

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

September 27, 2012 MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, September 27, 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. Donna Rode, Mrs. Ellen Sheffey, Mr. J. Bruce Walter, Mrs. Jill Williamson and Mr. Wilbur Wolf

Members not in attendance were: Mrs. Barbara Gleim (departed the meeting at 9:08 a.m. prior to roll call, Ms. Barbara Layne, Dr. Anthony Tezik 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. Shawn Farr, Board Treasurer

Staff/Public in attendance were: Cindy Mortzfeldt, Alicia McDonald, Dave Martin, Theresa Kinsinger, Daren Moran, Len Kapp, 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 8:24 a.m. the Board reconvened the public work session.
- Recognition of CAIU Retirees Jane Bellinger, Education Consultant, Blind & Visually Impaired Support, retired after 22 years of service to the CAIU. She was not able to be present at the Board meeting.
- Summary of Operations/Multiple Budgets/Source of Funding Mr. Shawn Farr, Director of Business and Operations, shared an overview of the CAIU budgets and sources of funding.
- CAIU Reports Theresa Kinsinger, Director of Human Resources and Communications, reported the following:
- Pennsylvania School Boards Association (PSBA) has conducted a recent salary study on behalf of the CAIU. A final report and recommendations will be shared with the Board at a subsequent Board meeting.
- Len Kapp, Supervisor of Operations and Transportation, reported the following:
- Currently working with a firm to develop specifications for the Enola building HVAC system replacement.
- David Martin, Director of Technology Services, reported the following:
- Joan Adams and he have been selected to present AgendaManager at the upcoming Association of Educational Service Agency (AESA) conference in November.
 - The InfraGard Pittsburgh 2012 Safe Schools Statewide Conference will be held via videoconference with the CAIU serving as one of the four sites.

Cindy Mortzfeldt, Assistant Executive Director, reported the following:

- She attended the annual Title I Neglected & Delinquent (N & D) Leadership Symposium. Across the Commonwealth approximately 25,000 delinquent youth are served annually through various agency programs. The CAIU provides assistance to nine privately operated institutions for delinquent youth. During the 2011-12 school year, approximately 2,500 delinquent youth received services at these institutions. In addition, the CAIU also provides the educational program at the Loysville Youth Development Center, a state operated institution.

Discussion of Board Meeting Agenda Items

Fiscal Items

- Mr. Shawn Farr provided a financial update regarding Steelton-Highspire School District

Policies and Programs

- The Board discussed the On-line Teacher Position Description.

Departing Board Member

Mrs. Barbara Gleim departed the board meeting at 9:08 a.m.

Items from the Floor

There were no items from the floor.

BOARD MEETING

At 9:09 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 Treasurer Resignation

Mr. Robert Barr moved, seconded by Mrs. Nancy Otstot, “to accept the resignation of Shawn Farr as Board Treasurer of the Capital Area Intermediate Unit Board of Directors’ effective September 30, 2012.”

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

Appointment of CAIU Board Treasurer

Mr. Robert Barr moved, seconded by Mrs. Laurie Reichert “that Mr. Daren Moran, CAIU Business & Operations Supervisor, be appointed as CAIU Board Treasurer to complete the unexpired term beginning October 1, 2012 and ending in July 2013 with the next scheduled reorganization meeting of the CAIU Board of Directors.”

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 Heather Donovan to the Board meeting.

Approval of Minutes

Mrs. Linda Butler moved, seconded by Mrs. Ellen Sheffey, “that the minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of August 23, 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 met on Monday, September 10, 2012 to review the Lemoyne Office relocation planning and costing out proposal and the Enola Office HVAC system replacement.

Mr. Wilbur Wolf provided a summary from the meeting and the committee's recommendations to the Board.

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

Treasurer's Report	Treasurer's Report – August 2012
Payment of Bills	Payment of Bills – August 2012. There were #426 checks for a total of \$3,907,426.42
Summary of Operations	Summary of Operations - August 2012
Summary of Operations – June 2012 (Activity through 9/5/12)	Summary of Operations – June 2012 (Activity through 9/5/12).”

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 Mr. Matthew McGuire, “that the following budget administration items be approved:

Proposed 2012-13 Budget – Fiscally Distressed Schools	Proposed 2012-13 Budget – Fiscally Distressed Schools.”
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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

There were no other Fiscal Matters.

Policies and Programs

Mr. Wilbur Wolf moved, seconded by Mrs. Nancy Otstot,, “that the following policies and programs be approved:

Second Reading New Position, New Description

Second Reading New Position, New Description for the following:

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

First Reading, New Policy - Data Breach Notification

First Reading, New Policy - Data Breach Notification

CASA Field Trip - October 26, 2012

CASA Field Trip - October 26, 2012.”

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. Robert Barr moved, seconded by Mrs. Laurie Reichert, “that the following personnel items be approved:

RESIGNATIONS

SHAWN FARR, Director of Business and Operations effective September 30, 2012. Reason: Accepted position at Carlisle Area School District.
JILL PAE, Educational Paraprofessional, Early Intervention effective September 28, 2012. Reason: Employee is resigning and requested to be moved to the CAIU substitute list.

GLENDA PROKOPICK, Speech/Language Clinician, Early Intervention effective December 14, 2012. Reason: Retirement after more than 14 years of CAIU service.
JERRYANN REGL, Educational Paraprofessional, Early Intervention effective January 4, 2013. Reason: Retirement after more than 10 years of CAIU service.

RECOMMENDED FOR
EMPLOYMENT OR
CONTRACT

AMBER KELLER, part-time ESL Teacher effective September 10, 2012. To be paid at the rate of \$30.10 per hour based on Bachelors, Step 1 for 189 days of service. This is a replacement position funded through the ESL Budget.

