

## CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street  
Enola, PA 17025

**January 24, 2013  
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, January 24, 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:** Mrs. Barbara Geistwhite (to be elected during the Regular Meeting), Mrs. Nancy Otstot, Mrs. Judith Quigley, Mrs. Laurie Reichert, Mrs. Ellen Sheffey, Dr. Anthony Tezik, Mr. J. Bruce Walter, Mrs. Jill Williamson and Mr. Wilbur Wolf

**Members not in attendance were:** Mr. Robert Barr, Mrs. Linda Butler, Ms. Barbara Layne, Mrs. Janis Macut, Mr. Matthew McGuire, Dr. Elisabeth McLean, Mrs. Brenda Myers, Mrs. Donna Rode, and Mrs. Patricia Whitehead-Myers

**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, Ms. Alicia McDonald, Mr. David Martin, Mrs. Theresa Kinsinger, Mr. Len Kapp, Ms. Joan Adams and Mrs. Michelle Sholder

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| <b>PUBLIC WORK SESSION</b>        | At 8:00 a.m. the Board began a public work session.   |
| <b>EXECUTIVE SESSION</b>          | At 8:01 a.m. the Board entered into an executive session to discuss matters related to personnel and negotiations.  |
| <b>PUBLIC WORK SESSION</b>        | At 8:17 a.m. the Board reconvened the public work session.  |
| Welcome New Board Member          | Mrs. Jean Rice welcomed Mrs. Barbara Geistwhite, new CAIU Board Member from Cumberland Valley School District.  |
| Announcement of CAIU Retirees     | <p>The CAIU Board of Directors recognized the following CAIU Retirees:</p> <ul style="list-style-type: none"> <li>• JerryAnn Regl, Early Intervention EPP, retirement after 11 years of service to the CAIU</li> <li>• Irene VanBuskirk, Teacher at Loysville Youth Development Center, retirement after 3 years of service to the CAIU</li> <li>• JoAnn Whitmoyer, Early Intervention Teacher, retirement after 24 years of service to the CAIU</li> </ul>   |
| School Director Recognition Month | January is Board Members' Recognition Month. The CAIU thanked the Board Members for devoting their time to support education and for their service to the local schools and community. The CAIU Administration donated books to Hill Top Academy, Loysville Youth Development Center and Early Intervention in recognition of each of our nineteen Board Members.   |
| CAIU Team Reports                 | <ul style="list-style-type: none"> <li>➤ Mrs. Cindy Mortzfeldt, Assistant Executive Director, shared a summary of the impact on staff if the Lemoyne Business and Human Resources staff were relocated to the Enola building.</li> <li>➤ Mr. David Martin, Director of Technology Services, introduced Joan Adams, who provided an overview of the recent AgendaMan updates. He also shared that six additional courses will be added to ScholarPort, the CAIU Digital Content Solution, in the 2013-14 school year, including AP World History. CAIU has entered into a</li> </ul> |

- partnership with Lincoln IU #12 and one district from that intermediate unit has entered into an agreement to use ScholarPort.
- Mr. Len Kapp, Supervisor of Transportation and Operations, shared that we are finalizing the details for the Enola office HVAC replacement project. Mr. Daren Moran, Business Manager, added that the CAIU will be closing on the loan with PNC on Friday, February 1.
- Mrs. Theresa Kinsinger, Director of Business, HR, and Communications, invited the Board Members to the annual CAIU Winter Social to be held on Tuesday, January 29 from 4:30 p.m. – 6:30 p.m.
- Ms. Alicia McDonald, Director of Student Services, recently met with representatives from our school districts to begin the process to review the Special Education Regional Plan. The 2013-14 rates for special education programs will be shared at the February Board meeting.

Statement of Financial Interest	Statement of Financial Interest forms were distributed to all Board members. The forms are to be completed and returned to the Board Secretary no later than March 29, 2013.
Updated Board Committees	The revised 2012-2013 CAIU Board Committees were distributed to the Board Members.
<b>Discussion of Board Meeting Agenda Items</b>	There was no discussion of Board Meeting Agenda Items.
<b>Items from the Floor</b>	There were no items from the floor.
<b>BOARD MEETING</b>	At 9:02 a.m. the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order.
<b>Pledge of Allegiance</b>	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 Gwen Browning from Camp Hill School Board and Michelle Sholder, CAEA representative.

