

## CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street  
Enola, PA 17025

**November 17, 2016  
MINUTES**

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

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| <b>REGULAR BOARD MEETING</b>                                   | 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.   |
| <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. David Barder, Mr. Terry Cameron, Mrs. Judy Crocenzi, Mr. Clifton Edwards, Mr. Jay Franklin, Mrs. Barbara Geistwhite, Dr. Elisabeth McLean, 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> Ms. Gwendolyn Browning, Mr. Robert Copeland, Mr. Ken Ewing, Ms. Ausha Green and Mr. J. Bruce Walter (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, Alicia McDonald, Dave Martin, Len Kapp, Dr. Rhonda Brunner,</p> |
| <b>Recognition of the Public: Items Specific to the Agenda</b> | Mrs. Jean Rice welcomed John Bonawitz and Jeff Walker from Brown Schultz Sheridan & Fritz to the meeting.   |
| <b>Reports &amp; Updates</b>                                   |   |
| 2015-16 Local Audit Presentation                               | Mr. Daren Moran introduced John Bonawitz and Jeff Walker from Brown Schultz Sheridan & Fritz who presented the financial statement and overview of the 2015-16 Local Audit Report. They reported that there were no disagreements with management. There were ten new pronouncements that will go into effect over the next several years (listed in the report). Reported that it was a standard year for the CAIU. There was one non-compliance issue which was a small error on a standard letter regarding IDEA funds. The form has since been updated.   |
| Monthly Board Spotlight - Project SEARCH                       | The monthly Board Spotlight was on Project SEARCH. Ms. Alicia McDonald, Director of Student Services, introduced Keith Imboden, Program Supervisor, Ann Vacchiano, Teacher, Pam Wilson, Job Coach, and six student interns who provided an overview of the Project SEARCH program located at Penn State Health. The student interns and CAIU staff participated virtually from their classroom at the medical center.   |
| Announcement of CAIU Retirees                                  | The Board announced the retirement of <b>Ann Bailets</b> , Supervisor, after 36 years of service.   |

## CAIU Team Reports

- Alicia McDonald, Director of Student Services, shared information about Project SEARCH, American Education Week, and the Trout in the Classroom program at Hill Top Academy. She provided updates on Project MAX in our Autism and Multiple Disabilities Support classrooms. Alicia also shared information about the Employability Class at Loysville Youth Development Center - fifty students dressed up in new clothes from Dress for Success in preparation for interviews.
- Theresa Kinsinger, Director of Organizational Services, shared that the CAIU is in the Open Enrollment period. The CAIU is hosting several HSA informational meetings. Theresa attended the annual PAIU HR/Business conference in State College. She continues to update the school district HR staff about the new Fair Labor Standards Act that will go into effect on December 1<sup>st</sup>.
- Len Kapp, Supervisor, Operations and Transportation, shared that CAIU exterior projects have been completed. Enola interior updates are nearing completion. The Driver's Education program continues to be in great demand. We continue to maintain a waiting list for Behind the Wheel instruction. CAIU transportation is transporting the largest number of students and greatest number of miles in over 15 years.
- Daren Moran, Business Manager, shared highlights from the local audit presentation. The business office is building the 2017-18 General Operating Budget; and 2016-17 budget revisions will be completed in December through March to accurately reflect budget changes.
- Dr. Rhonda Brunner, Assistant Executive Director, shared that there are two new PIMS data collection reports related to bus evacuation drills and fire drills. CAIU's PAIU Aspiring Leader will host two other Aspiring Leaders from IU 23 and IU 12. She will be part of a presentation on PAIU's two new leadership programs at the upcoming AESA conference.
- David Martin, Directory of Technology Services, shared updates from a recent Request for Proposal (RFP) vendor conference for the regional Wide Area Network WAN for which proposals are due on December 22<sup>nd</sup>. The technology team is preparing district's budget preparation sheets to assist districts in preparing for their 2017-18 budget. The technology team is preparing and hosting trainings to inform districts about future technologies. Equipment upgrades are being made in conference rooms, specifically to projectors and sound systems. He also provided an update on AgendaManager marketing: CAIU will be presenting on AgendaManager at the AESA conference; the new website is experiencing increased hits; two demonstrations are scheduled in New York and Florida; and several IUs have expressed interest.
- Cindy Mortzfeldt, Executive Director, shared that Project SEARCH student interns are corresponding via email with IU employees to assist interns with communication and writing skills. There was a My Bike presentation held at the CAIU on October 31<sup>st</sup>. The fall superintendents' conference was held recently with Liz Weber as a main presenter. The third South Central Excellence and Equity presentation was held this morning. The Enola preschool playground is nearing completion.