ASHLEY MILLER, part-time Cafeteria Worker effective October 1, 2012. To be paid at the rate of \$11.20 per hour. This is a replacement position funded through the Cafeteria Budget.

JODEE SPECK, part-time Educational Paraprofessional, Autism Support effective September 4, 2012. To be paid at the rate of \$11.56 per hour based on HS, Step 2 for 189 days of service. Employee will be working 5.75 hours per day for a total of 176 days. This is a new position funded through the Autism Support Budget.

CONNIE SWIFT, part-time Educational Paraprofessional, Capital Area Partial Program effective September 5, 2012. To be paid at the rate of \$11.80 per hour based on HS+30, Step 3 for 189 days of service. Employee will be working 5.75 hours per day for a total of 175 days. This is a replacement position funded through the CAPP Budget.

GINA YOCUM, part-time Personal Care Assistant, PA Cyber School effective September 24, 2012. To be paid at the rate of \$15.02 per hour based on HS+30, Step 9 for 189 days of service. Employee will be working approximately six hours per day. This is a new position funded through PA Cyber School.

Change of Salary

DAN KENNEDY, from Web/Graphic Designer to Application Developer II, Technology Services effective October 1, 2012. To be paid at the rate of \$36.62 per hour prorated for a total of 195 days at 7.5 hours per day. Change of status/salary is the result of added responsibility due to a resignation within the department. This position is funded through the Application Development Budget.

WENDY RIDGWAY, Inclusion Consultant, Early Intervention, change of salary for presentation of 15 credits beyond Master's Degree retroactive to July 1, 2012. Salary will be based on Masters +15, Step 1 for 189 days of service.

LYNN SHAFER, change of salary due to increase in number of work days for the 2012/2013 school year from 39 to 42 days.

Change of Status

VICKIE ARMSTRONG, from Administrative Assistant to Project Coordinator, Student Services effective September 1, 2012. New rate of \$26.66 per hour will be prorated for a total of 215 days at 7.5 hours per day. Change from Non-exempt to Exempt Employee. This is a replacement position funded through the Student Services Budget.

BETHANY BORNAK, long-term substitute Speech/Language Clinician, Early Intervention, extension of long-term substitute contract through the end of the 2012-2013 school year. Base salary of Masters, Step 1 for 189 days of service will be prorated for a total of 170 days. This is a long-term substitute position funded through the MAWA Budget.

LYNN COBB, recall from part-time to full-time status as an Educational Paraprofessional, Emotional Support effective September 4, 2012. Salary will be based on HS+30, Step 1, \$16,069 for 189 days of service prorated for 180 days for the 2012/2013 school year. This is a new position funded through the Emotional Support Budget.

STEPHANIE JOHNSON, from day-to-day to long-term substitute Teacher, Hospital Program effective September 24, 2012 – December 21, 2012. Base salary of Bachelors, Step 2 for 189 days of service will be prorated for a total of 56 days. This is a long-term substitute position funded through the Hospital Budget.

PATRICIA KNOUSE, from 205-day to 260-day employee as a Secretary, Student Services effective October 1, 2012. To be paid at the Range 4 rate of \$18.07 per hour.

The change is necessary to pick up partial assignment of staff that resigned and are not being replaced. The position is being funded through the Hill Top Budget.

ARIAN MONASMITH, from Teacher, Deaf/Hard of Hearing Support to Online Learning Support Administrator, Capital Area Online Learning Association effective November 19, 2012. Hourly rate of \$28.72 per hour will be prorated at 7.5 hours per day for a total of 160 days. Employee can be held for up to 60 days as per CBA. This is a replacement position funded through the CAOLA Budget.

CAROLYN PRICE, from 205-day to 260-day employee as a Secretary, Student Services effective October 1, 2012. To be paid at the Range 4 rate of \$19.22 per hour. The change is necessary to pick up partial assignment of staff that resigned and are not being replaced. The position is being funded through the Hill Top Budget.

KATHLEEN WEBER, recall from part-time to full-time status as an Educational Paraprofessional, Early Intervention effective September 10, 2012. Salary will be based on HS+30, Step 1 for 189 days of service, prorated for a total of 158 days. This is a replacement position funded through the MAWA Budget.

RIMA WILSON, from part-time Educational Paraprofessional, Early Intervention to full-time, long-term substitute Inclusion Consultant, Early Intervention effective September 17, 2012 through June 7, 2013. This is a new position funded through a MAWA grant.”

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:

- Will be visiting eight school district board meetings and school district cabinet meetings to discuss CAIU services and to see how the CAIU could better serve the school districts
- **October 14-16 – School Age Special Education Services Program Review-** We will be working with PA Association of Pupil Services Administrators (PAPSA) to have them come on-site to conduct a program review of our school-age special education services. There will be a 5-6 person team on-site
- Shared an article written by **Holly Brzycki** that was published in the September issue of PA Administrator magazine. This is the publication of the PA Association of Elementary and Secondary School Principals. The title of her article is: “Growing a Hybrid Teacher: Supporting Face to Face and Online Instruction”.

CAIU 2012-13 Goals

Mr. J. Bruce Walter moved, seconded by Mr. Robert Barr, “that the CAIU 2012-13 Goals be approved with one change; that the document title be changed to reflect Executive Directors’ 2012-2013 Goals.”

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

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

There was no Board Member Sharing of information.

Departing Board Members

Mr. Matthew McGuire departed the Board Meeting at 9:30 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, October 25 , 2012, 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Mrs. Linda Butler 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 9:32 a.m. the meeting adjourned.

Rennie Borreli
Board Secretary