

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

March 21, 2013**MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, March 21, 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, Mrs. Janis Macut, Mr. Matthew McGuire, Mrs. Brenda Myers, Dr. Elisabeth McLean (arrived at 8:20 a.m.), Mrs. Nancy Otstot, Mrs. Judith Quigley, Mrs. Laurie Reichert, Mrs. Donna Rode, Mrs. Ellen Sheffey, Dr. Anthony Tezik, Mrs. Patricia Whitehead-Myers, Mrs. Jill Williamson and Mr. Wilbur Wolf

Members not in attendance were: Mrs. Linda Butler, Mrs. Barbara Geistwhite, Ms. Barbara Layne and Mr. J. Bruce Walter

Non-Voting Members in attendance were: Dr. Mary Jane Gales, CAIU Executive Director; Ms. Rennie Borrelli, CAIU Board Secretary; Mr. Daren Moran, Board Treasurer

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

- | | |
|--|--|
| 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 negotiation matters. |
| BOARD MEETING | At 8:15 a.m. the Board reconvened the Regular Board Meeting. |
| Pledge of Allegiance | All stood and pledged allegiance to the flag of the United States of America. |
| Recognition of the Public:
Items Specific to the Agenda | None. |
| Announcement of CAIU
Retirees | There were no retirees. |
| CAIU Team Reports | <ul style="list-style-type: none"> ➤ Alicia McDonald, Director of Student Services, shared that she has been meeting with district staff to review and project special education needs for next school year. That information is then used to project the services and staffing for 2013-14. She also shared that the Focus on Living (FOL) House in Mechanicsburg will be closed next school year. The skills taught in this program can be taught using the Life Skills Lab at Hill Top Academy. ➤ Theresa Kinsinger, Director of Business, HR and Communications, invited the Board Members to the Annual CAIU Retiree and Employee Dinner to be held on May 16, 2013. She also shared that a prospective client toured the Lemoyne Office space. She is awaiting information from Szeles Real Estate Development Company regarding a decision from this client. ➤ Len Kapp, Supervisor of Operations & Transportation, reported that the Enola HVAC project will be getting underway soon. It is expected that the project will be completed by the end of October or early November. ➤ The Capital Area Online Learning Association (CAOLA) has reached a milestone—there are now 1,000 full time cyber students participating in this program. Brian Griffith, Director of Curriculum Services, also shared that the |

revised Chapter 4 Regulations have been approved. Two key changes affecting our districts are the implementation of the Pennsylvania Common Core Standards and the adoption of high school graduation requirements.

- The annual Computer Fair will be held on Monday, March 25. David Martin, Director of Technology Services, reported that 135 high school and middle school students will participate from our region's schools. Winners from this computer fair will participate in the state competition.
- Cindy Mortzfeldt, Assistant Executive Director, reported that this is a busy time of year for Federal Programs. School districts and the intermediate unit are updating their 2012-13 federal programs grant applications and preparing for monitoring visits from the Pennsylvania Department of Education.
- The 2013-14 CAIU General Operating Budget has been approved by a majority of our school districts and by a majority of the weighted votes from our districts. There are several districts that still need to report the results of their Board vote on the budget.

Board Member Arriving	At 8:20 a.m. Dr. Elisabeth McLean arrived at the meeting.
Bridgescape Update	The Magic Johnson Bridgescape Academy offers students who have dropped out, or at risk of dropping out of school, the opportunity to earn their high school diploma. Although there have been numerous inquiries from students, there were very few students who enrolled. As a result, it was recommended to the Board to close the program. The CAIU administration will work closely with our partners to terminate any existing agreements.
Market Place Services - Comparison of 12-13 & 13-14 Fees	A comparison of 2012-13 & 2013-14 Market Place Services Fees was available for the Board members' review.
Approval of Minutes	<p>Mrs. Nancy Otstot moved, seconded by Mrs. Jill Williamson, "that the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of February 28, 2013 be approved."</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>
Board Committee Report	<p>Mrs. Jean Rice reported that the Board Negotiations Committee met this month.</p> <p>Mrs. Ellen Sheffey moved, seconded by Mrs. Nancy Otstot, "that the following fiscal items be approved:</p>
Treasurer's Report	Treasurer's Report - February 2013
Payment of Bills	Payment of Bills – February 2013. There were #483 checks for a total of \$ 4,668,847.72.
Summary of Operations	<p>Summary of Operations - February 2013."</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>
Budget Administration	Mr. Wilbur Wolf moved, seconded by Mr. Robert Barr, "that the following budget administration items be approved:

Proposed 2011-13 Budget Revisions

The following Proposed 2011-13 Budget Revisions:

- Revision A – Review of Higher Ed Teacher Programs
- Revision B – Title I, Part D – Neglected & Delinquent Program

Proposed 2012-13 Budget

The following Proposed 2012-13 Budgets

- Title I, Part A – Improving Basic Programs
- Proposed 2012-13 Budget –Race to the Top – Phase 3 (RTT3)

Proposed 2012-13 Budget Revisions

The following Proposed 2012-13 Budget Revisions:

- Revision A – Act 89 (Nonpublic Schools)
- Revision A – Capital Area School for the Arts (CASA)
- Revision A – English as a Second Language (ESL)
- Revision A – Online Learning Initiative (CAOLA)
- Revision A – Professional Services
- Revision A – Technology Entrepreneurial.”

