

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

February 28, 2013

MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, February 28, 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, Ms. Barbara Layne, Mrs. Janis Macut, Mr. Matthew McGuire, Dr. Elisabeth McLean, Mrs. Brenda Myers, Mrs. Nancy Otstot, Mrs. Judith Quigley, Mrs. Laurie Reichert, Mrs. Donna Rode, Mrs. Ellen Sheffey, Dr. Anthony Tezik, Mr. J. Bruce Walter, Mrs. Patricia Whitehead-Myers, Mrs. Jill Williamson and Mr. Wilbur Wolf

Members not in attendance were: Mrs. Linda Butler and Mrs. Barbara Geistwhite (voted in during regular meeting)

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, Mr. Len Kapp and Mrs. 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.
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 8:56 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	Mrs. Jean Rice welcomed Heather Donovan to the Board meeting.
Ratification/Approval of Action Items of the 1/24/13 Board Meeting	Mr. Wilbur Wolf moved, seconded Mr. Robert Barr that the following Action Items of the 1/24/13 Board Meeting be ratified and approved:
Election of New Board Member	Election of the following new Board Member to fill an unexpired term: Mrs. Barbara Geistwhite, Cumberland Valley S.D., unexpired term beginning January 24, 2013, and ending June 30, 2015.
Approval of Minutes	Approval of the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of December 20, 2012.
Fiscal Items	Approval of the following Fiscal Items:
Treasurer's Report	Treasurer's Report – December 2012
Payment of Bills	Payment of Bills – December 2012. There were #451 checks for a total of \$3,699,582.75

Summary of Operations	Summary of Operations - December 2012
Budget Administration	Approval of the following Budget Administration Items:
Proposed 2012-13 Budget	The following Proposed 2012-13 Budgets: <ul style="list-style-type: none"> • Homeless Children’s Initiative • PA Assessment and Accountability
Proposed 2013-14 Budget – General Operating (2nd Reading) – Final	Proposed 2013-14 Budget – General Operating (2nd Reading) – Final
Other Fiscal Matters	Approval of the following Other Fiscal Matters:
Request to Dispose of Asset	Request to Dispose of Asset
Policies and Programs	Approval of the following Policies and Programs:
Removal of Policy #616.1	Removal of Policy #616.1 - Policy 616.1 will be removed from our current Board Policy Manual. This policy was incorporated into the newly created and approved Policy #829.
CASA New York City Field Trip - May 22, 2013	CASA New York City Field Trip - May 22, 2013
First Reading Existing Position, New Description - Educational Consultant, Curriculum	First Reading Existing Position, New Description - Educational Consultant, Curriculum
First Reading, Existing Position, Revised Description - Benefits and Hiring Coordinator	First Reading, Existing Position, Revised Description - Benefits and Hiring Coordinator
First Reading, Existing Position, Revised Description - Penn Data Specialist	First Reading, Existing Position, Revised Description - Penn Data Specialist
Personnel Items	Approval of the following Personnel Items be approved:
RESIGNATIONS	SHANNON GERHARDS , part-time Speech/Language Pathologist, Early Intervention effective January 23, 2013. Reason: Change in resignation date due to early release.

TODD McCONNELL, Application Support Specialist, Technology Services effective January 25, 2013. Reason: Personal.

ASHLEY MILLER, part-time Cafeteria Worker effective January 18, 2013. Reason: Personal.

SHANA MONTGOMERY, Educational Consultant, Deaf/Hard of Hearing Support effective March 15, 2013. Employee will be released sooner if a replacement is hired. Reason: Accepted position at Lancaster-Lebanon IU 13.

ELIZABETH PANEK, Educational Consultant, Training and Consultation effective March 15, 2013. Reason: Personal. Resignation date may change depending on position being filled before 60 days.

RECOMMENDED FOR
EMPLOYMENT OR
CONTRACT

THERESA ADAMS, Mental Health Worker, Autism Support effective January 2, 2013. Salary of Bachelors, Step 3 (MHW), \$30,201 for 189 days of service will be prorated for a total of 106 during the 2012-2013 school year. This is a new position funded through the Autism Support Budget.

KIMARIE BROWN, rehired as a long-term substitute teacher, Emotional Support effective January 28, 2013 through the end of the 2012/2013 school year. Base salary of Masters, Step 1, \$45,527 for 189 days of service will be prorated for a total of 89 days. This is a long-term substitute position funded through the ES Budget.

TAMMY DRESHER, Educational Paraprofessional, Emotional Support/Diagnostic effective January 22, 2013. Base salary of HS, Step 7, \$18,301 for 189 days of service will be prorated for a total of 93 days through the end of the 2012/2013 school year. This is a replacement position funded through the ES/Diagnostic Budget.

