

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

December 20, 2012**MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, December 20, 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, Mr. Matthew McGuire, Dr. Elisabeth McLean, Mrs. Brenda Myers, Mrs. Nancy Otstot, Mrs. Judith Quigley, Mrs. Laurie Reichert, Dr. Anthony Tezik, Mr. J. Bruce Walter, Mrs. Jill Williamson and Mr. Wilbur Wolf

Members not in attendance were: Mrs. Linda Butler, Mrs. Barbara Gleim, Ms. Barbara Layne, Mrs. Janis Macut, Mrs. Donna Rode, Mrs. Ellen Sheffey and Mrs. Patricia Whitehead-Myers

Non-Voting Members in attendance were: Dr. Mary Jane Gales, CAIU Executive Director; Ms. Rennie Borreli, 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 and Mrs. Theresa Kinsinger

PUBLIC WORK SESSION	At 8:01 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 8:09 a.m. the Board reconvened the public work session.
Announcement of CAIU Retirees	The CAIU Board of Directors recognized the following CAIU Retirees: <ul style="list-style-type: none"> • Glenda Prokopick, S/L Clinician, retirement after 14 years of service to the CAIU • Kristen Angstadt, Student Services Supervisor, retirement after 34 years of service to the CAIU
By-Laws & Rotation Schedule	Dr. Mary Jane Gales provided a brief overview of the CAIU By-Laws and the Board Rotation schedule.
CASA Update	Mr. Brian Griffith, Director of Curriculum Services, provided an update on the CASA Charter School application process. A public hearing was held with the Harrisburg School District on Thursday, December 13, 2012.
PAPSA Overview & Champions for Children Update	Ms. Alicia McDonald, Director of Student Services, shared an overview of the Pennsylvania Association of Pupil Services Administrators (PAPSA) Student Services School-Age Program Review report. She also reviewed the purpose of the Champions for Children Foundation.
2013 Convention/Election of Board Members	Ms. Rennie Borreli shared that notification was sent to the secretaries of the board of directors of each school district comprising this intermediate unit that the CAIU Board of Directors has agreed not to hold an annual convention in the spring of 2013. The election of Board members representing Central Dauphin, East Pennsboro, Halifax, Harrisburg, South Middleton, Susquehanna and West Shore school districts will be accomplished by mail ballot.
CAIU Team Reports	<ul style="list-style-type: none"> • Mr. Len Kapp, CAIU Operations & Transportation Supervisor, highlighted the HVAC Bid.

- **Mr. Brian Griffith**, Director of Curriculum Services, shared the Cyber Charter and Charter School student enrollment trend over the past several years.
- **Mr. David Martin**, Director of Technology Services, shared that there were over 200 participants at the iPad Summit held at the CAIU on December 18. The CAIU has worked closely with the PDE to develop the planning process and tool to meet the requirements of Comprehensive Planning, formerly known as Strategic Planning. Over 150 schools met the deadline to submit their Comprehensive Plan.
- **Mrs. Cindy Mortzfeldt**, Assistant Executive Director, reported on her recent student led site visit to one of our vocational sites, Sunset T's, where two CAIU students currently assist in the production of t-shirts.
- **Mr. Daren Moran**, CAIU Business Manager, introduced Mr. Brad Remig, Public Financial Management and Bill McCarty, Hartman Underhill & Brubaker. Mr. Remig presented the debt parameters on the refinancing of two outstanding notes and also the issuance of new debt to finance the HVAC project. Mr. McCarty presented the board resolution declaring the CAIU's official intent to use tax-exempt financing.
- Mr. Moran provided an overview of the key areas of the 2013-14 proposed draft General Operating Budget and provided an anticipated timeline.
- Mr. Moran also provided a review of Steelton-Highspire School District's outstanding debt per the Board's request. The Board Finance Committee requested that a certified packet of invoices along with back-up paperwork be sent to Steelton-Highspire.

Discussion of Board Meeting Agenda Items

There was no discussion of Board Meeting Agenda Items.

Items from the Floor

There were no items from the floor.

BOARD MEETING

At 9:17 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.

Board Member Resignation

Mrs. Laurie Reichert moved, seconded by Mrs. Nancy Otstot, "acceptance of resignation of Mrs. Barbara Gleim, Cumberland Valley School District, from the CAIU Board of Directors effective December 3, 2012."

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

Recognition of the Public: Items Specific to the Agenda

Mrs. Jean Rice welcomed Barbara Geistwhite, Cumberland Valley School District, to the Board meeting. Mrs. Geistwhite will be Mrs. Gleim's replacement on the CAIU Board of Directors.

Approval of Minutes

Mr. Robert Barr moved, seconded by Mrs. Laurie Reichert, "that the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of November 15, 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.

