

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

May 23, 2013**MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, May 23, 2013, at the Capital Area Intermediate Unit at the Enola Office. The meeting was called to order at 8:04 a.m. by President, Mrs. Jean Rice.

Members in attendance were: Mrs. Barbara Geistwhite, Ms. Barbara Layne, Mrs. Janis Macut, Mr. Matthew McGuire, Dr. Elisabeth McLean, Mrs. Brenda Myers, Mrs. Judith Quigley, Mrs. Laurie Reichert, Mrs. Ellen Sheffey, Dr. Anthony Tezik, Mrs. Patricia Whitehead-Myers, Mr. J. Bruce Walter and Mr. Wilbur Wolf

Members not in attendance were: Mr. Robert Barr, Mrs. Linda Butler, Mrs. Nancy Otstot, Mrs. Donna Rode, 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, Mr. David Martin, Mrs. Theresa Kinsinger, Mr. Len Kapp, Gwen Browning and Kay Straw

BOARD MEETING	At 8:04 a.m. the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order.
EXECUTIVE SESSION	At 8:04 a.m. the Board entered into an executive session to discuss matters related to personnel and negotiation.
BOARD MEETING	At 8:33 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 Kay Straw and Gwen Browning to the Board meeting.
Special Olympics Area M Presentation	Kay Straw from Special Olympics, Area M, presented a plaque to the CAIU Board of Directors in appreciation of the 44 year partnership and support that the CAIU has provided this region's Special Olympics. Area M is the largest program in Pennsylvania with 1,753 athletes. This year 1,250 athletes participated in the area games.
Announcement of CAIU Retirees	There were no retirees this month.
CAIU Team Reports	<ul style="list-style-type: none"> • Len Kapp, Supervisor of Operations and Transportation, shared that the HVAC replacement project in the Enola office is progressing well and the work is being completed ahead of schedule. • The Math 24 Regional Competition will be held at the CAIU on Friday, May 24. Brian Griffith, Director of Curriculum Services, also shared that the Common Core Standards continue to be a controversial topic. Brian will be sending a communication from the PDE to the school districts indicating that it is the intent of PDE to move forward with implementation of the PA Common Core Standards. • Cindy Mortzfeldt, Assistant Executive Director, attended the Deaf/HH Awards Ceremony last week. CAIU continues to support the districts with training for Federal Program Coordinators and hosted a webinar from the PDE regarding implementation of a new e-Grants system that will soon be operational.

The local education agencies will submit their applications for federal grants through the new system this year.

- David Martin, Director of Technology Services, indicated that 132 students from local schools participated in this year's Regional Computer Fair. He also shared a video that included interviews of students who had entered the competition.

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 April 25, 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. Laurie Reichert, Chair of the CAIU Board Nominating Committee, reminded the Board Members that she will be asking if anyone is interested in the Board President and Vice President positions at our June Board Meeting. July is our re-organization meeting.

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

Treasurer's Report

Treasurer's Report - April 2013

Payment of Bills

Payment of Bills – April 2013. There were #582 checks for a total of \$4,223,103.92.

Summary of Operations

Summary of Operations - April 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. Ellen Sheffey 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 Revisions:

- International Baccalaureate Project in the amount of \$80,400
- PA Institute for Instructional Coaching in the amount of \$1,403,045

Proposed 2012-14 Budget Revision A – Title II Part A, Improving Teacher Quality

2012-14 Budget Revision A – Title II Part A, Improving Teacher Quality in the amount of \$61,433

Proposed 2013-14 Budget

The following Proposed 2013-14 Budgets:

- Act 89 (Nonpublic Schools)) (1st Reading) in the amount of \$4,272,350
- Driver Education in the amount of \$145,281.

This program is operated with part-time employees. An increase in business is anticipated as many districts are closing their programs. The cost is \$290 for 6 hours of behind the wheel instruction plus the road test. A 30 hour PDE classroom theory course at a cost \$100 is required prior to the road test.

