

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**January 28, 2016
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, January 28, 2016, at the Capital Area Intermediate Unit at the Enola Office. The meeting was called to order at 8:02 a.m. by President, Mrs. Jean Rice.

Members in attendance were: Dr. Fred Baldwin, Mr. Michael Berk, Mr. Terry Cameron, Mr. Robert Copeland (voted in during Regular meeting), Mr. Clifton Edwards, Mr. Jay Franklin (arrived after roll call), Mrs. Judith Quigley, Mr. John Salov, Mr. Eric Samples, Mr. Ford Thompson, Mr. J. Bruce Walter, Mrs. Trudy Withers and Mr. Wilbur Wolf

Members not in attendance were: Mrs. Judy Crocenzi, Mr. Ken Ewing, Mrs. Barbara Geistwhite, Dr. Elisabeth McLean and Mrs. Patricia Whitehead-Myers

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: Alicia McDonald, Theresa Kinsinger, Brian Griffith, Rhonda Brunner, Len Kapp, Michelle Sholder, Kirsti Dietz, Janilyn Elias and Tracy Geist

REGULAR BOARD MEETING

At 8:02 a.m. the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order.

Executive Session

At 8:02 a.m. the Board entered into Executive Session to discuss a personnel matter.

REGULAR BOARD MEETING

At 8:07 a.m. the Board reconvened the Regular Board Meeting.

Pledge of Allegiance

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

Roll Call

Mr. Wilbur Wolf moved, seconded by Mr. Mike Berk, "that the following new Board Member be appointed to fill an unexpired term:

Appointment of New Board Member

Mr. Robert Copeland, East Pennsboro S.D., unexpired term beginning January 28, 2016 and ending June 30, 2016."

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 Michele Sholder, CAEA, Kirsti Dietz, Janilyn Elias and Tracy Geist to the meeting.

Reports & Updates

Board Member Recognition Month

As January is School Board Recognition Month, the CAIU recognized and thanked our nineteen Board Members for devoting their time to support education and serve the local schools and community.

Program Spotlight - Work of the Service Dogs

Alicia McDonald, Director of Student Services, introduced Dr. Tracy Geist, who provided a comprehensive overview of the use of service dogs in Student Services programs.

Dr. Geist introduced the Therapy Dog team and areas of focus for each of the dogs at Hill Top Academy. The Therapy Dog program has also expanded to the autism class at East Pennsboro Area SD.

Arriving Board Member	Mr. Jay Franklin arrived at 8:22 a.m.
Announcement of CAIU Retirees	The Board announced the following retirement: Bev Cordier , HR Coordinator, retirement after 29 years of service.
2016-17 General Operating Budget Presentation	Daren Moran, Business Manager, provided an update on the CAIU Revenue Anticipation Note (RAN) and provided a detailed report on the proposed 2016-2017 CAIU General Operating Budget.
Statement of Financial Interests	Rennie Gibson, Board Secretary, indicated that each board member had a Statement of Financial Interest Form at his/her place. Please return the form by April 15.
CAIU Team Reports	<ul style="list-style-type: none"> ➤ Alicia McDonald, Director of Student Services, shared that approximately 650 preschool transition meetings are occurring with districts. ➤ Theresa Kinsinger, Director of Organizational Services, shared that W-2s have been created and distributed, and the CAIU staff submitted all required clearances within the required time period. ➤ Brian Griffith, Director of Curriculum Services, provided an update on Senate Bill 880 regarding extending the Keystone Exams graduation requirement to 2019 and shared that the Every Student Succeeds Act (ESSA) puts many decisions about student achievement and accountability at the state level. The PA State Board of Education and Legislators will be responsible for coming up with a process for measuring school districts and providing assistance for the lowest performing schools. ➤ Dr. Rhonda Brunner, Assistant Executive Director, provided an update on upcoming PDE Federal Programs trainings and workshops to include updates on ESSA. ➤ Cindy Mortzfeldt, Executive Director, shared information about the success of CAIU All Staff Day. She pointed out that the “Year in Review” facts were included in her report. She highlighted that of the 708 preschool children who entered school this year, 14% entered Kindergarten without a need for Special Education services. She also shared, on behalf of David Martin, an update regarding the rebid of the Wide Area Network (WAN) and Internet. Each district has a letter of commitment to renew services. He anticipates having a new agreement for the February Board meeting.
Approval of Minutes	<p>Mr. Wilbur Wolf moved, seconded by Mr. John Salov, “that the minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of December 17, 2015 are approved.”</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>
Board Committee Report	The Board Negotiations Committee met on January 7, 2016 to begin the Negotiations process. The Board Finance Committee met on January 7, 2016 to review the proposed 2016-17 General Operating Budget.
Treasurer’s Report	Mr. Mike Berk moved, seconded by Mr. Wilbur Wolf , “that the following fiscal items be approved:
Treasurer's Report	December 2015 Treasurer's Report – a total of \$5,274,504.87 in receipts and \$4,824,110.08 in expenditures.

