

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**December 19, 2013
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, December 19, 2013, at the Capital Area Intermediate Unit at the Enola Office. The meeting was called to order at 8:02 a.m. by President, Mrs. Jean Rice.

Members in attendance were: Dr. Fred Baldwin (voted in during Regular meeting), Ms. Barbara Layne, Mrs. Janis Macut, Dr. Elisabeth McLean, 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 (voted in during Regular meeting) and Mr. Wilbur Wolf

Members not in attendance were: Mr. Michael Berk, Mrs. Barbara Geistwhite, Mr. Matthew McGuire and Mrs. Ellen Sheffey,

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

Staff/Public in attendance were: Mrs. Theresa Kinsinger, Ms. Alicia McDonald, Mr. Brian Griffith, David Martin, Len Kapp and Heather Donavan

BOARD MEETING

At 8:02 a.m. the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order.

EXECUTIVE SESSION

BOARD MEETING

At 8:13 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.

Election of New Board Members

Mrs. Laurie Reichert moved, seconded by Mrs. Nancy Otstot, "that the following new Board Members be elected to fill unexpired terms:

Mrs. Trudy Withers, Halifax S.D., unexpired term beginning December 19, 2013, and ending June 30, 2016.

Dr. Fred D. Baldwin, Carlisle S.D., unexpired term beginning December 19, 2013, 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 to the Board meeting Heather Donavan, CAEA President.

Reports & Updates

Announcement of CAIU Retirees

The CAIU Board of Directors recognized the following CAIU Retirees:

Kathleen Coffey, S/L Clinician, retirement after 33 years of service

Linda Farley, Guidance Counselor (ANPS), retirement after 21 years of service

Mary Jane Gales, Executive Director, retirement after 2 years of service

Susan Haimovich, Occupational Therapist, retirement after 20 years of service

Joan McCormack, Educational Consultant (EI), after 24 years of service

Victoria Peck, Program Assistant (ANPS), after 11 years of service

Dawn Taylor, EPP (EI), after 11 years of service

Janmarie Willman, Teacher (ES), after 9 years of service

CAIU Team Reports

- Len Kapp, Supervisor of Operations and Transportation, reported that the HVAC project is nearing completion. Final closeout of the project will take place in January.
- Alicia McDonald, Director of Student Services, shared that Senator Folmer visited Hill Top Academy on Tuesday. The Senator was following up from a visit by staff and students at the Capitol. Also, Susquehanna Service Dogs will bring their new puppies to Hill Top Academy today for an opportunity for the students to meet the puppies.
- Theresa Kinsinger, Director of Business, HR and Communications, indicated that the CAIU is finalizing Mandated Reporter training for current employees. Ms. Kinsinger continues to work with the Capital Area Education Association to implement the Wellness component of the collective bargaining agreement.
- Rennie Borrelli, Board Secretary, shared that in accordance with school law, each year, by January 1, she is required to notify the school board secretaries of each district comprising this intermediate unit of the upcoming 2014 CAIU annual convention. The election will be accomplished by mail ballot (mailed to each district board in April or May) and will notify them of the districts that will be represented in the 2014 election of Board members. New Board Member Orientation dates have been shared with the new CAIU Board Members. All board members are invited to attend.
- Staff from Curriculum Services attended the annual PDE SAS Conference and presented on several of the current PDE Initiatives. Brian Griffith, Director of Curriculum Services, participated in a statewide video conference regarding PIMS and PVAAS reporting. The CAIU was one of four IUs who submitted their special education data on time.
- The 2nd Annual iPad Summit was held at the CAIU this week. Participants from districts across the state attended. David Martin, Director of Technology Services, has negotiated consortium pricing for Canvas, a Learning Management System, that several of our districts are interested in using.
- Daren Moran, Business Manager, provided an overview of the 2014-15 Preliminary General Operating Budget.
- Cindy Mortzfeldt, Substitute Executive Director, shared information about the CAIU's Deaf or Hard of Hearing Services. She visited the elementary class located at East Hanover Elementary School in Lower Dauphin School District. Several CAIU staff was able to attend the Association of Educational Service Agencies (AESA) conference and presented at three sessions. The annual monitoring took place for the ELECT Program. PDE commended the CAIU staff on the organization of the student files and educational programming.

