

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

January 26, 2017

MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, January 26, 2017, at the Capital Area Intermediate Unit at the Enola Office.

- REGULAR BOARD MEETING** At 8:01 a.m., the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order by President, Mrs. Jean Rice.
- Pledge of Allegiance** All stood and pledged allegiance to the flag of the United States of America.
- Roll Call** **Members in attendance were:** Dr. Fred Baldwin, Mr. David Barder (arrived after roll call), Ms. Gwendolyn Browning (arrived after roll call), Mr. Terry Cameron, Mr. Robert Copeland, Mrs. Judy Crocenzi, Mr. Clifton Edwards, Mrs. Barbara Geistwhite, Dr. Layne Lebo, Dr. Elisabeth McLean (arrived after roll call), Mrs. Jean Rice, Mr. Ford Thompson, Mr. Wilbur Wolf (13)
Members not in attendance were: Mr. Ken Ewing, Mr. Jay Franklin, Ms. Ausha Green, Mr. John Salov, Mr. Eric Samples, Mr. J. Bruce Walter (6)
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: Brian Griffith, Alicia McDonald, Len Kapp, Dr. Rhonda Brunner
- Recognition of the Public: Items Specific to the Agenda** Mrs. Jean Rice welcomed Keith Imboden, Kimberly Matthews, Michele Sholder, Janilyn Elias and Lisa Slover 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.
- Arriving Board Members Mr. David Barder arrived at 8:05 am
Dr. Elisabeth McLean arrived at 8:06 am
Ms. Gwendolyn Browning arrived at 8:19am
- Monthly Board Spotlight – Hospital Program Ms. Alicia McDonald introduced Keith Imboden, Program Supervisor, and Kimberly Matthews, CAIU Teacher, who shared an overview of the Hospital Programs.
- Announcement of CAIU Retiree The CAIU Board of Directors recognized the following CAIU retiree:
Debra Paroda, Secretary, retirement after 16 years of service.
- CAIU Team Reports ➤ Alicia McDonald, Director of Student Services, shared that the ELECT program was recently monitored by the Department of Human Services. The rates for 17-18 school-age special education services are being determined. At our recent CAIU All Staff Day, two former CAIU students presented and shared their success stories.

- Len Kapp, Supervisor, Operations and Transportation, shared that spring and summer projects are being planned.
- Brian Griffith, Director of Curriculum Services, shared that five telepresence robots are being used in our schools. He also provided the background and overview of the recent training for incoming student teachers.
- Daren Moran, Business Manager, shared information about school property tax elimination considerations.
- Dr. Rhonda Brunner, Assistant Executive Director, shared that she is presenting at the Title I Improving Schools Conference along with David Colestock and a nonpublic school principal. She also shared background information about the Hazing policy that is on the board agenda for a first reading.
- Cindy Mortzfeldt, Executive Director, shared that the WAN Committee met and selected Comcast to continue to be our WAN and Internet provider. The letter of commitment has been sent to our districts and the contract will be presented to the board in February. Additionally, she provided an update on the OCR complaint. The CAIU recently held its annual All Staff Day. Dina Duffy, CAIU Speech and Language Pathologist is the 2016-17 recipient of the Josephine J. Decima award. At the upcoming PETE&C Conference, the CAIU Technology staff and students from local school districts will provide the technology support for the conference.
- Rennie Gibson shared that the Statement of Financial Interest form is at each board member's place and is to be completed and returned by April 21. She also passed around the annual School Board Organization form for each member to verify employment as required by the Auditor General.

Statement of
Financial Interest

Statement of Financial Interest forms are to be completed and returned to the Board Secretary by April 21.

**Approval of
Minutes**

Mr. Wilbur Wolf moved, seconded by Mrs. Barbara Geistwhite, "that the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of December 22, 2016 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**

There were no Board Committee Reports.