**The following Action Items are subject to ratification at the February 28, 2013 CAIU Board of Director's meeting due to lack of quorum:**

Election of New Board Member	Election of the following new Board Member to fill an unexpired term: Mrs. Barbara Geistwhite, Cumberland Valley S.D., unexpired term beginning January 24, 2013, and ending June 30, 2015.
<b>Approval of Minutes</b>	Approval of the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of December 20, 2012.  <b>Approval of the following Fiscal Items:</b>
Treasurer's Report	Treasurer's Report – December 2012
Payment of Bills	Payment of Bills – December 2012. There were #451 checks for a total of \$3,699,582.75
Summary of Operations	Summary of Operations - December 2012
<b>Budget Administration</b>	<b>Approval of the following Budget Administration Items:</b>
Proposed 2012-13 Budget	Proposed 2012-13 Budget – Homeless Children's Initiative Proposed 2012-13 Budget – PA Assessment and Accountability Proposed 2013-14 Budget – General Operating (2nd Reading) – Final

**Other Fiscal Matters****Approval of the following Other Fiscal Matter:**

Request to Dispose of Asset

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**Policies and Programs****Approval of the following Policies and Programs:**

Removal of Policy #616.1

Removal of Policy #616.1 - Policy 616.1 (attached) will be removed from our current Board Policy Manual. This policy was incorporated into the newly created and approved Policy #829.

CASA New York City Field Trip - May 22, 2013

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First Reading Existing Position, New Description - Educational Consultant, Curriculum

First Reading Existing Position, New Description - Educational Consultant, Curriculum

First Reading, Existing Position, Revised Description - Benefits and Hiring Coordinator

First Reading, Existing Position, Revised Description - Benefits and Hiring Coordinator

First Reading, Existing Position, Revised Description - Penn Data Specialist

First Reading, Existing Position, Revised Description - Penn Data Specialist

**Personnel Items****Approval of the following Personnel Items be approved:**

RESIGNATIONS

**SHANNON GERHARDS**, part-time Speech/Language Pathologist, Early Intervention effective January 23, 2013. Reason: Change in resignation date due to early release.

**TODD McCONNELL**, Application Support Specialist, Technology Services effective January 25, 2013. Reason: Personal.

**ASHLEY MILLER**, part-time Cafeteria Worker effective January 18, 2013. Reason: Personal.

**SHANA MONTGOMERY**, Educational Consultant, Deaf/Hard of Hearing Support effective March 15, 2013. Employee will be released sooner if a replacement is hired. Reason: Accepted position at Lancaster-Lebanon IU 13.

**ELIZABETH PANEK**, Educational Consultant, Training and Consultation effective March 15, 2013. Reason: Personal. Resignation date may change depending on position being filled before 60 days.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

**THERESA ADAMS**, Mental Health Worker, Autism Support effective January 2, 2013. Salary of Bachelors, Step 3 (MHW), \$30,201 for 189 days of service will be prorated for a total of 106 during the 2012-2013 school year. This is a new position funded through the Autism Support Budget.

**KIMARIE BROWN**, rehired as a long-term substitute teacher, Emotional Support effective January 28, 2013 through the end of the 2012/2013 school year. Base salary of Masters, Step 1, \$45,527 for 189 days of service will be prorated for a total of 89 days. This is a long-term substitute position funded through the ES Budget.

**TAMMY DRESHER**, Educational Paraprofessional, Emotional Support/Diagnostic effective January 22, 2013. Base salary of HS, Step 7, \$18,301 for 189 days of service will be prorated for a total of 93 days through the end of the 2012/2013 school year. This is a replacement position funded through the ES/Diagnostic Budget.

**ASHLEE HOWARD**, Reading Specialist, Loysville Youth Development Center effective date to be determined when released from Cumberland Valley School District, possibly mid-March 2013. Base salary of Masters, Step 5, \$49,466 for 189 days of service will be prorated for the remaining days of the 2012/2013 school year. This is a replacement position funded through the LYDC Budget.

**MARVIN MOSES**, full-time Personal Care Assistant, Autism Support effective January 14, 2013. Base salary of HS, Step 5, \$16,610 for 189 days of service will be prorated for the remaining 99 days of the 2012-2013 school year. This is a new position funded through the Autism Support Budget.

