

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

July 26, 2012
MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, July 26, 2012, 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 (voted in during the Regular Meeting), Mrs. Janis Macut (voted in during the Regular Meeting), Mr. Matthew McGuire, Mrs. Brenda Myers, Mrs. Nancy Otstot, Mrs. Judith Quigley, Mrs. Laurie Reichert, Dr. Anthony Tezik, Mr. Ford Thompson, Mr. J. Bruce Walter, and Mr. Wilbur Wolf

Members not in attendance were: Mrs. Linda Butler, Mrs. Barbara Gleim, Dr. Elisabeth McLean, Mrs. Donna Rode, Mrs. Ellen Sheffey, Mrs. Patricia Whitehead-Myers and Mrs. Jill Williamson

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

Staff/Public in attendance were: Brian Griffith, Cindy Mortzfeldt, Alicia McDonald, Dave Martin, Theresa Kinsinger, Daren Moran, Heather Donovan and Len Kapp

PUBLIC WORK SESSION	At 8:00 a.m. the Board began a public work session.
Executive Session	No Executive Session was held.
Recognition of CAIU Retirees	There were no retirees.
Welcome New Board Members	The Board welcomed new Board members, Mrs. Janis Macut, Central Dauphin School District, and Ms. Barbara Layne, Middletown Area School District.
Executive Director Evaluation Process	Mr. Tom Templeton, PSBA Consultant, met with the Board to review the Executive Director's revised evaluation tool, evaluation procedures, the protocol for completing the 2011-12 evaluation cycle, the Board's policy on evaluations, and the executive director's contract provisions related to evaluations. In addition, he reviewed the process for the 2012-13 evaluation cycle and provided a summary on the new law relating to superintendent contracts.
Discussion of Board Meeting Agenda Items	<ul style="list-style-type: none"> • Mr. Brian Griffith provided an update on CASA. The CASA sub-committee recently met; they are moving forward with the charter school application • Discussion of fiscal item, agenda item #8.1 - Appointment of Hartman Underhill & Brubaker as CAIU Solicitor and General Legal Counsel • Discussion of fiscal item, agenda item #8.4 - Invoices due to CAIU
Items from the Floor	There were no items from the floor.
BOARD MEETING	At 9:09 a.m. the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order.
Pledge of Allegiance	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 Dr. Anthony Tezik, “that the following be elected:

Election of the following CAIU Board Members to fill an unexpired and a new three-year term:

- **Robert Barr,** *Carlisle Area School District* - Unexpired term beginning December 15, 2011, and ending June 30, 2012 and a new three-year term, from July 1, 2012 to June 30, 2015
- **Ellen Sheffey,** *Derry Township School District* - Unexpired term beginning January 26, 2012, and ending June 30, 2012 and a new three-year term, from July 1, 2012 to June 30, 2015
- **J. Bruce Walter,** *Millersburg Area School District* - Unexpired term beginning December 15, 2011, and ending June 30, 2012 and a new three-year term, from July 1, 2012 to June 30, 2015
- **Matthew McGuire,** *Newport School District* - Unexpired term beginning December 15, 2011, and ending June 30, 2012 and a new three-year term, from July 1, 2012 to June 30, 2015

Election of the following CAIU Board Members for a new three-year term from July 1, 2012 to June 30, 2015:

- **Barbara Gleim,** *Cumberland Valley School District*
- **Janis Macut,** *Central Dauphin School District* (Ford Thompson resigned during the 2012 election- Mrs. Macut will be included on the 2013 ballots)
- **Barbara Layne,** *Middletown Area School District*

Election of the following CAIU Board Members to fill an unexpired term

- **Donna Rode,** *Halifax Area School District* - Unexpired term beginning January 26, 2012, and ending June 30, 2013
- **Patricia Whitehead-Myers,** *Harrisburg School District* - Unexpired term beginning April 26, 2012, and ending June 30, 2013
- **Judith Quigley,** *Mechanicsburg Area School District* - Unexpired term beginning December 15, 2011, and ending June 30, 2014
- **Brenda Myers,** *Susquenita School District* - Unexpired term beginning November 17, 2011, and ending June 30, 2014.”

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

2012-2013 Election of
Officers

Mrs. Laurie Reichert sought nominations for officers for the 2012-13 CAIU Board.

Mrs. Nancy Otstot moved, seconded by Mrs. Brenda Myers, “that Mrs. Jean Rice is nominated as President.”

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

Mrs. Nancy Otstot moved, seconded by Ms. Barbara Layne, “that Dr. Anthony Tezik is nominated as Vice-President.”

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

Mrs. Nancy Otstot moved, seconded by Mr. Robert Barr, “that Mr. Shawn Farr is nominated as Treasurer.”

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

Mrs. Nancy Otstot moved, seconded by Mr. Robert Barr, “that Ms. Rennie Borreli is nominated as Board Secretary.”

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

PSBA Voting Delegate
Legislative Policy Council

Mrs. Nancy Otstot expressed interest to continue as voting delegate for PSBA Legislative Policy Council.