Recognition of Departing Board Members

The Board welcomed new Board Members, Dr. Fred Baldwin, Carlisle Area SD, and Mrs. Trudy Withers, Halifax Area SD and recognized departing Board Member, Donna Rode, Halifax Area SD.

By Laws & Rotation Schedule

The By-Laws and Board Rotation Schedule was available for the Board's review.

Approval of Minutes

Mr. Wilbur Wolf moved, seconded by Mrs. Judith Quigley., “that the minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of November 21, 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

Board Finance Committee Report

Mr. Wilbur Wolf reported that the Board Finance Committee met on November 25, 2013 to review the preliminary 2014-15 General Operating Budget. Mr. Daren Moran, CAIU Business Manager presented an overview of the 14-15 General Operating Budget.

Mrs. Laurie Reichert moved, seconded by Mrs. Barbara Layne, “that the following fiscal items be approved:

Treasurer's Report

Treasurer's Report - November 2013

Payment of Bills

Payment of Bills November 2013. There were #508 checks for a total of \$3,567,377.73

Summary of Operations

Summary of Operations – November 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

Mrs. Nancy Otstot moved, second by Mrs. Laurie Reichert., “that the following budget administration items be approved:

Proposed 2013-14 Budgets

2013-14 Budget – Comprehensive Planning Budget and the 2013-14 Budget – Title I, Part A – Improving Basic Programs

Proposed 2014-15 Budget – General Operating (1st Reading)

First Reading of the 2014-15 Budget – General Operating.”

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:

Mortzfeldt - E-Signature Resolution

E-Signature Resolution authorizing, that Cindy Mortzfeldt, who is the Executive Director of the Capital Area Intermediate Unit to sign any and all contracts, agreements, grants and/or licenses with the Pennsylvania Department of Education.

Bid Tabulation Summary – Surplus Vehicles

Bid Tabulation Summary of Surplus Vehicles, multiple awards:

Samuel Secreti \$5,035.35
 Governmental Liquidators
 PO Box 526
 Bridgeville, PA 15017

Sweger Bus Line, Inc. \$2,753.00
 120 N Market St
 Millerstown, PA 17062

Total Award: \$7,788.35

Unsuccessful Bidders:

Floyd Miller
 Steve Stoner
 Lynn Rothermel

Future Lease Obligation Detail

A detailed chart of future lease obligations of the CAIU was available for review.

Approval of Final Audit Report – June, 30, 2013

Approval of Final Audit Report – June, 30, 2013.”

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. Nancy Otstot, “that the following policy be tabled until the January 23, 2014 Board of Director’s Meeting:

First Reading, Revised Policy # 620 - Fund Balances

First Reading, Revised Policy # 620 - Fund Balances - tabled due to revisions needed in the language under Authority to Assign Funds section.”

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 Dr. Elizabeth McLean, “that the following personnel items be approved:

RESIGNATIONS

ROBERT FRETT, School Psychologist, Pupil Services effective January 31, 2014. Reason: Retirement after 29 years of CAIU service.
MARIA KATULIS, Educational Paraprofessional, Autism Support effective December 31, 2013. Reason: Personal.
DANIEL KENNEDY, Application Developer II, Technology Services effective December 12, 2013. Reason: Accepted a position outside of the CAIU.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

MISTI DEMKO, part-time long-term substitute Guidance Counselor, Aid to Non-public School Services (ANPS) effective December 16, 2013 through the end of the 2013-2014 school year. Base salary of Masters, Step 1, \$45,527 for 189 days of service will be prorated for a total of 69 days. This is a long-term substitute position funded through the ANPS/Act 89 Budget.
KELLY EVANS, Guidance Counselor, Aid to Non-public School Services (ANPS) effective December 16, 2013. Base salary of Masters, Step 1, \$45,527 for 189 days of service will be prorated for a total of 106 days during the 2013-2014 school year. This is a replacement position funded through the ANPS/Act 89 Budget.

CAROL HESS, part-time Speech Therapist, Early Intervention effective December 4, 2013. To be paid at the rate of \$48.18 per hour based on Masters, Step 15 for 189 days of service. This is a retiree working on an emergency basis without loss of monthly annuity as per Act 63 of 2004.

