

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

June 27, 2013**MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, June 27, 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. Linda Butler, Mrs. Barbara Geistwhite, Mrs. Brenda Myers, Mrs. Nancy Otstot, Mrs. Judith Quigley, Mrs. Laurie Reichert, Mrs. Ellen Sheffey, Dr. Anthony Tezik, Mr. J. Bruce Walter and Mrs. Jill Williamson

Members not in attendance were: Ms. Barbara Layne, Mrs. Janis Macut, Mr. Matthew McGuire, Dr. Elisabeth McLean, Mrs. Donna Rode, Mrs. Patricia Whitehead-Myers and Mr. Wilbur Wolf

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, Mrs. Theresa Kinsinger, Mrs. Alicia McDonald, Mr. Len Kapp and Dr. Janilyn Elias

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, negotiation and legal.

BOARD MEETING At 8:30 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 Dr. Janilyn Elias, new CAIU Supervisor of Pupil Services, Diakon and Hospital classes, ELECT and Homeless Grants and Student Records.

Additional Board Agenda Item Mrs. Judith Quigley moved, seconded by Mr. Robert Barr, "that the proposal to terminate the Lemoyne Lease be added as a voting agenda item under fiscal matters, 10.2."

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

Announcement of CAIU Retirees The CAIU Board of Directors announced the following CAIU Retirees:

- John Aigeldinger – 2/20/03, Supervisor, 6/30/13
- Richard Billings - 8/31/78, Teacher-Hospital, 6/7/13
- Kathy Brechbiel – 12/11/86 – EPP, MDS – 6/4/13
- Joseph Curry – 4/24/75, Audiologist, 6/30/13
- Carolyn Dructor - 6/24/93, CAPP EC, 6/7/13
- Virginia Frankowicz – 2/14/00 - Teacher, Autism – 6/30/13
- Rose Hoopes – 9/27/90, Secretary-CASA, 6/18/13
- Susan Kutz – 3/19/79, Curriculum EC (Training and Consultation), 6/28/13

- Denise Lebo – 9/6/77, Teacher-Hospital, 6/6/13
- Lynne Mahood – 6/24/04, Teacher-EI, 6/18/13
- Lee Ann Patteson - 12/10/87, S/L Clinician, 6/15/13
- Cynthia Shaul - 7/26/79, Speech EC, 6/7/13
- Kathryn Thomas – 9/28/89, Teacher-Hospital, 6/15/13
- Deloris Wetzel - 2/24/00, Teacher –CAPP, 6/7/13
- William Witkoski – 9/3/96, Teacher (Diakon), 6/7/13

CAIU Team Reports

- **Theresa Kinsinger**, Director of Business, HR and Communications, reported that we have modified our contract process. A contract repository has been created that all directors can access to review existing contracts.
- **Alicia McDonald**, Director of Student Services, reported that School Age and Early Intervention staff is currently on break. School Age Extended School Year and Early Intervention staff will be returning the first week of July. At Hill Top Academy, Alicia anticipates beginning the new school year with 17 classes.
- **Len Kapp**, Supervisor of Operations and Transportation, indicated that Phase 3 of the HVAC project will begin July 1. This phase will focus on the area of the building where the conference rooms are located. Phase 4 of the project will begin in mid-September to complete the Student Services area.
- **Brian Griffith**, Director of Curriculum Services, shared that several professional development opportunities are being provided. Today, a workshop for office professionals was taking place. The CASA program will be transferring to the new CASA Charter School.
- **Cindy Mortzfeldt**, Assistant Executive Director, reported that a Nonpublic Academy was offered for the staff of the nonpublic schools. Approximately 240 staff attended the three 2-day professional development sessions. She also reported that Safe Schools workshop sessions were offered for CAIU and district staff: Emergency Preparedness for School Staff and Situational Awareness for Office Staff. Forty-six staff participated in these workshops.
- **Daren Moran**, Business Manager, reported that the business office is closing out the 2012-13 fiscal year and getting ready for the 2013-14 fiscal year. Preparation will begin for the local audit within the next few weeks.
- **Dr. Mary Jane Gales**, Executive Director, highlighted that the Capital Area Intermediate Unit and the Pennsylvania Association of Educational Office Professionals is offering the 2nd Annual Educational Office Support Professionals Workshop today.

