

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**October 25, 2012
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, October 25, 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. Linda Butler, Mrs. Janis Macut, Mr. Matthew McGuire, Dr. Elisabeth McLean, 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, Mrs. Jill Williamson and Mr. Wilbur Wolf

Members not in attendance were: Mrs. Barbara Gleim, Ms. Barbara Layne and Mrs. Donna Rode

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: Dave Martin, Theresa Kinsinger, Len Kapp and Heather Donovan

PUBLIC WORK SESSION At 8:00 a.m. the Board began a public work session.

Executive Session At 8:01 a.m. the Board entered into an executive session to discuss matters related to personnel and negotiation matters.

PUBLIC WORK SESSION At 8:39 a.m. the Board reconvened the public work session.

Announcement of CAIU Retirees There were no retirees to announce this month.

CAIU Team Reports

- Len Kapp, Supervisor of Operations and Transportation, requested Board approval during the Regular Meeting to go out to bid for the Enola office building HVAC system replacement. The bid results along with the administrative recommendations should be available in December.
- Theresa Kinsinger, Director of Business, Human Resources and Communications, reported that PA Department of Education is requiring updating of mandated reporting forms. We are currently working with our staff to have all forms completed and back into Human Resources before the Holiday break.
- Dave Martin, Director of Technology Services, reported on the following:
 - The CAIU iPad Summit, in partnership with Apple, will be held on Tuesday, December 18, 2012 from 8:00 a.m. - 4:00 p.m. at the CAIU. The goal of the Summit is to bring together iPad leaders and integrators from across the state to identify emerging best practices and exciting new directions for implementing iPads seamlessly and transparently in classrooms.
 - The Cumberland/Perry Human Services 24th Annual School Meeting was held at Central Penn College Conference Center on September 27, 2012. Jill Neuhard and Cheryl Capozzoli presented a session titled, "Knowing Your Digital Footprint." This session covered how a digital footprint occurs and how one manages digital footprints, proper online ethics, appropriate professional use of the internet and a glimpse of

social networking sites that use digital footprints. Numerous attendees mentioned that the session was extremely interesting and helpful.

- The InfraGard Pittsburgh 2012 Safe Schools Statewide Conference was held at the CAIU yesterday. This was a videoconference on Safe Schools and Cyberbullying. The FBI, Homeland Security and Governor Corbett were present.
- Daren Moran, Business Manager, reported on the following:
 - Currently going through the 2011-12 audit. Looks like a clean audit report and will be presented to the board in November.
 - Working on the Annual Financial Report (AFR) for the CAIU. The report is due this month.
 - Starting the 2013-14 General Operating Budget Process.
- Dr. Mary Jane Gales, Executive Director reported on the following:
 - The local superintendents are currently in Annapolis for a Leadership Conference. Amy Morton provided an update from PDE. The CAIU Curriculum Services team is providing training to superintendents. This is a great opportunity for Superintendents to get an “executive level” overview of many of the new initiatives coming out of the state and federal departments of education.
 - The CASA charter school application will be presented to Harrisburg school district in November for approval.
- As we focus on bullying among young people this month, Mrs. Janis Macut shared her recommendation to read the book *Wonder*, written by R. J. Palacio. It is a very powerful book that teachers and students are reading and embracing. Dr. Gales will share this recommendation with our staff and the superintendents.

Discussion of Board Meeting Agenda Items

- Mr. Daren Moran explained cash flow and revenue and expenses.
- The Board had a discussion of grants under Fiscal Items.

Items from the Floor

There were no items from the floor.

BOARD MEETING

At 9:03 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.

Approval of Minutes

Mrs. Linda Butler moved, seconded by Mr. Robert Barr, “that the minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of September 27, 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 Finance and Budget Committee met on Wednesday, October 10, 2012 to review the Enola Office HVAC system replacement project and 2013-14 General Operating budget preparation process.

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

- Treasurer's Report Treasurer's Report – September 2012
- Payment of Bills Payment of Bills – September 2012. There were #394 checks for a total of \$3,653,955.30
- Summary of Operations Summary of Operations - September 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. Linda Butler moved, seconded by Mrs. Jill Williamson, “that the following budget administration items be approved:

- Proposed 2012-13 Budget – Preschool Inclusion Grant 2012-13 Budget – Preschool Inclusion Grant.”

