

**CAPITAL AREA INTERMEDIATE UNIT**

55 Miller Street  
Enola, PA 17025

**August 27, 2015  
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, August 27, 2015, at the Capital Area Intermediate Unit at the Enola Office. The meeting was called to order at 8:06 a.m. by President, Mrs. Jean Rice.

**Members in attendance were:** Dr. Fred Baldwin, Mr. Michael Berk, Mrs. Judy Crocenci, Mr. Clifton Edwards, Mrs. Barbara Geistwhite, Dr. Elisabeth McLean, Mrs. Nancy Otstot, Mrs. Judith Quigley, Mr. John Salov, Mr. J. Bruce Walter, Mrs. Patricia Whitehead-Myers, Mrs. Trudy Withers and Mr. Wilbur Wolf

**Members not in attendance were:** Mr. Terry Cameron, Mrs. Cheryl Capozzoli, Mrs. Janis Macut, Mrs. Laurie Reichert and Mrs. Maryellen Sheehan

**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:** Ms. Alicia McDonald, Mrs. Theresa Kinsinger, Mr. Brian Griffith, Mr. David Martin, Dr. Rhonda Brunner (via telephone), Mr. Len Kapp and Michele Sholder

**REGULAR BOARD MEETING**

At 8:06 a.m. the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order.

**Executive Session**

At 8:06 a.m. the Board entered into Executive Session to discuss a personnel matter.

**REGULAR BOARD MEETING**

At 8:19 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.

**Recognition of the Public: Items Specific to the Agenda**

Mrs. Jean Rice welcomed Michele Sholder, Dr. Janylyn Elias and Dr. John Thompson to the meeting.

**Reports & Updates****Announcement of CAIU Retirees**

The Board announced retirement of **Todd Kehler**, Supervisor, Hill Top Academy, after 38 years of service.

**Monthly Board Spotlights & Visits**

The tentative schedule of monthly Board Spotlights and Visits was available for the Board's review. The September Board Visit to Willow Mill Preschool will be postponed due to a Board Negotiations Committee meeting scheduled for the same time.

**New Principal at Hill Top Academy**

Dr. John Thompson, Principal at Hill Top Academy, was introduced to the Board. He shared an overview of his previous work experiences and his goals of working with the staff and students at Hill Top Academy.

**CAIU Team Reports**

- Alicia McDonald, Director of Student Services, shared that the student's programs have begun and everyone is off to a great start. The beginning of the year enrollment at Hill Top Academy is currently at 115 students with 4 outstanding referrals. The preschool program started on Tuesday of this week.

- Theresa Kinsinger, Director of Organizational Services, shared that the school year programs are up and running. We are almost fully staffed and are working to fill any remaining vacancies. Source4Teachers remains as our substitute provider. We have trained 82 Guest Teachers to serve as school district substitutes.
- Len Kapp, Supervisor of Operations and Transportation, shared that his staff worked with supervisors to get classrooms in final form for the start of the school year.
- Brian Griffith, Director of Curriculum Services, shared that the High Impact Strategies training being held this week is preparing student teachers to work in area schools. The PSSA test was adjusted this past year to align more closely with the PA Core Standards. The tests were more rigorous and the cut scores were adjusted. PSSA test results have been received by the districts and the scores have been affected by the change in the cut scores, especially middle school math assessments scores. Parent letters will be released in September.
- David Martin, Director of Technology Services, shared that PAIUnet v.2 transition went well. Districts have access to 2 gig of additional internet with this upgrade. Technology equipment purchased as a result of eRate changes is being installed in the districts. The Disaster Recovery Solution will begin with a pilot by December. Secretary Pedro Rivera utilized the CAIU Technology Team to create a video. He sent a follow-up letter of thanks to the Technology staff for their good work. The letter is attached to the Board agenda.
- Daren Moran, Business Manager, shared some of the repercussions resulting from the lack of a State Budget at this point in the year and the steps the CAIU has taken and will take, moving forward, until the budget is passed. The Office Depot group purchasing program, used by 11 LEAs this past year, has resulted in revenue rebates to the districts. The CAIU also participates in the Easy Procure program which resulted in a rebate this past year.
- Dr. Rhonda Brunner, Assistant Executive Director, shared that the New Federal Program Coordinator training will be held at the CAIU on September 10<sup>th</sup>. The process of combining all employee policies (300 level, 400 level, and 500 level) into one employee section has begun with the first group of policies being presented as a first reading this month. Districts have been submitting their intent to utilize the CAIU to provide academic and support services to nonpublic schools within their attendance area.
- Cindy Mortzfeldt, Executive Director, provided an overview of her monthly report. She shared that a local news station will be coming to the CAIU later today to interview administration about how the CAIU is continuing to provide services to students and districts given the lack of a State Budget. She highlighted the Preschool Program summary in her report pointing out that over 1,900 preschool children were served last school year. She also shared several photos from a community service project by a Delbrook Preschool volunteer.