Recognition of Departing Board Members

The Board recognized Mrs. Jill Williamson from Camp Hill SD for her service to the CAIU Board. Mrs. Williamson has served on the CAIU Board since July 2010. The Camp Hill seat on the CAIU Board will rotate to South Middleton School District in July.

Approval of Minutes

Mrs. Laurie Reichert moved, seconded by Mrs. Ellen Sheffey, “that the minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of May 23, 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, Nominating Committee Chair, asked the Board members to submit their name if interested in serving as President or Vice President. The CAIU Board reorganization month is July.

Mrs. Nancy Otstot moved, seconded by Mr. Robert Barr, “that the following fiscal items be approved:

Treasurer's Report	Treasurer's Report - May 2013
Payment of Bills	Payment of Bills – May 2013. There were #492 checks for a total of \$3,744,771.43.
Summary of Operations	Summary of Operations - May 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	Mr. Robert Barr moved, seconded by Mrs. Ellen Sheffey , “that budget administration items #9.1 - #9.25 be approved.” Mr. Robert Barr moved, seconded by Mrs. Ellen Sheffey , “that the previous motion be amended to remove items #9.4- 2013-14 Budget – Act 89(Nonpublic Schools) 2 nd Reading and #9.21 Proposed 2013-14 Budget – Nonpublic Auxiliary Title Programs in order to vote on these items separately and approve the following items:
Proposed 2012-13 Budget Revision	The following Proposed 2012-13 Budget Revisions: <ul style="list-style-type: none"> • Revision B – Early Intervention • Revision B – Early Intervention ACCESS
Proposed 2012-14 Budget Revision A – Title I, Part A – Improving Basic Programs	Proposed 2012-14 Budget Revision A – Title I, Part A – Improving Basic Programs
Proposed 2013-14 Budget	The following Proposed 2013-14 Budgets: <ul style="list-style-type: none"> • Cafeteria Services • Capital Area Partial Program (CAPP) • Diakon Center Point Program • Early Intervention (2nd Reading) • Early Intervention ACCESS • ELECT Initiative • English as a Second Language (ESL) • Financial Software Application • Hospital Education Program • Human Resource Programs • IDEA School Age Component 2 & 3 • IDEA Section 611 – Early Intervention • IDEA Section 619 – Early Intervention • Institutionalized Children’s Program (2nd Reading) • LLIU / PATTAN Subcontract • Loysville Youth Development Center (LYDC) – State • Online Learning Initiative • Professional Services • Special Education (2nd Reading) • Transportation (2nd Reading).”

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

Proposed 2013-14 Budgets

Mrs. Laurie Reichert moved, seconded by Mrs. Judith Quigley, “that the following budget administration items be approved:

- 2013-14 Budget – Act 89(Nonpublic Schools) 2nd Reading
- 2013-14 Budget – Nonpublic Auxiliary Title Programs.”

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

Other Fiscal Matters

Mrs. Ellen Sheffey moved, seconded by Mr. Robert Barr, “that the following other fiscal matters be approved:

Special Education Service Contract Summary – 2013-14

Special Education Service Contract Summary – 2013-14

Proposal to Terminate Lemoyne Office Lease

Proposal to Terminate the Lemoyne Office Lease Agreement.”

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

Mrs. Laurie Reichert moved, seconded by Mrs. Judith Quigley, “that the following policies and programs be approved:

Second Reading, Existing Position, Revised Description - ACCESS Program Secretary

Second Reading, Existing Position, Revised Description - ACCESS Program Secretary

Second Reading, Revised Policy #536 - Personal Necessity Leave

Second Reading, Revised Policy #536 - Personal Necessity Leave

First Reading, Existing Position, Revised Description - Lead Receiver/Warehouseman

First Reading, Existing Position, Revised Description - Lead Receiver/Warehouseman including correction of the word “with” to “for” in #10 of the description.”

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

RESIGNATIONS

KATHY BRECHBIEL, Educational Paraprofessional, Multiple Disability Support effective June 4, 2013. Reason: Retirement after 27 years of CAIU service.
CHERYL CAPOZZOLI, Educational Consultant, Training and Consultation effective June 7, 2013. Reason: Accepted position outside of public school education.
VIRGINIA FRANKOWICZ, Teacher, Autism Support effective June 30, 2013. Reason: Retirement after more than 13 years of CAIU service.
VERONICA LEPLEY, part-time Speech/Language Clinician, Early Intervention effective June 7, 2013. Reason: Personal.
WILLIAM WITKOSKI, Teacher, Diakon effective June 7, 2013. Reason: Retirement after 17 years of CAIU service.

