

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**October 24, 2013
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, October 24, 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. Linda Butler, Mrs. Barbara Geistwhite, Mrs. Janis Macut, Mrs. Brenda Myers, Mrs. Nancy Otstot, Mrs. Judith Quigley, Mrs. Laurie Reichert, Mrs. Ellen Sheffey, Dr. Anthony Tezik, and Mr. J. Bruce Walter

Members not in attendance were: Ms. Barbara Layne, Mr. Matthew McGuire, Dr. Elisabeth McLean, Mrs. Donna Rode, Mrs. Patricia Whitehead-Myers and Mr. Wilbur Wolf

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, Mrs. Alicia McDonald, Mr. Len Kapp and Heather Donovan

BOARD MEETING	At 8:00 a.m. the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order.
Special Guest	Mrs. Nancy Otstot welcomed Jenean Radczenko, local business owner and baker. Mrs. Radczenko is a college graduate of HACC and has recently opened up her own bakery in the Enola area. She shared samples and left her business card.
EXECUTIVE SESSION	At 8:06 a.m. the Board entered into an executive session to discuss matters related to a legal issue.
BOARD MEETING	At 8:28 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.
Recognition of the Public: Items Specific to the Agenda	Mrs. Jean Rice welcomed Heather Donovan, President of CAEA, to the Board Meeting.
Reports & Updates	
Announcement of CAIU Retirees	There were no retirees this month.
CAIU Team Reports	<ul style="list-style-type: none"> Theresa Kinsinger, Director of Business, HR and Communications, shared that the new Collective Bargaining Agreement will be implemented by October 30, 2013. The annual Open Enrollment period will begin soon. The CAIU has begun implementation with the Safe Schools online training tool. Mandated Reporter is the first training we have implemented. The CAIU will host a Benefits Fair in November. Alicia McDonald, Director of Student Services, shared that the classes from Walnut Bottom Preschool have relocated to the new Delbrook Preschool Center in Mechanicsburg. She also indicated that visits to our various classroom locations will be offered throughout the year to our Board members.

- Daren Moran, Business Manager, received the draft 2012-13 Audit report. The audit report should be presented at the November board meeting. Preliminary work on the 2014-15 General Operating Budget will begin within the next two months.
- Len Kapp, Supervisor of Operations and Transportation, shared that we are in our final phase of the Enola building HVAC project.
- Cindy Mortzfeldt, Substitute Executive Director, shared that she visited the hospital programs at Hershey Rehab Center, Eating Disorders Clinic, Children's Hospital, Pennsylvania Psychiatric Institute, both Partial Hospitalization and Inpatient. A sixth program is being considered at Roxbury Treatment Center in Shippensburg. The Superintendents' Conference was held in Annapolis, MD on October 22-24. The topic focus was "Leading in the Digital Age." The course is worth 30 Act 45 credit hours. She provided an overview and draft copies of the CAIU Comprehensive Plan to the Board Members. A one month review of the plan is required by PDE. The final plan will be on the November Board agenda for approval. The plan is then submitted electronically to PDE for approval.

Approval of Minutes

Mrs. Ellen Sheffey moved, seconded by Mr. Robert Barr, "that the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of September 26, 2013 be approved."

Motion passed with a roll call vote as twelve members present voting in the affirmative and one member, Mrs. Janis Macut, voting abstained.

Board Committee Report

There were no Board Committee Reports.

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

Treasurer's Report

Treasurer's Report - September 2013

Payment of Bills

Payment of Bills – September 2013. There were #404 checks for a total of \$6,166,990.77

Summary of Operations

Summary of Operations – September 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

There were no budget administration items this month.

Other Fiscal Matters

Mr. Mike Berk moved, seconded by Mrs. Linda Butler, "that the following other fiscal matters be approved:

Special Education Service
Contract Summary – 2013-14

2013-14 Special Education Service Contract was available for review.

Approval to Advertise Surplus
Vehicles for Public Bid

Authorization to proceed with the advertisement and liquidation of the vehicles listed below by public bid. All vehicles to be sold "as-is" with known or anticipated mechanical defects.