ASHLEE HOWARD, Reading Specialist, Loysville Youth Development Center effective date to be determined when released from Cumberland Valley School District, possibly mid-March 2013. Base salary of Masters, Step 5, \$49,466 for 189 days of service will be prorated for the remaining days of the 2012/2013 school year. This is a replacement position funded through the LYDC Budget.

MARVIN MOSES, full-time Personal Care Assistant, Autism Support effective January 14, 2013. Base salary of HS, Step 5, \$16,610 for 189 days of service will be prorated for the remaining 99 days of the 2012-2013 school year. This is a new position funded through the Autism Support Budget.

TINA THOMAS, part-time cafeteria worker effective February 11, 2013. To be paid at the classified support staff rate of \$11.21 per hour. This is a replacement position funded through the Cafeteria Budget.

The following individuals are recommended for employment as day-to-day substitute teachers for the 2012-2013 school year at the approved rate of \$90 per day:

CRYSTAL PATTERSON

SERINNA RUSSO

KATHLEEN SAVAGE

SHANE SMITH

JOSEPH VIGLIANO

The following individual is recommended for employment as a day-to-day substitute educational paraprofessional for the 2012-2013 school year at the approved rate of \$65 per day:

SHEILA MILLER

Change of Status

NATAUSHA BULGRIEN, from part-time Educational Paraprofessional, Early Intervention to full-time, long-term substitute Teacher, Emotional Support effective February 1, 2013 through June 6, 2013. Base salary of Masters, Step 1, \$45,527 for 189 days of service will be prorated for a total of 85 days. This is a long-term substitute position funded through the ES Budget.

ELLEN SADLOCK, from part-time to full-time Educational Paraprofessional, Early Intervention effective January 14, 2013 as the result of recall. Base salary of HS+30, Step 8, \$20,438 for 189 days of service will be prorated for the remaining 91 days of the 2012-2013 school year. This is a replacement position funded through the MAWA Budget.

CONNIE SWIFT, from part-time to full-time Educational Paraprofessional, Capital Area Partial Program effective January 14, 2013. Base salary of HS+30, Step 3, \$16,727 for 189 days of service will be prorated for the remaining 99 days of the 2012/2013 school year. This is a new position funded through the CAPP Budget.

NICOLE WERTZ, from long-term substitute teacher to recall to full-time Educational Paraprofessional Floater, Crisis Team effective February 1, 2012. Base salary of HS+30, Step 5, \$17,002 for 189 days of service will be prorated for the remaining 85 days of the 2012/2013 school year. This is a replacement position funded through the Student Services Budget.

CHANGES OF SALARY

PETER FIDGETT, Social Worker/Home-School Visitor, Pupil Services, change of salary for completion of 60 credits beyond master's degree effective January 2, 2013. New base salary of Masters+60, Step 15, \$81,105 for 205 days of service will be prorated for a total of 103 days.

LEAVES OF ABSENCE

LAUREN MAHONEY, Secretary, Early Intervention, child-rearing leave of absence effective March 14, 2013 through June 9, 2013. Leave is requested with pay used accumulated sick and personal leave for a total of 14 days and without pay effective April 5, 2013 through June 9, 2013 for a total of 45 days. Leave is requested in accordance with FMLA and CAIU Policies.

MARY RANNEY, Teacher, Emotional Support, requesting child-rearing leave of absence effective April 18, 2013 through May 19, 2013. Leave is requested in accordance with FMLA and CAIU Policies.

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 24, 2013:

JULIE DAVIDSON."

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

CAIU Team Reports

- **Alicia McDonald**, Director of Student Services, provided an update on current activities at Hill Top Academy.
- **Len Kapp**, Supervisor of Transportation and Operations, provided a brief overview of the HVAC replacement project for the Enola building. A timeline was provided to the Board members.
- **Brian Griffith**, Director of Curriculum Services, shared that his team has been working with the local school districts around PDE initiatives such as the School Performance Profile and the Teacher Effectiveness Evaluation model. He also provided an update on the process for the Capital Area School for the Arts to transition to the CASA Charter School.
- **Cindy Mortzfeldt**, Assistant Executive Director, shared that she had the opportunity to visit the CAIU classroom at the Center for Industrial Training (CIT) in Mechanicsburg. The day she visited some of the students were assembling cardboard containers that would be sent to Apple for later shipment of iPhones.
- The 2013-14 CAIU General Operating Budget has been sent to all districts for placement on their board agendas. **Daren Moran** reported that we have received responses back from several districts. He will update the board with the results.

Approval of Minutes

Mrs. Nancy Otstot moved, seconded by Mr. Wilbur Wolf, “that the minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of January 24, 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. Jean Rice reported on the Board Retreat Notes from February 5, 2013 and distributed a packet of reference materials provided by PSBA.

