

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

June 25, 2015

MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, June 25, 2015, 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: Dr. Fred Baldwin, Mr. Terry Cameron, Ms. Barbara Layne, Mrs. Nancy Otstot, Mrs. Judith Quigley (via conference call), Mrs. Laurie Reichert, Dr. Anthony Tezik, Mr. J. Bruce Walter and Mrs. Trudy Withers

Members not in attendance were: Mr. Michael Berk, Mrs. Cheryl Capozzoli, Mr. Clifton Edwards, Mrs. Barbara Geistwhite, Mrs. Janis Macut, Dr. Elisabeth McLean, Mrs. Maryellen Sheehan, Mrs. Patricia Whitehead-Myers and Mr. Wilbur Wolf

Non-Voting Members in attendance were: Mrs. Cindy Mortzfeldt, Executive Director; Mrs. Rennie Gibson, Board Secretary and Mr. Daren Moran, Board Treasurer

Staff/Public in attendance were: Dr. Rhonda Brunner, Ms. Alicia McDonald, Mrs. Theresa Kinsinger, Mr. Brian Griffith and Mr. Len Kapp

REGULAR BOARD MEETING

At 8:00 a.m. the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order.

Executive Session

At 8:00 a.m. the Board entered into Executive Session to discuss personnel and legal matters.

REGULAR BOARD MEETING

At 8:08 a.m. the Board reconvened the Regular Board Meeting.

Pledge of Allegiance & Roll Call

All stood and pledged allegiance to the flag of the United States of America.

Recognition of the Public: Items Specific to the Agenda

There was no recognition of public: Items specific to the agenda.

Reports & Updates**Announcement of CAIU Retirees****The Board announced the following CAIU Retirees:**

- **Kathleen Johnson**, Remedial Specialist, retirement after almost 9 years of service
- **Gail Reynolds**, EPP, CAPP, retirement after more than 25 years of service
- **Kathy Heckard**, EPP, Autism, retirement after almost 30 years of service
- **Mary Woodward**, Teacher, CAPP, retirement after almost 8 years of service
- **Carol Hollis**, Educational Consultant, retirement after more than 15 years of service
- **Bev Meiser**, S/L Clinician, retirement after almost 22 years of service
- **Patricia Lacey**, Behavioral Consultant, Student Services, retirement after 8 years of CAIU service

CAIU Team Reports

- Alicia McDonald, Director of Student Services, shared that the Early Intervention carnival was held at Adventure Zone yesterday. Nearly 500 participants were expected to attend. It is anticipated that Presence Learning, an online service provider for Speech/Language, OT/PT, and counseling, will serve nearly 400 students next year. She also shared that there is a recommendation on the personnel report to hire the new principal for Hill Top Academy.
- Theresa Kinsinger, Director of Organizational Services, shared that the Guest Teacher program is active with 96 people registered to participate in the training planned for the first week of July. The Human Resources staff is busy with summer activities including hiring new staff to replace those who've retired or resigned.
- Mr. Len Kapp, Supervisor of Operations and Transportation, shared that two re-lamping projects are planned for this summer, one at Enola and the other at Hill Top Academy. These projects will upgrade the lighting in both facilities with LED bulbs. A significant energy savings is expected. He is also working with a nonpublic school on a replacement of a nonpublic modular classroom. There is an increase in the Driver's Education and Transportation budgets due to increased use of IU services by districts.
- Brian Griffith, Director of Curriculum Services, shared that curriculum consultants are continuing to provide service to districts over the summer. Pedro Rivera, the new Secretary of Education, has invited CAIU curriculum administrators to share information about the Blended Learning Grant initiative.
- Daren Moran, Business Manager, shared information about a golf tournament fundraiser to benefit Champions for Children which will be held on July 28th at Cumberland Golf Course in Carlisle. He shared information about the benefits and efficiencies of the CAIU using Office Depot ordering.
- Dr. Rhonda Brunner, Assistant Executive Director, shared that the PSBA has completed the consolidation of the three employee policy sections (Classified Support, Professional, and Administrative). The first section of the 300 Level Employee policies will be brought to the Board for approval in July. She provided a reminder about the All-Hazards training to be held at the CAIU July 14th – 16th.
- Rennie Gibson shared that she is receiving ballots for the upcoming reorganization of the Board.
- Cindy Mortzfeldt, Executive Director, shared information from her report regarding the recent PAIU conference, the Nonpublic Schools Professional Development Academy, the upcoming Willow Mill Preschool Open House which will be held on Monday, June 29th from 3:00 PM – 5:00 PM at their new facility at 4 Flowers Drive, Mechanicsburg, and the PowerSchool Academy being held at the CAIU this week.