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

There were no Other Fiscal Matters.

Policies and Programs

Mrs. Laurie Reichert moved, seconded by Mr. Robert Barr, “that the following policies and programs be approved:

Proposed 2013-14 CAIU 12-Month Employee Calendar

Proposed 2013-14 CAIU 12-Month Employee Calendar

Second Reading and Approval - Existing Position, New Description - Educational Consultant, Curriculum

Existing Position, New Description - Educational Consultant, Curriculum

Second Reading and Approval - Existing Position, Revised Description - Penn Data Specialist

Existing Position, Revised Description - Penn Data Specialist

Second Reading and Approval - New Position, New Description

The following New Positions, New Descriptions:

- Communication Facilitator
- Clinical Coordinator Program Operations, CAPP

First Reading, Existing Position, New Description - Program Director, Capital Area Partial Program (CAPP)

The following Existing Positions, New Descriptions were available for first reading:

- Program Director, Capital Area Partial Program (CAPP)
- Contract and Child Accounting Administrator

First Reading, Existing Position, Revised Description – Curriculum Projects Coordinator

The following was available for first reading: Existing Position, Revised Description – Curriculum Projects Coordinator.”

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 Mrs. Nancy Otstot, “that the following personnel items be approved:

RESIGNATIONS

MARY THERESA CAPOUILLEZ, part-time Educational Paraprofessional, Early Intervention effective April 5, 2013. Reason: Accepted a position outside of education.
SUSAN KUTZ, Educational Consultant, Training and Consultation effective June 28, 2013. Reason: Retirement after 34 years of CAIU service.
NICHOLAS MILLER, full-time floater Educational Paraprofessional effective March 15, 2013. Reason: Personal.
LEE ANN PATTESON, Speech/Language Pathologist, School-age Program effective the last staff day of the 2012/2013 school year. Reason: Retirement after more than 25 years of CAIU service.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

ALEXIS LOPEZ, full-time, long-term substitute Floater Educational Paraprofessional, Hill Top Academy effective March 18, 2013 through June 7, 2013. Base salary of HS+30, Step 7, \$19,592 for 189 days of service will be prorated for a total of 57 days. This is a replacement position funded through the Student Services Budget.
ANNA STROUSE, part-time Educational Paraprofessional, Early Intervention effective April 4, 2013. To be paid at the rate of \$13.82 per hour based on HS+30, Step 7, \$19,592 for 189 days of service. This is a replacement position funded through the MAWA Budget.

The following individuals to be employed as a day-to-day substitute educational paraprofessionals for the 2012/2013 school year at the approved rate of \$65 per day:

ALEXIS LOPEZ
ERIN LaVIA

Change of Status

DEBRA PARODA, Secretary, Loysville Youth Detention Center, change of status from 205-day employee to 12 month employee effective March 25, 2013. Range 4 base salary of \$33,618 will be prorated for a total of 244 days through June 30, 2013. This is a replacement position funded through the LYDC Budget.
STELIANA VASSILEVA, from Program Assistant to Application Support Engineer II, Technology Services effective March 25, 2013. To be paid at the rate of \$18.31 per hour prorated at 7.5 hours per day for a total of 70 days. This is a replacement position funded through the Technology Entrepreneurial Budget.

CHANGES OF SALARY

NICOLE FISHER, long-term substitute Teacher, Deaf/Hard of Hearing, change of salary for presentation of official transcripts showing proof of 30 credits beyond master’s degree. Salary will be based on Masters +30, step 8, \$56,653 for 189 days of service effective January 2, 2013 prorated for a total of 107 days through the end of the 2012/2013 school

year. This position is funded through the Special Education Budget.

LYNN SHAFER, Occupational Therapist, increase number of work days from 42 to 48 to cover staff needs for the remainder of the 2012/2013 school year.

LEAVES OF ABSENCE

DELILAH SISLER, Speech/Language Clinician, Early Intervention requesting child-rearing leave of absence effective May 28, 2013 through October 9, 2013. Leave is requested with pay using accumulated sick and personal leave for a total of 20 days and without pay for the remainder of the leave. Leave is requested in accordance with CAIU and FMLA Policies.

Approval of Employment Contract - Mortzfeldt

Approval of Employment Contract for Cindy Mortzfeldt, Assistant Executive Director.”

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

Dr. Mary Jane Gales' Executive Director's Report was available for the Board Members' review. She encouraged the members to share this information with their local school boards.

Goals Update

The CAIU Executive Director's Evaluation was provided to all Board Members by hard copy. Please complete and return the form to Rennie Borreli by April 20. Dr. Mary Jane Gales provided an update on her goals along with several supporting documents.

President's Report

Mrs. Jean Rice thanked the Board Members for their attendance.

Board Member Sharing of Information

Congratulations to Mrs. Nancy Otstot on her 54th Wedding Anniversary.

Information Items

Various letters, memos, and information items were available for the Board members' review.

Other Business/Public Comment on Items Not Specific to Agenda

There was no other business/public comment 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, April 25 ,2013, 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Mrs. Laurie Reichert 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 9:01 a.m. the meeting adjourned.

Rennie Borreli
Board Secretary