

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**November 20, 2014
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, November 20, 2014, 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 (voted in during Regular meeting), Mr. Clifton Edwards, Mrs. Barbara Geistwhite, Ms. Barbara Layne, Mrs. Janis Macut, Dr. Elisabeth McLean (arrived after roll call), Mrs. Brenda Myers, Mrs. Nancy Otstot, Mrs. Judith Quigley, Mrs. Laurie Reichert, Mrs. Maryellen Sheehan, Dr. Anthony Tezik, Mrs. Trudy Withers and Mr. Wilbur Wolf

Members not in attendance were: Mr. Michael Berk, Mrs. Cheryl Capozzoli, Mr. J. Bruce Walter and Mrs. Patricia Whitehead-Myers

Non-Voting Members in attendance were: Mrs. Cindy Mortzfeldt, Executive Director; Mrs. 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, Len Kapp and Michelle Sholder

REGULAR BOARD MEETING

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

2013-14 Audit Report Presentation

John W. Bonawitz, CPA, and Jeff Walker from Brown Schultz Sheridan & Fritz provided an overview of the 2013-2014 CAIU Annual Audit Report.

Executive Session

At 8:16 a.m. the Board entered into Executive Session to discuss the review of a compensation plan and a personnel matter.

REGULAR BOARD MEETING

At 8:20 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.

Appointment of New CAIU Board Member

Dr. Fred Baldwin moved, seconded by Ms. Barbara Layne, "that Mr. Terry Cameron, Greenwood School District, be appointed to fill an unexpired term beginning November 20, 2014 and ending June 30, 2017."

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

The Board welcomed Michelle Sholder, CAEA representative, to the meeting.

Reports & Updates

Announcement of CAIU Retirees

There were no CAIU retirees this month.

CAIU Team Reports

- David Martin, Director of Technology Services, shared information about a Disaster Recovery Team with the goal of creating a Disaster Recovery Plan. There will be two presentations: one from Microsoft and a second one from VMware, to provide information to assist the team in the development of the plan. The PAIUnet, which is the infrastructure that connects all Intermediate Units, was rebid recently and the new vendor was selected. The bandwidth will be increasing to a 10 gig connection. In addition to the PAIUnet, there was also a bid for internet services. The pricing for the internet with the new vendor is reported to be one of the lowest in the country. The 3rd annual iPad Summit will be held on December 15th.
- Brian Griffith, Director of Curriculum Services, shared an overview of how professional development opportunities are disseminated to districts. A Google Summit was held this week with over 140 attendees. The School Performance Profile (SPP) data has been released and there are upcoming trainings on the Pennsylvania Value Added Assessment System (PVAAS).
- Len Kapp, Supervisor of Operations & Transportation, shared that the maintenance staff completed fall projects and he has included plans for future projects in the 2015-2016 budget.
- Theresa Kinsinger, Director of HR, Business and Communications, shared that Open Enrollment will be completed next week. There was a smooth transition to a new employee portal. There are significant changes and updates to child protective laws. Background checks will be required every three years for current employees. Applicants, who will be working with children, must disclose all previous employers where he/she had contact with children. The new form to be used for this process will be sent out by PDE by December 22nd.
- Alicia McDonald, Director of Student Services, shared that Board members are invited to a Thanksgiving luncheon at Hill Top on November 25th. The Deaf and Hard of Hearing program will have a Holiday cookie exchange on Thursday, December 11. Currently, we are piloting a new English Language Arts Curriculum in four of our classrooms. During this pilot we will support our staff and students in implementing the integration of instructional technology. Each classroom is piloting a different technology structure. She also noted the upcoming changes to CAPP as the program transitions to an educational model.
- Daren Moran, Business Manager, recently attended a conference for PAIU Business Managers. He also shared an update regarding the Limited Procedures Engagement audit. The auditors began their work on Tuesday. They will be reviewing seven contracts that were entered into between the PDE and the CAIU from 2009-2014. The board finance committee will meet with the administration immediately following the board meeting to review the proposed 2015-16 General Operating Budget.
- Dr. Rhonda Brunner, Assistant Executive Director, shared information about a Data Breach simulation held at the CAIU. There are several new policies on the agenda. There are plans in the near future to merge the Employee sections of the policy manual. We also plan to purchase Administrative Regulations for CAIU administrative review, modification, and approval.
- Cindy Mortzfeldt, Executive Director, provided some information about the CAIU preschool classes held at the Options Day Care located at the Capital Area Children's Center. These classes provide for an inclusive