**TINA THOMAS**, part-time cafeteria worker effective February 11, 2013. To be paid at the classified support staff rate of \$11.21 per hour. This is a replacement position funded through the Cafeteria Budget.

**The following individuals are recommended for employment as day-to-day substitute teachers for the 2012-2013 school year at the approved rate of \$90 per day:**

**CRYSTAL PATTERSON  
SERINNA RUSSO  
KATHLEEN SAVAGE  
SHANE SMITH  
JOSEPH VIGLIANO**

**The following individual is recommended for employment as a day-to-day substitute educational paraprofessional for the 2012-2013 school year at the approved rate of \$65 per day:**

**SHEILA MILLER**

#### Change of Status

**NATAUSHA BULGRIEN**, from part-time Educational Paraprofessional, Early Intervention to full-time, long-term substitute Teacher, Emotional Support effective February 1, 2013 through June 6, 2013. Base salary of Masters, Step 1, \$45,527 for 189 days of service will be prorated for a total of 85 days. This is a long-term substitute position funded through the ES Budget.

**ELLEN SADLOCK**, from part-time to full-time Educational Paraprofessional, Early Intervention effective January 14, 2013 as the result of recall. Base salary of HS+30, Step 8, \$20,438 for 189 days of service will be prorated for the remaining 91 days of the 2012-2013 school year. This is a replacement position funded through the MAWA Budget.

**CONNIE SWIFT**, from part-time to full-time Educational Paraprofessional, Capital Area Partial Program effective January 14, 2013. Base salary of HS+30, Step 3, \$16,727 for 189 days of service will be prorated for the remaining 99 days of the 2012/2013 school year. This is a new position funded through the CAPP Budget.

**NICOLE WERTZ**, from long-term substitute teacher to recall to full-time Educational Paraprofessional Floater, Crisis Team effective February 1, 2012. Base salary of HS+30, Step 5, \$17,002 for 189 days of service will be prorated for the remaining 85 days of the 2012/2013 school year. This is a replacement position funded through the Student Services Budget.

#### CHANGES OF SALARY

**PETER FIDGETT**, Social Worker/Home-School Visitor, Pupil Services, change of salary for completion of 60 credits beyond master's degree effective January 2, 2013. New base salary of Masters+60, Step 15, \$81,105 for 205 days of service will be prorated for a total of 103 days.

#### LEAVES OF ABSENCE

**LAUREN MAHONEY**, Secretary, Early Intervention, child-rearing leave of absence effective March 14, 2013 through June 9, 2013. Leave is requested with pay used accumulated sick and personal leave for a total of 14 days and without pay effective April 5, 2013 through June 9, 2013 for a total of 45 days. Leave is requested in accordance with FMLA and CAIU Policies.

**MARY RANNEY**, Teacher, Emotional Support, requesting child-rearing leave of absence effective April 18, 2013 through May 19, 2013. Leave is requested in accordance with FMLA and CAIU Policies.

**ISSUANCE OF TENURE**

Upon recommendation of the Executive Director, the following temporary professional employee to be elevated to the status of professional and shall be issued a professional contract effective January 24, 2013:

**JULIE DAVIDSON**

**Executive Director's Report**

**Dr. Mary Jane Gales reported on the following items:**

- In complying with Act 141 the Intermediate Unit appointed several members to the Harrisburg Financial Recovery Advisory Committee. Dr. Gales is representing the IU on this committee. We had our first meeting this month.
- Dr. Gales and Cindy Mortzfeldt attended the Greenwood School District and the Steelton-Highspire Board of Directors' meetings where we presented information on CAIU.

**2012-2013 Executive Director's Goals**

Executive Director's evaluation and goals were provided for the board's review. The Board requested to schedule a board member retreat.

**President's Report**

- Mrs. Jean Rice thanked the Board members for being out on this snowy morning. She was sorry that we didn't have a quorum, but she appreciated their attendance.
- There will be a CAIU Board Retreat held on February 5, 2013 @ 6:00 p.m. - 8:00 p.m. at CAIU in the Board Room

**Board Member Sharing of Information**

Mr. Wilbur Wolf reported on a health/safety issue that arose at his home school district.

**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, January 24, 2012, 8:00 a.m., Board Room, CAIU Enola Office.

**Adjournment**

Mrs. Jean Rice adjourned the meeting at 9:25 a.m.

Rennie Borrelli  
Board Secretary