

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**October 23, 2014
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, October 23, 2014, at the Capital Area Intermediate Unit at the Enola Office. The meeting was called to order at 8:03 a.m. by President, Mrs. Jean Rice.

Members in attendance were: Dr. Fred Baldwin, Mrs. Cheryl Capozzoli (voted in during Regular meeting), Mr. Clifton Edwards, Mrs. Barbara Geistwhite, Ms. Barbara Layne, Dr. Elisabeth McLean (arrived after roll call), Mrs. Brenda Myers, Mrs. Judith Quigley, Mrs. Laurie Reichert, Dr. Anthony Tezik, Mr. J. Bruce Walter, Mrs. Patricia Whitehead-Myers and Mr. Wilbur Wolf

Members not in attendance were: Mr. Michael Berk, Mrs. Janis Macut, Mrs. Nancy Otstot, Mrs. Maryellen Sheehan, and Mrs. Trudy Withers

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

Staff/Public in attendance were: Rhonda Brunner, Theresa Kinsinger, Alicia McDonald, Brian Griffith, Dave Martin and Len Kapp

BOARD MEETING

At 8:03 a.m. the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order.

Pledge of Allegiance & Roll Call

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

Acceptance of Board Member Resignation – Mrs. Brenda Myers

Mrs. Barbara Layne moved, seconded by Mrs. Laurie Reichert, “to accept Mrs. Brenda Myers, Susquenita School District, resignation from the CAIU Board of Directors effective November 20, 2014.”

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

Acceptance of Board Member Resignation – Mr. Charles Brown

Mrs. Laurie Reichert moved, seconded by Mrs. Barbara Geistwhite, “to accept Mr. Charles Brown, Newport School District, resignation from the CAIU Board of Directors effective October 20, 2014.”

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

Appointment of New CAIU Board Member

Mr. Fred Baldwin moved, seconded by Mr. Wilbur Wolf, “that Mrs. Cheryl Capozzoli, Newport School District, be appointed to fill an unexpired term beginning October 23, 2014 and ending June 30, 2015.”

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**

There was no public in attendance.

Reports & Updates

Announcement of CAIU Retirees

There were no CAIU retirees this month.

CAIU Team Reports

- **Alicia McDonald**, Director of Student Services, shared that all special education contracts for the 2014-15 school year have been received. The Presence Learning online speech and occupational therapy treatment program is growing. The preschool team evaluations with Dr. Tierney, a developmental pediatrician, have provided comprehensive medical and educational reports and recommendations relating to children with autism. The Early Intervention program is exploring options to open a classroom to support the students identified through this evaluation process.
- **Theresa Kinsinger**, Director of HR, Business and Communications, shared that the HR department is rolling out the Alio employee self-serve portal. Information was recently distributed to staff regarding the implementation of the 2015-2016 health and wellness initiative. Open Enrollment for employee benefits begins next week and in conjunction with Open Enrollment, there will be a spousal opt-out audit. The Decima Award nominations are being accepted.
- **Brian Griffith**, Director of Curriculum Services, shared that sixteen Blended Learning Grant applications were received and three \$50,000 grants were awarded to schools in our region: Cumberland Valley High School, East Pennsboro Area Middle School, and Northern Middle School. Recently, representatives from the CAIU and these school districts visited Henry County, near Atlanta, Georgia, to observe their schools' implementation of blended learning.
- **David Martin**, Director of Technology Services, shared information about the creation of a Disaster Recovery Team. It is important that the data on servers be duplicated in another location. DRC has developed an application that supports an online testing option for students using Chromebooks and iPads. Our Technology Team has seen about a 50% increase in internet usage as schools move toward a teaching and learning environment using online resources.
- **Daren Moran**, Business Manager, shared that the CAIU's new accountant started last week. The Accounts Payable position has been posted and the position should be filled in the near future. We had a very positive exit conference with State auditors with one verbal comment regarding a Statement of Financial Interest form. The local audit exit conference will be held in early November. He has established the 2015-16 General Operating Budget timeline. The Board Finance Committee members will be contacted in the near future to set a date to review the preliminary draft of the 2015-16 General Operating Budget. The Champions for Children Foundation Board held their quarterly board meeting. It was shared that Orrstown Bank donated \$5,000, and an anonymous donor submitted a \$500 money order to Champions for Children.
- **Dr. Rhonda Brunner**, Assistant Executive Director, shared that the 2015 Omni Circular will affect Federal Program reporting and will focus on outcomes specifically related to performance expectations rather than processes. The CAIU will host an Active Shooter training for state workers and district employees have been invited to attend free of charge.
- Cindy Mortzfeldt, Executive Director, indicated that her report was available for review. A presentation by Holly Brzycki, Supervisor for Online Learning, will provide additional information about the Capital Area Online Learning Association (CAOLA) immediately following the Board meeting. Brian Griffith,