Mr. Wilbur Wolf moved, seconded by Mrs. Laurie Reichert, "that the following fiscal items be approved:

Treasurer's Report

Treasurer's Report – November 2012

Payment of Bills	Payment of Bills – November 2012. There were #453 checks for a total of \$ 4,334,913.89
Summary of Operations	Summary of Operations - November 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 Mr. J. Bruce Walter, “that the following budget administration items be approved:
Proposed 2012-13 Budget – International Baccalaureate Project- Settlement	Proposed 2012-13 Budget – International Baccalaureate Project- Settlement
Proposed 2013-14 Budget – General Operating (1st Reading)	Proposed 2013-14 Budget – General Operating (1st Reading).”
	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. Laurie Reichert moved, seconded by Mr. Robert Barr, “that the following Other Fiscal Matters be approved:
Approval of 2011-12 Audit Report	2011-12 Audit Report
Resolution Declaring Official Intent to Use Tax-Exempt Financing	Resolution Declaring Official Intent to Use Tax-Exempt Financing
Approval of HVAC Bid	Approval of HVAC Bid. Acceptance of low bid of \$860,000 for the base project costs as submitted by CMC, Inc. of Gap, PA as well as approval to enter into a contract with CMC, Inc. for the stated work.”
	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. Nancy Otstot moved, seconded by Mrs. Laurie Reichert, “that the following policies and programs be approved:
Second Reading, New Policy	New Policy – Electronic Signatures
Second Reading, Revised Policy	Revised Policy #008 - Organization Chart
Second Reading, New Position, New Description	New Position, New Description Network Administrator I
Second Reading, Existing Position, New Descriptions	The following Existing Positions, New Descriptions: IT Projects Coordinator Supervisor of IT Projects Supervisor of Network Operations.”
	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. Laurie Reichert moved, seconded by Mrs. Nancy Otstot, “that the following personnel items be approved:

RESIGNATIONS

TAMMY CLOUSER, Educational Paraprofessional, Emotional Support effective November 14, 2012 following extended leave of absence and settlement of worker’s compensation case. Reason: Waives and relinquishes any and all rights to assert any claim or demand for reemployment, seniority, unemployment comp benefits, tenure and all rights to assert any claim to any benefit of employment with the CAIU.

SHANNON GERHARDS, part-time Speech/Language Pathologist, Early Intervention effective February 7, 2013. Reason: Personal. Will be held to 60 days as per School Code unless a replacement is found before the 60th day.

JODEE SPECK, part-time Educational Paraprofessional, Deaf/Hard of Hearing Support effective December 14, 2012. Reason: Accepted full-time position in her field of accounting.

BARBARA SPERBER, Personal Care Assistant, Multiple Disability Support effective December 31, 2012. Reason: Advance career.

IRENE VANBUSKIRK, Teacher/Reading Specialist, Loysville Youth Development Center change of resignation date from January 2, 2013 to January 10, 2013. Reason: Retirement.

PENELOPE WINNER, Educational Paraprofessional, Diagnostic Class effective December 21, 2012. Reason: Career change.

RECOMMENDED FOR
EMPLOYMENT OR
CONTRACT

JUDITHE DUNKLE, Social Worker, Pupil Services effective January 2, 2013. Base salary of Masters, Step 9 for 189 days of service will be prorated for the remaining 107 days of the 2012/2013 school year. This is a replacement position funded through the Pupil Services Budget.

NICOLE FISHER, full-time, long-term substitute Teacher, Deaf/Hard of Hearing Support effective January 2, 2013 through June 10, 2013 (or the last day of the 2012/2013 school year). Base salary of Masters, Step 8 for 189 days of service will be prorated for a total of 107 days in the 2012/2013 school year. This is a replacement position funded through the Special Education Budget.

JONATHAN MITTEN, part-time Inclusion Educational Paraprofessional, Early Intervention effective January 2, 2013. To be paid at the rate of \$13.22 per hour based on HS+30, Step 6 for 189 days of service. This is a replacement position funded through the MAWA Budget.

ALLISON SIDDLE, EPP/LPN, Pupil Services effective November 29, 2012. Base salary of HS+30, Step 5 for 189 days of service will be prorated for a total of 124 days. Additional LPN Stipend of \$2,950 will also be prorated for 124 days. This is a replacement position funded through the Student Services Budget.

KATHERINE STROHM, part-time, long-term substitute Personal Care Assistant, Early Intervention effective January 2, 2013 through June 30, 2013. To be paid at the rate of \$14.07 per hour based on HS+30, Step 7, \$19,592 for 189 days of service. This is a replacement position funded through the MAWA Budget.

The following individual is recommended for employment as a day-to-day substitute teacher at the approved rate of \$90 per day:

KATHLEEN LIVENGOOD

Change of Status

JOHN EDLER, from part-time Educational Paraprofessional, Early Intervention to full-time, long-term substitute Teacher, Early Intervention effective January 7, 2013 through June 7, 2013. Base salary of Bachelors, Step 1 for 189 days of service will be prorated for a total of 96 days. This is a long-term substitute position funded through the MAWA Budget.

