

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

October 27, 2016

MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, October 27, 2016, at the Capital Area Intermediate Unit at the Enola Office.

- REGULAR BOARD MEETING** At 8:08 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, Ms. Gwendolyn Browning, Mr. Terry Cameron, Mrs. Judy Crocenzi, Mr. Clifton Edwards, Mrs. Barbara Geistwhite (arrived after roll call), Ms. Ausha Green (arrived after roll call), Mrs. Judith Quigley, Mrs. Jean Rice, Mr. Eric Samples, Mr. Ford Thompson, Mr. J. Bruce Walter and Mr. Wilbur Wolf (14)
Members not in attendance were: Mr. Robert Copeland, Mr. Ken Ewing, Mr. Jay Franklin, Dr. Elisabeth McLean and Mr. John Salov (5)
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: Theresa Kinsinger, Alicia McDonald, Dave Martin, Len Kapp, Dr. Rhonda Brunner, David Colestock and Michele Sholder
- Recognition of the Public: Items Specific to the Agenda** Mrs. Jean Rice welcomed David Colestock and Michele Sholder to the meeting.
- Reports & Updates**
- October Board Spotlight Nonpublic School Services and Title I, II David Colestock, Supervisor of Nonpublic School Services, provided an overview of services provided to the students and staff at our nonpublic schools including Titles I and II services.
- Arriving Board Members Mrs. Barbara Geistwhite arrived to the Board meeting at 8:10 a.m.
Ms. Ausha Green arrived to the Board meeting at 8:12 a.m.
- Announcement of CAIU Retirees The Board announced the retirement of ***Kristi Shireman***, Early Intervention S/L Program Supervisor, after 18 years of service.
- CAIU Team Reports
- Alicia McDonald, Director of Student Services, shared an update on the preschool grant implementation with Follow Me Childcare Center. The PA Psychiatric Institute is opening more beds for younger students, as a result, CAIU is opening another classroom there. The CAIU operates seven classrooms across the hospital settings in our region.
 - Theresa Kinsinger, Director of Organizational Services, shared that there is a Guest Teacher training today for 30 participants. Her staff continues to fill vacant positions. Open Enrollment paperwork will be distributed tomorrow and informational meetings about Health Savings Accounts have been scheduled.

- Len Kapp, Supervisor, Operations and Transportation, shared that the Hill Top Academy parking lot and driveway project has been completed and is providing for a more efficient traffic flow. He provided an update on the culvert repair project at Enola and noted that his staff is preparing for winter weather.
- Daren Moran, Business Manager, shared that the local auditors have completed their work and will present their report at next month’s board meeting. His team is working to fill a staff vacancy, and budget preparation for the 2017-18 fiscal year will begin in the near future.
- Dr. Rhonda Brunner, Assistant Executive Director, shared information about an upcoming PEMA Chemical Management Clean-up training and that the CAIU 15 PDE Federal Program Regional Coordinator is now holding monthly update meetings at CAIU for the purpose of updating districts on Every Student Succeeds Act (ESSA) implementation and to answer any questions related to Federal Program implementation.
- David Martin, Directory of Technology Services, shared that the Regional Wide Area Network (RWAN) bid went out for a 3-year contract. Joe Gallucci and he are presenting at the Association of Educational Service Agencies (AESAs) annual conference on the AgendaManager product. An E-rate training is scheduled, and his team recently replaced wireless access points at CAIU.
- Cindy Mortzfeldt, Executive Director, shared that we are currently in year two of the Equity and Excellence series implementation. A middle school student event was held yesterday. The agenda and session outline are on the Board agenda. We also held a new employee orientation yesterday which was presented by CAIU administrators. There is a Project Search Open House at Hershey Medical Center on November 15th from 6:00-8:00 pm. Our CAIU preschool staff worked with Simpson Library in Mechanicsburg to share information during the Parent and Toddlers Together Workshop. On October 31st at 2:00, the CAIU will host another My Bike event through Variety, the Children’s Charity.
- Rennie Gibson, Executive Assistant, reminded the Board Members that our next board meeting will be held on the third Thursday of the month due to the Thanksgiving holiday.

Approval of Minutes

Mrs. Barb Geistwhite moved, seconded by Mr. Wilbur Wolf, “that the minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of September 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

There were no Board Committee Reports.

Treasurer’s Report

Mr. Ford Thompson moved, seconded by Mr. Wilbur Wolf, “that the following fiscal items be approved:

Treasurer's Report -
September 2016

September 2016 Treasurer's Report – a total of \$9,986,190.01 in receipts and \$9,471,120.00 in expenditures.

