the Board members immediately following the Board meeting.
- Reminder, in February there will be a Board Visit to East Penn to HS Autism and ES Preschool immediately following the Board meeting.
- Mrs. Mortzfeldt congratulated Dr. Rhonda Brunner on her new position as CAIU Assistant Executive Director.

### **President's Report**

Mrs. Jean Rice shared that she hoped everyone was staying warm and not experiencing any weather problems, such as frozen pipes.

### **Board Member Sharing of Information**

- Mr. Mike Berk shared South Middleton’s experience of having a DSN cable damaged as a result of probe work being done for their renovation project. Because of the district’s participation with the Wide Area Network, he felt that Comcast was very responsive to the district’s request to make the repair to the damaged cable which allowed the district’s network to be back up and running in an acceptable timeframe. Also, South Middleton Board of Directors recently began using AgendaManager for their Board meetings. The district will pilot the tool through the remainder of the school year.
- Dr. Fred Baldwin invited the Board members to a Pension Reform presentation by PA Staff Rep. Glen Grell on Thursday, February 6, beginning at 7:00 p.m. at the Carlisle Area School District, Fowler Education Center, Large Group Instruction room.

### **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, **February 27, 2014**, 8:00 a.m., Board Room, CAIU Enola Office.

**Adjournment**

**Dr. Fred Baldwin 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 9:15 a.m. the meeting adjourned.

Rennie Borrelli  
Board Secretary