

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

March 17, 2016
MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, March 17, 2016, at the Capital Area Intermediate Unit at the Enola Office.

REGULAR BOARD MEETING	At 8:03 a.m. the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order by President, Mrs. Jean Rice.
Executive Session	At 8:03 a.m. the Board entered into Executive Session to discuss a personnel matter.
REGULAR BOARD MEETING	At 8:21 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	<p><u>Members in attendance were:</u> Mr. Michael Berk, Mr. Robert Copeland, Mrs. Judy Crocenzi, Mr. Clifton Edwards, Mrs. Barbara Geistwhite, Dr. Elisabeth McLean, Mrs. Judith Quigley, Mrs. Jean Rice, Mr. Ford Thompson, Mr. J. Bruce Walter and Mr. Wilbur Wolf (11)</p> <p><u>Members not in attendance were:</u> Dr. Fred Baldwin, Mr. Terry Cameron, Mr. Ken Ewing, Mr. Jay Franklin, Mr. Eric Samples, Mr. John Salov and Mrs. Trudy Withers (7)</p> <p><u>Non-Voting Members in attendance were:</u> Mrs. Cindy Mortzfeldt, Executive Director, Mrs. Rennie Gibson, Board Secretary and Mr. Daren Moran, Board Treasurer</p> <p><u>Staff/Public in attendance were:</u> Alicia McDonald, Theresa Kinsinger, Brian Griffith and Rhonda Brunner</p>
Recognition of the Public: Items Specific to the Agenda	Mrs. Jean Rice welcomed Cindy Shiraki, CAIU Supervisor OT/PT, and Brittany Duling, CAIU OT, to the meeting.
Reports & Updates	
Program Spotlight - OT/PT Services & Resources	Cindy Shiraki, Supervisor OT/PT, and Brittany Duling, OT, provided an overview of OT/PT services and resources. Brittany also shared information about the Wiki spaces used to communicate with parents and share resources.
Announcement of CAIU Retirees	The Board announced the following retirees: <i>Joletta Nebel</i> , Counselor, ANPS, retirement after more than 9 years of service and <i>Mary DePalma</i> , Teacher, Autism Support program, retirement after more than 8 years of service.
CAIU Team Reports	Alicia McDonald , Director of Student Services, shared that two events were held recently at the CAIU Delbrook Preschool Center to allow opportunities for legislators to visit our programs and for the CAIU to share a need for increased funding for preschool special education. She is also completing the annual contract meetings with each district to gather feedback about our services and also to begin planning for 2016-17 special education services.

Theresa Kinsinger, Director of Organizational Services, shared that recent legislation changed the time requirement for updated clearances for new employees from one year to five years. She also attended the recent PSBA Legal Roundup.

Brian Griffith, Director of Curriculum Services, shared that the Mid-Atlantic Conference on Personalized Learning recently held in Baltimore was a great success. There were 365 registrants from eleven different states. Several staff on the Curriculum Team was responsible for planning and organizing the conference. The Elementary Blended Learning Planning Grant applications were received from 10 schools. Review of the applications will conclude this week with an anticipated announcement of recipients soon. Senate Bill 880 delayed the use of Keystone Exams as a graduation requirement. PDE recently released FAQs to help answer the many questions about this delay.

Daren Moran, Business Manager, shared that he has begun to receive the required weighted budget votes and is anticipating receipt of the rest in the next several weeks. He has also begun conversation about acquiring a new Revenue Anticipation Note because of the anticipated delay in passage of the 2016-17 state budget.

Dr. Rhonda Brunner, Assistant Executive Director, shared that safe schools will be a discussion topic at the April superintendent meeting. A take-home summer school program is being explored for our nonpublic school students.

Rennie Gibson, Board Secretary, indicated that the CAIU Board has a vacancy due to a resignation of the Harrisburg SD Board Member.

Cindy Mortzfeldt, Executive Director, shared that the Personalized Learning Conference was a great success. She also shared the process and documents for her 2015-16 evaluation. She invited the Board members to attend the 17th Annual Champions for Children Bingo event planned for April 1st.