Discussion of PSBA 2015  
Election - Slate of  
Candidates

The Board briefly discussed the PSBA 2015 Slate of Candidates. A vote will take place at the September Board meeting. Rennie Gibson, Board Secretary, shared that a link to the bios for each candidate can be accessed through our board agenda item.

#### Approval of Minutes

**Mrs. Nancy Otstot moved, seconded by Mrs. Barb Geistwhite,** “that the minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of July 23, 2015 are approved.”

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

<b>Board Committee</b>	No committee reports.
<b>Treasurer's Report</b>	<b>Mr. Mike Berk moved, seconded by Mr. Wilbur Wolf</b> , "that the following fiscal items be approved:
Treasurer's Report	July 2015 Treasurer's Report – a total of \$3,516,125.81 in receipts and \$4,363,775.95 in expenditures for July 2015
Payment of Bills	July 2015 Payment of Bills
Summary of Operations – June 2015	June 2015 Summary of Operations showing revenues of \$76,511,314.86 and expenses of \$75,721,625.45
Summary of Operations – July 2015	July 2015 Summary of Operations showing revenues of \$1,893,449.13 and expenses of \$3,103,070.74."
	<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>Mrs. Judith Quigley moved, seconded by Mr. Wilbur Wolf</b> , "that the following budget administration items be approved
Proposed 2015-16 Budget -Title I, Part D - Loysville Youth Development Center	Proposed Original 2015-16 Budget -Title I, Part D - Loysville Youth Development Center."
	<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>Mr. Mike Berk moved, seconded by Mrs. Nancy Otstot</b> , "that the following other fiscal items be approved:
2015-16 Special Education Service Contracts	2015-16 Special Education Service Contracts for the following: Lower Dauphin SD, Mechanicsburg Area SD, New Story, Susquehanna Township SD."
	<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 Business Matters</b>	<b>Mrs. Nancy Otstot moved, seconded by Dr. Fred Baldwin</b> , "that the following other business items be approved."
2015-16 Board Committees	2015-16 Board Committees was approved with the removal of Barb Geistwhite from the Negotiations Committee."
	<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>Mrs. Nancy Otstot moved, seconded by Mr. Mike Berk</b> , "that the following policies and programs be approved:
Second Reading, Revised Policy #331 - Job Related Expenses	Second Reading, Revised Policy #331 - Job Related Expenses

Second Reading, Existing Position, New Description - Clinical Psychologist - Mental Health Coordinator  
 Second Reading, Existing Position, New Description - Clinical Psychologist - Mental Health Coordinator

Second Reading, Existing Position, Revised Description - Food Services Manager  
 Second Reading, Existing Position, Revised Description - Food Services Manager

Second Reading, New Position, New Description - Senior Application Developer  
 Second Reading, New Position, New Description - Senior Application Developer

Second Reading, Existing Position, New Description - Technology Infrastructure Supervisor  
 Second Reading, Existing Position, New Description - Technology Infrastructure Supervisor

2015-16 LYDC Planned Education Program (PEP)  
 2015-16 LYDC Planned Education Program (PEP)

First Reading, Existing Position, Revised Description - Technology Application Supervisor  
 First Reading, Existing Position, Revised Description - Technology Application Supervisor

First Reading, Revised Policies

First Reading of the following revised policies:

- #008 - Organizational Chart
- #301 - Creating a Position
- #302.1 - Emeritus Status for Executive Director
- #308 - Employment Contract/Board Resolution
- #311 - Suspensions/Furloughs
- #312 - Evaluation of Executive Director
- #313 - Evaluation of Employees
- #314 - Physical Examination
- #314.1 - HIV Infection
- #318 - Penalties for Tardiness/Unapproved Absence
- #319 - Outside Activities
- #320 - Freedom of Speech in Non-school Settings
- #321 - Political Activities
- #323 - Tobacco *with addition of language for e-cigarettes*
- #324 - Personnel Files
- #325 - Dress and Grooming."

**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 Dr. Elisabeth McLean, "that the following personnel items be approved:**

## RESIGNATIONS

**SARAH BJORKMAN**, educational paraprofessional, Early Intervention effective August 24, 2015. Reason: Accepted a position as a teacher with a member district.