Treasurer's Report

Mr. Wilbur Wolf moved, seconded by Dr. Fred Baldwin, "that the following fiscal items be approved:

Treasurer's Report -
December 2016

December 2016 Treasurer's Report - a total of \$6,230,932.43 in receipts and \$5,919,377.91 in expenditures for December 2016

Payment of Bills -
December 2016

December 2016 Payment of Bills

Summary of
Operations -
December 2016

December 2016 Summary of Operations showing revenues of \$36,872,860.34 and expenses of \$29,929,439.05."

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. Wilbur Wolf moved, seconded by Ms. Gwen Browning, "that the following Budget Administration item be approved:

Proposed 2017-18 General Operating Budget (2nd Reading)	Proposed 2017-18 General Operating Budget – final.” Motion passed with a roll call vote: Dr. Fred Baldwin, yes; Mr. David Barder, yes; Ms. Gwendolyn Browning, yes; Mr. Terry Cameron, yes; Mr. Robert Copeland, yes; Mrs. Judy Crocenzi, yes; Mr. Clifton Edwards, yes; Mrs. Barbara Geistwhite, yes; Dr. Layne Lebo, yes; Dr. Elisabeth McLean, yes; Mrs. Jean Rice, yes; Mr. Ford Thompson, yes; Mr. Wilbur Wolf (13)
Other Fiscal Matters	There were no Other Fiscal Matters.
Other Business Item	Ms. Gwen Browning moved, seconded by Mrs. Barbara Geistwhite “that the following Other Business Item be approved:
Annual Convention/Election of Board Member	Annual Election of Board Members will be 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.
Policies	Mr. Ford Thompson moved, seconded by Dr. Fred Baldwin, “that the following policies be approved:
First Reading New Policy	First Reading, New Policy #247 – Hazing.” Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Job Descriptions	Mr. Wilbur Wolf moved, seconded by Mrs. Judy Crocenzi, “that the following job description be approved:
Second Reading, New Position, New Description - Account Manager	Second Reading, New Position, New Description - Account Manager.” 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 Ms. Gwen Browning, “that the following personnel items be approved:
RESIGNATIONS	<ul style="list-style-type: none"> • LINDSEY BINKLE, Teacher, Deaf/Hard of Hearing Program, effective February 17, 2017. Reason: Employee accepted a position with Lancaster-Lebanon Intermediate Unit. • TONYA HATTER, Social Worker, Pupil Services Program, effective February 16, 2017. Reason: Employee accepted a position with Selinsgrove Area School District.
RECOMMENDED FOR EMPLOYMENT OR CONTRACT	<ul style="list-style-type: none"> • KATHERINE DERK, Teacher, Emotional Support Program, effective January 9, 2017. Base salary of Bachelors, Step 1, \$44,247 for 189 days of service will be prorated for a total of 96 days with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.

- **KALYLA FEIGHT**, Educational Paraprofessional, Dual Diagnosis/Emotional Support Programs, effective January 31, 2017. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 81 days with additional new hire days as required. This is a replacement position funded through the Dual Diagnosis/Emotional Support budgets.
- **CIERRIA HARFIELD**, Personal Care Assistant, CATES Program, effective January 9, 2017. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 96 days with additional new hire days as required. This is a replacement position funded through the CATES budget.
- **KELLY LEBO**, Clerk, Loysville Youth Development Center, effective January 11, 2017. Base salary of \$31,882.50 for 12 months of service, prorated for a total of 123 days through June 30, 2017. This is a replacement position funded through the Loysville Youth Development Center budget.
- **CASSANDRA ST JUSTE**, Personal Care Assistant, Autism Support Program, effective February 6, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 82 days with additional new hire days as required. This is a new position funded through the Autism Support budget.
- **BRIELLE WITTLE**, Personal Care Assistant, CATES Program, effective January 3, 2017. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 100 days with additional new hire days as required. This is a new position funded through the CATES budget.
- **DEBORAH EVANS**, Educational Consultant, Curriculum Team, change in leave of absence return to work date from February 1, 2017 to January 17, 2017.
- **VALERIE GREEN** from part-time Long Term Substitute Educational Paraprofessional to permanent, part-time Educational Paraprofessional, Early Intervention Program, effective January 3, 2017.