setting for some of our preschoolers. She also visited the preschool classes at Delbrook Preschool and Lemoyne Preschool Centers. She shared information about the Superintendents' Conference held at the end of October and in particular the Build-A-Bike Team Building activity. All staff communications meetings were held face-to-face along with a virtual option. One meeting was also recorded for later viewing by staff. This is American Education week and a time to thank our educators for the work they do every day.

Departing Board Member

Mrs. Janis Macut departed the Board meeting at 9:29 a.m.

Approval of Minutes

Mr. Wilbur Wolf moved, seconded by Mrs. Nancy Otstot, "that the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of October 23, 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

The Board Finance Committee will meet immediately following today's Board meeting. The Act 93 Committee met with representatives from the Act 93 group to begin review of the Act 93 Compensation Plan.

Treasurer's Report

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

Treasurer's Report

October 2014 Treasurer's Report – a total of \$6,680,647.48 in receipts and \$4,660,570.88 in expenditures

Payment of Bills

October 2014 Payment of Bills

Summary of Operations

October 2014 Summary of Operations showing revenues of \$19,867,230.58 and expenses of \$16,483,840.30."

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

There were no other Fiscal Matters

Policies and Programs

Mrs. Laurie Reichert moved, seconded Mr. Wilbur Wolf, "that the following policies and programs be approved:

Second Reading, New Policy #805-
Emergency Preparedness

Second Reading and approval, New Policy #805- Emergency Preparedness

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

Second Reading and approval, Revised Policy #121 - Off-Site Experiences

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

Second Reading and approval, Existing Position, New Description -
Educational Consultant; Curriculum & Technology

Second Reading, New Position, New
Description

Second Reading and approval, New Position, New Description - Network
Administrator II

First Reading, Revised Policy #000 - Board Policy/Procedure/Administrative Regulations

Revised Policy #000 - Board Policy/Procedure/Administrative Regulations was available for First Reading

First Reading, New Policies

The following New Policies were available for First Reading:

- #701 - Facilities Planning
- #805.1 - Relations with Law Enforcement Agencies

First Reading, New Position, New Description - Behavior Consultant

New Position, New Description - Behavior Consultant 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.

Personnel Items

Mrs. Judith Quigley moved, seconded by Dr. Fred Baldwin, “that the following personnel items be approved:

RESIGNATIONS

BRETNEY ENDY, educational paraprofessional, Autism Support effective November 5, 2014. Reason: Accepted a position outside of the CAIU.

MARIANNE McKENNA, part-time educational paraprofessional, Early Intervention effective November 5, 2014. Reason: Personal.

ANNA STROUSE, part-time inclusion EPP, Early Intervention effective November 13, 2014. Reason: Personal.

KATHLEEN WEBER, educational paraprofessional, Early Intervention effective March 3, 2015. Reason: Retirement after more than four years of CAIU service.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

KIMBERLY HARFORD, part-time educational paraprofessional floater, Student Services effective November 24, 2014. Base salary of HS+30, Step 1, \$17,299 for 189 days of service will be prorated for 5.75 hours per day for a total of 122 days. This is a new position funded through the Student Services Budget.

AMANDA KELLER, educational paraprofessional, Autism Support effective December 2, 2014. Base salary of HS+30, Step 1, \$17,299 for 189 days of service will be prorated for a total of 119 days. This is a replacement position funded through the Autism Support Budget.