Dr. Rhonda Brunner and Cheryl Rudawski recently attended Edison Learning's annual "Edison Learning Leadership Development Academy. Edison Learning recently contracted with the CAIU to provide professional development and coaching for their online learning administrators and teachers. At the CAIU there are several networking opportunities. The Capital Region School Counselors Network, facilitated by David Colestock, continues to provide professional development, networking, advocacy, and leadership for our area's K-12 school counselors. She also had an opportunity to visit with the principal and staff at Loysville YDC this month.

- **Len Kapp**, Supervisor of Operations & Transportation, shared that his team has begun preparations for winter weather by evaluating facility needs and making sure equipment is ready for the winter season. Also, he has assisted with the assessment of facilities regarding work space and the changes to workspace configurations.
- **Rennie Gibson**, Board Secretary, shared the results of last month's PSBA Election of Officers and At-large Representatives.

Arriving Board Member	Dr. Elizabeth McLean arrived at 8:15 a.m.
Approval of Minutes	Mr. Wilbur Wolf moved, seconded by Mrs. Barbara Layne , "that the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of September 25, 2014 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	Mrs. Laurie Reichert, Chair of the Act 93 Committee, indicated that a meeting is scheduled for the Board Committee to meet with the Act 93 Representatives.
Treasurer's Report	Mr. Wilbur Wolf moved, seconded by Mrs. Judith Quigley , "that the following fiscal items be approved:
Treasurer's Report	Treasurer's Report – a total of \$11,302,340.17 in receipts and \$7,303,373.92 in expenditures for September 2014
Payment of Bills	Payment of Bills - September 2014
Summary of Operations	Summary of Operations - June 2014 (for activity through 10/10/14) and September 2014." Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Budget Administration	There were no budgets this month.
Other Fiscal Matters	Mrs. Laurie Reichert moved, seconded by Mrs. Judith Quigley , "that the following other fiscal matters be approved:
Special Education Service Contract Summary – 2014-15	2014-15 Special Education Service Contract for Harrisburg City School District." 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. Fred Baldwin moved, seconded Mr. Wilbur Wolf, “that the following policies and programs be approved:

Second Reading Revised Policies

Second Reading of the following Revised Policies:

- Revised Policy #100.1 - Comprehensive Planning
- Revised Policy #004 - Membership
- Revised Policy #331 - Job Related Expenses - Admin
- Revised Policy #431 - Job Related Expenses - Professional
- Revised Policy #531 - Job Related Expenses - Classified

Second Reading, New Position, New Description - Technical Business Analyst

Second Reading, New Position, New Description - Technical Business Analyst

First Reading, New Policy #805- Emergency Preparedness

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First Reading, Revised Policy # 121 - Off-Site Experiences

First Reading, Revised Policy # 121 - Off-Site Experiences

First Reading, Existing Position, New Description - Educational Consultant; Curriculum & Tech

First Reading, Existing Position, New Description - Educational Consultant; Curriculum & Technology

First Reading, New Position, New Description

First Reading, New Position, New Description - Network Administrator II.”

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

RESIGNATIONS

TODD RITTER, Network Administrator II, Technology Services effective November 3, 2014. Reason: Personal.

JACQUELYN ROBISON, personal care assistant, Capital Area Partial Program (CAPP) effective September 16, 2014. Reason: Resigned as part of overall settlement of workers’ compensation claim.

