

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

April 25, 2013**MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, April 25, 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 (arrived after roll call), Mrs. Barbara Geistwhite (arrived after roll call), Ms. Barbara Layne, Mrs. Janis Macut, Mr. Matthew McGuire (arrived after roll call), Dr. Elisabeth McLean (arrived after roll call), Mrs. Brenda Myers, Mrs. Nancy Otstot, Mrs. Judith Quigley, Mrs. Laurie Reichert, Mrs. Donna Rode, Mrs. Ellen Sheffey (arrived after roll call), Dr. Anthony Tezik, Mrs. Patricia Whitehead-Myers, and Mr. Wilbur Wolf

Members not in attendance were: Mrs. Linda Butler, Mr. J. Bruce Walter and Mrs. Jill Williamson

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, Heather Donovan, Gwen Browning and Arian Monasmith

BOARD MEETING	At 8:00 a.m., the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order.
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, Arian Monasmith and Patrick Rieker to the Board meeting.
Program Overview - Capital Area Partial Program (CAPP)	Dr. Patrick Rieker, Program Director, provided an overview of the Capital Area Partial Program (CAPP). Currently, there are five classes in this program: Two Elementary, Middle School, High School, and co-morbid MH/Autism unit.
Arriving Board Members	Mrs. Ellen Sheffey arrived at 8:03 a.m. Mr. Robert Barr arrived at 8:05 a.m. Mrs. Barbara Geistwhite at 8:08 a.m. Dr. Elisabeth McLean at 8:15 a.m.
EXECUTIVE SESSION	At 8:28 a.m. the Board entered into an executive session to discuss matters related to personnel and negotiation matters.
BOARD MEETING	At 9:11 a.m. the Board reconvened the Regular Board Meeting.
Announcement of CAIU Retirees	The CAIU Board of Directors announced the following CAIU Retiree: <ul style="list-style-type: none"> • Patricia Ruoss, Loysville Youth Development Center, Secretary, retirement after 3 years of service to the CAIU
2013-14 Special Education Plan	Ms. Alicia McDonald, Director of Student Services, provided a brief overview of the Special Education Plan, the anticipated changes to School Based Access revenue and the Program Profiles.

- CAIU Team Reports
- Mr. Brian Griffith, Director of Curriculum Services, shared a Fact Sheet about the PA Academic Standards and the Common Core. This document presents the facts and myths regarding the Common Core Standards.
 - Mr. David Martin, Director of Technology Services, indicated that PDE and Data Recognition Corporation (DRC) will be releasing a browser version for online assessments.
 - Mr. Daren Moran, Business Manager, reported that the CAIU General Operating Budget has been approved by all of the member school districts with 192 positive votes and 0 negative votes.
- Approval of Minutes** **Mr. Wilbur Wolf moved, seconded by Mrs. Laurie Reichert** “that the minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of March 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** There were no Board Committee reports.
- Mrs. Laurie Reichert moved, seconded by Mrs. Barb Geistwhite,** “that the following fiscal items be approved:
- Treasurer's Report Treasurer's Report - March 2013
- Payment of Bills Payment of Bills – March 2013. There were #465 checks for a total of \$4,791,484.17.
- Summary of Operations Summary of Operations - March 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 Mrs. Laurie Reichert,** “that the following budget administration items be approved:
- Proposed 2012-13 Budget Revision The following Proposed 2012-13 Budget Revisions:
- Revision A – Capital Area Partial Program (CAPP)
 - Revision A – Early Intervention
 - Revision A – Early Intervention ACCESS
 - Revision A – ELECT Grant
 - Revision A – Hospital Education Program
 - Revision A – IDEA Section 611- School Age
 - Revision A – Institutionalized Children’s Program
 - Revision A – Loysville Youth Development Center (State).”
- 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. Wilbur Wolf moved, seconded by Mrs. Barbara Layne, that the following Other Fiscal Matters be approved:

2013-14 Student Services Fixed Rates

The following 2013-14 Student Services Fixed Rates:

	13-14 Per Hour	13-14 Per Day
ADOS (Autism Diagnostic Observation Schedule) Team Evaluation		1089
Audiology		120
Autism Support	108	649
Blind/Visually Impaired Support	154	738
Case Management		108
Deaf/Hearing Impaired Support	154	738
Emotional Support		108
Multiple Disabilities Support	108	649
Occupational Therapy	106	631
Physical Therapy	106	631
Positive Behavioral Support		108
Social Work	123	738
Speech/Language Support	117	699
Reading Services		101
Psychological Counseling	123	738
Psychological Evaluation	123	738
Special Education Coaching	108	649
Transition Assessment		1045
Experiential Education & Learning:		
Full Day		738
Half Day		443
Training		738
Programmatic Consultation		123

Proposed Buy Out of Lemoyne Lease

Proposed termination of the CAIU's lease for the Lemoyne space in the event Szeles Properties enters into a deal with the CAIU under the specified terms of termination and vacating, and CAIU receives this notice prior to May 23, 2013.

CASA Sublease Agreement

CASA Sublease Agreement, commencing on July 1, 2013 and ending on June 30, 2018.

CASA Technology Agreement

CASA Technology Agreement for a period of 3 years from July 1, 2013 through June 30, 2016.

CASA CAOLA Agreement

CASA CAOLA Agreement for a thirty-six month period from July 1, 2013 through June 30, 2016.

Early Intervention Delbrook Lease

Proposed lease of 4746 Delbrook Road in Mechanicsburg at \$13.50 per square foot for a total square footage of 5,800, at an annual cost of \$78,300 lease for Early Intervention (EI) classroom(s); current lease at Walnut Bottom Preschool terminates 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.