CAMERON YOUTZ, Personal Care Assistant, Autism Support effective June 7, 2013. Reason: Personal.

SAMANTHA BISE, Secretary, Capital Area On-line Learning effective May 28, 2013. To be paid at the rate of \$14 per hour, working 7.5 hours per day for 260 days of service. Salary will be prorated for a total of 24 days through June 30, 2013. This is a replacement position funded through the CAOLA Budget.

JANILYN ELIAS, Supervisor, Student Services effective July 1, 2013. Salary will be based on Act 93, Level 3 salary of \$106,090 for 12 months of service. This is a replacement position funded through the Student Service Budget.

TRACY HEITER, Guidance Counselor, Aid to Non-public Schools effective at the start of the 2013/2014 school year. Salary will be based on Masters, Step 13, \$63,646 for 192 days of service. This is a replacement position funded through the ANPS Budget.

LARRY HOFFMAN, Trainer, Wilson Reading effective July 1, 2013 through June 30, 2014. This is a retiree working in an extracurricular position providing work performed primarily outside of regular instructional hours and not part of a mandated curriculum. To be paid at the rate of \$50.18 per hour based on Masters +30, Step 15. Letter from PSERS granting approval without the loss of monthly annuity as per Act 63 of 2004 is on file.

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 192 days of service. This is a new position funded through the Speech and Language Budget.

JACOB MILLER, Teacher, Loysville Youth Development Center summer school effective July 1, 2013. To be paid at the rate of \$34.89 per hour based on Masters, Step 5. This position is funded through Title I LYDC Budget.

DOUGLAS NYCE, Teacher, Loysville Youth Development Center summer school effective July 1, 2013. To be paid at the rate of \$36.14 per hour based on Masters +60, Step 1. This position is funded through Title I LYDC Budget.

JANELLE STRICKLER, 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 192 days of service. This is a new position funded through the Speech and Language Budget.

CHANDA TELLEEN, Consultant, Curriculum Services effective July 1, 2013. Salary will be based on Masters +15, Step 5, \$50,893 for 192 days of service. This is a replacement position funded through IDEA/CSPD.

The following individuals to be employed for the Extended School Year Program effective July 8 through July 31, 2013:

Name	Position	Salary Level	Hourly Rate
Roseann Atkinson	EPP/PCA	HS+30, Step 1	\$11.40
Sarah Bahn	Teacher	Masters, Step 5	\$34.90
Rita Barlup	EPP/PCA	HS, Step 1	\$10.42
Glenda Bixler	Teacher	Bachelors, Step 4	\$32.05
Janelle Bushong	Teacher	Masters, Step 5	\$34.90
Maria Katulis	EPP/PCA	HS+30, Step 1	\$11.34
Erin Lavia	Teacher	Masters, Step 5	\$34.90
Kathleen Livengood	Teacher	Bachelors, Step 12	\$41.31
Allyson Mahan	EPP/PCA	HS+30, Step 1	\$11.34
Maryann Mercer	EPP/PCA	HS, Step 3	\$10.89
Abby Rehkamp	Teacher	Masters, Step 1	\$32.12
Leeann Rock	Teacher	Masters, Step 1	\$32.12
Paula Sembach	School Nurse	Bachelors, Step 1 (90%)	\$27.09

RECOMMENDED FOR
EMPLOYMENT OR
CONTRACT

Star Shoop	EPP/PCA	HS+30, Step 1	\$11.34
Mary Vacchiano	EPP/PCA	HS+30, Step 2	\$11.57
Joseph Vigliano	EPP/PCA	HS+30, Step 1	\$11.34
Beth Voystock	EPP/PCA	HS+30, Step 1	\$11.34
Zach Weyhemeyer	EPP/PCA	HS+30, Step 1	\$11.34
Amy Womer	Teacher	Masters, Step 2	\$32.67

Changes of Status

BRANDON BEDDIA, Program Consultant, Loysville Youth Development Center, reinstated to position retroactive to April 23, 2013 as the result of withdraw of charges filed for endangering the welfare of a child at preliminary hearing on May 24, 2013.

KIMBERLY CAIN, from part-time Speech/Language Clinician, Early Intervention to full-time Speech/Language Clinician, School-age Program effective at the start of the 2013/2014 school year. This position is funded through the School-age Speech Budget.