Newspaper of General
Circulation

The Patriot News of Harrisburg was selected as newspaper of general circulation.

Appointment of Committee
Chairs/Members

The 2012-13 CAIU Board Committee Chairs/Members were updated and available for the Board’s review.

**Recognition of the Public:
Items Specific to the
Agenda**

Mrs. Jean Rice welcomed Heather Donovan and Daren Moran to the Board meeting.

Approval of Minutes

Mrs. Nancy Otstot moved, seconded by Mr. J. Bruce Walter, “that the minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of June 28, 2012 be approved.”

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

Committee Report(s)

Mrs. Jean Rice reported that the Executive Director’s Evaluation Committee met with Tom Templeton. Mr. Templeton was present to provide an update in the Work Session.

Mr. Wilbur Wolf moved, seconded by Mrs. Laurie Reichert, “that the following fiscal items be approved:

Treasurer's Report

Treasurer's Report – June 2012

Payment of Bills

Payment of Bills – June 2012. There were #707 checks for a total of \$5,622,213.75

Summary of Operations

Summary of Operations – June 2012.”

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

Budget Administration

Mr. Wilbur Wolf moved, seconded by Mrs. Barbara Layne , “that the following budget administration items be approved:

Proposed 2012-13 Budget
Revision

The following proposed 2012-13 budget revision:

- Revision-A – Entrepreneurial Transportation

Proposed 2012-13 Budget The following proposed 2012-13 budgets:

- Loysville Youth Development Center (LYDC) -State
- Loysville Youth Development Center (LYDC)-Title I, Part D
- Transportation

Proposed 2012-14 Budgets The following proposed 2012-14 budgets:

- Title I, Part D – Neglected & Delinquent Subpart 2 Program
- Title II, Part A – Improving Teacher Quality
- Title III, Part A – English Language Acquisition.”

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

Mr. Wilbur Wolf moved, seconded by Mrs. Laurie Reichert , “that the following budget administration item be approved:

Proposed 2012-13 Budget - Bridgescape Proposed 2012-13 Budget – Bridgescape.”

Motion passed with a roll call vote as eleven members present voting in the affirmative and one member, Mrs. Judith Quigley, voting opposed.

Other Fiscal Matters

Ms. Barbara Layne moved, seconded by Dr. Anthony Tezik, “ that the following fiscal item be approved:

CAIU Transportation Services for 2012-13

CAIU Transportation Services for 2012-13

Special Education Service Contract Summary – 2012-13

2012-13 Special Education Service Contracts for the following: Central Dauphin SD, Cumberland Valley SD, Derry Township SD, Mechanicsburg Area SD, Millersburg Area SD, Pennsylvania Cyber Charter School and Steelton-Highspire SD

Update on Invoices Due to CAIU

Mr. Shawn Farr provided an update on invoices due to the CAIU.”

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

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

Appointment of Hartman Underhill & Brubaker as CAIU Solicitor and General Legal Council

Appointment of Hartman, Underhill & Brubaker as CAIU Solicitor and General Legal Counsel for 2012-13 fiscal year at a blended rate of \$160 an hour.”

Motion passed with a roll call vote as ten members present voting in the affirmative and two members, Mrs. Nancy Otstot and Mr. Wilbur Wolf voting opposed.

Personnel Items

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

RESIGNATIONS

TRACY HIPPLE, Teacher, Autism Support effective August 24, 2012. Reason: Accepted Transfer of Entity with the Steelton-Highspire School District.

KAREN KRETZING, Educational Paraprofessional, Autism Support effective July 16, 2012. Reason: Accepted a teacher position in the East Pennsboro School District.

TRACY SHEAFFER, Secretary, Special Projects effective July 20, 2012. Reason: Personal.

DEBORAH K. SNYDER, part-time teacher, English-as-a-Second Language effective June 7, 2012. Reason: Retirement after five years of CAIU service.

RECOMMENDED FOR
EMPLOYMENT OR
CONTRACT

JESSICA AUNGST, speech/language professional, School-age Speech/Language effective August 27, 2012. Salary will be based on Masters, Step 1 for 192 days of service. This is a new position funded by the School-age Speech/Language Budget.

CHRISTINA BAKER, part-time Guidance Counselor, Aid to Non-public School Services effective August 1, 2012 through September 28, 2012. The rate of \$34.33 per hour is based on Masters +15, Step 3 for 189 days of service. This is a new position funded by the ANPS Budget.

BETHANY BORNAK, long-term substitute Speech/Language Professional, Early Intervention effective August 27, 2012 through December 14, 2012. Salary will be based on Masters, Step 1 for 189 days of service, prorated for a total of 73 days. This is a long-term substitute position funded by the MAWA Budget.

TINA FORD, part-time Educational Paraprofessional, Extended School Year Program. To be paid at the rate of \$10.88 per hour based on HS, Step 3.

CHANGES OF SALARY:

JAMIE AUCHEY, change of salary from Range 2 to Range 1 due to change of status from Program Assistant to Program Coordinator, Capital Area Online Learning Association. Salary will be based on \$19.23 per hour effective July 1, 2012. This position is funded by the CAOLA Budget.