Departing Board Member

Mr. Wilbur Wolf departed the Board meeting at 9:35 a.m.

Policies and Programs

Mr. Matthew McGuire moved, seconded by Mrs. Laurie Reichert, "that the following policies and programs be approved:

Second Reading, Existing Position, New Descriptions

The following Existing Position, New Descriptions:

- Program Director, CAPP
- Contract and Child Accounting Administrator

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

Existing Position, Revised Description – Curriculum Projects Coordinator

2013-14 Student Services Master Calendar

2013-14 Student Services Master Calendar

2013 Final LEA Policies and Procedures

2013 Final LEA Policies and Procedures

E-Signature Resolution

E-Signature Resolution authorizing that Dr. Mary Jane Gales, CAIU Executive Director to sign any and all contracts, agreements, grants and/or licenses with the Pennsylvania Department of Education; and consents to the use of electronic signatures for any contract with the Department.

First Reading, Revised Policy #806 - Child/Student Abuse/Megan's Law

The Revised Policy #806 - Child/Student Abuse/Megan's Law was available for First Reading.”

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. Barb Geistwhite moved, seconded by Mrs. Laurie Reichert, “that the following personnel items be approved:

RESIGNATIONS

JOHN AIGELDINGER, Supervisor, Student Services effective June 30, 2013. Reason: Retirement after 10 years of CAIU service.

CHRISTINE BERTSCH, Guidance Counselor, Aid to Non-public School Services effective April 30, 2013. Reason: Personal.

RICHARD BILLINGS, Teacher, Hospital Program effective June 7, 2013. Reason: Retirement after 22 years of CAIU service.

JASON CONWAY, Curriculum Specialist/Comprehensive Planning Statewide Project Director for PDE, effective May 28, 2013. Reason: Accepted position as the Assistant Superintendent at Dover Area School District.

DAVID DELP, Educational Paraprofessional, Emotional Support effective April 19, 2013. Reason: Personal.

CAROLYN DRUCTOR, Educational Consultant, Emotional Support/Capital Area Partial Program effective June 7, 2013. Reason: Retirement after 20 years of CAIU service.

LYNNE MAHOOD, Inclusion Teacher, Early Intervention effective June 17, 2013. Reason: Retirement after nine years of CAIU service.

KATHRYN THOMAS, Teacher, Hospital Program effective June 15, 2013. Reason: Retirement after 24 years of CAIU service.

**RECOMMENDED FOR
EMPLOYMENT OR
CONTRACT**

JANE BELLINGER, part-time, long-term substitute Itinerant Teacher, Vision effective March 26, 2013. To be paid at the rate of \$48.18 per hour based on salary of Masters, Step 15, \$68,293 for 189 days of service. This is a retiree working on an as needed basis filling a vacancy. This position is funded through the Vision Budget.

JUDITH HEADLEY, part-time, long-term substitute Educational Paraprofessional, Early Intervention effective April 4, 2013. To be paid at the rate of \$11.34 per hour, based on the salary of HS+30, Step 1, \$16,069 for 189 days of service. This long-term substitute position is funded through the MAWA Budget.

DULCIE McNEILLIE, Secretary, Loysville Youth Detention Center working on a 205-day schedule effective April 15, 2013. Range 4 base salary of \$23,831.25 for 205-days of service which equates to \$15.50 per hour, will be prorated through June 30, 2013. This is a replacement position funded through the LYDC Budget.

LINDA STOSSEL, part-time, long-term substitute Reading Specialist effective April 4, 2013 through the end of the 2012/2013 school year. To be paid at the rate of \$39.16 per hour based on Masters, Step 9, \$55,505 for 189 days of service. This is a new position funded through the Reading Budget.

CHANGES OF SALARY

CHRISTINE BAKER, long-term substitute Guidance Counselor, Aid to Non-public School Services, change of salary due to reduction in number of contracted work days. Days are reduced from 164 to 161 due to changes in school calendar related to weather emergencies.

KATHLEEN BEVERIDGE, Remedial Reading/Math Specialist, Aid to Non-public School Services, change of salary for completion of 15 credits beyond the Master's Degree effective April 9, 2013. Base salary of Masters +15, Step 11, \$60,740 for 189 days of service will be prorated for a total of 41 days.

ALISON KAUFFMAN, Teacher, Loysville Youth Development Center, change of salary for completion of 15 credits beyond the Master's Degree effective April 9, 2013. Base salary of Masters +15, Step 6, \$52,206 for 189 days of service will be prorated for a total of 45 days.

JILL NEUHARD, Instructional Technology Supervisor, Technology Services, change of salary due to reduction in number of work days for leave without pay while on child-rearing leave effective March 18 – April 9, 2013 for a total of 16 days.

CHANGE OF STATUS

BRANDON BEDDIA, Program Consultant, Loysville Youth Development Center, indefinite suspension without pay for legal reasons effective April 23, 2013."

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. Dr. Gales invited all to attend CASA's 12th Annual Performance and Gala on May 9, 2013 at 5:30 pm, Whitaker Center for Science and the Arts.

President's Report

Mrs. Jean Rice thanked the board for their attendance.

**Board Member Sharing of
Information**

- Mr. Wilbur Wolf shared that his district's third grade students experienced some anxiety with some of the items on the PSSA tests. These items were ones that asked students to solve math problems that appeared to be above what the teacher would have taught.
- Mrs. Nancy Otstot and Mrs. Janis Macut shared their appreciation to Alicia McDonald for sharing the Special Education Plan and the amazing services that are provided.

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, May 23, 2013, 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Mr. Robert Barr moved, seconded by Mrs. Laurie Reichert, "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 9:38 a.m. the meeting adjourned.

Rennie Borreli
Board Secretary