CHANGE OF SALARY

- **JULIE HARMAN**, Educational Consultant, Student Services Team, change of salary for completion of Masters + 45 credits, effective December 22, 2016. Salary will be based on a Masters + 45, Step 15, \$73,873 for 189 days of service and will be prorated for a total of 99 days.
- **TAMMY POFF**, Behavior Consultant, Student Services Team, change of salary for completion of Masters + 45 credits, effective January 3, 2017. Salary will be based on a Masters + 45, Step 7, \$57,816 for 189 days of service and will be prorated for a total of 100 days.
- **NICOLE SHOWERS**, Educational Consultant, Student Services Team, change of salary for completion of Masters + 45 credits, effective December 22, 2016. Salary will be based on a Masters + 45, Step 15, \$73,873 for 189 days of service and will be prorated for a total of 101 days.

LEAVES OF ABSENCE

- **KATHLEEN BEVERIDGE**, Reading Specialist, ANPS Program, intermittent FMLA leave through December 21, 2017. Leave is requested in accordance with CAIU and FMLA policies.
- **DEBORAH EVANS**, Educational Consultant, Curriculum Team, leave of absence effective February 15, 2017 – May 12, 2017. Leave is requested using remaining FMLA days and accumulated paid leave from February 15, 2017 – the morning of April 21, 2017 for a total of 44.5 paid days. Extended sick leave from the afternoon of April 21, 2017 – May 12, 2017 is requested using accumulated leave time for a total of an additional 15.5 paid days.
- **DEBRA HARRO**, Accounting Clerk, Administration Team - Business, intermittent FMLA leave through December 20, 2017. Leave is requested in accordance with CAIU and FMLA policies.
- **KAREN SHENK**, Educational Consultant, Curriculum Team, leave of absence effective January 3, 2017 – February 5, 2017. Leave is requested using accumulated paid leave from January 3, 2017 – January 24, 2017 for a total of 15 full days. Employee will then

work half days, also using paid leave from January 25, 2017 – February 5, 2017 for a total of 8 half 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 and welcomed new Board Member from Mechanicsburg School District, Dr. Layne Lebo.
President's Report	Mrs. Jean Rice thanked the Board members for their attendance at this morning's meeting. She shared her appreciation for their work and dedication as board members.
Board Member Sharing of Information	<ul style="list-style-type: none"> • Mr. Ford Thompson, Central Dauphin SD, and Mrs. Barbara Geistwhite, Cumberland Valley SD, shared their concerns regarding the proposed Property Tax Elimination and the need for Board Members, legislators, and community members to be informed. • Mr. Wilbur Wolf, Big Spring SD, also added that it is important to keep the need for pension reform and the reasons for the pension crisis as part of the conversation.
Information Items	<p>The following information items were available for the Boards' review:</p> <ul style="list-style-type: none"> • abc27 news article on Andrew's Gift • Commendation Letter • Superintendents' Advisory Council (SAC) Meeting minutes from January
Other Business/Public Comment on Items Not Specific to Agenda	There were no other business/public comments on items not specific to the agenda.
Departing Board Member	Dr. Elisabeth McLean departed the board meeting at 9:23 a.m.
Next Board Meeting Date	The next regular meeting of the Capital Area Intermediate Unit Board of Directors will be held on Thursday, February 23, 2017, 8:00 a.m., Board Room, CAIU Enola Office.
Adjournment	<p>Mrs. Barbara Geistwhite moved, seconded by Dr. Fred Baldwin, "that the meeting is adjourned."</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> <p>At 9:35 a.m., the meeting adjourned.</p>

Rennie Gibson,
Board Secretary