

## CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street  
Enola, PA 17025

**February 23, 2017**

### MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, February 23, 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.
- Executive Session** At 8:01 a.m., the Board entered into Executive Session to discuss Personnel and Negotiation Matters.
- REGULAR BOARD MEETING** At 8:35 a.m., the Board reconvened the Regular Board Meeting.
- 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, Ms. Gwendolyn Browning, Mr. Terry Cameron, Mr. Robert Copeland, Mrs. Judy Crocenzi, Mr. Clifton Edwards, Mr. Ken Ewing, Mr. Jay Franklin, Mrs. Barbara Geistwhite, Dr. Layne Lebo, Dr. Elisabeth McLean , Mrs. Jean Rice, Mr. John Salov, Mr. Eric Samples, Mr. Ford Thompson, Mr. J. Bruce Walter, Mr. Wilbur Wolf (17)  
**Members not in attendance were:** Mr. David Barder and Ms. Ausha Green (2)  
**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, Theresa Kinsinger, Dave Martin, Dr. Rhonda Brunner, Len Kapp, and Holly Brzycki
- Recognition of the Public: Items Specific to the Agenda** Mrs. Jean Rice welcomed Lisa Klingler and Holly Brzycki to the meeting.
- Reports & Updates**
- Monthly Board Spotlight – CAOLA Holly Brzycki, CAIU Supervisor of Online Learning, shared an overview of the Capital Area Online Learning Association (CAOLA) including the curriculum, program structure, partnerships and the goals for CAOLA.
- Departing Board Member At 9:02 a.m., Mr. Ford Thompson departed the Board meeting.
- Announcement of CAIU Retiree There were no retirees this month.
- CAIU Team Reports
- **Alicia McDonald**, Director of Student Services, shared that her team is experiencing turnover of staff, especially at the paraprofessional level due to complexity of student needs and level of support needed. The recruitment and retention of staff create critical challenges and concerns. She also shared that we are continuing our partnership with Messiah College for Pre-Service teachers to observe and student teach in our CAIU classrooms.

- **Theresa Kinsinger**, Director of Organizational Services, shared that Affordable Care Act reporting has been completed. A Guest Teacher training will be held at the CAIU on July 26<sup>th</sup> and 27<sup>th</sup>. The CAIU continues to experience a severe substitute shortage. The Pennsylvania Association of School Personnel Administrators (PASPA) conference will be held next week.
- **Len Kapp**, Supervisor, Operations and Transportation, shared that the Governor's budget proposal includes language to change the transportation funding formula for school districts with the potential of decreasing subsidy amounts for many local districts.
- **Brian Griffith**, Director of Curriculum Services, shared that the Mid-Atlantic Conference on Personalized Learning will be held in Baltimore next week with about 460 registrants from over 30 states.
- **David Martin**, Director of Technology Services, shared that his team continues to market AgendaManager both in Pennsylvania and outside the state. The PETE&C conference was held last week and he commended students from West Shore School District and Derry Township School District for their conference technology support. Phase One of the conference room updates has been completed.
- **Daren Moran**, Business Manager, shared that the General Operating Budget needs approval by the majority of our member school districts. Six districts have already approved the General Operating Budget. He recently met with PAIU and CAIU business managers.
- **Dr. Rhonda Brunner**, Assistant Executive Director, shared that policies are being developed to comply with the Healthy, Hunger-Free Kids Act of 2010 including policies on unpaid meal charges and student wellness. The PDE School Climate initiative will expand to include more school districts next year. Plans are underway to include at least three Intermediate Unit-focused sessions at the fall PSBA/PASA conference.
- **Cindy Mortzfeldt**, Executive Director, shared that she is working with our substitute vendor to improve substitute fill rates. Variety – the Children's Charity has expanded in our region to include the My Stroller and the My Voice program. Cumberland Valley High School was the winner of the 2017 Governor's STEM Competition, which was held at the CAIU. The 18<sup>th</sup> Annual Champions for Children Bingo fundraiser will be held on April 7<sup>th</sup> at the CAIU.
- **Rennie Gibson**, Board Secretary, shared that Statement of Financial Interest forms are due and should be sent to her attention.
- **Bob Frankhouser**, Solicitor, shared an update on the federal government's guidance on transgender students.

#### Departing Board Member

Mrs. Judy Crocenzi departed the Board meeting at 9:29 a.m.

#### Approval of Minutes

**Mrs. Barbara Geistwhite moved, seconded by Mr. Jay Franklin**, "that the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of January 26, 2017 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. Negotiations committee is meeting today.

#### Treasurer's Report

**Mr. John Salov moved, seconded by Dr. Elisabeth McLean** "that the following fiscal items be approved:

#### Treasurer's Report - January 2017

January 2017 Treasurer's Report - a total of \$4,036,730.55 in receipts and \$7,444,386.55 in expenditures.