JOHN EDLER, from long-term substitute to regular full-time Teacher, Early Intervention effective July 1, 2013. Salary will be based on Masters, Step 1, \$45,527 for 189 days of service. This is a replacement position funded through the MAWA Budget.

JUDITH HEADLEY, from part-time, long-term substitute to regular part-time Educational Paraprofessional, Early Intervention effective July 1, 2013 working approximately 28 hours per week. This is a new position funded through the MAWA Budget.

TODD KEHLER, from Assistant Supervisor to Supervisor, Student Services effective July 1, 2013. Change of status results in a change of salary to Grade 3, Act 93, \$106,090 for 12 months of service. This position is funded through the Student Services Budget.

SHERRI MOYER, from Secretary to Curriculum Projects Coordinator, Curriculum Services effective July 1, 2013. This is a change in title only.

MARY REBUCK, part-time, long-term substitute therapist, OT/PT, extension of contract through August 2, 2013. To be paid at the rate of \$44.51 per hour based on Bachelors, Step 14 for 189 days of service. This position is funded through the OT/PT Budget.

PATRICK RIEKER, from Clinical Coordinator to Program Director, Capital Area Partial Program effective July 1, 2013. Change of status results in a change of salary to \$80,000 for 12 months of service. This position is funded through the CAPP Budget.

MEGAN TOLER, from part-time to full-time Speech/Language Clinician, Early Intervention effective July 1, 2013. This position is funded through the MAWA Budget.

CHANGES OF SALARY

JAMI ARNOLD, Occupational Therapist, change of salary for completion of 15 credits above Master's Degree effective April 16, 2013. Base salary of Masters +15, Step 8, \$55,226 for 189 days of service will be prorated for the remaining 38 days of the 2012/2013 school year.

KELLY DANIELS, Inclusion Teacher, Early Intervention, change of salary for completion of Master's Degree effective May 18, 2013. Base salary of Masters, Step 11, \$59,313 for 189 days of service will be prorated for the remaining 16 days of the 2012/2013 school year.

RITA HARVEY, Mental Health Treatment Specialist, Capital Area Partial Program, change of salary for completion of 15 credits above Master's Degree effective March 15, 2013. Base salary of Masters +15, Step 8, \$55,226 for 189 days of service will be prorated for the remaining 58 days of the 2012/2013 school year.

PATRICIA STEPHENS, Program/Data Coordinator, ELECT/EFI, demotion due to reduction in days from 260-day to 205-day employee effective July 1, 2013. Base salary has been set at Range 2, \$41,497 for 205-days of service. This position is funded through the ELECT/EFI Budget.

AMY WALTZ, Payroll Clerk, HR/Business, change of salary to align with other clerks effective July 1, 2013. To be paid at the rate of \$19.21 per hour, working 7.5 hours/day for 12 months of service. This position is funded through the General Operating Budget.

- LEAVES OF ABSENCE:** **RUTH HUGHES**, Reading Specialist, Aid to Non-public School Services, child-rearing leave of absence with pay effective August 12, 2013 through September 27, 2013. Leave is requested in accordance with FMLA and CAIU Policies.
- FURLOUGHS:** **The following individuals to be furloughed effective July 1, 2013 due to the separation of Capital Area School for the Arts from Capital Area Intermediate Unit:**
ROSEMARY BATTISTA, Dance Teacher
THOMAS BOYER, Music Teacher
RENATA KAGLE, Art Teacher
CALEB SMITH, Media Arts Teacher
LISA WEITZMAN, Theatre Teacher
- ISSUANCE OF TENURE:** Upon recommendation of the Executive Director, the following temporary professional employees to be elevated to the status of professional and shall be issued professional contracts, effective June 2013:
EMILY DOCTROW
JENNIFER KITNER
AIMEE KOCHER
TODD WITTERS.”
- 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:
- 2013-14 Executive Director’s goals
 - The IU is still looking to fill a Psychiatrist position with CAPP program and Clinical Coordinator position.
- President's Report** Mrs. Jean Rice shared that she attended the MDS graduation along with Mrs. Barb Geistwhite and Mrs. Jill Williamson. This graduation is always a very rewarding ceremony. She also welcomed back Mrs. Linda Butler.
- Board Member Sharing of Information** There were no Board Members 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 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, July 25, 2013, 8:00 a.m., Board Room, CAIU Enola Office.
- Adjournment** **Mrs. Linda Butler 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 9:09 a.m. the meeting adjourned.

Rennie Borreli
Board Secretary