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. Laurie Reichert, “that the following Other Fiscal Matters be approved:

- Special Education Service Contract Summary – 2012-13 2012-13 Special Education Contract Summary – approval of contract for Williams Valley School District and Susquehanna Township School District
- Authorization of Bid - HVAC System Replacement Authorization of Bid - HVAC System Replacement.”

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 **KRISTEN ANGSTADT**, Supervisor, Pupil Services effective December 31, 2012. Reason: Retirement after more than 34 years of CAIU service.
KIMARIE BROWN, Educational Paraprofessional, Emotional Support effective November 2, 2012. Reason: Accepted a position as a Behavior Specialist Consultant with an outside agency.
TRACEY JACKSON, part-time Educational Paraprofessional, Early Intervention effective February 2, 2013. Reason: Returning to the day-to-day substitute list.
CINDY MELLOTT, LPN, Pupil Personnel effective October 26, 2012. Reason: Personal.
IRENE VANBUSKIRK, Teacher, Loysville Youth Detention Center effective January 2, 2013. Reason: Retirement after more than two years of CAIU service.
JoANN WHITMOYER, Teacher, Early Intervention effective January 11, 2013. Reason: Retirement after more than 23 years of CAIU service.

RECOMMENDED FOR
EMPLOYMENT OR
CONTRACT

JOHN EDLER, part-time Educational Paraprofessional, Early Intervention effective October 15, 2012. To be paid at the rate of \$11.34 per hour based on HS+30, Step 1 for 189 days of service. This is a replacement position funded by the MAWA Budget.

BONNIE HEISLER, part-time Educational Paraprofessional, Early Intervention effective October 22, 2012. To be paid at the rate of \$15.61 per hour based on HS+30, Step 10 for 189 days of service. This is a replacement position funded by the MAWA 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:

GERARD BARRETT	JENNY GREENE	KATHRYN PERTA
JOAN BENSON	GINA HARTWIG	ANNE RAMELL
GLENDA BIXLER	LISA HAYWOOD	CAROLYN RILEY
MARTHA BLACK	JULIE HEISEY	ANITA SAMPLES
SAMUEL BROWN	KEVIN HOLMES	GARY SAYERS
JACK CONNOLLY	DWIGHT HOWARD	LEONA SCHENCK
VIRGINIA COOPER	JULIE HURST	KARA SCHMIDT
MARNA COX	WENDY JESSEP	MATTHEW SEAGRIST
MARY DAVISON	STEPHANIE JOHNSON	JUSTIN SENTZ
PATRICIA DOWLING	KAREN JOHNSTON	DARLENE SHEAFFER
LEAH EASTERDAY	MARIA KATULIS	ALEXANDER SHINE
SHANNON ELLISON	HARRY KELSO	JANE SKAARE
JENNIFER FASICK	SHARON LEHMAN	KAREN SNYDER
BETH ANN FENICE	BETHANY LEPLEY	ANNA SOBIESKI
TONYA FOLTZ	BARBARA MAFFETT	DIANE STAZ
VALARIE FRANCIS	MARIANNE McKENNA	KIMQUI TRAN
SARA FRENTZ	MITZI McKENZIE	KARIN TRAVITZ
STUART GARNER	COLLEEN MOLL	CAROLYN TRUCHON
TIMOTHY GEHRON	LYNN OLIVER	SUSAN WAY
JESSICA GINGRICH	JAMES PARODA	BENJAMIN WITMER
DAVID GOTTLEIB	JAN GOUGH	

The following individuals are recommended for employment as day-to-day substitute paraeducators for the 2012/2013 school year at the approved rate of \$65 per day:

MICHELLE BISHOP	KELSEY MOLL
LINDA CLEMENTE	CARL MYERS
MARY COFFMAN	JILL PAE
CONNIE COOPER	JEANETTE PARR
JANEANE	PATRICIA RAKER
LINDENFELSER	JENNIE ROCKEY
MILTON LOYER	CONNIE ROSSI
GEORGEANN MAGUIRE	THOMAS SMITH
JENNIFER McWILLIAMS	ZACHARY WEYHENMEYER
MARYANN MERCER	

Change of Salary

DANIELLE DAVIS, Teacher, Emotional Support, change of salary for completion of 30 credits beyond Master's effective for the 2012/2013 school year. Salary will be based on Masters +30, Step 6 for 189 days of service. This position is funded through the Emotional Support Budget.