**DAVID BLOM**, teacher, Autism Support effective August 17, 2015 (CAIU holding for 60 days – October 15, 2015 or until replacement is hired). Reason: Accepted a position with East Pennsboro School District.

**CHRISTOPHER CHASE**, accountant, Business effective August 14, 2015. Reason: Personal.

**DEBORAH HASSINGER**, speech/language clinician, Early Intervention effective December 17, 2015. Reason: Retirement after more than 24 years of CAIU employment.

**CHRISTOPHER MONAMSITH**, network administrator I, Technology Services effective August 14, 2015. Reason: Accepted a position with South Middleton School District.

**LEE ANN SCHWER**, personal care assistant, Autism Support effective August 10, 2015. Reason: Personal.

**JODIE SHILLOW**, part-time ESL teacher, Curriculum effective September 30, 2015. Reason: Personal.

RECOMMENDED FOR  
EMPLOYMENT OR  
CONTRACT

**SHARON BRANDT**, part-time, long-term substitute inclusion educational paraprofessional, Early Intervention effective September 14, 2015 through January 4, 2016 (tentative). To be paid at the rate of \$12.70 per hour based on HS+30, Step 1, \$18,003 for 189 days of service. This is a long-term substitute position funded through the MAWA Budget.

**MATTHEW CORDIER**, vocational teacher, Culinary Arts, Loysville Youth Development Center. Start date is pending. Salary will be based on Bachelors, Step 1, \$43,322 for 189 days of service, prorated for the remaining days of the 2015/2016 school year. This position replaces the Health/PE position due to a program change and is funded through the Loysville State Budget.

**CHRISTINA DERR**, educational consultant, Student Services effective October 16, 2015 (tentative). Base salary of Bachelors, Step 10, \$55,139 for 189 days of service will be prorated based on the date of release from Harrisburg School District. This position is funded through the Student Services Budget.

**LARRY HOFFMAN**, Wilson Reading Trainer, Curriculum Services effective for the 2015/2016 school year. To be paid at the rate of \$49.66 per hour based on Masters +15, Step 15, \$70,391 for 189 days of service. This is a PSERS approved assignment on an as-needed basis for the 2015/2016 school year.

**BRITTA HUNTER**, speech/language clinician, school-age effective at the start of the 2015/2016 school year. Salary will be based on Masters, Step 3, \$48,056 for 189 days of service, working 192 days to meet new hire requirements for the 2015/2016 school year. This is a replacement position funded through the School-age Speech/Language Budget.

**HOLLY KNAUB**, long-term substitute school psychologist, Pupil Services effective at the start of the 2015/2016 school year. Salary will be based on Masters +30, Step 1, \$49,056 for 189 days of service, working 192 days to meet new hire requirements for the 2015/2016 school year. This is a long-term substitute position funded through the Pupil Services Budget.

**TRACY LANDIS**, teacher, CAPP effective at the start of the 2015/2016 school year. Salary will be based on Masters +15, Step 3, \$49,336 for 189 days of service, working 192 days to meet new hire requirements for the 2015/2016 school year. This is a new position funded through the CAPP Budget.

**STACEY PARKS**, behavior consultant, Student Services effective at the start of the 2015/2016 school year. Salary will be based on Masters, Step 7, \$53,046 for 189 days of service, working 192 days to meet new hire requirements for the 2015/2016 school year. This is a new position funded through the Educational Consultant Budget.

**KELLY REIFF**, occupational therapist, OT/PT effective October 19, 2015. Base salary of Bachelors, Step 9, \$53,301 for 189 days of service will be prorated for a total of 138

days through June 30, 2016. This is a replacement position funded through the OT/PT Budget.

**JESSICA SHAKELY**, speech/language clinician, school-age effective at the start of the 2015/2016 school year. Salary will be based on Masters, Step 5, \$50,289 for 189 days of service will be prorated for a total of 186 days, working 189 days to meet new hire requirements for the 2015/2016 school year. This is a new position funded through the School-age Speech/Language Budget.

**BOBBI JO WORRELL**, teacher, CAPP effective at the start of the 2015/2016 school year. Salary will be based on Masters, Step 6, \$51,602 for 189 days of service, working 192 days to meet new hire requirements for the 2015/2016 school year. This is a new position funded through the CAPP Budget.

#### CHANGE OF STATUS

**MARY COLEMAN**, from technology support coordinator to program assistant, Technology Services effective September 4, 2015. Salary will remain the same with employee moving from Range 1 to Range 2, \$36,145 for 12 months of service. This is a new position funded through the Network Services Budget.