Payment of Bills -
September 2016

September 2016 Payment of Bills.

Summary of Operations
– September 2016

September 2016 Summary of Operations showing revenues of \$17,998,213.98 and expenses of \$12,142,156.76.

Summary of Operations
- June 2016 (As of Oct
13)

Summary of Operations - June 2016 (As of Oct 13) showing revenues of \$85,654,214.89 and expenses of \$85,741,518.45.”

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 Mr. Eric Samples** “that the following Budget Administration item be approved:

Proposed 2016-17 Original Budget - Review of Higher Ed Teacher Programs

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Proposed 2016-2018 Original Budgets

The following Proposed 2016-18 Original Budgets:

- Title I Part D - Neglected & Delinquent Subpart 2
- Title III Part A - English Language Acquisition.”

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 **No Other Fiscal Matters.**

Other Business Item **No Other Business Items.**

Policies **Mr. David Barder moved, seconded by Mr. Eric Samples** “that the following policies be approved:

Second Reading, New Policies

Second Reading and approval of the following new policies:

- New Policy #331.1 - Use of Personal Vehicles
- New Policy #702 - Gifts, Grants, Donations
- New Policy #707 - Use of Intermediate Unit Facilities

First Reading, New Policy #706 - Property Records

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First Reading, Revised Policy #826 - Management of Individualized Identifiable Health

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

Job Descriptions **Ms. Gwen Browning moved, seconded by Mr. Wilbur Wolf,** “that the following Job Description be approved:

Second Reading, Existing Position, Revised Description - Business Support Specialist

Second Reading, Existing Position, Revised Description - Business Support Specialist.”

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. Eric Samples moved, seconded by Ms. Ausha Green, “that the following personnel items be approved:

RESIGNATIONS

JULIE BARBER-BRISTOL, Speech and Language Clinician, School-Age Speech Program, effective December 9, 2016. Reason: Moving out of state.

RACHEL BENECKE, Educational Paraprofessional, Diagnostic Program, effective October 6, 2016. Reason: Personal.

KAREEM COTTON, Inclusion Educational Paraprofessional, Early Intervention Program, effective October 14, 2016. Reason: Personal.

FREDERICK GARMAN, Educational Paraprofessional, CATES Program, effective October 6, 2016. Reason: Personal.

SARAH MAZZULLA, Teacher, Emotional Support Program, effective December 2, 2016. Reason: Personal.

RUTH NAZAY, Personal Care Assistant, Autism Support Program, effective October 4, 2016. Reason: Personal.

DEBRA PARODA, Program Secretary, Loysville Youth Development Center, effective January 5, 2017. Reason: Retirement after 17 years of continuous service.

ERIN SAUNDERS, Program Secretary, Pennsylvania Institute for Instructional Coaching (PIIC) Program, effective October 31, 2016. Reason: Personal.

CATHY WRIGHT-DANIELS, Educational Paraprofessional, Autism Support Program, effective October 21, 2016. Reason: Personal.

RECOMMENDED FOR
EMPLOYMENT OR
CONTRACT

ALYSSA DEGSOSKY, Speech and Language Clinician, Early Intervention Program, effective November 7, 2016. Base salary of Masters, Step 3, \$48,693 for 189 days of service will be prorated for 123 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.

JIL DESSO, part-time Teacher, ESL Program, effective September 27, 2016. Employee will be paid at the rate of \$32.96 per hour, based on Bachelors, Step 4, \$46,717 for 189 days of service. This is a replacement position funded through the ESL budget.

TIMOTHY DORSEY, Program Supervisor, Student Services Team, start date to be determined and contingent upon receipt of acceptable Act 168 forms. Salary will be based on Act 93, Range 3, \$112,363 for 12 months of service, prorated based on number of days worked through June 30, 2017. This is a replacement position funded through the CORE budget.

NATHANIEL KREYSAR, Educational Paraprofessional, Autism Support Program, effective September 26, 2016. Base salary of HS + 30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 165 days with additional new hire days as required. This is a new position funded through the Autism Support budget.

JEREMY LOPUS, Personal Care Assistant, Autism Support Program, effective October 10, 2016. Base salary of HS + 30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 155 days with additional new hire days as required. This is a new position funded through the Autism Support budget.

MICHELE MARSICO, part-time Teacher, ESL Program, effective October 10, 2016. Employee will be paid at the rate of \$31.21 per hour, based on Bachelors, Step 1, \$44,247 for 189 days of service. This is a replacement position funded through the ESL budget.