Payment of Bills	December 2015 Payment of Bills.
Summary of Operations	December 2015 Summary of Operations showing revenues of \$18,243,974.41 and expenses of \$27,253,800.87.”
	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. Judith Quigley moved, seconded by Mr. Wilbur Wolf, “that the following Budget Administration Items be approved:
Proposed 2015-16 Budget Revisions	The following Proposed 2015-16 Budget Revisions: <ul style="list-style-type: none"> • Loysville Youth Development Center • English as a Second Language
Proposed 2016-17 General Operating Budget (First Reading)	First Reading of the Proposed 2016-17 General Operating Budget.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Other Business Item	Mr. Mike Berk moved, seconded by Dr. Fred Baldwin, “that the following other Business Item be approved:
Annual Election of Board Members	The CAIU Board of Directors has approved <u>not</u> to hold an annual convention in the spring of 2016. Therefore, the election of Board members representing <i>Camp Hill, Central Dauphin, Derry Township, East Pennsboro, Harrisburg, Lower Dauphin, Newport, Susquehanna Township, Upper Dauphin and West Shore</i> school districts will be accomplished by mail ballot.”
	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. Trudy Withers moved, seconded by Mr. Wilbur Wolf, “that the following Other Fiscal Matter be approved:
2014-15 Audit Report	2014-15 Audit Report.”
	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. Mike Berk moved, seconded by Mr. Eric Samples, “that the following Policies and Programs be approved:
First Reading, Revised Policy #610 - Purchases Subject to Bid - Quotation	First Reading, Revised Policy #610 - Purchases Subject to Bid – Quotation, with suggested changes to the language to maintain consistency.
Second Reading, Existing Position, Revised Descriptions	The following Second Reading, Existing Position, Revised Descriptions: <ul style="list-style-type: none"> • Speech/Language Therapist • Program 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

Mr. Mike Berk moved, seconded by Mr. Wilbur Wolf, “that the following personnel items be approved:

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **DEVON MCNOLDY**, Long Term Substitute Personal Care Assistant, Autism Support Program, effective February 1, 2016 – June 3, 2016. Base salary of HS + 30, \$18,003, for 189 days of service will be prorated for a total of 84 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **LINDSEY WATERS**, Long Term Substitute School Counselor, ANPS Program, effective January 25, 2016 – June 2, 2016. Base salary of Masters, Step 4, \$49,107, for 189 days of service will be prorated for a total of 88 days with additional new hire days as required. This is a replacement position funded through the ANPS/Act 89 budget.
- **CHRISTIAN WRIGHT**, Personal Care Assistant, Autism Support Program, effective January 4, 2016. Base salary of HS, Step 1, \$16,642, for 189 days of service will be prorated for a total of 102 days with additional new hire days as required. This is a new position funded through the Autism Support budget.