MORGAN MORAN, speech therapist, Student Services, effective December 8, 2014. Base salary of Masters, Step 2, \$46,604 for 189 days of service will be prorated for a total of 117 days. This is a new position funded through the School-age Speech/Language Budget.

LEE ANN SCHWER, personal care assistant, Deaf/Hard of Hearing Support effective November 24, 2014. Base salary of HS+30, Step 7, \$22,011 for 189 days of service will be prorated for a total of 123 days. This is a replacement position funded through the DHH Budget.

ANN TENAN, educational consultant, Curriculum Services effective January 5, 2015. Base salary of Bachelors, Step 14, \$63,293 for 189 days of service will be prorated for a total of 108 days. This is a new position funded through the Title III Budget.

MICHAEL ZIMMERMAN, personal care assistant, Multiple Disability Support effective October 27, 2014. Base salary of HS+30, Step 1, \$17,299 for 189 days of service will be prorated for a total of 142 days. This is a new position funded through the MDS Budget.

ALEXANDRA CAMERO, service coordinator, Early Intervention, correction in start date from October 16, 2014 to October 15, 2014. Base salary of Bachelors, Step 1, \$42,872 for 189 days of service will be prorated for a total of 139 days.

CHRISTOPHER MONASMITH, from Network Administrator I to Network Administrator II, Technology Services effective November 20, 2014. New salary of \$61,000 for 12 months of service will be prorated for a total of 158 days. This position is funded through the Technology Entrepreneurial Budget.

THOMAS SMITH, from day-to-day substitute guest teacher to part-time personal care assistant, Autism Support effective November 5, 2014. To be paid at the rate of \$13.67 per hour based on HS+30, Step 4, \$19,388 for 189 days of service. This is a new position funded through the AS Budget.

CHANGES OF SALARY

ASHLEY MARTZ, speech therapist, Early Intervention, payment of ASHA Stipend for the effective January 5, 2014. Stipend of \$2,500 will be prorated for a total of 97 days for the 2014/2015 school year.

TODD KEHLER, Supervisor, Student Services, suspension, one (1) day without pay, on November 24, 2014.

LEAVE OF ABSENCE

RACHEL DIEM, speech pathologist, Early Intervention, child-rearing leave of absence effective December 10, 2014 through February 27, 2015. Leave is requested with pay using accumulated sick leave December 10, 2014 through January 19, 2015 for a total of 19 days and without pay effective January 20, 2015 through February 27, 2015 for a total of 26 days. Leave is requested in accordance with CAIU and FMLA Policies.

MARIA LAZZAREVICH, speech pathologist, Early Intervention, medical leave of absence following end of child-rearing leave effective November 19, 2014 through March 5, 2015. Leave is requested in accordance with CAIU Policy.”

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 and wished everyone a wonderful holiday and relaxing time with their families.

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 thanked the board members for their attendance. She wished them all a happy holiday.

Board Member Sharing of Information

Mrs. Nancy Otstot, East Pennsboro Area School District, shared that she was very appreciative of the opportunity to attend the annual PSBA Conference held in October. She shared the new PSBA Platform. PSBA will urge the General Assembly to address pension reform, enact meaningful charter school reform to remove inequities within the system, reform the charter school formula for special education, and provide adequate and fair funding.

Ms. Barbara Layne discussed Substitute Service Agencies and the sub fill rate.

Departing Board Member

At 9:41 a.m. Mrs. Laurie Reichert departed the Board meeting.

Information Items

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

- Invitation to Hill Top Thanksgiving Luncheon
- Audit Letter from Department of the Auditor General Bureau of School Audits

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, December 18, 2014, 8:00 a.m., Board Room, CAIU Enola Office. Monthly Board Topic: *Agendamanager Training/Overview Immediately following the Board Meeting*

Adjournment

Ms. Barbara Layne moved, seconded by Mrs. Trudy Withers, "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 9:45 a.m. the meeting adjourned.

Rennie Gibson,
Board Secretary