Recognition of Board Members

The Board recognized the departing Board members: **Ms. Barbara Layne**, Middletown Area SD and **Dr. Anthony Tezik**, West Shore SD. Thank you for your service to the CAIU.

Approval of Minutes

Mrs. Laurie Reichert moved, seconded by Ms. Barbara Layne, "that the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of May 28, 2015 are approved."

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

Board Committee Report

Board Nominating Committee Election of CAIU Board Officers will take place at the July re-organization meeting. The Board Nominating Committee is seeking any Board members that are interested in serving as President or Vice President.

Treasurer's Report

Ms. Barbara Layne moved, seconded by Mrs. Laurie Reichert, "that the following fiscal items be approved:

Treasurer's Report May 2015 Treasurer's Report – a total of \$7,590,853.34 in receipts and \$7,597,163.77 in expenditures for May 2015

Payment of Bills May 2015 Payment of Bills

Summary of Operations May 2015 Summary of Operations showing revenues of \$62,632,374.04 and expenses of \$62,609,343.37."

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

Budget Administration

Dr. Fred Baldwin moved, seconded by Ms. Barbara Layne, "that the following Budget Administration items be approved:

Proposed Revised 2014-15 Budget Proposed Revised 2014-15 Budget - Conference Planning

Proposed 2015-16 Budgets

The following Proposed 2015-16 Budgets:

- ACT 89 (Nonpub Schools)
- Cafeteria
- CASA Charter School Sublease Agreement
- Diakon Center Point Program
- Driver's Education
- Early Intervention Access
- Early Intervention State Funding
- 2015-16 ELECT
- English as a Second Language (ESL)
- Entrepreneurial Transportation
- Financial Software Application
- Gifted Technical Assistant Services
- Hospital Education Program
- IDEA Preschool Section 619
- IDEA School Age
- IDEA Section 611 Component 1 Early Intervention
- Institutionalized Children's Program
- LLIU-PaTTAN Subcontract
- Loysville YDC
- Nonpublic Auxiliary Title Programs
- Online Learning Initiative (CAOLA)
- Professional Services
- Review of Higher Ed Teacher Programs
- Student Services
- Technology Entrepreneurial
- Transportation."

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

Additional Board voting Item **Mrs. Laurie Reichert moved, seconded by Dr. Fred Baldwin**, “that the Amendment of Loan Agreement and Service Agreement between the CAIU and the Capital Region Partnership for Career Development be added to the agenda under Other Fiscal Matters for approval.”

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

Other Fiscal Matters **Mrs. Nancy Otstot moved, seconded by Mrs. Laurie Reichert**, “that the following **Other Fiscal Matters be approved:**

Proposed 2015-16 - Cafeteria Rates PDE granted the CAIU meal pattern exemption due to the emotional and safety issues of our students and has approved us to use one meal pattern for all grades / ages which started with the 2013-14 school year.