- Early Intervention (1st Reading) in the amount of \$9,739,858
- Entrepreneurial Transportation in the amount of \$48,282

- Institutionalized Children’s Program (1st Reading) in the amount of \$474,650
- Technology Entrepreneurial in the amount of \$2,439,415
- Transportation (1st Reading) in the amount of \$2,353,179
- Special Education (1st Reading) in the amount of \$14,157,500.”

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 items this month.

Policies and Programs

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

Proposed 2013-14 CAIU Board Meeting Dates

Proposed 2013-14 CAIU Board Meeting Dates to be held at the Capital Area Intermediate Unit, 55 Miller Street, Enola, PA 17025 at 8:00 a.m.:

July 25, 2013	January 23, 2014
August 22, 2013	February 27, 2014
September 26, 2013	March 27, 2014
October 24, 2013	April 24, 2014
November 21, 2013	May 22, 2014
December 19, 2013	June 26, 2014

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

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

First Reading, Revised Policy #536 - Personal Necessity Leave

Revised Policy #536 - Personal Necessity Leave was available for first reading. The board requested one correction to section 1154 item 1; remove the words “the death of”.

First Reading, Existing Position, Revised Description - ACCESS Program

Existing Position, Revised Description - ACCESS Program 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

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

RESIGNATIONS

CHERYL ADAMS, Educational Paraprofessional, Early Intervention effective September 6, 2013. Reason: Retirement after 14 years of CAIU service due to move out of state.
JOSEPH CURRY, Audiologist effective June 30, 2013. Reason: Retirement after 38 years of CAIU service.
JONATHAN MITTEN, part-time Inclusion Educational Paraprofessional, Early Intervention effective June 7, 2013. Reason: Personal.

SARAH MORTZFELDT, Secretary, Special Projects/CAOLA effective June 12, 2013.
Reason: Personal.

LESLIE RHOADES, part-time Head Cook, Cafeteria effective June 7, 2013. Reason: Personal.

DELORIS WETZEL, Teacher, Capital Area Partial Program effective June 7, 2013.
Reason: Retirement after 13 years of CAIU service.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

SAMANTHA BISE, Secretary, Capital Area On-line Learning with a tentative start date of May 28, 2013. To be paid at the rate of \$14.00 per hour. This is a replacement position funded through the CAOLA Budget.

STEPHANIE KRAMER, Speech/Language Clinician, School-age program effective at the start of the 2013/2014 school year. Salary will be based on Masters, Step 1, \$45,527 for 189 days of service. This is a new position funded through the Speech and Language Budget.

COTY MARTIN, Application Developer II, Technology Services effective April 23, 2013. Base salary of \$65,000 for 12 months of service will be prorated for a total of 49 days through June 30, 2013. This is a replacement position funded through the Technology Entrepreneurial/Application Development Budget.

MARY ELIZABETH REBUCK, part-time, long-term substitute Occupational Therapist effective May 15, 2013. To be paid at the rate of \$44.51 per hour, based on Bachelors, Step 14, \$63,093 for 189 days of service. This is a replacement position funded through the OT/PT Budget.

CHANGES OF SALARY

JAMI ARNOLD, Occupational Therapist, change of salary for completion of 15 credits beyond Master's Degree effective April 16, 2013. New base salary of Masters +15, Step 8, \$55,226 for 189 days of service will be prorated for the remaining 18 days of the 2012/2013 school year."

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 highlighted the following:

- The HVAC project is going very well; thank you to Len Kapp and his team.
- Lemoyne Lease Update. We are currently in a holding pattern. There has been some interest but nothing has been signed.

President's Report

Mrs. Jean Rice shared that she had attended the CASA performance. The performance was very well done. She felt that there will be a good transition of the school to the charter school. She wished everyone a Safe Holiday and some rest and relaxation. She invited the Board members to the MDS graduation on June 5.

Board Member Sharing of Information

There were no Board Members sharing of information.

Departing Board Member

Mr. Matt McGuire departed the meeting at 9:12 a.m.

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 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, June 27, 2013, 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Mrs. Barbara Layne moved, seconded by Mrs. Barbara Geistwhite, “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 9:15 a.m. the meeting adjourned.

Rennie Borreli
Board Secretary