KAREN HOLLIMAN, recalled from furloughed status to part-time Occupational Therapist, OT/PT effective November 18, 2012. To be paid at the rate of \$44.90 per hour based on Masters, Step 13 for 189 days of service. This position is funded through the OT/PT Budget.

VERONICA LEPLEY, from child-rearing leave to part-time/hourly Speech/Language Clinician, Early Intervention effective January 2 – June 30, 2013. To be paid at the rate of \$34.90 per hour based on Masters, Step 5 for 189 days of service.

STEPHANIE REED, extension of long-term substitute contract as Teacher, Hospital Program effective January 2, 2013 through March 7, 2013 due to extension of leave of regular classroom teacher. Base salary of Bachelors, Step 2 will be prorated for an additional 45 days for a total of 101 days during the 2012/2013 school year. This position is funded through the Hospital Program.

NICOLE WERTZ, accepted recall to full-time Educational Paraprofessional Floater, Crisis Team effective January 2, 2013. Salary will be prorated for the remaining 107 days of the 2012/2013 school year. This position is funded through the CAPP Budget.

NICOLE WERTZ, continuation of long-term substitute Teacher, Emotional Support effective January 2 – January 31, 2013. Base salary of Bachelors, Step 1 for 189 days of service will be prorated for an additional 22 days.

RIMA WILSON, to move from current position as a full-time, long-term substitute Inclusion Consultant through June 30, 2013 to a full-time permanent position as a Teacher, Early Intervention effective July 1, 2013. This is a replacement position funded through the MAWA Budget.

CHANGES OF SALARY

JOHN EDLER, full-time, long-term substitute Teacher, Early Intervention, change of salary for presentation of transcripts showing proof of Master's Degree. Salary will be based on Masters, Step 1 for 189 days of service, prorated for a total of 96 days effective January 7, 2013 through June 7, 2013.

KENNETH GEIST, Technology Support Coordinator, Technology Services, change of status as the result of the PSBA salary study which showed the hourly rate to be below the Range 1 minimum salary. Hourly rate to be increased from \$16.74 to \$17.45 per hour retroactive to July 1, 2012.

TODD McCONNELL, change of salary/position due to change in job duties. Employee requested a voluntary change of position from Technology Support Coordinator to Application Support Specialist resulting in a change in hourly rate from \$23.28 to \$20.40 per hour. This position is funded through the Technology Entrepreneurial Budget.

MARY MORROW, Technology Support Coordinator, Technology Services, change of status as the result of the PSBA salary study which showed the hourly rate to be below the Range 1 minimum salary. Hourly rate to be increased from \$16.74 to \$17.45 per hour retroactive to July 1, 2012.

LEAVES OF ABSENCE

LINDSEY BINKLE, revised request for child-rearing leave of absence from position of Teacher, Deaf/Hard of Hearing support effective November 19, 2012 through February 15, 2013. Leave is requested with pay effective November 19 through December 20, 2012 for a total of 20 days and without pay effective January 3 through February 15, 2013 for a total of 31 days. Leave is requested in accordance with CAIU and FMLA Policies.

DAWN HOWELL, part-time Speech/Language Clinician, Early Intervention requests extension of child-rearing leave of absence through the end of the 2012/2013 school year. Leave is requested in accordance with CAIU Policy.

KATHRYN THOMAS, Teacher, Hospital Program, requesting medical leave of absence following end of FMLA benefits effective December 17, 2012 through March 8, 2013. Employee is requesting leave without pay for days designated by the CAIU sick bank as the waiting period and will be using sick bank days to cover subsequent absences through March 8, 2013. 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.

Executive Director's Report	<p>Dr. Mary Jane Gales reported on the following:</p> <ul style="list-style-type: none"> • Please read and share the Executive Director's report with your local district board • Invited all to attend the CAIU Winter Social on January 29, 4:30pm-6:30pm here at Enola. • Please enjoy your holiday gift, the book <i>Wonder</i>. It is a very good book and an easy read about a child with special needs. Encouraged all to share this book with others.
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 possibly in mid-January.
President's Report	Mrs. Jean Rice asked the Board members for input regarding a date for a Board Retreat. She thanked the Board for their attending today's meeting. Mrs. Rice wished everyone a Merry Christmas and encouraged all to take this opportunity to cherish time with their families.
Board Member Sharing of Information	Mrs. Laurie Reichert shared the positive feedback from her district administrators who had attended the SAS Institute in Hershey and the Keystone Exams discussion here at the CAIU.
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	<p>Mr. Robert Barr moved, seconded by Mrs. Laurie Reichert "that the meeting is adjourned."</p> <p>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</p> <p>At 9:29 a.m. the meeting adjourned.</p>

Rennie Borreli
Board Secretary