	2014-15	2015-16
Milk for students/adults	.55	.60
Lunch (K-12)	2.60	2.65
Lunch, Reduced*	.40	.40
Lunch, Adult	3.85	3.95
Breakfast (K-12)	1.50	1.55
Breakfast, Reduced*	.30	.30
Breakfast, Adult	2.00	2.10

*Reduced prices set by PDE

Special Education Service Contract Summary – 2015-16 **2015-16 Special Education Service Contracts for the following:** Big Spring SD, Camp Hill SD, Capital Area School for the Arts CS, Carlisle Area SD, Commonwealth Connections Academy CS, Cumberland Valley SD, Dauphin County Technical School, Derry Township SD, Donegal SD, East Pennsboro Area SD, Greenwood SD, Harrisburg City SD, Infinity CS, Juniata County SD, Middletown Area SD, Millersburg Area SD, Newport SD, Shippensburg Area SD, South Middleton SD, Steelton-Highspire SD, Sylvan Heights Science CS, Upper Dauphin Area SD, West Perry SD, West Shore SD

Amendment of Loan and Service Agreement between CAIU and the Capital Region Partnership for Career Development Amendment of Loan Agreement and Service Agreement between CAIU and the Capital Region Partnership for Career Development.”

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

Policies and Programs **Mrs. Nancy Otstot moved, seconded Mrs. Laurie Reichert**, “that the following policies and programs be approved:

Proposed 2015-16 CAIU Board Meeting Dates Proposed 2015-16 CAIU Board Meeting Dates

Second Reading, New Policy #819-Suicide Awareness, Prevention and Response	Second Reading, New Policy #819-Suicide Awareness, Prevention and Response
Second Reading, Existing Position, New Description - Program Director	Second Reading, Existing Position, New Description - Program Director
First Reading, Revised Policies	First Reading of the following Revised Policies: Policy #537 - Vacation (Classified) Policy #541 - Benefits for PT Employees (Classified) Policy #331 – Job Related Expenses
First Reading, Existing Position, New Description	First Reading, Existing Position, New Description - Special Projects Secretary.”
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	<p>TIMOTHY ELLISON, network operations manager, Technology Services effective July 2, 2015. Reason: Accepted another position.</p> <p>CAITLYN HIBALA, personal care assistant, Autism Support effective June 26, 2015. Reason: Personal</p> <p>PATRICIA LACEY, behavioral consultant, Student Services effective June 5, 2015. Reason: Resignation for the purpose of retirement after 8 years of CAIU service.</p> <p>KATHRYN MANLEY, part-time inclusion EPP, Early Intervention effective July 30, 2015. Reason: Return to graduate school to pursue a master’s degree.</p>
RECOMMENDED FOR EMPLOYMENT OR CONTRACT	<p>COLLEEN BUSHMAN, human resources clerk, Administration/HR effective July 1, 2015. To be paid at the rate of \$17.40 per hour, 7.5 hours per day for 260 days/12 months of employment. This is a replacement position funded through the General Operating Budget.</p> <p>DANIEL CONWAY, application support specialist, Technology Services effective July 1, 2015. To be paid at the rate of \$19.05 per hour based on Range 2 salary of \$37,147.50 for 12 months of service. This is a replacement position funded through the CAOLA Budget.</p> <p>CARA KELLEHER, speech pathologist, school-age Speech/Language effective at the start of the 2015/2016 school year. Salary will be based on Masters, Step 2, \$47,137 for 192 days of service. This is a new position funded through the school-age Speech/Language Budget.</p> <p>KRISTEN McLAUGHLIN, remedial specialist, ANPS effective August 17, 2015. Salary will be based on Masters, Step 8, \$54,621 for 192 days of service. This is a replacement position funded through the Act 89 Budget.</p> <p>ANDREW RHOADS, application support specialist, Technology Services effective July 1, 2015. To be paid at the rate of \$19.05 per hour based on Range 2 salary of \$37,147.50 for 12 months of service. This is a new position funded through the CAOLA Budget.</p> <p>ANISSA RITCHIE, remedial specialist, ANPS effective August 17, 2015. Salary will be based on Masters, Step 13, \$64,469 for 192 days of service. This is a replacement position funded through the Act 89 Budget.</p>

ADAM SHANK, application support specialist, Technology Services with a tentative start date of July 1, 2015. To be paid at the rate of \$19.05 per hour based on Range 2 salary of \$37,147.50 for 12 months of service. This is a new position funded through the CAOLA Budget.