JENNIFER HOPKINS, long-term substitute Educational Consultant, Student Services effective January 2, 2014 through June 6, 2014 (or the last staff day of 2013-2014). Base salary of Masters, Step 1, \$45,527 for 189 days of service will be prorated for a total of 104 days. This is a long-term substitute position funded through the EC Budget.

TAMMY POFF, long-term substitute Educational Consultant, School-age program effective December 3, 2013 through June 5, 2014 (or last staff day). Base salary of Masters +15, Step 1, \$46,954 for 189 days of service will be prorated for a total of 114 days. This is a long-term substitute position funded through the School-age EC Budget.

TARA SHOPE, part-time, Educational Paraprofessional, Early Intervention effective January 6, 2014. To be paid at the rate of \$11.06 per hour based on HS, Step 2, \$15,678 for 189 days of service. This is a new position funded through the MAWA Budget.

LINDSAY WILSON, Educational Paraprofessional, Autism Support effective January 2, 2014. Base salary of HS+30, Step 1, \$16,654 for 189 days of service will be prorated for the remaining 104 days of the 2013-2014 school year. This is a replacement position funded through the Autism Budget.

The following individuals to be approved as day-to-day substitute teachers for the 2013-2014 school year. To be paid at the approved rate of \$90 per day:

**William Derrick
Linda Dunn
Amanda Flagle
Laura Fonash
Barbara Frey
Dana Hadley
Amanda Kruger
Sabrina Morrissette
Pamela Weakland
Denise Welch
Maria Williams-Turner**

CHANGE OF STATUS

KATHLEEN LIVENGOOD, from day-to-day substitute to regular full-time Teacher, Hospital Program effective December 3, 2013. Base salary of Bachelors, Step 10, \$54,489 for 189 days of service will be prorated for a total of 122 days for the 2013-2014 school year. This is a new position funded through the Hospital and Direct Education Budget.

BARBARA THOMAN, from part-time Educational Paraprofessional, Early Intervention to full-time Personal Care Assistant, Autism Support in the school-age program effective November 25, 2013. Base salary of HS, Step 1, \$15,342 for 189 days of service will be prorated for a total of 121 days. This is a replacement position funded through the Autism Budget.

ZACHARY WEYHENMEYER, from Personal Care Assistant, Autism Support to Teacher effective December 3, 2013. Base salary of Masters, Step 1, \$45,527 for 189 days of service will be prorated for a total of 117 days through the end of the 2013-2014 school year. This is a replacement position funded through the Hospital and EC Budget.

CHANGES OF SALARY:

LISA McCARTY, part-time Speech Clinician, Early Intervention, change of salary due to increase in number of work days. Base salary of Masters, Step 15, \$68,293 for 189 days of service will be prorated for an additional 19 days for total of 139 days for the 2013-2014 school year.”

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. Extended warm wishes for the Happy Holiday season and a New Year of peace, joy and prosperity. Mrs. Mortzfeldt shared the scheduled for 2014 Board Topics and Board visits.

President's Report

Mrs. Jean Rice wished everyone a Merry Christmas. Enjoy time with family and safe travels.

Board Member Sharing of Information

- Dr. Anthony Tezik, West Shore School District, shared that Cedar Cliff HS football team will be playing Penn Manor SD in Dublin, Ireland in August. The West Shore School District also has approved the outsourcing of district transportation and second shift custodial. Their superintendent has also indicated her intent to retire as of June 30, 2014. Their current Assistant Superintendent was hired as the new superintendent, effective July 1, 2014.
- Mr. Wilbur Wolf, Big Spring School District, asked Mrs. Janis Macut, Central Dauphin School District, to share information regarding their work with another company to provide substitute teachers. Mrs. Macut explained the benefits of using the substitute teacher service, in particular the ability to use retired teachers, since the substitute teachers are employed by another company, not the school district.

Departing Board Member

At 9:33 a.m. Dr. Anthony Tezik departed the Board Meeting. At 9:37 a.m. Mrs. Laurie Reichert departed the Board Meeting.

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, **January 23, 2014**, 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Mrs. Barbara Layne moved, seconded by Dr. Elizabeth McLean, "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 9:39 a.m. the meeting adjourned.

Rennie Borrelli
Board Secretary