

## CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street  
Enola, PA 17025

**April 28, 2016**  
**MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, April 28, 2016, at the Capital Area Intermediate Unit at the Enola Office.

|  |  |
|--|--|
| <b>REGULAR BOARD MEETING</b>                                   | At 8:00 a.m. the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order by President, Mrs. Jean Rice.  |
| <b>Executive Session</b>                                       | At 8:01 a.m. the Board entered into Executive Session to discuss personnel and legal matters.  |
| <b>REGULAR BOARD MEETING</b>                                   | At 8:13 a.m. the Board reconvened the Regular Board Meeting.   |
| <b>Pledge of Allegiance</b>                                    | All stood and pledged allegiance to the flag of the United States of America.  |
| <b>Roll Call</b>   | <p><b><u>Members in attendance were:</u></b> Dr. Fred Baldwin, Mr. Terry Cameron, Mr. Robert Copeland, Mrs. Judy Crocenzi, Mr. Clifton Edwards, Mr. Ken Ewing, Mr. Jay Franklin (arrived after roll call), Ms. Ausha Green (voted in during regular meeting), Mrs. Judith Quigley, Mrs. Jean Rice, Mr. John Salov, Mr. Eric Samples, Mr. Ford Thompson, and Mr. Wilbur Wolf (14)</p> <p><b><u>Members not in attendance were:</u></b> Mr. Michael Berk, Mrs. Barbara Geistwhite, Dr. Elisabeth McLean, Mr. J. Bruce Walter and Mrs. Trudy Withers (5)</p> <p><b><u>Non-Voting Members in attendance were:</u></b> Mrs. Cindy Mortzfeldt, Executive Director, Mrs. Rennie Gibson, Board Secretary and Mr. Daren Moran, Board Treasurer</p> <p><b><u>Staff/Public in attendance were:</u></b> Theresa Kinsinger, Brian Griffith, David Martin, Len Kapp, Rhonda Brunner, Michelle Sholder, Keith Imboden, Heather Smith and Julie Harman</p> |
| Appointment of New Board Member                                | <p><b>Mr. Ford Thompson moved, seconded by Dr. Fred Baldwin,</b> “that the following new Board Member be appointed to fill an unexpired term:<br/>Ms. Ausha Green, Harrisburg S.D., unexpired term beginning April 28, 2016 and ending June 30, 2016.”</p> <p><b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b></p>  |
| <b>Recognition of the Public: Items Specific to the Agenda</b> | Mrs. Jean Rice welcomed Keith Imboden, Heather Smith, Julie Harman and Michele Sholder to the meeting.   |
| <b>Reports &amp; Updates</b>                                   |  |
| Program Spotlight – Autism Consultation                        | The Program Spotlight this month is on Autism Consultation in recognition of National Autism Awareness Month. Keith Imboden, Supervisor, Julie Harman and Heather Smith, Educational Consultants, provided an overview of the Autism Support Services provided to both the CAIU and district students and staff.   |

|                                |  |
|--------------------------------|--|
| <b>Board Member Arrived</b>    | At 8:32 a.m., Mr. Jay Franklin arrived at the Board meeting.   |
| Announcement of CAIU Retirees  | <p>The Board announced the following retirees:</p> <p><b>Sharon Walker</b>, Data Specialist, retirement after more than 8 years of service</p> <p><b>S. Jane Buhrman</b>, Teacher, Hospital Program, retirement after 34 years of service</p>  |
| CAIU Team Reports              | <p><b>Mr. Brian Griffith</b>, Director of Curriculum Services, shared that CAIU recently held the PA Excellence in Online Learning conference for the districts and Intermediate Units participating in the CAIU online learning program. The CAIU hosted PDE's Senate Bill 880 feedback sessions, and the PDE ESSA focus groups are beginning today.</p> <p><b>Mr. David Martin</b>, Director of Technology Services, shared information about summer technology work; the positive result of having a redundant internet provider when backup is needed due to a disruption in service, and information about the upcoming Tech Talk live conference.</p> <p><b>Mrs. Theresa Kinsinger</b>, Director of Organizational Services, shared updates regarding hiring and onboarding of new employees, a new process for HR information gathering for school districts, release of the new CAIU website and her staff's work to update the employee intranet. Nominations are currently being accepted for the Holtzman award. The annual CAIU Employee Social will be held next week.</p> <p><b>Dr. Rhonda Brunner</b>, Assistant Executive Director, shared policy updates and information about upcoming federal program. She also shared that the Safe Schools Annual Conference will be held on May 14<sup>th</sup> in Seven Springs. Districts are encouraged to attend as a school component was added to the agenda. The cost is \$50.</p> <p><b>Mr. Daren Moran</b>, Business Manager, shared that the 2016-17 General Operating Budget has been approved by all our member districts. The required PDE budget reporting is now electronic and the 2016-17 CAIU General Operating Budget will be submitted by May 1<sup>st</sup>. The CAIU is preparing for a possible Revenue Anticipation Note (RAN) for 2016-17. The annual Champions for Children Basket Bingo, held in early April, was a great success, raising more than \$5,000 in revenue for the foundation. The next Champions for Children fundraiser will be the Golf tournament held on July 26, more information to come.</p> <p><b>Mrs. Rennie Gibson</b>, Board Secretary, shared that the CAIU annual board ballots were distributed to all school district board members for voting. She also shared that Statement of Financial Interest forms are due no later than May 1.</p> <p><b>Mrs. Cindy Mortzfeldt</b>, Executive Director, shared that April is Autism Awareness month as well as Occupational Therapy month. Planning is underway to repair a collapsing culvert under the CAIU driveway. The second, "My Bike" event will be held at the CAIU on May 9<sup>th</sup>. It is anticipated that seventeen children will receive their new bikes at this event. One of our CAIU vision support students has been accepted into Project Search for next school year.</p> |
| 2016-17 Special Education Plan | The 2016-17 Special Education Plan was available for the Board's review.   |
| <b>Approval of Minutes</b>     | <p><b>Mr. Wilbur Wolf moved, seconded by Mr. Eric Samples</b>, "that the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of March 17, 2016 are approved."</p> <p><b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b></p>   |