DR. JOHN THOMPSON, principal/program supervisor, Student Services with a start date to be determined. This offer of employment is contingent upon the employee obtaining proper certification during the 2015/2016 school year. Employee must obtain a valid Pennsylvania Administrative or Supervisory Certificate through the PA Department of Education on or before June 30, 2016, in order for employment to continue thereafter. Salary of \$110,376 will be based on Act 93, Grade 3 prorated for a number of days to be determined by start date. This is a replacement position funded through the Core Budget.

CHANGE OF STATUS

CRYSTAL JENKINS, from penn data coordinator, Range 2 to penn data specialist, Range 1, retroactive to July 1, 2013. No change in salary.

HELEN STARNER, project assistant, Special Projects-Curriculum, terminated effective June 2, 2015.

CHANGE OF SALARY

MIREK CHMIELEWSKI, educational paraprofessional, hospital program, three (3) days without pay for failure to notify supervisor to request approval for personal leave and failure to enter absences in Aesop effective May 26 – May 28, 2015.

DR. JANILYN ELIAS, from supervisor to program director, Student Services effective July 1, 2015. Change of status results in a change of salary to a position equal to an Assistant Director. Act 93 salary will be Grade 2, \$112,593 for 12 months of service.

PATRICK RIEKER, program director, CAPP, change of salary due to a change of status from 12 month to 205-day employee effective July 1, 2015. Salary has been set at \$65,882.77 for the 2015/2016 school year.

KATHERINE SCOTT, educational paraprofessional, Emotional Support, change of salary due to additional experience effective May 4, 2015. To be paid at the rate of \$18.25 per hour based on HS, Step 13, \$25,875 for 189 days of service, prorated for a total of 24 days through the end of the 2014/2015 school year. This position is funded through the ES Budget.

JESSICA SMITH, school psychologist, Pupil Services effective at the start of the 2015/2016 school year. To be paid at the rate of \$39.44 per hour based on Masters +15, Step 8, \$55,901 for 189 days of service (working 192 days in 2015/2016). This is a new position funded through the Pupil Services Budget.

ISSUANCE OF TENURE

Upon recommendation of the Executive Director, the following temporary professional employees to be elevated to the status of professional and shall be issued professional contracts, effective June 2015:

**SARAH BETACK
ALISHA FOSTER
JESSICA McCOOL
WENDY SHAVER
STEPHANIE REED
RIMA WILSON
AMBER KELLER
BETHANY BORNAK"**

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

The Executive Director's Report was available for the Board Members' review. Mrs. Mortzfeldt highlighted several items under the CAIU Team Report.

- Upcoming Events
- Invitation to the CAIU Carroll Elementary Preschool Graduation Ceremony & End of the Year Celebration
 - 19th Annual Champions for Children Golf Tournament Flyer
- President's Report**
- Mrs. Jean Rice thanked the Board members for their attendance at this morning's meeting. Thanks to Judy Quigley for attending by phone.
- Board Member Sharing of Information**
- There was no Board member sharing of information.
- Information Items**
- The following Informational Items were available for the Board Members' review:
- News Clipping – CAIU Teachers of the Visually Impaired
 - 6/10/15 SAC Meeting Minutes
- Other Business/Public Comment on Items Not Specific to Agenda**
- There were no other business/public comments 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, July 23, 2015, 8:00 a.m., Board Room, CAIU Enola Office. The June Board Topic is an Overview of Presence Learning. The presentation will immediately follow the Regular Board Meeting.
- Adjournment**
- Ms. Barbara Layne 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 9:06 a.m. the meeting adjourned.

Rennie Gibson,
Board Secretary