MARVIN MOSES, Personal Care Assistant, Autism Support Program, effective October 31, 2016. Base salary of HS, Step 12, \$26,410 for 189 days of service will be prorated for a total of 140 days with additional new hire days as required. This is a new position funded through the Autism Support budget.

NICHOLAS RUDDLE, Educational Paraprofessional, Emotional Support Program, effective October 24, 2016. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 142 days with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.

HARRY SHIELDS, Long Term Substitute Teacher, Loysville Youth Development Center, effective November 7, 2016 – January 27, 2017. Base salary of Bachelors, Step 5, \$47,898 for 189 days of service will be prorated for 48 days of service. This is a replacement position funded through the Loysville Youth Development Center budget.

LINDSEY STAUFFER, Educational Paraprofessional, Diagnostic Program, effective November 14, 2016. Base salary of HS + 30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 127 days with additional new hire days as required. This is a replacement position funded through the Diagnostic budget.

JENNIFER STURTEVANT, Speech and Language Clinician, Early Intervention Program, effective October 17, 2016. Base salary of Masters, Step 6, \$52,239 for 189 days of service will be prorated for a total of 138 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.

CHANGE OF STATUS

KIMARIE BROWN, Teacher, Emotional Support Program, change in resignation date from June 3, 2016 to July 28, 2016 due to working the Extended School Year Program (ESY).

ERIN LAVIA, Teacher, Emotional Support Program, change in resignation date from June 3, 2016 to July 28, 2016 due to working the Extended School Year Program (ESY).

MARYANN MERCER, from part-time to full-time Educational Paraprofessional, Multiple Disabilities Support Program, effective for the 2016-2017 school year.

ANDREW RICHMOND, Educational Paraprofessional, Emotional Support Program, rescinding resignation, effective September 23, 2016. Change from full-time status to part-time status.

TAMMY TRUE, Program Secretary, Student Services Team, change in leave of absence return to work date from September 30, 2016 to October 31, 2016.

CHANGES OF SALARY

CRYSTAL JENKINS, Penn Data Specialist, Student Services Team, change in salary due to change of job description and increase in job duties, effective July 1, 2016. Salary will be \$44,811 and based on 12 months of service.

TRACEY SNYDER, Job Coach, Transitional Support Program, payment of \$2,950 stipend as per the Memorandum of Understanding (MOU), effective July 1, 2016.

ELENA TAYLOR, Job Coach, Loysville Youth Development Center, payment of \$2,950 stipend as per the Memorandum of Understanding (MOU), effective July 1, 2016.

PAMELA WILSON, Job Coach, Project Search Program, payment of \$2,950 stipend as per the Memorandum of Understanding (MOU), effective July 1, 2016.

LEAVES OF ABSENCE

FREDERICK GARMAN, Educational Paraprofessional, CATES Program, leave of absence September 12, 2016 – October 6, 2016. Leave is requested using accumulated paid leave from September 12, 2016 – September 14, 2016 for a total of 3 paid days and without pay from September 15, 2016 – October 6, 2016 for a total of 16 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

KAREN LAWSON, Educational Paraprofessional, Early Intervention Program, leave of absence November 18, 2016 – December 16, 2016. Leave is requested using accumulated leave time for a total of 13.5 paid days. The remainder of the leave will be without pay and will result in a total of 1.5 unpaid days. Employee is not eligible for FMLA, but leave is in accordance with CAIU Board Policy #339 – Uncompensated Leave.

WILLIAM MERCER, Personal Care Assistant, CATES Program, leave of absence September 12, 2016 – September 16, 2016. Leave is requested using accumulated paid leave for a total of 5 days and is 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 also highlighted several commendation letters under the Information Items.
President's Report	Mrs. Jean Rice thanked the board for their attendance. She was also very appreciative of the work of the CAIU staff as shared through the letters of commendation attached under the Information Items.
Board Member Sharing of Information	There were no Board Members' sharing of information.
Information Items	The following information items were available for the Boards review: <ul style="list-style-type: none"> ➤ Commendation Letter from Camp Hill ➤ Voting Receipt - 2017 PSBA Officers and PSBA Insurance Trust ➤ Commendation Letter from Chester County IU ➤ SCPCEE Middle School Forum - 10/26/16 ➤ The 10/12/ 2016 Superintendents Advisory Council (SAC) meeting minutes were available for the Board's review.
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 November 17, 2016, 8:00 a.m., Board Room, CAIU Enola Office.
Adjournment	<p>Mr. Eric Samples moved, seconded by Mr. Wilbur Wolf, "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 8:55 a.m. the meeting adjourned.</p>

Rennie Gibson,
Board Secretary