|   |   |
|---|---|
| <b>Board Committee Report</b>   | <b>The Board Negotiating Committee</b> will be meeting immediately following today's Board meeting. The Negotiations Committee also met on March 17, 2016 and March 31, 2016.   |
| <b>Treasurer's Report</b>   | <b>Mr. John Salov moved, seconded by Mr. Jay Franklin,</b> "that the following fiscal items be approved:  |
| Treasurer's Report  | March 2016 Treasurer's Report – total of \$5,075,812.88 in receipts and \$7,912,637.00 in expenditures  |
| Payment of Bills  | March 2016 Payment of Bills   |
| Summary of Operations   | March 2016 Summary of Operations showing revenues of \$59,367,299.09 and expenses of \$49,194,478.40."  |
|   | <b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>   |
| <b>Budget Administration</b>  | <b>Mr. Wilbur Wolf moved, seconded by Mr. Jay Franklin,</b> "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"> <li>• Revision A - Act 89 (Nonpublic Schools)</li> <li>• Revision A - Early Intervention ACCESS</li> <li>• Revision A - IDEA Section 611 - Early Intervention</li> <li>• Revision A - IDEA Section 619- Early Intervention</li> <li>• Revision A - State Early Intervention</li> <li>• Revision A - Technology Entrepreneurial</li> </ul> |
| Proposed 2015-16 Original Budget - Title I, Part A - Improving Basic Programs | Proposed 2015-16 Original Budget - Title I, Part A - Improving Basic Programs."   |
|   | <b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>   |
| <b>Other Fiscal Matters</b>   | <b>Mrs. Judith Quigley moved, seconded by Mr. Eric Samples,</b> "that the following Other Fiscal Matters be approved:   |
| 2016-17 Student Services Fixed Rates  | 2016-17 Student Services Fixed Rates."  |
|   | <b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>   |
| <b>Policies and Programs</b>  | <b>Mr. Wilbur Wolf moved, seconded by Mr. Eric Samples,</b> "that the following Policies and Programs be approved:  |
| Second Reading, New Policies  | Second Reading and final approval of the following New Policies: <ul style="list-style-type: none"> <li>• #705 – Safety</li> <li>• #716 - Integrated Pest Management</li> <li>• #813 - Other Insurance</li> </ul>   |