BARBARA THOMAN, personal care assistant, Autism Support effective October 17, 2014. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

CHRISTOPHER CHASE, accountant, Business effective October 16, 2014. Base salary of \$45,000 for 12 months of service will be prorated for a total of 184 days. This is a replacement position funded through the General Operating Budget.

JOCELYN COLYER, occupational therapist, OT/PT effective November 5, 2014. Base salary of Masters, Step 5, \$49,759 for 189 days of service will be prorated for a total of 124 days. This is a new position funded through the OT/PT Budget.

LEEANN LETERSKY, part-time educational paraprofessional, Early Intervention effective October 15, 2014. To be paid at the rate of \$15.52 per hour based on HS+30, Step 7, \$22,011 for 189 days of service. This is a new position funded through the MAWA/District Budget.

JOYCE RASER, part-time, long-term substitute ESL teacher, Curriculum Services effective October 15, 2014 through December 15, 2014. To be paid at the rate of \$48.38 per hour based on Masters, Step 15, \$68,583 for 189 days of service. This is a long-term substitute position funded through the ESL Budget.

HILLARY WILLIAMS, program assistant, Curriculum Services effective October 20, 2014. Range 2 base salary of \$30,908 for 12 months of service will be prorated for a total of 182 days. This is a replacement position funded through the Pages Budget.

CHANGE OF STATUS

ALEXANDRA CAMERO, service coordinator, Early Intervention, change in start date to October 16, 2014. Base salary of Bachelors, Step 1, \$42,872 for 189 days of service will be prorated for a total of 139 days.

STEPHANIE DILLOW released from current school district to begin employment as a teacher, Emotional Support effective October 27, 2014. Base salary of Bachelors, Step 3, \$44,579 for 189 days of service will be prorated for a total of 142 days.

KIMBERLY HEINER, change of status from worker's comp to active status effective October 2, 2014. To be paid at the rate of \$14.59 per hour based on HS, Step 7, \$20,676 for 189 days of service. This is a temporary clerical position.

PATRICIA LACEY, mental health treatment specialist, Capital Area Partial Program, furlough due to CAPP restructuring effective December 23, 2014.

CHANGES OF SALARY

TERRI MANDIA, remedial specialist, ANPS, change of salary for completion of Masters +15 credits effective October 20, 2014. New base salary of Masters +15, Step 12, \$63,066 for 189 days of service will be prorated for a total of 144 days.

WILLIAM MERCER, change of salary as the result of a change of status due to demotion from mental health worker, CAPP to educational paraprofessional, Autism Support effective October 20, 2014. MHW salary of \$41,372 for 189 days of service will be prorated for a total of 42 days; EPP salary of HS+30, Step 8, \$22,886 for 189 days of service will be prorated for a total of 147 days. This is a new position funded through the Autism Support Budget.

PAUL ZANGER, change of salary as the result of a change of status due to demotion from mental health worker, CAPP to personal care assistant, Autism Support effective October 20, 2014. MHW salary of \$31,766 for 189 days of service will be prorated for a total of 42 days; EPP salary of HS+30, Step 2, \$17,638 for 189 days of service will be prorated for a total of 147 days. This is a replacement position funded through the Autism Support Budget."

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 also highlighted several items under the CAIU Team Reports.

2014-15 CAIU Organizational Goals

The 2014-2015 CAIU Organizational Goals including timeline, were available for the Board's review.

President's Report

Mrs. Jean Rice shared that it is a pleasure to meet with the Board members each month and she appreciates their attendance.

Board Member Sharing of Information

Mrs. Barbara Geistwhite, on behalf of the Cumberland Valley HS, thanked the CAIU for the Blended Learning planning grant that will support the high school's implementation of blended learning.

Mr. Wilbur Wolf, Big Spring School District, shared that some parents in his district have expressed their concerns regarding the use of computers by their children.

Information Items

The following information items were available for the Board Members' review:

- Several staff appreciation/thank you memos
- Superintendent's Council Meeting Minutes (SAC) – 10/8/14

**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, November 20, 2014, 8:00 a.m., Board Room, CAIU Enola Office. There will be a site visit to the Preschool Classes at Foose Elementary immediately following the November Board meeting.

Adjournment

Mrs. 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 9:05 a.m. the meeting adjourned.

Rennie Gibson,
Board Secretary