## Approval of Minutes

**Mr. Jay Franklin moved, seconded by Dr. Fred Baldwin,** "that the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of October 27, 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 - October 2016	October 2016 Treasurer's Report - a total of \$8,707,517.68 in receipts and \$6,671,316.41 in expenditures
Payment of Bills - October 2016	October 2016 Payment of Bills
Summary of Operations October 2016	October 2016 Summary of Operations showing revenues of \$27,504,018.32 and expenses of \$18,721,339.97
Summary of Operations June 2016 (As of Nov 3)	Summary of Operations - June 2016 (As of Nov 3) 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** **Mrs. Judy Crocenzi moved, seconded by Dr. Elisabeth McLean** "that the following Budget Administration item be approved:

Proposed 2016-17 Original Budgets	Proposed 2016-17 Original Budgets: <ul style="list-style-type: none"> <li>• Conference Planning in the amount of \$6,090</li> <li>• Gifted Technical Assistant Services in the amount of \$140,000</li> <li>• PA Assessment and Accountability in the amount of \$315,610</li> <li>• PA Institute for Instructional Coaching in the amount of \$1,438,879."</li> </ul>
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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.**

**Other Fiscal Matters** **No Other Fiscal Matters.**

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

**Policies** **Mr. Jay Franklin moved, seconded by Mr. Eric Samples,** "that the following policies be approved:

Second Reading, New Policy #706 - Property Records	Second Reading, New Policy #706 - Property Records
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Second Reading, Revised Policy #826 - Management of Individualized Identifiable Health Information	Second Reading, Revised Policy #826 - Management of Individualized Identifiable Health Information
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First Reading, Revised Policies	First Reading, Revised Policies: <ul style="list-style-type: none"> <li>• First Reading, Revised Policy #007 – Distribution</li> <li>• First Reading, Revised Policy #331 – Job Related Expenses</li> <li>• First Reading, Revised Policy #336 – Personal Necessity Leave</li> </ul>
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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** **None**

<b>Personnel Items</b>	<b>Mr. Wilbur Wolf moved, seconded by Mr. Eric Samples</b> , “that the following personnel items be approved:
RESIGNATIONS	<p><b>PHYLLIS BROWN</b>, Social Worker, CATES Program, effective November 23, 2016. Reason: Employee accepted a position with Lincoln Intermediate Unit.</p> <p><b>MARY HARRISON</b>, Personal Care Assistant, Autism Support Program, effective November 4, 2016. Reason: Personal</p> <p><b>SHAHARA JOHNSON</b>, Personal Care Assistant, Emotional Support Program, effective November 18, 2016. Reason: Personal.</p> <p><b>PAUL ZANGER</b>, Personal Care Assistant, Autism Support Program, effective November 18, 2016. Reason: Personal.</p>
RECOMMENDED FOR EMPLOYMENT OR CONTRACT	<p><b>LESLIE BARNES</b>, Access Secretary, Student Services Team, effective November 29, 2016. Range 4 salary of \$33,637.50 for 12 months of service will be prorated for a total of 154 days through June 30, 2017. This is a replacement position funded the Access budget.</p> <p><b>WHITNEY CONNOLLY</b>, Business Support Specialist, Administrative Team - Business, effective December 12, 2016. Base salary of \$53,000 for 12 months of service, prorated for a total of 145 days through June 30, 2017. This is a replacement position funded through the General Operating budget.</p> <p><b>BILLIJO MILLER</b>, Personal Care Assistant, Emotional Support Program, effective November 15, 2016. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 124 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.</p> <p><b>KELSIE PAXTON</b>, Personal Care Assistant, CATES Program, effective November 29, 2016. Base salary of HS + 30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 119 days with additional new hire days as required. This is a new position funded through the Emotional Support and CATES budgets.</p> <p><b>NA TERRA TONSEL</b>, Personal Care Assistant, Emotional Support Program, effective November 7, 2016. Base salary of HS + 30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 131 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.</p>
CHANGE OF STATUS	<p><b>SHANNON ELLISON</b>, from Educational Paraprofessional to a Long Term Substitute Teacher, Emotional Support Program, effective August 8, 2016 – December 23, 2016. Change of status results in a change of salary to Bachelors, Step 2, \$44,747 for 189 days of service and will be prorated for 89 days. This is a replacement position funded through the Emotional Support budget.</p> <p><b>KELLY HERMAN</b>, Educational Paraprofessional, Autism Support Program, change in leave of absence start date from November 9, 2016 to October 28, 2016. Employee will now be using accumulated paid leave time from October 28, 2016 – November 3, 2016 for a total of 5 paid days and without pay will be from November 4, 2016 – February 3, 2017 for a total of 55 unpaid days. Employee’s one-year of child-rearing leave of absence will be from February 4, 2017 until the return from winter break, January 2018.</p> <p><b>SARAH KNOUSE</b>, from Educational Paraprofessional to Long Term Substitute Teacher, Diagnostic Program, effective October 24, 2016 – June 2, 2017. Change of status results in a change of salary to Bachelors, Step 1, \$44,247 for 189 days of service and will be prorated for 142 days. This is a replacement position funded through the Diagnostic budget.</p> <p><b>MICHELE MARSICO</b>, from part-time to full-time Teacher, ESL Program, effective November 7, 2016.</p> <p><b>MITZI MCKENZIE</b>, Long Term Substitute Educational Paraprofessional, Autism Support Program, change in end date of assignment from October 31, 2016 to December 22, 2016, resulting in an increase of days from 53 to 88.</p> <p><b>DULCE MCNEILLIE</b>, Secretary, Loysville Youth Development Center, from a 205 day employee to a 260 day employee, effective November 7, 2016.</p>