IU Vehicle ID# 764 - 1976 Chevy Step Van S#CPL3263303861
IU Vehicle ID# 781 - 1978 Chevy Step Van S#CPL2583314054

IU Vehicle ID# 784 - 1978 Chevy Step Van S#CPL3583314061
 IU Vehicle ID# 785 - 1978 Chevy Step Van S#CPL3583314078
 IU Vehicle ID #389 - 1989 Ford Van S#1FDKE30G0KHB30150
 IU Vehicle ID# CR600 (BU-1) - 2000 Chevy Venture Van S#1GNDX03E7YD273226
 IU Vehicle ID# G4 - 2008 Ford Focus Sedan S#1FAHP34N38W268156.”

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. Robert Barr moved, seconded by Mrs. Nancy Otstot , “that the following policies and programs be approved:”

Second Reading, Existing
 Position, Revised Descriptions

The following Existing Position, Revised Descriptions: Assistant Executive Director and Data Systems Supervisor.”

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. Barbara Geistwhite moved, seconded by Mr. Mike Berk, “that the following personnel items be approved:

RESIGNATIONS

KATHLEEN COFFEY, Speech/Language Clinician, School-age Program effective December 20, 2013. Reason: Retirement after 33 years of CAIU service.

NICOLE FISHER, Teacher, Deaf/Hard of Hearing Support effective October 3, 2013. Reason: Personal.

DAWN TAYLOR, Educational Paraprofessional, Early Intervention effective December 20, 2013. Reason: Retirement after 11 years of CAIU service.

PRISCILLA WALTERS, part-time Teacher (eating disorder clinic), Hospital Program effective October 18, 2013. Please note this is a change in resignation date due to early release.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

BRIGID BROWN, Educational Consultant, Deaf/Hard of Hearing Support effective November 4, 2013. Base salary of Masters +45, Step 4, \$52,565 for 189 days of service will be prorated for a total of 136 days through June 2013. This is a replacement position funded through the EC Budget.

AMI HEALY, Training Consultant, Curriculum Services with a start date to be determined when released from Harrisburg School District. Base salary of Masters +30, Step 14, \$67,371 for 189 days of service will be prorated for the remaining days of the 2013-2014 school year. This is a replacement position funded through the IDEA/CSPD Budget.

MARYLEE MAGARO, long-term substitute Reading Specialist, ANPS effective November 18, 2013 through March 4, 2014. Base salary of Masters +15, Step 8, \$55,226 for 189 days of service will be prorated for a total of 62 days. This is a long-term substitute position funded through the Act 89 Budget.

MARGARET TAYLOR-MAKUCH, Educational Consultant, Student Services with a start date to be determined when released from Susquehanna Township School District. Base salary of Masters +15, Step 15, \$68,293 for 189 days of service will be prorated for the remaining days of the 2013-2014 school year. This is a replacement position funded through the EC Speech Budget.

CHANGES OF SALARY:

RITA HARVEY, Mental Health Treatment Specialist, Capital Area Partial Program (CAPP), change of salary for completion of 30 credits above master’s degree effective September 16, 2013. New salary will be based on Master’s +30, Step 9, \$58,360 for 189 days of service, prorated for a total of 170 days.

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. Also, Mrs. Mortzfeldt offered a tour of the building immediately following the meeting for any interested Board member.
President's Report	Mrs. Jean Rice thanked the board for their attendance. She appreciates their time and effort in attending the board meeting.
Board Member Sharing of Information	<ul style="list-style-type: none"> • Mrs. Nancy Otstot appreciated the opportunity to attend the PSBA Conference this year. She attended the session with Mrs. Corbett with a focus on at risk students and dropout prevention. She also attended another session on Career Development. The East Pennsboro Area School District will be hosting "Dancing with the Stars" as a fundraising on November 9. Mrs. Otstot has tickets for the event. • Mrs. Brenda Myers relayed her experience with the Speech/Language Program provided through the CAIU Early Intervention Program. • Mr. Robert Barr asked the board members to keep the consideration for operating the school budget on a calendar year and not the fiscal year of July 1-June 30. • Mrs. Janis Macut shared that there is a project using the book, "Wonder," getting underway in Central Dauphin SD. There is also an anti-bully initiative through the PA Bar Association. • Mrs. Barbara Geistwhite commended the Central Dauphin SD for their sportsmanship at the CV and CD football game.
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, November 21 , 2013, 8:00 a.m., Board Room, CAIU Enola Office.
Adjournment	<p>Mrs. Laurie Reichert moved, seconded by Mrs. Janis Macut, "that the meeting is adjourned."</p> <p>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</p> <p>At 9:12 a.m. the meeting adjourned.</p>

Rennie Borrelli
Board Secretary