KATIE KLOPP, Teacher, Early Intervention, change of salary for presentation/completion of Master's Degree effective July 1, 2012. Salary will be based on Masters, Step 2 for 189 days of service. This position is funded by the MAWA Budget.

Change of Status

JAMIE AUCHEY, from Program Assistant to Program Coordinator, Capital Area Online Learning Association effective July 1, 2012.

CHRISTINA BAKER, from part-time Guidance Counselor, Aid to Non-public Schools to full-time, long-term substitute Guidance Counselor effective October 1, 2012 through the end of the 2012/2013 school year. This is a long-term substitute position funded by the ANPS Budget.

LARA BORNE, from Inclusion Consultant to Educational Consultant, Early Intervention effective August 27, 2012. No change in salary. This is a replacement position funded by the MAWA Budget.

NATAUSHA BULGRIEN, from long-term substitute educational paraprofessional to long-term substitute teacher, Early Intervention effective August 27, 2012 through October 5, 2012. The rate of \$240.88 per day is based on Masters, Step 1 for 189 days of service and will be prorated for a total of 29 days. This is a long-term substitute position funded by the MAWA Budget.

NATAUSHA BULGRIEN, from long-term substitute teacher to permanent part-time educational paraprofessional, Early Intervention effective October 8, 2012. The rate of \$13.82 per hour is based on HS+30, Step 7 for 189 days of service. This is a replacement position funded by the MAWA Budget.

LYNN COBB, demotion from full-time to part-time due to curtailment of programming effective August 27, 2012 following the school-age calendar. Base salary of HS+30, Step 1, for 189 days of service will be prorated at 5.75 hours per day for a total of 182 days.

JODY FORNEY-COLE, demotion from full-time to part-time due to curtailment of programming effective August 27, 2012 following the school-age calendar. Base salary of HS+30, Step 5, for 189 days of service will be prorated at 5.75 hours per day for a total of 182 days.

TERESA KENNEDY, from Educational Consultant to Supervisor, Early Intervention effective August 27, 2012. Act 93 salary will be prorated a total of 220 days for the 2012/2013 school year. This is a replacement position funded by the MAWA Budget.

REBECCA NYDES, demotion from full-time to part-time due to curtailment of programming effective August 27, 2012 following the school-age calendar. Base salary of HS+30, Step 15, for 189 days of service will be prorated at 5.75 hours per day for a total of 182 days.

REBECCA NYDES, rescind change of status from full-time to part-time. Employee will remain at full-time status for the 2012/2013 school year.

WENDY RIDGWAY, from long-term substitute to being recalled to permanent full-time status as an Inclusion Teacher, Early Intervention effective July 5, 2012. Salary will be based on Masters, Step 1 for 189 days of service. This position is funded through the MAWA Budget.

PATRICIA STEPHENS, from Resource and Data Coordinator to Program and Data Coordinator, ELECT/EFI Program effective August 1, 2012. Change of title results in a change of status from 205-day to 12 month employee. Base rate of \$26.66 per hour will be prorated for 248 days at 7.5 hours per day. This is a new position funded by the ELECT/EFI Budget.

CHERIE WILLIAMS, recall from furlough status to full-time permanent position as a Teacher, Capital Area Partial Program effective August 27, 2012. Salary will be based on Bachelors, Step 4 for 189 days of service. This is a replacement position funded by the CAPP Budget.

LEAVES OF ABSENCE:

DAWN HOWELL, part-time Speech/Language Clinician, Early Intervention, child-rearing leave of absence effective July 5, 2012 through January 2, 2013. Leave is requested in accordance with CAIU Policy.

VERONICA LEPLEY, Speech/Language Clinician, Early Intervention, child-rearing leave of absence effective September 10, 2012 through the end of the 2012/2013 school year. Leave is requested with pay for a total of 30 days and without pay for the remainder of the leave in accordance with FMLA and CAIU Policies. This is a revision of the leave request on the June 2012 Board Agenda.”

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 Existing Position, Revised Description - Program & Data Coordinator - ELECT/EFI Grant

First Reading Existing Position, Revised Description - Program & Data Coordinator - ELECT/EFI Grant

First Reading Existing Position, New Description - Supervisor, Preschool Early Intervention

First Reading Existing Position, New Description - Supervisor, Preschool Early Intervention.”

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 reported on the following:

- CAIU news
- Highlights of her recent and upcoming activities

- Departing Board Meeting** Mr. Robert Barr and Mrs. Laurie Reichert departed the meeting at approximately 9:45 a.m.
- President's Report** Mrs. Jean Rice thanked the board members for their attendance.
- Board Member Sharing of Information** Mrs. Judith Quigley asked for a status on the move of staff from the Lemoyne Office. The Board requested a cost analysis for the move to be presented at the August Board meeting.
- 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 August 23, 2012, 8:00 a.m., Board Room, CAIU Enola Office.
- Adjournment** **Ms. Barbara Layne moved, seconded by Mr. Wilbur Wolf 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 9:50 a.m. the meeting adjourned.

Rennie Borreli
Board Secretary