

## CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street  
Enola, PA 17025

### November 15, 2012 MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, November 15, 2012, at the Capital Area Intermediate Unit at the Enola Office. The meeting was called to order at 8:49 a.m. by President, Mrs. Jean Rice.

**Members in attendance were:** Mr. Robert Barr, Mrs. Barbara Gleim, Mrs. Nancy Otstot, Mrs. Judith Quigley, Mrs. Laurie Reichert, Mrs. Ellen Sheffey, Dr. Anthony Tezik, Mrs. Jill Williamson and Mr. Wilbur Wolf

**Members not in attendance were:** Mrs. Linda Butler, Ms. Barbara Layne, Mrs. Janis Macut (left prior to roll call), Mr. Matthew McGuire (left prior to recall), Dr. Elisabeth McLean, Mrs. Brenda Myers, Mrs. Donna Rode, Mr. J. Bruce Walter and Mrs. Patricia Whitehead-Myers

**Non-Voting Members in attendance were:** Mrs. Cindy Mortzfeldt, CAIU Assistant Executive Director; Ms. Rennie Borreli, CAIU Board Secretary; Mr. Daren Moran, Board Treasurer

**Staff/Public in attendance were:** Dave Martin, Theresa Kinsinger and Heather Donovan

#### **EXECUTIVE SESSION**

At 7:39 a.m. the Board entered into an executive session to discuss matters related to personnel, negotiation and legal matters.

#### **PUBLIC WORK SESSION**

At 8:49 a.m. the Board began a public work session.

#### **Announcement of CAIU Retirees**

There were no retirees to announce this month.

#### **2011-12 Audit Report Presentation**

John W. Bonawitz, CPA from Brown Schultz Sheridan & Fritz, provided an overview of the 2011-2012 Annual Audit Report.

#### **CAIU Team Reports**

- David Martin, Director of Technology Services, provided a brief update on AgendaManager upgrades. He also shared that the iPad Summit will be held in December. Currently, there are over 180 people registered for the event.
- Theresa Kinsinger, Director of Business, HR and Communications, shared that a student in the CAIU's Multiple Disabilities Classroom (MDS) will be showing his photography at Trinity Lutheran Church during the month of December. To read the entire story, visit the CAIU website-CAIU Communications.
- Cindy Mortzfeldt, Assistant Executive Director, shared that today was a mandatory pre-bid meeting for all contractors interested in details about the Enola office HVAC system replacement. Bids are due on December 6.

#### **Discussion of Board Meeting Agenda Items**

The following Board Meeting Agenda Items were discussed:

- Bridgescape enrollment. There has been one student enrolled and about 30 inquiries. We will continue to promote the program.
- The Proposed 2010-13 Budget Revision-A – Title III Part A – English as a Second Language Acquisition –PDE requires that when submitting the final expenditure report, we must make a revision if there were any changes.
- Discussion of several technology position descriptions. The Technology team is reorganizing and some will have increased job duties.

**EXECUTIVE SESSION**

At 9:17 a.m. the Board entered into an executive session to discuss matters related to personnel.

Departing Board Members

At 9:30 a.m., Mr. Matthew McGuire departed the Board Meeting.  
At 9:40 a.m., Mrs. Janis Macut departed the Board Meeting.

**PUBLIC WORK SESSION**

At 9:40 a.m. the Board reconvened the public work session.

**Discussion of Board Meeting Agenda Items**

Discussed Removal of Board Policy #919, Intermediate Unit Report Card.

**Items from the Floor**

There were no items from the floor.

**BOARD MEETING**

At 9:42 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 Heather Donovan to the Board meeting.

**Mr. Wilbur Wolf moved, seconded by Mr. Robert Barr “that the following items be approved:**

**Approval of Minutes**

The minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of October 25, 2012.

Treasurer's Report

Treasurer's Report – October 2012

Payment of Bills

Payment of Bills – October 2012. There were #551 checks for a total of \$2,626,493.13

Summary of Operations

Summary of Operations - October 2012

**Budget Administration**

Proposed 2010-13 Budget Revision-A – Title III Part A – English as a Second Language Acquisition

Proposed 2010-13 Budget Revision-A – Title III Part A – English as a Second Language Acquisition

Proposed 2012-13 Budget – Comprehensive Planning

Proposed 2012-13 Budget – Comprehensive Planning

**Other Fiscal Matters**

Settlement Agreement SCS Claim #192184

Settlement Agreement SCS Claim #192184

**Policies and Programs**

Second Reading, New Position, New Description

Second Reading, New Position, New Description - Human Resources

Removal of Board Policy

Removal of Board Policy #919, Intermediate Unit Report Card

First Reading, New Policy	First Reading, New Policy – Electronic Signatures
First Reading, Revised Policy	First Reading, Revised Policy #008 - Organization Chart
First Reading, New Position, New Description	First Reading, New Position, New Description Network Administrator I
First Reading, Existing Position, New Descriptions	The following Existing Positions, New Descriptions were available for first reading: IT Projects Coordinator Supervisor of IT Projects Supervisor of Network Operations

**Personnel Items**

**RESIGNATIONS**                      **TRACEY JACKSON**, part-time Educational Paraprofessional, Early Intervention effective November 16, 2012. Reason: Personal. Please note that this is a change from the previous resignation date of February 2, 2013.

**RECOMMENDED FOR EMPLOYMENT OR CONTRACT**                      **MARY THERESA CAPOUILLEZ**, part-time Educational Paraprofessional, Early Intervention rehired from voluntary furlough effective November 27, 2012. To be paid at the rate of \$11.12 per hour based on HS, Step 4 for 189 days of service. This is a replacement position funded by the MAWA Budget.  
**KEITH IMBODEN**, Supervisor, Student Services to begin employment December 1, 2012 on a part-time basis until released from IU 13 with full-time status expected to begin February 1, 2013. Grade 3, Act 93 salary will be prorated for the remainder of the 2012/2013 school year. This is a replacement position funded through the Core Budget.

Change of Status                      **RACHEL DIEM**, from full-time to part-time Speech/Language Clinician, Early Intervention effective January 2, 2013 upon return from child-rearing leave. Base salary of Masters, Step 5 for 189 days of service will be prorated for a total of 58 days January 2 through 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.**

Committee Report(s)                      **There were no committee reports**

**Executive Director's Report**                      Mrs. Cindy Mortzfeldt reported on the following:

- Brian Griffith, Alicia McDonald and Mary Jane Gales are attending the Edison Learning Conference in California
- iPad Summit
- Recently attended Cumberland Valley SD board meeting and will be attending Derry Township SD board meeting next week
- Len Kapp is participating in a pre-bid meeting this morning for the HVAC project. Bids are due by December 6

**Upcoming Events**

- CASA Open House will be held this evening
- Hill Top Academy Thanksgiving Luncheon will be held on November 20

**President's Report**                      Mrs. Rice thanked the Board members for their good discussion this morning. She appreciates their time and effort. She wished them a Happy Thanksgiving.

**Board Member Sharing of Information**

Mrs. Nancy Otstot reported on the success of East Pennsboro SD recent fundraiser, Dancing with the Stars. They were able to raise approximately \$12,000.

**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, December 20, 2012, 8:00 a.m., Board Room, CAIU Enola Office.

**Adjournment**

**Mr. Wilbur Wolf 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 9:50 a.m. the meeting adjourned.

Rennie Borrelli  
Board Secretary