CHANGE OF STATUS

- **FREDERICK GARMAN**, Long Term Substitute Behavior Consultant, Student Services, change of end date of assignment from January 5, 2016 to April 1, 2016, resulting in an increase of days from 45 to 103.
- **JOLETTA NEBEL**, Counselor, ANPS Program, from retirement effective date of February 29, 2016 to effective date of March 2, 2016 due to snow days.
- **KATHERINE SCOTT**, Educational Paraprofessional, CATES Program, from active to terminated status effective January 28, 2016, based on failure to successfully complete restraint management training as required by the job description.

CHANGE OF SALARY

- **SARAH HANCOCK**, Educational Consultant, Early Intervention Program, change of salary for completion of Masters +15 credits effective January 4, 2016. Salary will be based on a Masters +15, Step 8, \$55,901 for 189 days of service and will be prorated for a total of 98 days.
- **MELISSA MARCHALONIS**, Remedial Specialist, ANPS Program, change of salary for completion of Masters +15 credits effective January 4, 2016. Salary will be based on a Masters +15, Step 12, \$63,516 for 189 days of service and will be prorated for a total of 108 days.
- **SCOTT SNYDER**, Educational Consultant, Instructional Technology Program, change of salary for completion of Master's Equivalency effective January 4, 2016. Salary will be based on a Masters, Step 15, \$69,116 for 189 days of service and will be prorated for a total of 109 days.

LEAVES OF ABSENCE

- **LAURA KOROT**, Secretary, CAOLA Program, medical leave of absence January 27 – April 25, 2016. Leave is requested using accumulated paid leave from January 27 – February 9, 2016 for a total of 10 paid days and without pay from February 10 – April 25, 2016 for a total of 50 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **JESSICA SMITH**, Psychologist, Pupil Services, child-rearing leave of absence February 29 – May 9, 2016. Leave is requested using accumulated paid leave from February 29, 2016 – April 5, 2016 for a total of 24 paid days and without pay from April 6 – May 9, 2016 for a total of 24 unpaid days. Leave is requested in accordance with CAIU and FMLA Policies.

- **LINDA WHEELER**, Remedial Specialist, ANPS Program, sabbatical for restoration of health effective January 4, 2016 – June 11, 2016 as provided for under the PA School Code.
- **HILLARY WILLIAMS**, Program Assistant, Curriculum Team, child-rearing leave of absence March 4 – April 29, 2016. Leave is requested using accumulated paid leave from March 4 - March 17, 2016 for a total of 10 paid days and without pay from March 18 – April 29, 2016 for a total of 28 unpaid days. Leave is requested in accordance with CAIU and FMLA Policies.

ISSUANCE OF TENURE

- The following temporary professional employees have met all criteria required to obtain tenure and shall be elevated to the status of professional and issued professional contracts, effective January 1, 2016:
Natausha Bulgrien.”

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. Cindy announced that New Board Members' Orientation will be held on Wednesday, February 3 beginning at 3:00 p.m. in the Keystone Room at the Enola office. Photos of the Board members will be taken beginning at 4:00 p.m. All Board members are welcome to attend the orientation and/or have a new photo taken.

President's Report

Mrs. Jean Rice thanked the Board for being at the meeting this morning. She appreciates the service and attendance of our Board Members. She also reminded the Board that, in February, we will begin to work on the Executive Director evaluation.

Board Member Sharing of Information

- Mrs. Trudy Withers, Halifax Area SD, shared that her superintendent had attended the Substitute Recruitment Fair held at the CAIU. Their district was able to increase their number of substitutes through the recruitment fair.
- Mr. Wilbur Wolf, Big Spring SD, shared that a bill passed by the Senate and sent to the House would require school districts to post notice of a proposed collective bargaining agreement at least two weeks prior to board action. He recommended that members contact their representatives.

Information Items

There were no information items.

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, February 25, 2016, 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Mr. Eric Samples moved, seconded by Mr. Mike Berk, “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 9:54 a.m. the meeting adjourned.

Rennie Gibson,
Board Secretary