

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**February 27, 2014
MINUTES**

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

Members not in attendance were: Ms. Barbara Layne and Mrs. Maryellen Sheehan (voted in during the Regular meeting)

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, Len Kapp and Heather Donavan

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| 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 personnel and legal matters. |
| BOARD MEETING | At 8:06 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. |
| Acceptance of Board Member Resignation | Mr. Mike Berk moved, seconded by Mrs. Laurie Reichert, “that the resignation from Mrs. Ellen Sheffey, Derry Township School District, from the CAIU Board of Directors, effective January 29, 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. |
| Election of New Board Member | Mrs. Laurie Reichert moved, seconded by Mrs. Barbara Geistwhite, “that Mrs. Maryellen Sheehan, Derry Township S.D., be elected to the CAIU Board of Directors to fill an unexpired term beginning February 27, 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. |
| Recognition of the Public: Items Specific to the Agenda | Mrs. Jean Rice welcomed Heather Donavan to the Board meeting. |
| Reports & Updates | |
| Announcement of CAIU Retirees | There were no retirees this month. |

CAIU Team Reports

- Alicia McDonald, Director of Student Services, shared that she has begun the annual contract meetings with the school districts to identify special education needs for next school year, to gather service feedback, and to share information about the value-added services available to our districts through our core funding. Hill Top Academy has a new therapy dog named Gracie.
- Theresa Kinsinger, Director of HR, Business and Communications, reported that we have kicked off the second component of our Wellness program. The requirements must be completed by June 15th for implementation by July 15th. Staff who participates in the Wellness program receives a reduction in their health care premium share costs. The CAIU hosted the PAIU Human Resources directors for their meeting prior to the PA Association of School Personnel Administrators (PASPA) Conference currently being held in Harrisburg.
- Len Kapp, Supervisor of Operations and Transportation, indicated that his staff and he are just keeping their heads above the snow. We received the final sign off by the township on the HVAC project. Final payment will be made to the contractor in March. The restroom remodeling project is in the planning stage. Prior to bringing the full project plans to the Board, we will meet with the Buildings & Grounds Board Committee for review and input.
- David Martin, Director of Technology Services, shared that the PETE&C Conference was recently held in Hershey. Two presentations were provided by CAIU staff. The CAIU Technology Team members along with some district staff and students provide the technology support for this conference. The CAIU Technology Team continues to work with our local districts to host servers and provide managed network services.
- Rennie Borrelli, Board Secretary, reminded the Board members to complete their Statement of Financial Interests form.
- Daren Moran, Business Manager, indicated that 14 of our school district boards have approved the 2014-15 CAIU General Operating budget. If your school district has not placed the CAIU budget on your board agenda for a vote, please do so in the near future. Mark Hennes and Daren have worked with Office Depot to offer a group purchasing consortium option. A meeting was held at the Office Depot site in Newville to share information about the program.
- Cindy Mortzfeldt, Executive Director, highlighted the Transition Support Services (Vocational Support) that are available to students, ages 14 – 21, enrolled in CAIU class programs and district programs. These services provide vocational activities both in the classroom and in the community-at-large. She visited the Goodwill Industries Employment Skills Training site this past month. Dr. Tracy Geist, CAIU Social Worker, provided background information and presented to the administrative team at Lakeside Educational Network about her work and implementation of the therapy dog program at Hill Top Academy. This school is considering the implementation of a therapy dog program for their students, and they are very grateful for Tracy's sharing of information about this program.

Approval of Minutes

Mrs. Judy Quigley moved, seconded by Mrs. Nancy Otstot, "that the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of January 23, 2014 be approved."

Motion passed with a roll call vote as sixteen members present voting in the affirmative and one member, Nancy Otstot, voting abstained.

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.
- Mrs. Laurie Reichert, Chair of the Executive Director Evaluation Committee, reported that the committee met to review the annual evaluation process. Final Executive Director Evaluation forms were distributed to the Board members.

- The evaluation document will also be sent electronically for any members who desire to complete the evaluation document in electronic format. Please return the completed evaluation document either through the mail or electronically prior to the March Board meeting.

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

Treasurer's Report	Treasurer's Report – January 2014
Payment of Bills	Payment of Bills January 2014. There were #503 checks for a total of \$5,898,407.11
Summary of Operations	Summary of Operations – January 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	<ul style="list-style-type: none"> • Revision A – Driver Education • Revision A – Entrepreneurial Transportation • Revision A – Online Learning Initiative (CAOLA) • Revision A – Transportation
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Proposed 2013-14 Budget	Proposed 2013-14 Budget – Homeless Children’s Initiative Grant.”
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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.