ASHLEY SCHAEFFER, Accountant, Business/HR/Communications, change of salary to align position with other staff accountant retroactive to July 1, 2012. Daily rate has been set at \$164.12 for 260 days of service. This position is funded through the General Operating Budget.

Change of Status

THERESA KINSINGER, from Director of HR and Communications to Director of Business/HR/ Communications effective October 1, 2012. Change of status results in a change of salary for assuming more responsibility/overseeing business matters as a result of the Director of Business and Operations resigning and not being replaced. Base salary of \$455.71 per day will be prorated for a total of 195 days. This position is funded through the General Operating Budget.

KATHRYN LYTER, part-time school-age Educational Paraprofessional, Hospital Program, recalled to full-time Educational Paraprofessional, Early Intervention effective October 22, 2012. Base salary of HS+30, Step 3 for 189 days of service will be prorated for the remaining 110 days of the 2012/2013 preschool calendar. This is a replacement position funded by the MAWA Budget.

DAREN MORAN, from Supervisor, Business and Operations to Business Manager, Business/HR/ Communications effective October 1, 2012. Change of status results in a change of salary for assuming more responsibility/overseeing business matters as a result of the Director of Business and Operations resigning and not being replaced. Base salary of \$385.05 per day will be prorated for a total of 195 days. This position is funded through the General Operating Budget.

KATHY SMITH, from part-time Program Secretary to full-time Access Secretary, Student Services effective October 1, 2012. Employee will be working 52 days on a part-time schedule and 195 days a full-time schedule for a total of 247 days. This is a replacement position funded through the Access Budget.

NICOLE WERTZ, from part-time Educational Paraprofessional Floater to full-time long-term substitute Teacher, Emotional Support effective October 18 through December 21, 2012. Base salary of Bachelors, Step 1 for 189 days of service will be prorated for a total of 44 days. Employee will return to part-time EPP Floater position when long-term assignment ends. This is a long-term substitute position funded by the Emotional Support Budget.

LEAVES OF ABSENCE

CHRISTINE BERTSCH, Guidance Counselor, Aid to Non-Public School Services, child-rearing leave of absence effective October 5, 2012 through the end of the 2012/2013 school year. Leave is requested with pay effective October 5, 2012 – November 15, 2012 for a total of 30 days using accumulated sick leave and without pay for the remainder of the leave. Leave is requested in accordance with FMLA and CAIU Policies.

LINDSEY BINKLE, Teacher, Deaf/Hard of Hearing Support, requesting child-rearing leave of absence effective December 12, 2012 through February 15, 2013. Leave is requested with pay using accumulated sick leave December 12, 2012 through January 17, 2013 and without pay January 18 through February 15, 2013 for a total of 20 days. Leave is requested in accordance with CAIU and FMLA Policies.

EMILY BOLLING, Guidance Counselor, Aid to Non-Public School Services, child-rearing leave of absence effective August 24 through November 2, 2012. Leave is requested with pay August 24 through October 5, 2012 for a total of 30 days using accumulated sick leave and without pay effective October 8 through November 2, 2012 for a total of 20 days. Leave is requested in accordance with FMLA and CAIU Policies.

KATIE KLOPP, Teacher, Early Intervention, child-rearing leave of absence effective August 27 through October 5, 2012. Leave is requested with pay using accumulated sick and personal leave for a total of 14 days and without pay for the remainder of the leave for a total of 15 days. Leave is requested in accordance with FMLA and CAIU Policies.”

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

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

Second Reading, New Policy - Data Breach Notification

New Policy - Data Breach Notification

First Reading, New Position, New Description - Human Resources Generalist

Human Resources Generalist 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.

Executive Director's Report

Dr. Mary Jane Gales reported on the following:

- CAIU Superintendents' Leadership Conference
- CASA Charter School application
- Notification of activities and upcoming activities

President's Report

Mrs. Jean Rice thanked the members for their attendance and the input they provided during the meeting. She appreciates the time they provide to the CAIU.

Board Member Sharing of Information

- Mrs. Nancy Otstot reported on the 2012 PASA-PSBA School Leadership Conference that she attended as the CAIU representative. Mrs. Otstot also invited the board members to attend the show, *Dancing with the Stars*, on November 10 at East Pennsboro High School.
- Mrs. Judith Quigley inquired about the new AgendaManager enhancement.

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, November 15, 2012, 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Mrs. Laurie Reichert moved, seconded by Mr. Robert Barr 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