|   |  |
|---|--|
| First Reading, New Policies                           | <p>The following New Policies were available for First Reading:</p> <ul style="list-style-type: none"> <li>• New Policy #220 - Student Expression/Distribution &amp; Posting of Materials</li> <li>• New Policy #226 - Searches</li> <li>• New Policy #227 - Controlled Substances</li> <li>• New Policy #233 - Suspension &amp; Expulsion</li> <li>• New Policy #248 - Unlawful Harassment</li> <li>• New Policy #251 - Homeless Students</li> </ul>  |
| First Reading, Revised Policies                       | <p>The following Revised Policies were available for First Reading:</p> <ul style="list-style-type: none"> <li>• Revised Policy #138 - Limited English Proficiency Program</li> <li>• Revised Policy #221 - Dress and Grooming</li> <li>• Revised Policy #709.1 - Video Surveillance</li> <li>• Revised Policy #815 - Acceptable Use</li> <li>• Revised Policy #912 - Relations with Educational Institutions</li> </ul>   |
| First Reading, Existing Position, Revised Description | <p>The following Existing Position, Revised Descriptions, were available for First Reading:</p> <ul style="list-style-type: none"> <li>• Existing Position, Revised Description – Behavior Consultant</li> <li>• Existing Position, Revised Description - Business Manager</li> <li>• Existing Position, Revised Description - Clinical Psychologist/Mental Health Coordinator</li> <li>• Existing Position, Revised Description - Communication Facilitator</li> <li>• Existing Position, Revised Description - Certified Occupational Therapy Assistant (COTA)</li> <li>• Existing Position, Revised Description - Educational Consultant</li> <li>• Existing Position, Revised Description - Inclusion Consultant</li> <li>• Existing Position, Revised Description - Occupational Therapist (OT)</li> <li>• Existing Position, Revised Description - Physical Therapist Assistant(PTA)</li> <li>• Existing Position, Revised Description - Physical Therapist (PT)</li> <li>• Existing Position, Revised Description - Social Worker</li> <li>• Existing Position, Revised Description - School Nurse</li> <li>• Existing Position, Revised Description - Job Coach</li> </ul> |
| First Reading, Existing Position, New Descriptions    | <p>The following Existing Position, New Descriptions, were available for First Reading:</p> <ul style="list-style-type: none"> <li>• First Reading, Existing Position, New Description - Inclusion Educational Paraprofessional - Preschool</li> <li>• Existing Position, New Description - Itinerant Teacher</li> </ul>   |
| 2016-17 Curriculum Services Calendar                  | 2016-17 Curriculum Services Calendar   |
| 2016-17 Student Services Master Calendar              | 2016-17 Student Services Master Calendar.”   |

**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. Wilbur Wolf moved, seconded by Mr. Ken Ewing,** “that the following personnel items be approved

## RESIGNATIONS

**KATHLEEN EICH**, Educational Consultant, Curriculum Team, effective June 30, 2016. Reason: Retirement after 36 years of service.

**JOAN GILLIS**, Educational Consultant, Curriculum Team, effective August 24, 2016. Reason: Retirement after 7 years of service.

**BRITTA HUNTER**, Speech and Language Clinician, School-Age Speech Program, effective April 1, 2016. Reason: Personal

**BRIAN MITTEN**, Mental Health Treatment Specialist, CATES Program, effective June 3, 2016. Reason: Retirement after 16 years of service.

**KEITH MUTINDA**, Technology Support Specialist, Technology Team, effective April 22, 2016. Reason: Personal

**KATHLEEN PIVOVARNIK**, Teacher, Transition Services Program, effective June 3, 2016. Reason: Retirement after 30 years of service.

**KATHY STYER**, Personal Care Assistant, Multiple Disabilities Program, effective June 8, 2016. Reason: Retirement after 30 years of service.

**JACQUELINE WILSON**, Educational Paraprofessional, Transition Services Program, effective June 3, 2016. Reason: Retirement after 19 years of service.

RECOMMENDED FOR  
EMPLOYMENT OR  
CONTRACT

**SHAWNDI AMSLER**, Personal Care Assistant, Emotional Support Program, effective April 11, 2016. Base salary of HS + 30, Step 1, \$18,003, for 189 days of service will be prorated for a total of 39 days with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.

**ROSEMARY BRAUGHT**, part-time Access Secretary, Student Services Team, effective April 6, 2016. Employee will be paid at the Range 4 rate of \$16.00 per hour and will work 12 months. This is a replacement position funded through the Access budget.

**NELSON DIAZ**, Educational Paraprofessional, Autism Support Program, effective April 4, 2016. Base salary of HS, Step 1, \$16,642, for 189 days of service will be prorated for a total of 42 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.

**TIMOTHY GREER**, Network Administrator II, Technology Team, effective April 19, 2016. Base salary of \$61,500 for 12 months of service, prorated for a total of 53 days through June 30, 2016. This is a replacement position funded through the Network Services budget.

**MARY HALEY**, Personal Care Assistant, CATES Program, effective April 12, 2016. Base salary of HS + 30, Step 1, \$18,003, for 189 days of service will be prorated for a total of 38 days with additional new hire days as required. This is a replacement position funded through the CATES budget.

**WHITNEY KORTZE**, part-time Floater Teacher, Student Services Team, effective April 11, 2016. Base salary of Masters + 30, Step 8, \$57,328. Employee will complete time sheets and will also complete additional new hire days as required. This is a replacement position funded through the School-Age Floater budget.

**JULIE LEMIEUX**, Teacher, School-Age Direct Instruction Program, effective April 11, 2016. Base salary of Bachelors, Step 7, \$50,018 for 189 days of service will be prorated for a total of 39 days with additional new hire days as required. This is a new position funded through the Multiple Disabilities Support budget.