**JODY FORNEY-COLE**, from mental health worker to behavior consultant, ELECT at the start of the 2015/2016 school year. Change of status results in a change of salary to Bachelors, Step 1, \$43,322 for 189 days of service. This is a new position funded through the ELECT Budget.

**RYAN KLINEPETER**, from technology support coordinator to network administrator I, Technology Services effective September 1, 2015. Change of status results in a change from non-exempt to exempt employee with a base salary of \$50,000 for 12 months of service prorated for a total of 217 days. This is a new position funded through the Network Services Budget.

**PATRICK RIEKER**, change of status from program director, CAPP working 12 months to clinical psychologist/mental health coordinator, Student Services/CAPP working 205-days effective at the start of the 2015/2016 school year. Salary has been set at \$65,882.77 for 205-days of service. This position is funded through the Diagnostic and CAPP Budgets.

**ROBERT STUMPF**, from application support specialist to network administrator I, Technology Services effective September 1, 2015. Change of status results in a change from non-exempt to exempt employee with a base salary of \$50,000 for 12 months of service prorated for a total of 217 days. This is a new position funded through the Network Services Budget.

#### CHANGE OF SALARY

**TINA DEIBLER**, teacher, Deaf/Hard of Hearing Support, change of salary for showing proof of Masters +30 credits effective at the start of the 2015/2016 school year. Salary will be based on Masters +30, Step 15, \$71,813 for 189 days of service, working 192 days to meet new hire requirements for the 2015/2016 school year. This position is funded through the Deaf/Hard of Hearing Budget.

**AMBER KELLER**, from part-time to full-time ESL teacher, Curriculum effective at the start of the 2015/2016 school year due to resignations. Salary will be based on Bachelors, Step 3, \$45,029 for 189 days of service. This position is funded through the ESL Budget.

**TAMMY POFF**, behavior consultant, Student Services, change of salary for completion of Masters +30 credits effective the 2015/2016 school. Salary will be based on Masters +30, Step 3, \$50,763 for 189 days of service.

#### LEAVE OF ABSENCE

**MELISSA BIALAS**, transition coordinator, transition services, request for child-rearing leave of absence effective at the start of the 2015/2016 school year through October 8, 2015. Employee is eligible for FMLA benefits.

**KAREEM COTTON**, part-time/hourly inclusion EPP, Early Intervention, child-rearing leave of absence effective September 14, 2015 through January 3, 2016. Leave is requested with pay using accumulated sick leave for seven (7) days and without pay for the remainder of the leave. Leave is requested in accordance with CAIU policy.

Employee is not eligible for FMLA benefits.

**EMILY SIDELINGER**, speech/language clinician, school-age, request for child-rearing leave of absence effective October 26, 2015 through December 22, 2015. Employee is eligible for FMLA benefits.

**PATRICIA STEPHENS**, program/data coordinator, ELECT/EFI, leave of absence without pay to care for family member. Leave is requested under FMLA beginning July 2, 2015.”

**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 highlighted several items under the CAIU Team Reports. The Board Visit to Willow Mill Preschool in September will be rescheduled due to negotiations committee meeting.

#### **Executive Director's Goals Update**

The 3-year CAIU Goals were updated to reflect action steps and strategies for 2015-16.

#### **President's Report**

Mrs. Jean Rice thanked the Board members for their attendance at this morning's meeting.

#### **Board Member Sharing of Information**

- Mrs. Nancy Otstot, East Pennsboro Area SD, shared that the teachers at the Middle School have worked with the Blended Learning Grant over the summer and have made changes to their rooms for the start of the school year. Students in Grades 5-12 will have access to Chrome Books and students in Grades K-4 will be using iPads during their daily instruction.
- Mrs. Barbara Geistwhite, Cumberland Valley SD, shared congratulations on behalf of West Shore and the Red Land Little League team. She also shared that a CV student went to Russia to participate in the International Geography Bee. Cumberland Valley SD also has a student participating in the Oyster Mill Playhouse's production of "First Baptist of Ivy Gap."
- Mrs. Judy Crocenci, West Shore SD, shared that they are very proud of the Red Land Little League team. She attended the game in Williamsport on Wednesday.

#### **Information Items**

The following Information Items were available for the Board Members' review:

- Thank you letter from Secretary Rivera

#### **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, September 24, 2015, 8:00 a.m., Board Room, CAIU Enola Office.

#### **Adjournment**

**Mr. Mike Berk moved, seconded by Dr. Fred Baldwin**, "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 9:30 a.m. the meeting adjourned.

Rennie Gibson,  
Board Secretary