Payment of Bills - January 2017	January 2017 Payment of Bills.
Summary of Operations - January 2017	January 2017 Summary of Operations showing revenues of \$46,116,127.07 and expenses of \$38,826,029.84.”
	<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>	There were no Budget Administration Items.
<b>Other Fiscal Matters</b>	
Proposed 2017-18 Market Place Services Fee Schedule	<b>Mr. Wilbur Wolf moved, seconded by Mr. Jay Franklin,</b> “that the Proposed 2017-18 Market Place Services Fee Schedule be approved.”
	<b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>
Comcast Contract for Wide Area Network and Internet	<b>Mr. Wilbur Wolf moved, seconded by Ms. Gwen Browning,</b> “that the proposed contract with Comcast Cable Communications Management LLC for the Wide Area Network and Internet be approved subject to a final agreement acceptable to the administration and Counsel, and subject to the signature of the Board President on the final agreement.”
	<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 Item</b>	There were no Other Business Items.
<b>Policies</b>	<b>Mr. Wilbur Wolf moved, seconded by Dr. Elisabeth McLean,</b> “that the following policies be approved:
Second Reading New Policy	Second Reading and Approval, New Policy #247 – Hazing.
First Reading	First Reading of Revised Policy #810.1 – Drug/Alcohol Testing – Covered Drivers.”
	<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>Job Descriptions</b>	There were no Job Descriptions.
<b>Personnel Items</b>	<b>Mr. Jay Franklin moved, seconded by Mr. Wilbur Wolf,</b> “that the following personnel items be approved:
RESIGNATIONS	<ul style="list-style-type: none"> <li>• <b>KATHERINE DERK</b>, Teacher, Emotional Support Program, effective January 30, 2017. Reason: Personal.</li> <li>• <b>ANTHONY LUBIC</b>, Application Developer II, Technology Team, effective February 3, 2017. Reason: Personal.</li> <li>• <b>BILLIJO MILLER</b>, Personal Care Assistant, Emotional Support Program, effective February 23, 2017. Reason: Employee accepted a position with East Pennsboro Area School District.</li> </ul>

RECOMMENDED  
FOR EMPLOYMENT  
OR CONTRACT

- **JENNIFER KRAUS**, Educational Paraprofessional, Dual Diagnosis Program, effective February 13, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 72 days with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **KRISTEN OESTERLING**, Personal Care Assistant, CATES Program, effective February 13, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 72 days with additional new hire days as required. This is a new position funded through the CATES Program.
- **IMANI ROBERTS**, Personal Care Assistant, CATES Program, effective February 15, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 70 days with additional new hire days as required. This is a new position funded through the CATES budget.
- **BRIANNA SMITH**, Educational Paraprofessional, Dual Diagnosis 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 77 days with additional new hire days as required. This is a replacement position funded through the Dual Diagnosis budget.
- **MICHAEL ZITO**, Personal Care Assistant, Emotional Support Program, effective February 9, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 74 days with additional new hire days as required. This is a new position funded through the Emotional Support Program.

CHANGE OF  
STATUS

- **SAMANTHA GRUBBS**, Educational Paraprofessional, Autism Support Program, from active to terminated status due to failure to report to work, effective January 3, 2017.

CHANGE OF  
SALARY

- **ELIZABETH JENSEN**, change of salary from 80% of Bachelors, Step 2 to full amount of Bachelors, Step 2, \$44,747 for 189 days of service, prorated for 73 days, in accordance with the Collective Bargaining Agreement. Employee changed from a Floater Teacher to a Teacher in the Emotional Support Program, effective February 13, 2017.
- **BARBARA SWENSON**, change of salary from 80% of Bachelors, Step 1 to full amount of Bachelors, Step 1, \$44,247 for 189 days of service, prorated for 91 days, in accordance with the Collective Bargaining Agreement. Employee changed from a Floater Teacher to a Teacher in the Dual Diagnosis Program, effective January 17, 2017.

LEAVES OF  
ABSENCE

- **PAMELA FRY**, Educational Paraprofessional, Early Intervention Program, leave of absence effective February 3, 2017 – February 10, 2017. Leave is requested using accumulated paid leave for the morning of February 3, 2017 for a total of 0.5 paid days and without pay from the afternoon of February 3, 2017 – February 10, 2017 for a total of 5.5 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **KELLI GARIS**, Educational Paraprofessional, Emotional Support Program, unpaid leave is requested for January 19, 2017 and February 16, 2017 due to exceeding 10 days of leave without pay. Leave is requested in accordance with CAIU Board Policy #339 – Uncompensated Leave.
- **LYNETTE LEE**, Educational Paraprofessional, Early Intervention Program, leave of absence June 26, 2017 – July 26, 2017. Leave is requested without pay for a total of 18 unpaid days. Employee is not eligible for FMLA, but leave is in accordance with CAIU Board Policy #339 – Uncompensated Leave.
- **NANCY MAUST**, Educational Coach, Student Services Team, leave of absence effective January 18, 2017 – April 12, 2017. Leave is requested using accumulated leave time from January 18, 2017 – the morning of April 3, 2017 for a total of 52.5 paid days and without pay from the afternoon of April 3, 2017 – April 12, 2017 for a total of 7.5 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **SHIRLEY TAYLOR**, Clerk, Administrative Team, leave of absence effective March 2, 2017 – May 12, 2017. Leave is requested using accumulated paid leave for a total of 50 days and is in accordance with CAIU and FMLA policies.

- **EMILY SIDELINGER**, Speech and Language Clinician, School-Age Speech Program, leave of absence March 13, 2017 – April 28, 2017. Leave is requested using accumulated paid leave from March 13, 2017 – the morning of April 20, 2017 for a total of 24.5 paid days and without pay from the afternoon of April 20, 2017 – April 28, 2017 for a total of 6.5 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.

**President's Report**

Mrs. Jean Rice thanked the Board members for their attendance and patience at this meeting. She shared her appreciation for their work and dedication as board members.

**Departing Board Member**

Dr. Elisabeth McLean departed the board meeting at 9:23 a.m.

**Board Member Sharing of Information**

There were no Board Members Sharing of Information.

**Information Items**

The Superintendents' Advisory Council (SAC) Meeting minutes from February 8, 2017 were available for the Boards' 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, March 23, 2017, 8:00 a.m., Board Room, CAIU Enola Office.

**Adjournment**

**Mrs. Barbara Geistwhite 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 9:58 a.m., the meeting adjourned.

Rennie Gibson,  
Board Secretary