**ARAINA OSBORNE**, Personal Care Assistant, Emotional Support Program, effective April 25, 2016. Base salary of HS + 30, Step 1, \$18,003, for 189 days of service will be prorated for a total of 29 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.

CHANGE OF STATUS

**S. JANE BUHRMAN**, Teacher, Hospital Program, from retirement effective date of June 2, 2016 to effective date of April 21, 2016.

**SHANNON ELLISON**, from full-time Educational Paraprofessional to part-time Long Term Substitute Floater Teacher, Student Services Team, effective April 6 – June 3, 2016. Change of status results in a change of salary to Bachelors, Step 2, \$44,110, which equates to an hourly rate of \$31.12.

Employee will complete timesheets and will be paid based on number of hours worked. This is a new position funded through the School-Age Floater budget.

**LORI FEIDT**, Teacher, Loysville Youth Development Center, change in leave of absence return to work date from April 6, 2016 to April 25, 2016.

**JILL JOHNSON**, from Educational Paraprofessional to Communication Facilitator, Autism Support Program, effective September 8, 2015 – June 3, 2016. Change of status results in payment of \$2,950 stipend which will be prorated for 175 days. This will be paid through the Autism Support budget.

**STEPHANIE KRAMER**, Speech and Language Clinician, School-Age Speech Program, change of child-rearing leave dates from March 29 – May 9, 2016 to March 18 – May 4, 2016.

**TAMMY POFF**, from Educational Consultant to Behavioral Consultant, Intervention Program, effective for the 2015/16 school year. Change of status results in a change of salary to Masters + 30, Step 6, \$54,308 for 189 days of service.

**NICOLE REDCROSS**, from Educational Paraprofessional to Long Term Substitute Teacher, Emotional Support Program, effective April 4 – June 3, 2016. Change of status results in a change of salary to Bachelors, Step 1, \$43,322 for 189 days of service prorated for 44 days. This is a replacement position funded through the Emotional Support budget.

#### LEAVES OF ABSENCE

**CARLY COALSON**, Reading Specialist, ANPS Program, child-rearing leave of absence for the 2016/2017 school year. Leave is in accordance with CAIU and FMLA policies.

**BETH FITZPATRICK**, Program Secretary, Student Services Team, leave of absence March 18- March 30, 2016. Leave is requested using accumulated paid leave for a total of 6 days and is in accordance with CAIU and FMLA policies.

**DAN FRANCIS**, School Psychologist, Pupil Services, leave of absence April 1- May 6, 2016. Leave is requested using accumulated paid leave for a total of 26 days and is in accordance with CAIU and FMLA policies.

**JACKIE SCHUBERT**, Speech Clinician, Early Intervention Program, leave of absence March 7-March 16, 2016. Leave is requested using accumulated paid leave for a total of 7.5 days and is in accordance with CAIU and FMLA policies.

**KRISTI SHIREMAN**, Early Intervention Speech and Language Supervisor, leave of absence March 15 – March 31, 2016. Leave is requested using accumulated paid leave for a total of 10 days and is in accordance with CAIU and FMLA policies.

**KRISTIN WILSON**, Teacher, ESL Program, child-rearing leave of absence April 18 – June 3, 2016. Leave is requested using accumulated paid leave from April 18 – May 25, 2016 for a total of 28 paid days and without pay from May 26 – June 3, 2016 for a total of 5 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.”

**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 shared several highlights from her report during the team updates. She also welcomed new Board Member Ms. Ausha Green, Harrisburg S.D.

#### President's Report

Mrs. Jean Rice had no report.

#### Board Member Sharing of Information

**Mrs. Judith Crocenzi**, West Shore SD, shared the “Save the Date” information about the West Shore Foundation Gala to be held on Saturday, October 15, 2016 at the West Shore Country Club. The event will include dinner, entertainment and a silent auction.

**Dr. Fred Baldwin**, Carlisle Area SD, shared that he was pleased to be a Board representative for his district in the selection process for the annual Outstanding

Professional and Support Staff Persons. He also asked the board members to share with him any protocols or advice on helping people know how to properly address the Board.

**Mrs. Judtih Quigley**, Mechanicsburg Area SD, shared an update about the election process for the PSERS Board. She anticipates that an updated ballot will be distributed soon.

**Information Items**

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

- Hill Top 2nd Annual Art and Achievement Show - Invitation
- 2016 PA Regional Computer Fair Article
- Appreciation email received for outstanding service
- Appreciation email from CVSD to Crystal Jenkins
- Appreciation email from PDE

**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, May 26, 2016, 8:00 a.m., Board Room, CAIU Enola Office.

**Mr. Jay Franklin moved, seconded by Mr. Eric Samples**, "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 9:22 a.m. the meeting adjourned.

Rennie Gibson,  
Board Secretary