

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**August 23, 2012
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, August 23, 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, Mrs. Barbara Gleim, Ms. Barbara Layne, Mrs. Janis Macut, Mrs. Brenda Myers, Mrs. Nancy Otstot, Mrs. Judith Quigley, Mrs. Laurie Reichert, Mrs. Ellen Sheffey, Dr. Anthony Tezik, Mr. J. Bruce Walter, Mrs. Patricia Whitehead-Myers and Mr. Wilbur Wolf

Members not in attendance were: Mrs. Linda Butler, Mr. Matthew McGuire, Dr. Elisabeth McLean, 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. Shawn Farr, Board Treasurer

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

- PUBLIC WORK SESSION** At 8:00 a.m. the Board began a public work session.
- Executive Session At 8:00 a.m. the Board entered in to an executive session to discuss matters related to personnel.
- PUBLIC WORK SESSION** At 9:03 a.m. the Board reconvened the public work session.
- Recognition of CAIU Retirees There were no retirees.
- Board Committee Review The CAIU Board Committees and descriptions were available for the board's review.
- Relocation of the Lemoyne Office to the Enola Building Mr. Shawn Farr shared the planning and costing out of relocation of the business and human resources office back to Enola.
- Discussion of Board Meeting Agenda Items** There was a review of the Bridgescape budget and Summary of Operations.
- Items from the Floor** There were no items from the floor.
- BOARD MEETING** At 9:15 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.
- Recognition of the Public: Items Specific to the Agenda** Mrs. Jean Rice welcomed Daren Moran to the Board meeting.

Approval of Minutes	Mr. Wilbur Wolf moved, seconded by Mrs. Nancy Otstot , “that the minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of July 26, 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)	The CAIU Board Buildings and Grounds Committee is scheduled to meet on Monday, September 10, 2012 to review the Lemoyne Office relocation planning and costing out proposal and the Enola Office HVAC system replacement.
	Mrs. Nancy Otstot moved, seconded by Mrs. Barbara Gleim , “that the following fiscal items be approved:
Treasurer's Report	Treasurer's Report – July 2012
Payment of Bills	Payment of Bills – July 2012. There were #408 checks for a total of \$4,499,733.30
Summary of Operations - Fiscal Year 2011-12	Summary of Operations - Fiscal Year 2011-12
Summary of Operations	Summary of Operations – July 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	Mrs. Nancy Otstot moved, seconded by Mrs. Laurie Reichert , “that the following budget administration items be approved:
Proposed 2012-13 Budget – LLIU-PATTAN Subcontract	Proposed 2012-13 Budget – LLIU-PATTAN Subcontract. Lancaster Lebanon IU will maintain the PATTAN employees. This budget includes close out costs for the employees who have retired.”
	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	Mrs. Nancy Otstot moved, seconded by Mrs. Barbara Gleim , “ that the following fiscal item be approved:
Revised 2012-13 Cafeteria Rates	Revised 2012-13 Cafeteria Rates –
	The increases are due, in part, to the <i>Hunger-Free Kids Act 2010</i> and also the regulations with regards to equity in school meal pricing. Also, due to regulations with regards to meal patterns, breakfast and lunch costs were divided into two classifications – elementary and middle/high school whereas before they were classified as one age group (K-12).

Proposed	2011-12 Rates	2012-13 Rates
• Milk for students/adults	.50	.50
• Lunch for elementary (K-5)	N/A	2.15
• Lunch for middle/high school (6-8 & 9-12)	2.25	2.40
• Lunch, Reduced*	.40	.40
• Lunch, Adult	3.50	3.65
• Breakfast for elementary (K-5)	N/A	1.25
• Breakfast for middle/high school (6-8 & 9-12)	1.40	1.50
• Breakfast for all grades (K-12)	1.40	1.50
• Breakfast, Reduced*	.30	.30
• Breakfast, Adult	1.90	2.00

*Reduced prices set by PDE

Revised due to additional information received from the Pennsylvania Department of Education, Division of Food and Nutrition.

Special Education Service Contract Summary – 12-13

2012-13 Special Education Service Contracts for the following: Carlisle Area School District, Greenwood School District and Sylvan Heights Science Charter School.”