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

Treasurer's Report

Treasurer's Report - January 2013

Payment of Bills

Payment of Bills – January 2013. There were 547 checks for a total of \$3,322,328.76

Summary of Operations

Summary of Operations - January 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, seconded by Mr. Robert Barr, “that the following budget administration items be approved:

Proposed 2012-13 Budget

The following Proposed 2012-13 Budget Revisions

- Revision A– Preschool Inclusion Grant
- Revision A– Driver’s Education
- Revision B – Entrepreneurial Transportation
- Revision A – Transportation

Discussion from Board Members:

- Mrs. Nancy Otstot requested that a meeting of the CAIU Transportation Committee be scheduled.
- Bridgescape Update. Alicia McDonald reported that she has reached out to superintendents about student inquiries. A budget revision will be presented at the March Board Meeting.
- The board requested that better detail be added to the Summary of Operations.
- Steelton-Highspire Update - CAIU continues to send invoices by certified mail. The business office will review current invoices and services provided and will meet with the CAIU Board Finance Committee for direction.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Departing Board Member

At 9:24 am Dr. Elisabeth McLean departed the Board meeting.

Other Fiscal Matters

Mrs. Nancy Otstot moved, seconded by Mrs. Barbara Layne, “that the following Other Fiscal Matters be approved:

Disposal of 1999 Canon Copier Approval of the sale of 1999 Canon CLS1150 Color Laser Copier to John Doebling (highest bidder). Only one bid was submitted in the amount of \$150.00.

2013-14 Marketplace Services Approval of the 2013-14 Marketplace Services.”

The Board requested to see a price comparison to last year.

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 policies and programs be approved:

First Reading, New Position, New Descriptions The following New Position, New Descriptions were available for first reading:

- Communication Facilitator
- Clinical Coordinator Program Operations, CAPP.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Departing Board Members

At 9:42 a.m. Mrs. Patricia Whitehead-Myers departed the board meeting.
At 9:45 a.m. Mrs. Laurie Reichert and Mr. Matthew McGuire departed the board meeting.

Personnel Items

Mr. Wilbur Wolf moved, seconded by Mr. Robert Barr, “that the following personnel items be approved:

RESIGNATIONS

ROSE HOOPES, Secretary, Capital Area School for the Arts effective June 18, 2013. Reason: Retirement after 23 years of CAIU service.

DENISE LEBO, Teacher, Partial Hospitalization Program effective June 6, 2013. Reason: Retirement after 36 years of CAIU service.

PATRICIA RUOSS, Secretary, Loysville Youth Development Center, effective April 5, 2013. Reason: Retirement.

CYNTHIA SHAUL, Educational Consultant, Speech effective June 7, 2013. Reason: Retirement after 34 years of CAIU service.

KATHERINE STROHM, part-time, long-term substitute Personal Care Assistant, Early Intervention, effective February 8, 2013. Reason: Accepted full-time position at Vista School.

NICOLE WERTZ, Educational Paraprofessional floater effective March 5, 2013. Reason: To pursue a position as a full-time teacher.

RECOMMENDED FOR
EMPLOYMENT OR
CONTRACT

BONNIE BOSON, day-to-day substitute receptionist, Administrative Services effective January 31, 2013. To be paid at the approved rate of \$65 per day.

NICKOLE HALL, part-time Paraeducator, Early Intervention effective January 31, 2013. To be paid at an hourly rate based on HS+30, Step 3, \$16,727 (\$11.80/hr.) for 189 days of service. This is a new position funded through the MAWA Budget.

CAROL HESS, part-time speech therapist, Early Intervention effective February 18, 2013. To be paid at the rate of \$48.18 per hour based on Masters, Step 15, \$68,293 for 189 days of service. This is a retiree working on an emergency basis. This position is funded through the MAWA Budget.

KEITH MUTINDA, Technology Support Specialist, Technology Services effective February 11, 2013. Range 1 Base Salary of \$34,207 (\$17.54/hr.) for 12 months of service will be prorated for a total of 100 days through June 30, 2013. This is a replacement position funded through the Technology Entrepreneurial Budget.

ALICIA SHAFFER, part-time, long-term substitute reading specialist effective February 27 through June 30, 2013. To be paid at the daily rate of \$261.72 based on Masters, Step 5, \$49,466 for 189 days of service. This is a new position funded through Equitable Participation.

ANNA SMYSER, full-time, long-term substitute teacher, Autism Support effective February 19 through June 6, 2013 (or last staff day). Base salary of Bachelors, Step 1, \$42,672 for 189 days of service will be prorated for a total of 74 days. This is a new position funded through the Autism Support Budget.

CHARLES VENNIE, full-time, long-term substitute Personal Care Assistant effective February 25, 2013 through June 7, 2013. Base salary of HS+30, Step 5, \$17,902 for 189 days of service will be prorated for a total of 70 days. This is a long-term substitute position funded through the PCA Budget.