Board Member Vacancy	Mrs. Patricia Whitehead-Myers resigned from the Harrisburg School Board effective February 16, 2016 which has resulted in a vacancy on the CAIU Board of Directors. We have requested that the Harrisburg School Board nominate a new member to fill the vacancy.
Approval of Minutes	<p>Mr. Mike Berk moved, seconded by Mrs. Barbara Geistwhite, “that the minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of February 25, 2016 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	<p>The Board Negotiation Committee will be meeting immediately following today’s Board meeting.</p> <p>The Board Finance Committee met on March 8th to discuss some possible solutions to the busing challenges at Hill Top Academy.</p>
Treasurer’s Report	Mr. Wilbur Wolf moved, seconded by Mrs. Judy Crocenzi , “that the following fiscal items be approved:
Treasurer’s Report	February 2016 Treasurer’s Report – a total of \$9,336,430.47 in receipts and \$13,110,424.92 in expenditures
Payment of Bills	February 2016 Payment of Bills
Summary of Operations	February 2016 Summary of Operations showing revenues of \$53,255,776.13 and expenses of \$42,094,998.41.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Budget Administration	Mr. Mike Berk 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"> • Online Learning Initiative (CAOLA) • Professional Services.” <p>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</p>
Other Fiscal Matters	There were no other fiscal matters.
Policies and Programs	Mrs. Barbara Geistwhite moved, seconded by Mrs. Judith Quigley , “that the following Policies and Programs be approved:
Second Reading, Revised Policies	Second Reading of the following Revised Policies: <ul style="list-style-type: none"> • #100.1 - Comprehensive Planning • #805.1 - Relationship with Law Enforcement Agencies.”
2016-17 CAIU 12-Month Employee Calendar	2016-17 CAIU 12-Month Employee Calendar
First Reading, New Policies	First Reading of the following New Policies: <ul style="list-style-type: none"> • #705 – Safety • #716 - Integrated Pest Management • #813 - Other Insurance.” <p>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</p>
Personnel Items	
	Mr. Mike Berk moved, seconded by Mr. Wilbur Wolf , “that the following personnel items be approved:
RESIGNATIONS	SARAH BUHRMAN , Teacher, Hospital Program, effective June 2, 2016. Reason: Retirement after 34 years of service. CHERYL COPE , Educational Paraprofessional, Transition Services Program, effective June 7, 2016. Reason: Retirement after 14 years of service. TERSANDRIA HASKINS , Personal Care Assistant, Emotional Support Program, effective March 31, 2016. Reason: Personal MARSHA KUBISIAK , Nurse, Pupil Services, effective June 17, 2016. Reason: Retirement after 19 years of service. KATHRYN KUTZ , Educational Paraprofessional, Early Intervention Program, effective March 18, 2016. Reason: Personal DEVON MCNOLDY , Personal Care Assistant, Autism Support Program, effective March 4, 2016. Reason: Personal MICHAEL ZITO , Personal Care Assistant, Autism Support Program, effective March 18, 2016. Reason: Personal
RECOMMENDED FOR EMPLOYMENT OR CONTRACT	ERIN COHAN , Personal Care Assistant, Autism Support Program, effective March 14, 2016. Base salary of HS + 30, Step 1, \$18,003, for 189 days of service will be prorated for a total of 60 days with additional new hire days as required. This is a new position funded through the Autism Support budget.

TAMARA SCHULZ, Long Term Substitute COTA (Certified Occupational Therapist Assistant), OT/PT Program, effective March 11, 2016. Salary will be based on the COTA schedule, Step 1, \$30,773, for 189 days of service will be prorated for a total of 64 days with additional new hire days as required. This is a new position funded through the OT/PT budget.

CHANGE OF STATUS	<p>JESSICA SMITH, Psychologist, Pupil Services, change of child-rearing leave dates from February 29 – April 5, 2016 to March 3 – May 11, 2016.</p> <p>HILLARY WILLIAMS, Program Assistant, Curriculum Team, change of child-rearing leave dates from March 4 – April 29, 2016 to March 10 – May 4, 2016.</p>
LEAVES OF ABSENCE	<p>STEPHANIE DILLOW, Teacher, Emotional Support Program, medical leave of absence March 7 – June 3, 2016. Leave is requested using accumulated paid leave from March 7 – the morning of March 17, 2016 for a total of 8.5 paid days and without pay from the afternoon of March 17 – June 3, 2016 for a total of 52.5 unpaid days. Leave is requested in accordance with CAIU and FMLA Policies.</p> <p>EMILY FREEBURN, Speech and Language Clinician, Early Intervention Program, child-rearing leave of absence February 24 – July 28, 2016. Leave is requested using accumulated paid leave from February 24 – April 19, 2016 for a total of 30 paid days and without pay from April 20 – July 28, 2016 for a total of 50 unpaid days. Leave is requested in accordance with CAIU and FMLA Policies.”</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>
Executive Director's Report	<p>The Executive Director’s Report was available for the Board Members’ review. Mrs. Mortzfeldt shared several highlights from her report during the Team Updates. She shared that new outside directional signs are being installed to provide better direction for visitors. She also shared that Agendamanager has been updated with a numbering format for Board agenda items, as was used prior to the upgrade.</p>
President's Report	<p>Mrs. Jean Rice thanked the board members for their attendance at today’s meeting.</p>
Board Member Sharing of Information	<p>Mr. Mike Berk, South Middleton SD, shared that they are very pleased with AgendaManager and have created the option for the public portal so that their Board meeting agendas will be public 24 hours in advance of their board meeting. Pedro Rivera, Secretary of Education, will be at South Middleton to hold a Roundtable. Community members, staff, students, and Board members have been invited to attend.</p> <p>Mrs. Barbara Geistwhite, Cumberland Valley SD, shared that the CV student-led Thon raised \$270,031.16 at this year’s event. Also, Patrick Kennedy, will be at the Scottish Rite Cathedral on Wednesday night, April 13 at 6:30 p.m. Additional information can be found at: http://www.harrisburgmagazine.com/City-Beat/February-2016/Patrick-Kennedy-to-Speak-for-JFS-Fundraiser/</p> <p>Mrs. Judith Quigley, Mechanicsburg Area SD, shared that she is a candidate for the PSERS Board. A ballot will be sent to all board members in April. She appreciates the support from each of the board members.</p> <p>Mrs. Judy Crocenzi, West Shore SD, shared that the West Shore Little League Team champions will be at a rally at the Pollack Center in Camp Hill. It is anticipated that their story will be made into a movie.</p>
Information Items	<p>There were no information items.</p>
Other Business/Public Comment on Items Not Specific to Agenda	<p>There were no other business/public comments on items not specific to the agenda.</p>

**Next Board Meeting
Date**

The next regular meeting of the Capital Area Intermediate Unit Board of Directors will be held on Thursday, April 28, 2016, 8:00 a.m., Board Room, CAIU Enola Office.

Mr. Mike Berk moved, seconded by Mrs. Judy Crocenzi, “that the meeting is adjourned.”

Adjournment

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

At 9:25 a.m. the meeting adjourned.

Rennie Gibson,
Board Secretary