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

- JAIME AUCHEY**, Program Assistant, On-line Learning effective August 29, 2012. Reason: Accepted position with Edison Learning.
- JOSHUA BAUGHER**, Sign Language Interpreter, Deaf/Hard of Hearing Support effective August 20, 2012. Reason: Accepted position at Mechanicsburg School District.
- JANE BELLINGER**, Educational Consultant, Vision Program effective October 4, 2012. Reason: Retirement after 22 years of CAIU service.
- LEE CICHANOWICZ**, Application Development Manager, Technology Services effective September 4, 2012. Reason: Personal.
- TAMI DRESHER**, part-time floater Educational Paraprofessional, Student Services effective August 21, 2012. Reason: Seeking full-time employment.
- LYNNE IMMELL**, Teacher, Emotional Support effective August 31, 2012. Reason: Retirement after 10 years of CAIU service.
- KODY LEITZEL**, Technology Support Specialist, Technology Services effective August 20, 2012. Reason: Personal.
- JANICE SCHAFFER**, part-time cafeteria worker, Business and Operations effective August 6, 2012. Reason: Seeking full-time employment.
- KARA THOMAS**, Access Secretary, Student Services effective August 17, 2012. Reason: Personal.
- KAREN TURNER**, Educational Paraprofessional, Autism Support effective June 6, 2012. Reason: Retirement after 10 years of CAIU service.

RECOMMENDED FOR
EMPLOYMENT OR
CONTRACT

KEVIN FATHERREE, Teacher, Bridgescape effective October 10, 2012. Salary will be based on Bachelors, Step 4 and will be prorated for the remaining days of the 2012-2013 school year. Days will be determined when release is obtained from current employer. This is a new position funded through Bridgescape.

SARAH MORTZFELDT, Secretary, Administration effective August 27, 2012. To be paid at the Range 4 rate of \$14.00 per hour, working 7.5 hours per day, prorated for a total of 220 days through June 30, 2013. This is a replacement position funded through the Special Projects/CAOLA Budgets.

SAM PASCUCCI, Application Support Specialist, Technology Services effective September 4, 2012. To be paid at the Range 2 rate of \$18.31 per hour, working 7.5 hours per day, prorated for a total of 214 days through June 30, 2013. This is a replacement position funded through the Technology/Entrepreneurial Budget.

WENDY SHAVER, Teacher, Bridgescape effective August 27, 2012. Salary will be based on Masters, Step 7 for 189 days of service. This is a new position funded through Bridgescape.

Change of Status

DANIELLE DAVIS, Teacher, Emotional Support/Dual Diagnostic from furlough to recall to active status effective August 21, 2012. Salary will be based on Masters, Step 6 for 189 days of service. This position is funded by the ES Budget.

TRACEY JACKSON, from day-to-day substitute "Guest Teacher" to regular part-time Personal Care Assistant, Early Intervention effective August 20, 2012. To be paid at the rate of \$12.03 per hour based on HS+30, Step 4. This is a new position funded through the MAWA Budget.

HEATHER SPICER, Educational Paraprofessional, Early Intervention from active to "planned furlough" as per MOU effective August 3, 2012.

ANDREA SULLIVAN, recall from furlough to part-time Social Worker, ELECT/EFI effective August 1, 2012. To be paid at an hourly rate based on Masters, Step 13 for 189 days of service. This position is funded by the ELECT/EFI Budget.

JEANNINE UHLER, Physical Therapist, change of status from full-time to part-time effective July 1, 2012. Base salary of Masters, Step 10 for 189 days of service will be prorated for a total of 152 days. This position is funded by the OT/PT Budget."

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. Barbara Gleim moved, seconded by Mr. Robert Barr, "that the following policies and programs be approved:

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

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

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

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

First Reading New Position,
New Description

First Reading New Position, New Description for the following:

- On-line Learning Support Administrator
- Teacher - On-line Learning"

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** Mrs. Barbara Layne departed the Board Meeting at 9:15 a.m.
- Executive Director's Report** Dr. Mary Jane Gales reported on the following:
- Update on Linda Butler's health
 - Encouraged the Board Members to share the CAIU Executive Director's report with their local board members
 - Putting together a video highlighting CAIU programs to share with board
- President's Report** Mrs. Jean Rice thanked the board members for their attendance.
- Board Member Sharing of Information** Mrs. Laurie Reichert shared with her local school board the services that the CAIU provides and will be sharing the information regarding Bridgescape with them.
- Director's Reports**
- Alicia McDonald, Director of Student Services, shared that the 2011-12 Special Education Services reconciliation process has been completed.
 - David Martin, Director of Technology, shared that the iPad Pilot project has kicked off with twenty-four second grade teachers from nineteen regional school districts.
 - Theresa Kinsinger, Director of Human Resources and Communications, shared that the CAIU employee application process is done on-line.
 - Cindy Mortzfeldt, Assistant Executive Director, reported on the summer tutoring program that was offered to students attending nonpublic schools in the CAIU region.
 - Len Kapp, Supervisor of Operations and Transportation, reported that the acoustic remediation of the cafeteria/multi-purpose room at Hill Top Academy is complete.
 - Dr. Gales reported that the CAIU All-Staff Day will be held on October 8 at the Dauphin County Technical School.
- Departing Board Member** Mr. Robert Barr departed the board meeting at 9:33 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 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 September 27, 2012, 8:00 a.m., Board Room, CAIU Enola Office.
- Adjournment** **Mrs. Judith Quigley 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