Other Fiscal Matters

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

Resolution Authorizing Transfer of Individual	Resolution Authorizing Transfer of Individual Procurement Cards. We are joining the Easyprocure system; there will be no change in cost or structure.
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2014-15 Marketplace Services	2014-15 Marketplace Services.” The Board requested a price comparison for the past years.
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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

Mrs. Barbara Geistwhite moved, seconded by Mrs. Nancy Otstot, “that the following policies and programs be approved:

Second Reading, Revised Policies	Second Reading of the following revised policies: <ul style="list-style-type: none"> • Policy # 610 - Purchases Subject to Bid • Policy # 611 - Purchases Budgeted • Policy # 620 - Fund Balances
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First Reading, Existing Position, New Description - IT Project Manager

First Reading, Existing Position, New Description - IT Project Manager.”

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. Mike Berk moved, seconded by Mrs. Nancy Otstot, “that the following personnel items be approved:

RESIGNATIONS

THERESA ADAMS, Mental Health Worker, Autism Support effective February 28, 2014. Reason: Personal.

MEGAN JONES, Educational Paraprofessional, Autism Support effective February 14, 2014. Reason: Personal.

STEWART WEIBLEY, JR., Lead Maintenance Mechanic, Operations (Administration) effective April 30, 2014. Reason: Retirement after 28 years of CAIU service.

DAVID WENGER, Mental Health Treatment Specialist, Capital Area Partial Program (CAPP) effective June 9, 2014 (or last staff day). Reason: Retirement after 15 years of CAIU service.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

KRISTEN ACRI, part-time, long-term substitute Occupational Therapist, OT/PT effective February 24 – June 30, 2014. To be paid at the rate of \$48.17 per hour based on Masters, Step 15, \$68,293 for 189 days of service, working approximately two days per week. This is a replacement position funded through the OT/PT Budget.

MELISSA BIALAS, Transition Teacher, Student Services effective February 3, 2014. Base salary of Bachelors, Step 2, \$43,460 for 189 days of service will be prorated for a total of 86 days through the end of the 2013-2014 school year. This is a replacement position funded through the Transition Support Budget.

KATIE BLACK, full-time, long-term substitute Certified Occupational Therapy Assistant (COTA) effective February 26, 2014 – June 30, 2014. Salary will be based on the MHW-COTA-PTA Salary Schedule of HS+30, Step 4, \$29,491 for 189 days of service. Days will be prorated for the remainder of the 2013-2014 school year. This is a long-term substitute position funded through the OT/PT Budget.

MICHELE LINGLE, part-time educational paraprofessional, Early Intervention effective February 10, 2014. To be paid at the rate of \$11.98 per hour based on HS+30, Step 2, \$16,989 for 189 days of service. This is a replacement position funded through the MAWA Budget.

DIANA ROBINSON-DANKOSKY, part-time, long-term substitute Occupational Therapist, OT/PT effective February 25 – June 30, 2014. To be paid at the rate of \$30.10 per hour based on Bachelors, Step 1, \$42,672 for 189 days of service, working approximately two days per week. This is a replacement position funded through the OT/PT Budget.

LINDA STOSSEL, part-time long-term substitute Reading Specialist, Student Services effective February 10, 2014 through June 2014. To be paid at the rate of \$39.15 per hour based on Masters, Step 9, \$55,505 for 189 days of service. This is a long-term substitute position funded through the Equitable Participation Budget.

KRISTIN WOODWARD, long-term substitute Teacher, Early Intervention effective February 3, 2014 through June 30, 2014. Base salary of Bachelors, Step 1, \$42,672 for 189 days of service will be prorated for a total of 79 days through June 30, 2014. This is a long-term substitute replacement position funded through the MAWA Budget.

CHANGE OF STATUS

MARYLEE MAGARO, extension of long-term substitute status moving from long-term substitute Reading Specialist, ANPS to long-term substitute Instructional Specialist, Curriculum Services effective February 24 through June 6, 2014. Salary is based on Masters +15, Step 8, \$55,226 for 189 days of service, prorated for a total of 128 days. This is a long-term substitute position funded through the Professional Services Budget.