**ANDREW RICHMOND**, Educational Paraprofessional, Emotional Support Program, from active to terminated status due to failure to report to work, effective September 23, 2016.  
**TAMMY TRUE**, Program Secretary, Student Services Team, change in leave of absence return to work date from October 31, 2016 to November 1, 2016.

#### **CHANGES OF SALARY**

**LYNDI JANNY**, Teacher, Early Intervention Program, change of salary for completion of Master's Degree, effective October 25, 2016. Salary will be based on a Masters, Step 4, \$49,744, for 189 days of service and will be prorated for a total of 145 days.

**DEBORAH ROSE**, School Psychologist, Pupil Services Program, change of salary for completion of Masters + 45 credits, effective October 25, 2016. Salary will be based on a Masters + 45, Step 9, \$61,099, for 189 days of service and will be prorated for a total of 140 days.

**HARRY SHIELDS**, Long Term Substitute Teacher, Loysville Youth Development Center, change from Step 5 to Step 14, resulting in salary change to \$64,380, prorated based on the number of days to be worked. Employee provided proof of additional years of teaching service prior to beginning employment.

#### **LEAVES OF ABSENCE**

**PETER FIDGETT**, Social Worker, Pupil Services Program, leave of absence September 6, 2016 – October 14, 2016. Leave is requested using accumulated paid leave for a total of 28 days and is in accordance with CAIU and FMLA policies.

**JANICE SUSI**, Occupational Therapist, OT/PT Program, leave of absence October 19, 2016 – November 11, 2016. Leave is requested using accumulated paid leave for a total of 18 days and is 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 also wished everyone a Happy Thanksgiving. In addition, she reported on the upcoming AESA Conference, which is our national organization. The CAIU has been awarded two presentation slots during the conference.

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

Mrs. Jean Rice thanked the board for their attendance.

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

- Mrs. Judy Crocenzi, West Shore SD, shared that their district settled their collective bargaining agreement. The West Shore band also placed 1<sup>st</sup> in state competition and 4<sup>th</sup> in national. She also shared her positive experience in being able to attend the “My Bike” presentation.
- Mrs. Judith Quigley, Mechanicsburg SD, announced that this would be her last meeting as she will be resigning from the Board. She expressed her gratitude and that it was an honor and privilege serving on the CAIU Board.

#### **Information Items**

The following information items were available for the Boards' review:

- News link to 21news article on My Bike
- Invitation to Hill Top Academy Thanksgiving luncheon

#### **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, December 22, 2016, 8:00 a.m., Board Room, CAIU Enola Office.

**Adjournment**

**Mrs. Barb Geistwhite moved, seconded by Mr. Jay Franklin, “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 9:20 a.m. the meeting adjourned.

Rennie Gibson,  
Board Secretary