PAMELA WEAKLAND, day-to-day substitute receptionist effective February 25, 2013 at the approved rate of \$65 per day.

Change of Status

JoANN LETERSKY, Educational Paraprofessional from leave of absence due to work-related injury sustained in 2005 to termination of employment following settlement of claim and receipt of fully signed Compromise and Release Agreement effective February 8, 2013. Claimant waived her appeal rights in the agreement and on the record.

STEPHANIE REED, extension of long-term substitute contract, Teacher, Hospital Program effective March 11, 2013, through June 6, 2013, or the last staff day of the 2012/2013 school year. Base salary of Bachelors, Step 2, \$43,460 (\$229.95/day) will be prorated for an additional 60 days. This a long-term substitute position funded through the Hospital Program Budget.

SHANE SMITH, from day-to-day to full-time, long-term substitute teacher, Emotional Support effective February 19 through June 6, 2013 (or last staff day). Base salary of Bachelors, Step 6, \$47,924 for 189 days of service will be prorated for a total of 74 days. This is a new position funded through the ES Budget.

CHANGES OF SALARY

CHERYL CAPOZZOLI, Educational Consultant, Training and Consultation, change of salary for completion of 30 credits beyond Master's Degree effective March 15, 2013. New base salary of Masters +30, Step 15, \$71,138 for 189 days of service will be prorated for a total of 95 days.

KAREN DITZLER, Instructional Technology Specialist, Technology Services, change of salary for completion of 30 credits beyond Master's Degree effective the second half of the 2012/2013 school year. New base salary of Masters +30, Step 14, \$68,796 (\$364.00/day) for 189 days of service will be prorated for a total of 95 days. This position is funded through the Technology Services Budget.

BETH LIGHT, Educational Consultant, ES/CAPP retroactive to the first pay of the 2012/2013 school year for presentation of Letter of Equivalency for Master's Degree effective August 1, 2012. Base salary of Masters, Step 15, \$68,293 (\$361.00/day) will be paid for a total of 189 days.

MARVIN MOSES, Personal Care Assistant, Autism Support, change of salary for proof of experience effective January 14, 2013. Base salary of HS, Step 15, \$25,019 for 189 days of service will be prorated for the remaining 99 days of the 2012/2013 school year.

CHANGES OF STATUS AND SALARY:

SHANNON ELLISON, from day-to-day substitute to full-time, long-term substitute Paraeducator, Emotional Support effective January 29, 2013 through the end of the 2012/2013 school year. Base salary of HS+30, Step 1, \$16,069 (\$11.34/hr.) for 189 days of service will be prorated for a total of 89 days. This is a new, long-term substitute position funded through the Emotional Support Budget.

RYAN KLINEPETER, change of salary due to change of status from Technology Support Specialist to Technology Support Coordinator, Technology Services retroactive to January 1, 2013. New base salary of \$42,000 (\$21.54/hr.) for 12 months of service will be prorated for a total of 129 days through June 30, 2013. This is a replacement position funded through the Technology Entrepreneurial Budget.

CHRISTOPHER MONASMITH, change of salary due to change of status from Technology Support Coordinator to Network Administrator I retroactive to January 1, 2013. New base salary of \$52,000 (\$26.67/hr.) for 12 months of service will be prorated for a total of 129 days through June 30, 2013. This is a replacement position funded through the Technology Entrepreneurial Budget.

DAVID NICHOLS, change of salary due to change of status from Application Support Specialist to Technology Support Coordinator, Technology Services retroactive to December 20, 2012. New base salary of \$42,000 (\$21.54/hr.) for 12 months of service will be prorated for a total of 137 days through June 30, 2013. This is a replacement position funded through the Technology Entrepreneurial Budget.

LEAVES OF ABSENCE

MARY RANNEY, Teacher, Emotional Support, requesting child-rearing leave of absence effective April 18, 2013, through the end of the 2012/2013 school year. Leave is requested with pay using accumulated sick leave for a total of 29 days and without pay for the remainder of the leave in accordance with FMLA and CAIU Policies."

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 highlighted the following:

- Dr. Gales acknowledged those that were involved in the CASA charter school application. It was a monumental task and a job well done.
- Champions for Children Bingo will be held on April 19 @ 6pm
- Dr. Gales shared a list of all Professional Development that the CAIU provided just in the month of January.

Departing Board Member

At 9:52 a.m. Mr. Bruce J. Walter departed the Board meeting.

President's Report

Mrs. Jean Rice thanked the Board Members for their attendance and for working with the new agenda format. Executive Director evaluation forms will be coming out next month, including the summary.

Board Member Sharing of Information

There was no Board Member sharing of information.

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, March 21, 2013, 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Mr. Robert Barr moved, seconded by Mrs. Barbara Layne "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 9:53 a.m. the meeting adjourned.

Rennie Borreli
Board Secretary