CHANGES OF SALARY:	ELIZABETH GOEDKOOP , Teacher, Early Intervention, change of salary for completion of Master's Degree effective January 2, 2014. New base salary of Masters, Step 5, \$49,466 for 189 days of service will be prorated for the remaining 96 days of the 2013-2014 school year.
<u>LEAVES OF ABSENCE:</u>	NICOLE WERTZ , long-term substitute teacher, Emotional Support, child-rearing leave of absence effective February 4 – April 11, 2014. Leave is requested with pay effective February 10 – March 21, 2014 using sick and personal leave for a total of 31 days and without pay effective March 24 – April 11, 2014 for a total of 15 days. Leave is requested in accordance with the CBA and CAIU Policy.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Dr. Rhonda Brunner Employment Contract	Mr. Wilbur Wolf moved, seconded by Mrs. Barbara Geistwhite, “that the employment contract for Dr. Rhonda Brunner as Assistant Executive Director of the Intermediate Unit for a term of four (4) years commencing on July 1, 2014, and ending June 30, 2018 be approved. This Agreement shall be effective July 1, 2014.”
	Motion passed with a roll call vote: Dr. Fred Baldwin, yes; Mr. Michael Berk, yes; Mr. Clifton Edwards, yes; Mrs. Barbara Geistwhite, yes; Mrs. Janis Macut, yes; Dr. Elisabeth McLean, yes; Mr. Matthew McGuire, yes; Mrs. Brenda Myers, yes; Mrs. Nancy Otstot, yes; Mrs. Judith Quigley, yes; Mrs. Laurie Reichert, yes; Mrs. Jean Rice, yes; Dr. Anthony Tezik, yes; Mr. J. Bruce Walter, yes; Mrs. Patricia Whitehead-Myers, yes; Mrs. Trudy Withers yes; and Mr. Wilbur Wolf, yes.
Executive Director's Report	Mrs. Cindy Mortzfeldt, Executive Director's report was available for the Board Members' review. Cindy reminded the Board about the visit to CAIU classrooms at East Pennsboro School District immediately following today's meeting. Also, next month there will be an overview of the preschool eligibility process.
Capital Area IU 15 Comprehensive Plan	The Capital Area IU 15 Comprehensive Plan is complete and was accepted by the Pennsylvania Department of Education.
Professional Development Report	The monthly Professional Development Report was available for the Board members review. This report will be revised for easier understanding.
President's Report	Mrs. Jean Rice thanked the Board members for their attendance. Most of the members' were in attendance at today's meeting.
Board Member Sharing of Information	<ul style="list-style-type: none"> • Mrs. Janis Macut shared that the outsourcing of substitute teachers in Central Dauphin School District is going well. Retired teachers have returned to work as substitutes. She also shared that her district will be introducing the book, “Wonder” as part of a bullying prevention program in their middle schools. She has been actively involved with the Craniofacial Association in support of this program. • Dr. Fred Baldwin shared that the Holtzman Award committee made an excellent choice in selecting Kevin Wagner as this year's recipient of the Thomas W. Holtzman, Jr. Educational Leadership Award. He thanked the board members for attending Rep. Glen Grell's presentation on pension reform held at the Carlisle Area School District. He will continue to share opportunities for participation in presentations at his district. • Nancy Otstot invited the board members to the East Pennsboro Area School District production this year, “Pajama Game”, to be held on March 7, 8, and 9. Tickets are on sale at the district. She also reminded the board members that they are welcome to visit the CAIU classes at East Pennsboro Elementary and High Schools immediately following the board meeting.

- Mrs. Barbara Geistwhite shared that Cumberland Valley initiated “One District, One Book” event this year. The book, Humphrey, features a hamster with a theme around tolerance.
- Mrs. Brenda Myers thanked Cindy Mortzfeldt for attending the Susquenita Board meeting. She indicated that her district looks forward to working with the CAIU as they consider an online learning option for their students. She also wished West Perry’s girls basketball team good luck in the playoffs.
- Dr. Anthony Tezik complimented East Pennsboro Area School District for hosting the Indoor Guard activity. He also shared that the two high school music departments have recommended to their district board a merger of their two high school bands for the fall football season.

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

Adjournment

Mrs. Nancy Otstot moved, seconded by Mr. Mike Berk, “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 9:18 a.m. the meeting adjourned.

Rennie Borreli
Board Secretary